

SOUTH LENCHES PARISH COUNCIL

Clerk to the Parish Council: Mrs N. Holland. Tel: 01386 793050.
Morton Wood Farmhouse, Morton Wood Lane, Abbots Morton. WR7 4LU.
Email:southlenchespc@gmail.com
Website: <http://e-services.worcestershire.gov.uk/myparish/>
<http://www.thelenches.org.uk/>

You are hereby summoned to attend the Annual Parish Council Meeting on Monday May 14th 2018 following the conclusion of the Annual Parish Meeting in Church Lench Village Hall. Please inform the Clerk if you are unable to attend.

The meeting is open to all members of the public and the press. Residents are welcome to attend and can address the meeting during Public Question Time.

AGENDA.

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| 1. | Election of Chairman and signing of declaration of office. |
| 2. | To consider apologies and to approve reasons for non- attendance. |
| 3. | Election of Vice-Chairman. |
| 4. | Declarations of Interest: with reference to items on the agenda members are reminded of their responsibility to declare interests as defined in the Code of Conduct and to update their Register of Interests held with Wychavon District Council. |
| 5. | Dispensations: To consider any further written dispensations from members who have declared an interest but wish to stay in the meeting during that time to aid discussion / speak / vote. Requests to be with the Clerk at least 4 clear days prior to a meeting. (S33 of the Localism Act 2011). |
| 6. | Annual business as per Standing Orders:
1. Review and adoption of Standing Orders inc delegation arrangements to the Clerk and Financial Regulations.
2. Review of Terms of the Finance & General Purposes Group appoint 2 members (Chairman and Vice – Chair are ex-officio members)
3. Review of Terms of Staffing Committee and appoint 2 members (Chairman and Vice –Chair are ex-officio members)
4. Review of appointments/representation to external bodies and arrangements for reporting back to council:
a) Wychavon CALC representative x 1.
b) Neighbourhood Plan Steering Group x 2.
c) Weekly Play Inspection.
5. a) Review of inventory of assets.
b) Asset check bi-monthly.
6. Review of risk assessment.
7. Review of the council's complaints procedure.
8. Review of Balances & Reserves Policy.
9. Review of the Freedom of Information schedule.
10. Review of Retention Policy.
11. To agree the annual subscription to Worcestershire CALC of £428.90. |
| 7. | Update on vacancy for a Councillor. |

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8.	To receive reports from County, District Cllrs. and Police.
<u>The meeting will be adjourned for Public Question time.</u>	
9.	Minutes: to consider the adoption of the minutes of the Full Parish Council meeting held 26.03.18 and notes of Finance Group meeting held on 16.04.18.
10.	Clerk's report: <u>Parish Lengthsman</u> – contract signed on behalf of the Parish Council and Worcestershire County Council. Budget remains unchanged. <u>New Homes Bonus</u> – no funds available. <u>Low Road</u> - Report from Community Speed Concern said that the volumes of traffic that came through Low Road were below the criteria they apply for mobile enforcement so details have been forwarded onto the local Safer Neighbourhood Team for their attention to do road side enforcement when time and resources allow. <u>Footpath 549</u> - agreement has been obtained from the landowner for the stile to be improved to a self-closing gate. <u>Wychavon District Council</u> - Parish Council event on Thursday 5 July 2018 at 6.15pm at the Civic Centre.
11.	To receive reports from representatives: a) Assets. b) Cycleway plans Salford Priors Parish Council. (Emailed to members 04.05.18).
12.	Financial matters:
12.1	To approve accounts year ending March 31 st 2018.
12.2	To consider transferring funds from under spend 2017 – 18.
12.3	To receive the Internal Auditor report.
12.4	To consider the Statement of Internal Review of Effectiveness.
12.5	To consider documents for approval for the External Auditor: a) Certificate of Exemption. b) Annual Governance Statement. c)Statement of Accounts
12.6	To approve payments.
12.7	To consider renewal of insurance policy.
12.8	To consider the purchase of a mobile phone for the Parish Council Clerk.
12.9	To consider the adoption of a Grants & Donations Policy.
12.10	To consider the following requests from the Lenches Sports & Recreation Club: a) A donation of £100 to assist in the production and distribution costs of a Lenches Directory. b) A donation of £50 to assist in maintenance costs of the path that links to the Bishampton Way which is kept mown by the Lenches Sports & Recreation Club. c) Grant request for resurfacing costs towards the multi user games area for the Lenches Sports & Recreation Club.
13.	South Lenches Parish matters for discussion/decision.

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13.1	Feedback on new Parish Council website.
13.2	Play Area: a) To consider the Annual Play Inspection report. b) To consider replacement of the swings.
13.3	To consider adoption of Risk Management Policy.
13.4	Update on request for a Bench in The Croft.
13.5	Update on repairs to wall behind bus shelter, Church Lench.

14.	Planning Matters.
14.1	Planning process/feedback following applications that have been presented to the Planning Authority: a) 17/01122/FUL - The Paddock, Off Low Road, Church Lench. Planning Appeal lodged. b) 18/00197/FUL and 18/00196/LB - Baptist Chapel, Chapel lane, Atch Lench. Application withdrawn. c) 18/00508/HP - The Pantiles, Badgers Hill to Handgate Lane, Sheriffs Lench. Application granted.
14.2	To note planning applications dealt with by delegation: a) 18/00602/HP - Amber Cottage, Sheriffs Lench. Proposal: First floor extension to join the dwelling at first floor level and new summer room to rear. No comment. Permission granted.
14.3	To consider commenting on the Harvington Neighbourhood Development Plan Regulation 14 - Pre-Submission Consultation and Publicity document.
14.4	Neighbourhood Plan: to note revision of timeline plan.

15.	GDPR.
15.1	To receive an update on new regulations.
15.2	To consider data collected by Neighbourhood Plan Steering Group.
15.3	To consider adoption of Data Protection Policy.
15.4	To consider email received from Neighbourhood Watch Co-Ordinator.

16.	Cllrs. report and items for future agendas.
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17.	Under The Public Bodies (Admission to Meeting(s) Act) 1960 to consider excluding the public and press as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. To consider annual pay award for 2018-19 recommended by NALC and SLCC.
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Circulation: All members of the Parish Council; District and County Councillors.

Dated: May 8th 2018. Signed by the Clerk: NKHolland

Correspondence circulated not requiring decision.
Weekly CALC updates provided via email to all members.
Weekly Worcestershire Roadwork Report via email to all members.
Weekly Neighbourhood Watch reports.

Supporting notes to agenda for meeting May 14th 2018.

Min: No:	Update.	Position
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Agenda No: 6	New SO and revised Financial Regulations, Asset Register, Risk assessment emailed. All other documents should be in member's possession.	For decision.
Agenda No: 9	Minutes of March 2018 meeting and Finance notes attached.	For approval.
Agenda No: 12.2	Year end accounts emailed.	For consideration.
Agenda item 12.3	Internal audit report emailed.	For consideration.
Agenda item 12.4	Annual review of internal effectiveness emailed.	For consideration.
Agenda item 12.5	External audit documents x 3 emailed.	For consideration.
Agenda item 12.6	Payments emailed.	For approval.
Agenda item 12.7	Insurance quotes sent by email.	For consideration.
Agenda item 12.8	Mobile phone details emailed.	For consideration.
Agenda item 13.2	Annual play Inspection report.	For consideration.
Agenda No: 13.2 b	Details of damage to swings emailed.	For consideration.
Agenda item 13.3	Risk Management Policy emailed.	For consideration.
Agenda No: 14.3	Harvington Neighbourhood Plan consultation document forwarded by email	For consideration.
Agenda No: 14.4	Neighbourhood Plan revised timeline.	For consideration.