

Tutnall & Cobley Parish Council

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Dear Parishioner

1 May 2016

You are invited to attend the **ANNUAL MEETING** of Tutnall & Cobley Parish Council which will be held after the ANNUAL PARISH ASSEMBLY on **Tuesday 10 May 2016 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

Helen Davies
Clerk & Proper Officer

A G E N D A

- 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:**
 Footpath Warden
 Tree Warden
 Conservation Officer
 Community Hall Representative
 Charities Representative
- 6 Minutes:** To consider the approval of the minutes of the meetings of the Council on 19 April 2016 (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: Annual Meeting of the Council 18 May 6.00pm: invitation to the Chairman to attend.
 - c) Worcestershire CC: Volunteer Week 1 – 12 June see <http://www.actlocalworcestershire.org/actlocal/downloads/9/volunteering>
 - d) Tardebigge First School: thank you card for contribution towards commemorative medals.
 - e) Balfour Beaty: M5 J4 to J6 update: can be emailed on request.
 - f) West Mercia Police: South Rural Newsletter for April: email attachment.
- 9 PLANNING MATTERS:**
- a) **Applications for Consideration:** 16/0049 Shire Barn, Tack Farm, Hewell Lane: Replacement of gravel driveway with surface driveway lighting.
 - b) **Approvals:** 16/0240 The Old Malt Shovel, Hewell Lane: Single storey rear guest and shower room extension to replace existing conservatory.

16/0232 Ravensdale Cottage, Brockhill Lane: Reduction of first floor balcony wall and construction of a single storey pitch roof.
 - c) **Refusals:** None received to date
 - d) **Planning Matters:**
- 10 RAILINGS TO THE PLYMOUTH MEMORIAL:** Update
- 11 REINSTATEMENT OF COBLEY HILL WINDPUMP:** Update
- 12 LENGTHSMAN SCHEME:** To approve the April worksheet – copy enclosed.
To consider outstanding issues.
- 13 HIGHWAYS MATTERS:** To consider outstanding issues.
- 14 DOG BIN THE PARK:** Cost of supplying

- 15 **RISK ASSESSMENT SCHEDULE:** To approve schedule; copy enclosed.
- 16 **FINANCE: NEED TO CHANGE ORDER OF SOME OF THIS**
- a) **Accounts for the Year Ending 31 March 2016:**
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 2016:**
Notice of annual audit received from Grant Thornton; the return date is 10 June 2016. Sections 1 and 2 to be completed and approved by Council – copy enclosed for consideration.
- c) **Bank Balances:** as at 30 April 2016 Current Account £12,603.54
31 December 2015 Deposit Account £3,808.10
Total Balance £16,411.64
- d) **Receipts:**
- | | |
|--|------------------|
| Worcestershire CC: Lengthsman reimbursement 15/014 | £ 413.00 |
| 15/016 | £ 281.00 |
| 15/017 | £ 105.00 |
| 16/002 | £ 237.00 |
| 16/001 | £ 501.00 |
| Bromsgrove DC: Precept | <u>£3,747.00</u> |
| | Total: £5,284.00 |
- e) **Payments for Approval:**
- | | |
|--|------------------|
| H Davies: Salary for April 2016 | £300.17 |
| L Griffiths: Salary for April 2016 | *£to be advised |
| Worcestershire CALC: Clerk's Training: £44.30 | |
| CALC & NALC service / affiliation fee:
£339.59 + £59.62 VAT | £399.21 |
| | £443.51 |
| S Skeys: Lengthsman Scheme April @ £11 per hour | |
| T&C 12 hours £132.00 | |
| Burcot 8 hours £ 88.00 | |
| | <u>£220.00</u> |
| | Total: £963.68 * |
- f) **Unpresented Cheques:** Tardebigge School: medals £150.00
S Skeys: lengthsman etc. £768.75
- g) **Outstanding Invoices:** None
- h) **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:**
To confirm the date of the next meeting which is scheduled for 14 June 2016 at 7.20pm in the Committee Room, Tardebigge Community Hall.