

Tutnall & Cobley Parish Council

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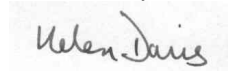
118 New Road
Aston Fields
Bromsgrove
Worcestershire
B60 2LD

Dear Parishioner

7 April 2015

You are invited to attend the next Ordinary Meeting of Tutnall & Cobley Parish Council which will be held on **Monday 13 April 2015** at **7.20 p.m.** in the **Committee Room of the Community Hall, Tardebigge.**

Yours sincerely



Helen Davies
Clerk & Proper Officer

Public Comment:

From 7.20 p.m. residents are invited to give their views and questions to the Parish Council on issues in this Agenda or raise issues for future consideration at the discretion of the Chairman, before the start of the Parish Council meeting at 7.30 p.m. Members of the public may not take part in the Parish Council meeting itself. This period is not part of the formal meeting; brief notes will be appended to the minutes as an aide memoire.

AGENDA

1 **To receive apologies and to approve reasons for absence.**

2 **DECLARATION OF INTEREST:**

- a) *Register of Interests: Councillors are reminded of the need to update their register of interests.*
 - b) *To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.*
 - c) *To declare any Other Disclosable Interests in items on the agenda and their nature.*
- Councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest, which falls within the terms of paragraph 12(4)(b) of the Code of Conduct, must leave the room for the relevant items.*

Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

To consider written requests from councillors for the council to grant a dispensation (section 33 of the Localism Act 2011) – written requests to be with the clerk at least four clear days prior to the meeting.

3 **Minutes:** To consider the approval of the minutes of the meetings of the Council on 10 March 2015 (attached).

4 **PROGRESS REPORTS FOR INFORMATION:** Items raised for a decision will appear on the agenda for the next meeting:

- a) **Clerk: Attached**
- b) **Chairman:**
- c) **District Councillor:**

- d) **County Councillor:**
- e) **Footpath Warden:** Planted two trees in Jubilee orchard; 5 oak trees still available.
- f) **Tree Warden:**
- g) **Conservation Officer:**
- h) **Community Hall Representative:**
- i) **Charities Representative:**

- 5 **CORRESPONDENCE FOR INFORMATION** – and will be placed in a folder for Councillors to inspect at the meeting.
- a) Bromsgrove District Council: <http://moderngovwebpublic.bromsgrove.gov.uk/> for details on: Planning Committee Minutes and Agendas.
 - b) Bromsgrove DC: Civil Charity Dinner – 30 April 2015.
 - c) Came & Co Spring Newsletter: can be emailed on request. Our brokers now offer insurance for Community Halls so a copy has been emailed to Cllr Denyer.
 - d) Bromsgrove & District CAB: Thank you for donation.
 - e) Police South Rural Newsletter March: to be emailed.

6 **PLANNING MATTERS:**

Applications for Consideration:

15/0086 Grange Farm, Grange Lane: construction of an extension to contain an indoor swimming pool.

Approvals: 15/0024 HMP Prison Brockhill: change of use of former crane storage yard with repairs office B1/B8 facilities to include demolition and erection of workshop.

15/0078 The Bridges House, London Lane: Alterations and extensions including: a new gabled front entrance; external alterations to the living and dining room; extension and external alterations to the new kitchen/family room; extensions to the swimming pool; reconfiguration of the existing garage; a new double garage; first floor extensions incorporating a new bedroom and master ensuite.

Refusals: None received to date.

Planning Matters:

14/1031 HMP Hewell Grange: installation of two 6m columns with two CCTV cameras on each. Following an email consultation with Members a 'no objection' submission was made.

7 **LENGTHSMAN SCHEME:** To note worksheet for March 2015: copy enclosed.

To confirm participation in 2015/16 Lengthsman Scheme budget £2,752.03.
To confirm administration of the 2015/16 Lengthsman Scheme on behalf of Burcot Village Hall Committee budget £1,582.50
To consider outstanding issues.

8 **HIGHWAYS MATTERS:**

Hewell Lane: view from right when exiting Field View (previously Sunnyside) between Broad Green and Hollowtree Lane is obscured by three foot spoil heap. Hub has confirmed works have now been done to improve site line and fill potholes.
Stoney Lane: junction with Agmore Lane – gullies have been desilted.
Stoney Lane: drains near Kittenspool have been jetted out.
To consider outstanding issues.

9 **P3:** Agree the P3 application for the 2015/16 grant. The application has to be submitted by 30 April 2015.

10 **COMMUNITY HALL FINANCE:**

11 **WINDPUMP:** Update.

12 **RAILINGS TO EARL OF PLYMOUTH MEMORIAL:** Update

- 13 **REVIEW OF PROCEDURAL DOCUMENTATION: STANDING ORDERS – INTERNAL FINANCIAL CONTROL POLICY – FREEDOM OF INFORMATION – CODE OF CONDUCT – SCHEME OF DELEGATION – COMPLAINTS PROCEDURE – COMMUNITY EMERGENCY PLAN - DISTRICT COUNCIL PARISH CHARTER:** Documents can be emailed on request. To consider and approve re-adoption. New Financial Regulations were approved 14 October 2014. New Media policy was approved 13 January 2015
- 14 **RECORD OFFICE DEPOSIT:** To agree the schedule of items to be deposited at Worcestershire Record Office – schedule attached.
- 15 **DATE FOR THE ANNUAL PARISH ASSEMBLY and ANNUAL MEETING OF THE PARISH COUNCIL:** Suggested date of 12 May 2015 at 7.00pm followed by the usual Ordinary Meeting at 8pm. To be agreed.
- 16 **FINANCE: To consider:**
- | | | |
|----|---|------------------|
| a) | Bank Balances: as at 31 March 2015 Current Account | £7,194.96 |
| | 31 December 2014 Deposit Account | <u>£3,808.10</u> |
| | Total Balance | £11,003.06 |
| b) | Receipts: Co-op Bank: Interest March 2015 | £ 0.73 |
| c) | Payments for Approval: | |
| | H Davies: Clerk's salary for March 2015 | £290.94 |
| | Worcestershire CALC: | |
| | CALC annual service charge £269.25 + £53.85 VAT | |
| | NALC Affiliation Fee: £35.00 | £358.10 |
| | Heart of Worcestershire College: Newsletter printing £220 + £20 VAT | £240.00 |
| | S Cooper: Plywood + wavy edge board £57.00 | |
| | Woodscrews £9.00 | £ 66.00 |
| | Simon Skeys: Lengthsman Scheme @ £11 per hour: | |
| | T&C: March 2015: 54.5 hours = £599.50 | |
| | Burcot: March 2015: 28 hours = £308.00 | |
| | Broad Green grass cut for 2014 (13/14) £42.75 | <u>£ 950.25</u> |
| | Total | £1,905.29 |
| d) | Unpresented Cheques: S Skeys: | £352.00 |
| e) | Outstanding Invoices: | |
| | Worcestershire CC: Lengthsman Scheme: | |
| | 14/017 T&C | £605.50 |
| | 14/018 Burcot | £314.00 |
| f) | Accounts for year end 31 March 2015: Grant Thornton has advised the Annual Return Audit Date is 12 June 2015. | |
| g) | Finance Items - Proposed and Seconded: | |
- 17 **COMMENTS FROM MEMBERS:** Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision-making.
- 18 **DATE OF NEXT MEETING:** There will be an Ordinary Meeting of the Parish Council to be held in Tardebigge Community Hall at 8.00 pm on **Tuesday 12 May 2015**.