

Tutnall & Cobley Parish Council

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B60 2LD

Dear Parishioner

5 May 2015

You are invited to attend the **ANNUAL MEETING** of Tutnall & Cobley Parish Council which will be held after the ANNUAL PARISH ASSEMBLY on **Tuesday 12 May 2015 at 7.30pm** in the Community Hall, Tardebigge. Your Clerk will be present before commencement of the meeting to witness the signing of individual Declarations of Office and Undertaking.

Yours sincerely



Helen Davies
Clerk & Proper Officer

AGENDA

- 1 **Election of Chairman and signing of Declaration of Office.**
- 2 **To consider apologies and to approve reasons for absence.**
- 3 **Election of Vice Chairman and signing of Declaration of Office.**
- 4 **Declarations 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.

The meeting will be adjourned for Public Question Time
The time allocated is at the discretion of the Council/Chairman. Residents are invited to give their views and question the Parish Council on issues on this agenda, or raise issues for future consideration at the discretion of the Chairman. 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.
- 5 **To Appoint Representatives / Officers**
- 6 **Minutes:** To consider the approval of the minutes of the meetings of the Council on

13 April 2015 (attached).

7 **PROGRESS REPORTS FOR INFORMATION:**

- a) **Clerk:**
- b) **Chairman:**
- c) **District Councillor:**
- d) **County Councillor:**
- e) **Footpath Warden:**
- f) **Tree Warden:**
- g) **Conservation Officer:**
- h) **Community Hall Representative:**
- i) **Charities Representative:**

8 **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 Agendas and Minutes.
- b) Bromsgrove DC: Taxi consultation Review: comments due by 31 July 2015 – document can be emailed.
- c) Bromsgrove DC: VE Day Friday 8 May 2015 70th anniversary.
- d) Worcestershire County Council: Parish Conference 4 June 2015 6.30pm at County Hall – the theme is 'Digital Parishes'. There is an Information Market Place from 5.30pm outside the council chamber.
- e) Bromsgrove Safer Neighbourhood Team: email dated 1 May 2015 from T/Sgt Richard Field: trial of the Save our Schools Programme to address some school parking issues. Asking for any schools to become involved with the trial. Has started to do a number of pro-active days including targeting criminals causing most harm – have issued three drug warrants and recovered a substantial amount of drugs in the last week.
- f) Police & Crime Commissioners Weekly Newsletter has been emailed.
- g) Community Exchange: Can assist in neighbourhood planning with an emphasis on economic and social sustainability.

9 **PLANNING MATTERS:**

- a) **Applications for Consideration:** None received to date.
- b) **Approvals:**
15/0070 HMP Blakenhurst: To install two sections of rail track in the grounds of Hewell Grange together with a tool store.
- c) **Refusals:** None received to date
- d) **Planning Matters:**
15/0204 Linthurst Rise, Linthurst Newton: single storey rear extension: prior approval is not needed and can proceed without applying for planning permission.

10 **RAILINGS TO THE PLYMOUTH MEMORIAL:** Update

11 **REINSTATEMENT OF COBLEY HILL WINDPUMP:** Update

12 **LENGTHSMAN SCHEME:** To consider outstanding issues.

13 **HIGHWAYS MATTERS:** To consider outstanding issues.

14 **P3:** Application is enclosed.

15 **COMMUNITY HALL FINANCE:**

16 **RISK ASSESSMENT SCHEDULE:** To approve schedule; copy enclosed.

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FINANCE:**a) Accounts for the Year Ending 31 March 2015:**

Enclosed for Members' consideration and approval – Receipts and Payments Account for the year, Bank Reconciliation, Statement of Accounts and Schedule of Fixed Assets.

b) Annual Return for the Year Ending 31 March 2015:

Notice of annual audit received from Grant Thornton; the return date is 12 June 2015. Sections 1 and 2 to be completed and approved by Council – copy enclosed for consideration.

c) Bank Balances: as at 30 April 2015	Current Account	£ 9,868.46
	31 December 2014	Deposit Account
		<u>£ 3,808.10</u>
	Total Balance	£13,676.56

d) Receipts:	Co-op Bank: Interest 2 April 2015	£ 0.69
	Worcestershire CC: Lengthsman reimbursement 14/015 & 016	£ 364.00
	Bromsgrove DC: Precept	£3,872.00
	C Milton: Parish Photos	<u>£ 30.00</u>
	Total:	£4,266.69

e) Payments for Approval:

H Davies: Salary for April 2015	£300.17
<i>This includes an increment wef 1 April 2015 which was agreed</i>	
<i>At the meeting on 13 January 2015 SCP 25 at £11.545 per hour</i>	
P E Butts: Internal Audit Fee	£125.00
Broker Network Ltd: Annual Insurance Premium wef 1 June 2015	<u>£311.97</u>
Total:	£737.14

f) Unpresented Cheques:

Worcestershire CALC: service charge	£358.10
Heart of Worcestershire: newsletter	£240.00
S Cooper: timber & nails	<u>£ 66.00</u>
	£664.10

g) Outstanding Invoices:

WCC Lengthsman 14/017 7 /018	£919.50
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h) Annual Internal Audit: Report is attached.**i) Employer's PAYE Annual Return:** Has been submitted.**j) Co-op Bank:** With effect from 25 June 2015 the minimum requirement to receive credit interest will change to £25,000. Interest received 2014/15 was £10.73.**k) Finance Items - Proposed and Seconded:**

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REGISTER OF MEMBERS' DISCLOSABLE PECUNIARY INTERESTS: The Localism Act 2011 requires councillors to complete a Register of Members' Disclosable Pecuniary Interests (DPI) form within 28 days of election or appointment. The Clerk will distribute forms at the meeting. An original signed form must be returned to the Democratic Services Team at the Council House with a copy for the Clerk. All forms will be published on the District Council's website.

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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.

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DATE OF NEXT MEETING:

To confirm the date of the next meeting which is scheduled for 9 June 2015 at 7.20pm in the Committee Room, Tardebigge Community Hall.