

TO MEMBERS OF LITTLE COMBERTON PARISH COUNCIL

You are duly requested to attend the annual meeting of the Parish Council to be held on
Tuesday 16th May 2023 in Little Comberton Village Hall, following the Annual Parish meeting at
7.00 pm
AGENDA

1. **Apologies for absence:** To receive apologies
2. **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.
 - d) Written requests for the council to grant a dispensation (S33 of the Localism Act 2011) are to be with the clerk at least four clear days prior to a meeting.
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 be a criminal offence.
3. **Election of Chairman and signing of declaration of acceptance of office**
4. **Election of Vice Chairman**
5. **Co-option to fill casual vacancy**
6. **Parishioners' comments**
Meeting adjourned for Public Question Time.
7. **Minutes:** To consider approval of the minutes of the meeting held on Monday 3rd April 2023 (attached)
8. **Progress reports:** for information
 - a. Lengthsman
 - b. Highways: Drainage, corner of Orchard Drive & cobbles, Elmley Castle Road
 - c. Queen's Memorial planters: Any updates re quotations
 - d. Airband poles: Wick Road
9. **To note model Calc standing orders and approved financial regulations (attached)**
10. **To note the Code of Conduct (attached)**
11. **To consider and appoint Councillor roles**
12. **District and County Councillors' reports:** for information
13. **Planning**
14. **Finance**
 - a) Current Balances
 - b) To consider payments to be made as on the attached list
 - c) To approve and sign the Certificate of Exemption for the year ended 31 March 2023
 - d) Audited accounts & Annual Return: 31st March 2023 - Internal auditor report (attached)
 - (i) Proposal to approve and sign Section 1: Annual governance statement
 - (ii) Proposal to approve and sign Section 2: Accounting statements
 - e) To note the period of public rights to inspect the financial records of the Council, to commence on 5/6/23 – 14/7/23
 - f) Proposal to approve Parish insurance provision for the period 1/6/23 – 31/5/24
15. **CPR Training session**
16. **Correspondence for information:** To note the attached appendix of items.
17. **Date of next meeting:** To be agreed
Nicola Harding, Clerk to the Parish Council

Meeting Tuesday 16th May 2023
Detail Information as at 2nd May 2023

Item 8, Progress reports	<p>a. Lengthsman: Introductions to new appointment</p> <p>b. Highways: Drainage, corner of Orchard Drive & cobbles, Elmley Castle Road</p> <p>c. Queen's Memorial planters: Any updates re quotations</p> <p>d. Airband poles: Wick Road</p>																																
Items 9 - 11	<p>-To note model Calc standing orders and approved financial regulations (attached)</p> <p>-To note the Code of Conduct 2020 (attached)</p> <p>-To consider and appoint Councillor roles: Notice boards/lengthsman liaison/village email</p>																																
Item 13, Planning	<p>W/22/01053: The Manor House: Conversion of existing barns to single residential dwelling – <i>decision pending</i></p> <p>W/23/00375/00376/LB: The Old Thatch – Rebuild and extend kitchen, add new obscured glass window to upstairs bathroom, rebuild and extend garage/workshop, replace existing windows. <i>Comments submitted on 12/3/23 – decision pending</i></p> <p>W/23/00358/HP: Ringsmere Orchard – Ground floor extension to existing house for dining, gym, utility and car park: <i>comments submitted 10/4/23 – decision pending</i></p>																																
Item 14, Finance	<p>a) Current Balances at 30th April 2023</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Current Account:</td> <td style="text-align: right;">£6,104.18</td> </tr> <tr> <td>Deposit Account:</td> <td style="text-align: right;">£4,941.88</td> </tr> <tr> <td style="text-align: right;">TOTAL</td> <td style="text-align: right;">£11,046.06</td> </tr> </table> <p>b) Payments to report:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Salary (April)</td> <td style="text-align: right;">£362.70</td> </tr> <tr> <td>Expenses (April)</td> <td style="text-align: right;">£12.00</td> </tr> <tr> <td>Expenses: Ink share</td> <td style="text-align: right;">£18.40</td> </tr> <tr> <td>BHIB PC insurance 1/6/23-31/5/24</td> <td style="text-align: right;">£194.74</td> </tr> <tr> <td>Worcs Calc: Membership fees 23/24</td> <td style="text-align: right;">£234.28</td> </tr> <tr> <td>Internal audit fee 22/23 accounts</td> <td style="text-align: right;">£120.00</td> </tr> <tr> <td>Village Hall: April meeting</td> <td style="text-align: right;">£13.00</td> </tr> <tr> <td>Grass-cutting (i): Memorial Hall</td> <td style="text-align: right;">£125.00</td> </tr> <tr> <td>Grass-cutting (i): PCC</td> <td style="text-align: right;">£125.00</td> </tr> <tr> <td style="text-align: right;">TOTAL</td> <td style="text-align: right;">£1,205.12</td> </tr> </table> <p>Income to report:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Council Tax Support grant payment (i) 23/24</td> <td style="text-align: right;">£162.00</td> </tr> <tr> <td>Precept payment (i) 23/24</td> <td style="text-align: right;">£3,450.00</td> </tr> <tr> <td style="text-align: right;">TOTAL</td> <td style="text-align: right;">£3,612.00</td> </tr> </table> <p><i>Banking – Lloyds new treasurer's account updates & paperwork</i></p> <p>c) To approve and sign the Certificate of Exemption for the year ended 31 March 2023</p> <p>d) Audited accounts & Annual Return - 31st March 2023: Internal auditor report (<i>attached</i>)</p> <p>(i) Proposal to approve and sign Section 1: Annual governance statement</p> <p>(ii) Proposal to approve and sign Section 2: Accounting statements</p> <p>e) To agree the period of public rights to inspect the financial records of the Council, to commence on 5/6/23 – 14/7/23.</p> <p>f) Proposal to approve Parish insurance provision for the period 1/6/22 – 31/5/23 @ £194.74</p>	Current Account:	£6,104.18	Deposit Account:	£4,941.88	TOTAL	£11,046.06	Salary (April)	£362.70	Expenses (April)	£12.00	Expenses: Ink share	£18.40	BHIB PC insurance 1/6/23-31/5/24	£194.74	Worcs Calc: Membership fees 23/24	£234.28	Internal audit fee 22/23 accounts	£120.00	Village Hall: April meeting	£13.00	Grass-cutting (i): Memorial Hall	£125.00	Grass-cutting (i): PCC	£125.00	TOTAL	£1,205.12	Council Tax Support grant payment (i) 23/24	£162.00	Precept payment (i) 23/24	£3,450.00	TOTAL	£3,612.00
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Item 15, CPR	Discussion regarding potential future CPR training session with a First Responder																																
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WDC	Request after the 4 th May 2023 elections that every Councillor (new and existing) completes the attached R of I form and returns it to WDC within 28 days. Cllrs are reminded that it is their personal duty to ensure the form is completed truthfully and correctly and that once it is lodged with WDC it will be a public document available via their website. Please also note, that if anything changes during a Cllr's term of office, a new form must be completed and returned within 28 days of the change.																																
Worcs Calc	New training available for Cllrs in June & July 2023 – new Cllr training & refreshers for Cllrs																																
Severn Trent	Request for additional communications to parishioners regarding issues at local sewage treatment works.																																