

## TO MEMBERS OF LITTLE COMBERTON PARISH COUNCIL

You are duly requested to attend the next meeting of the Parish Council to be held on  
**Tuesday 16<sup>th</sup> April 2024**  
in Little Comberton Village Hall at 7.30pm

### AGENDA

1. **Apologies for absence:** To receive apologies and to approve reasons for absence.
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. **Parishioners' comments**  
Meeting adjourned for Public Question Time.
4. **Minutes:** To consider the approval of the minutes of meeting held on Wednesday 6<sup>th</sup> March 2024. (attached)
5. **Progress reports:** for information
  - a. Lengthsman: Digitalisation of Parish lengthsman scheme
  - b. Highways: Speed proposals
  - c. Airband: Pole removal
  - d. Trees: Wick Road
6. **District and County Councillors' reports:** for information
7. **Planning**
8. **Finance**
  - a) Current Balances
  - b) To consider payments to be made as on the attached list
  - c) Proposal to consider quotation for mistletoe removal on four apple trees, Wick Road @ £420.00
  - d) Audited accounts & Annual Return: 31<sup>st</sup> March 2024 - Internal auditor report &
    - (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 3/6/24 – 12/7/24
9. **Correspondence for information:** To note the attached appendix of items which have been circulated or will be available for inspection at the meeting.
10. **Councillors' reports and items for future agendas**
11. **Date of next meeting:** Annual Parish Meeting & Annual Meeting of the Parish Council: Tuesday 7<sup>th</sup> May at 7pm.

Nicola Harding  
Clerk to the Parish Council

**Meeting Tuesday 16<sup>th</sup> April 2024**  
**Detail Information as at 9<sup>th</sup> April 2024**

<b>Item 5, Progress reports</b>	<p>a. Lengthsman: WCC new digitalisation of parish lengthsman scheme for Clerks. New signed contract received from SB and insurance documentation requested for 2024/25.</p> <p>b. Highways: Speed proposals &amp; costings circulated for consideration following site meeting on 3<sup>rd</sup> April. Land ownership details received (attached)</p> <p>c. Casual Vacancy: Confirmation received from Wychavon's elections team that the Council may co-opt to fill the last remaining casual vacancy.</p> <p>d. Airband poles: Response received from MP Harriet Baldwin regarding the Council's request for the removal of poles at Wick Road (attached)</p> <p>e. Trees, Wick Road: Updates from Wick Parish Council</p>
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<b>Item 7, Planning</b>	<p><b>W/23/01896/FUL:</b> Amendment to retrospective distillery application at Ringsmere Orchard: submission of Vehicle Access Appraisal. <i>Comments forwarded 15/4/24 (attached)</i></p> <p><b>W/22/01053: The Manor House</b> - Conversion of existing barns to single residential dwelling – <i>application approved.</i></p> <p><b>W/24/00031/HP Associated Ref: W/24/00032/LB</b> Location: The Old Thatch, Pershore Road - addition of new obscured glass window to the upstairs bathroom. Rebuild and extend the garage/workshop. Replace all existing windows. Timber rose arch between house and detached garage to form covered pedestrian link – <i>a decision remains pending.</i></p> <p><b>W/23/01876/FUL: Construction of a general purpose agricultural building</b> - a decision remains pending - <i>application now approved.</i></p> <p><i>*Calc e-learning planning training available – one-hour duration @ £16 per learner</i></p>
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<b>Item 8, Finance</b>	<p>a) Current Balances at 9<sup>th</sup> April 2024</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Treasurer's Account:</td> <td style="width: 20%;"></td> <td style="width: 20%; text-align: right;">£11,765.00</td> </tr> <tr> <td style="text-align: right;"><b>TOTAL</b></td> <td></td> <td style="text-align: right;"><b>£11,765.00</b></td> </tr> </table> <p>b) Payments to report:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">*Clerk's expenses: February 24</td> <td style="width: 20%;"></td> <td style="width: 20%; text-align: right;">£12.00</td> </tr> <tr> <td>*Hall hire: February 24</td> <td></td> <td style="text-align: right;">£13.00</td> </tr> <tr> <td>*Lengthsman: February 24</td> <td></td> <td style="text-align: right;">£165.00</td> </tr> <tr> <td>*Lengthsman: March 24</td> <td></td> <td style="text-align: right;">£165.00</td> </tr> <tr> <td>*Swarco: VAS key</td> <td></td> <td style="text-align: right;">£12.00</td> </tr> <tr> <td colspan="3"><i>*Payments authorised by CR after March meeting</i></td> </tr> <tr> <td colspan="3">New payments:</td> </tr> <tr> <td>Clerk's salary: April 24</td> <td></td> <td style="text-align: right;">£388.70</td> </tr> <tr> <td>Clerk's expenses: March 24 &amp; Ink</td> <td></td> <td style="text-align: right;">£31.39</td> </tr> <tr> <td>Hall hire: March 24</td> <td></td> <td style="text-align: right;">£13.00</td> </tr> <tr> <td style="text-align: right;"><b>TOTAL</b></td> <td></td> <td style="text-align: right;"><b>£800.09</b></td> </tr> <tr> <td colspan="3">*Income received:</td> </tr> <tr> <td>Worcs CC Lengthsman</td> <td></td> <td style="text-align: right;">£165.00</td> </tr> <tr> <td>HMRC: VAT refund 23/24</td> <td></td> <td style="text-align: right;">£77.32</td> </tr> </table> <p>c) Proposal to consider quotation for mistletoe removal on four apple trees, Wick Road @ £420.00</p> <p>d) Audited accounts &amp; Annual Return: 31<sup>st</sup> March 2024 - Internal auditor report &amp;          (i) Proposal to approve and sign Section 1: Annual governance statement          (ii) Proposal to approve and sign Section 2: Accounting statements</p> <p>e) To note the period of public rights to inspect the financial records of the Council, to commence on 3/6/24 – 12/7/24</p>	Treasurer's Account:		£11,765.00	<b>TOTAL</b>		<b>£11,765.00</b>	*Clerk's expenses: February 24		£12.00	*Hall hire: February 24		£13.00	*Lengthsman: February 24		£165.00	*Lengthsman: March 24		£165.00	*Swarco: VAS key		£12.00	<i>*Payments authorised by CR after March meeting</i>			New payments:			Clerk's salary: April 24		£388.70	Clerk's expenses: March 24 & Ink		£31.39	Hall hire: March 24		£13.00	<b>TOTAL</b>		<b>£800.09</b>	*Income received:			Worcs CC Lengthsman		£165.00	HMRC: VAT refund 23/24		£77.32
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**Item 9, Correspondence**

Harriet Baldwin, MP	Update regarding Parish Council's request for support re Airband poles removal (attached)
Avon Vale river action group	Confirmation of attendance by two members at Annual May meeting