

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 15th 2017 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 of delegation arrangements to the Clerk.
2. Review of Terms of the Finance Group and staffing Committee and appoint 2 members (Chairman and Vice –Chair are ex-officio members).
3. Review and adoption of standing orders and financial regulations.
4. Review of inventory of assets and risk assessment and to appoint member to inspect assets to report to Council quarterly.
5. To confirm insurance cover for 2017-18 and agree the payment of £? (3rd year of agreement).
6. To agree the payment of £408.62 annual subscription to Worcestershire CALC.
7. Review of the council’s complaints procedure and risk assessment.
8. Review of appointments/representation to external bodies:
a) Wychavon CALC representative x 1.
b) Inspect and record findings on the playground weekly. |
| 7. | To receive reports from County, District Cllrs. and Police. |
| <u>The meeting will be adjourned for Public Question time.</u> | |
| 8. | Minutes: to consider the adoption of the minutes of the Full Parish Council meeting held 06.03.17. |
| 9. | Clerk’s report:
<u>Parish Lengthsman</u> – contract signed on behalf of the Parish Council and Worcestershire County Council.
Budget remains unchanged. |

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	<p><u>New Homes Bonus</u> – currently available £5530.</p> <p><u>Low Road</u> - data boxes will be situated along Low Road. There are a limited number of boxes and a large number of requests so data will be collected as soon as able.</p>
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10.	South Lenches Parish matters for discussion/decision.
10.1	To consider letter received in regard to speeding traffic along Low Road, Church Lench.
10.2	Wychavon Sport: invitation to join Games.
10.3	Parking Croft junction. (Cllr. Mr. Worton).
10.4	Communications Policy.
10.5	Parish Council website.
10.6	To consider the Annual Play Inspection report.

11.	Planning Matters.
11.1	Planning process/feedback following applications that have been presented to the Planning Authority: a) W/16/02977/PP + W/16/02978/LB - Old Post House, Evesham Road, Church Lench. Permission granted with 8 conditions/reasons. b) W/16/02905/PP - Lower Barn Farm House, Abbots Lench. Permission granted with 4 conditions/reasons.
11.2	To note planning applications dealt with by delegation: a) 17/00139/LB The Smithy, Sheriffs Lench. Proposal: Internal alterations. (No comment Jen F/MW/MS). b) 17/00659/HP - Highfields, Atch Lench. Proposal: First floor extension and alterations to an existing dwelling. (No comment). c) 17/00299/HP - Cherry Tree House, Evesham Road, Church Lench. Proposal: Single storey side extension between main house and garage/swimming pool. (No comment RB/JF/MS).

12.	Financial matters:
12.1	To approve accounts year ending March 31 st 2017.
12.2	To consider transferring funds from under spend 2016 – 17.
12.3	To authorise payments to be made as on 'Schedule of Payments'.
12.4	To receive the Internal Auditor report.
12.5	To consider documents for approval for the External Auditor: a) Annual Governance Statement. b)Statement of Accounts

13.	Cllrs. report and items for future agendas.
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Circulation: All members of the Parish Council; District and County Councillors.

Dated: May 9th 2017. 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.

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Weekly Neighbourhood Watch reports.

Supporting notes to agenda for meeting May 15th 2017.

Min: No:	Update.	Position
76/15	County Cllr. report – update required re Badgers Hill road repairs would be part of the proposed rural roads programme of maintenance works.	Cllr. Mr. Holt to confirm.
Agenda No: 6	Items 1 – 4, 7 – all members should have copy of documents in your file. Please inform the Clerk if you require a further copy.	For decision.
Agenda No: 9	Minutes of March 2017 meeting attached.	For approval.
Agenda No: 10.1	Letter forwarded to members March 7 th 2017 by email.	For consideration.
Agenda item 10.2	Email forwarded May 9 th 2017.	For consideration.
Agenda No: 10.6	Annual Play Inspection report.	For consideration.
Agenda No: 12.1 + 5	Will be forwarded on asap. Will need the Annual Review of Effectiveness in regard to approving external auditor papers approved at the March meeting.	For consideration.
Agenda No: 12.3	Schedule of payments and expenses.	For consideration.
Agenda No: 12.4	Internal auditor report attached.	For consideration.