

# BENTLEY PAUNCEFOOT PARISH COUNCIL

Clerk & RFO To The Parish Council: Clare Wood

Tel: 07986 321941 Email: bentleypauncefoot@gmail.com

To: Members of Bentley Pauncefoot Parish Council

16 January 2025

You are duly summoned to attend the Ordinary Meeting of Bentley Pauncefoot Parish Council which will take place on **Tuesday 21 January 2025 at 7.00pm in the Village Hall**

## ***Democratic 15 Minutes / Public Question Time:***

***From 7.00pm members of the public / press 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, before the start of the Parish Council meeting at 7.15pm. Members of the public may not take part in the Parish Council meeting itself.***

## **AGENDA**

|    |   |  |
|----|---|--|
| 1  | <b>Apologies</b>  | To receive apologies and to approve the reason for absence.  |
| 2  | <b>Minutes and Actions</b>  | To consider the adoption of the Minutes of the Ordinary Meeting of the Council held on Tuesday 19 November 2024 and status of actions arising from those meetings.   |
| 3  | <b>Declarations of interest</b>   |  |
|    | a)  | To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.  |
|    | b)  | To declare any Other Disclosable Interests in items on the agenda and their nature.  |
|    | c)  | Written requests to the clerk 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 another 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. |
| 4  | <b>Police / SNT Update</b>  |  |
| 5  | <b>Co-option of Parish Councillor</b> – Councillors to approve co-option of Wendy Davies to the Parish Council.   |  |
| 6  | <b>Declaration of Acceptance of Office</b> – Cllr Davies to sign the Declaration of Acceptance of Office.   |  |
| 7  | <b>Parish Councillor Vacancy</b> – The Parish Council to receive an update on the Councillor vacancy.   |  |
| 8  | <b>Village Hall Update</b>  |  |
| 9  | <b>Footpaths update</b>   |  |
| 10 | <b>CALC</b> - Issues / updates  |  |
| 11 | <b>Road safety campaign</b> – updates   |  |
| 12 | <b>Social Media</b>   |  |
| 13 | <b>Parish Council Budget &amp; Precept 2025/2026</b> – The Parish Council to review and approve the budget and precept for 2025/2026.                   |  |
| 14 | <b>Internal Auditor for year ended 31 March 2025</b> – The Parish Council to approve the internal auditor for the period 1 April 2024 to 31 March 2025. |  |
| 15 | <b>Bentley Bugle</b> – The Parish Council to receive an update.   |  |
| 16 | <b>Planning &amp; Consultations</b>   |  |
|    | a)  | <b>Foxlydiat Working party &amp; Foxlydiat Community Governance Review</b><br>Updates / issues.  |
|    | b)  | <b>24/01043/FUL – Perry Mill Farm , Lower Bentley Lane, Lower Bentley, Worcestershire</b> - Decision: Refused (notified 20/12/2024).   |
| 17 | <b>Temporary Event Notices</b> - The Parish Council to discuss the notifications of temporary event notices.  |  |

| 18  | <b>Finance</b>  |  |   |         |            |                                 |         |        |  |        |  |                        |  |         |                     |                  |         |
|---|---|--|---|---------|------------|---------------------------------|---------|--------|--|--------|--|------------------------|--|---------|---------------------|------------------|---------|
|   | a)  | <b>Bank reconciliation</b> – Councillors to receive the bank statements and corresponding bank reconciliations for the periods to end of November 2024 and December 2024.  |   |         |            |                                 |         |        |  |        |  |                        |  |         |                     |                  |         |
|   | b)  | The following invoices to be approved for payment by the Parish Council. Once approved the Clerk will add payments using online banking, to be authorised by one Councillor:   |   |         |            |                                 |         |        |  |        |  |                        |  |         |                     |                  |         |
|   |   | <table border="1"> <thead> <tr> <th>Invoice</th> <th>Number</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Clerks Salary (Dec 24 / Jan 25)</td> <td></td> <td></td> </tr> <tr> <td>Clerks Expenses (Dec 24 / Jan 25)</td> <td></td> <td></td> </tr> <tr> <td>Village Hall Hire 2025</td> <td></td> <td>£240.00</td> </tr> <tr> <td>Lengthsman Invoices</td> <td>6595, 6601, 6602</td> <td>£638.70</td> </tr> </tbody> </table> | Invoice   | Number  | Amount     | Clerks Salary (Dec 24 / Jan 25) |         |        | Clerks Expenses (Dec 24 / Jan 25)      |        |  | Village Hall Hire 2025 |  | £240.00 | Lengthsman Invoices | 6595, 6601, 6602 | £638.70 |
| Invoice   | Number  | Amount   |   |         |            |                                 |         |        |  |        |  |                        |  |         |                     |                  |         |
| Clerks Salary (Dec 24 / Jan 25)                       |   |  |   |         |            |                                 |         |        |  |        |  |                        |  |         |                     |                  |         |
| Clerks Expenses (Dec 24 / Jan 25)                     |   |  |   |         |            |                                 |         |        |  |        |  |                        |  |         |                     |                  |         |
| Village Hall Hire 2025                                |   | £240.00  |   |         |            |                                 |         |        |  |        |  |                        |  |         |                     |                  |         |
| Lengthsman Invoices                                   | 6595, 6601, 6602  | £638.70  |   |         |            |                                 |         |        |  |        |  |                        |  |         |                     |                  |         |
|   | c)  | The following direct debit will be paid on 22 <sup>nd</sup> January 2025:  |   |         |            |                                 |         |        |  |        |  |                        |  |         |                     |                  |         |
|   |   | <table border="1"> <tbody> <tr> <td>HMRC (tax liability) 6/10/24 to 5/01/25</td> <td>£231.40</td> </tr> </tbody> </table>  | HMRC (tax liability) 6/10/24 to 5/01/25               | £231.40 |            |                                 |         |        |  |        |  |                        |  |         |                     |                  |         |
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|   | d)  | The following monies were received by the Parish Council (excludes internal transfers between deposit and current account):  |   |         |            |                                 |         |        |  |        |  |                        |  |         |                     |                  |         |
|   |   | <table border="1"> <tbody> <tr> <td>Deposit Account interest for period 2/9/24 to 1/12/24</td> <td>£30.88</td> </tr> </tbody> </table>   | Deposit Account interest for period 2/9/24 to 1/12/24 | £30.88  |            |                                 |         |        |  |        |  |                        |  |         |                     |                  |         |
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|   | e)  | The following items were purchased by the Parish Council and approved in December 2024, included for retrospective approval at full Council meeting (all gross values):  |   |         |            |                                 |         |        |  |        |  |                        |  |         |                     |                  |         |
|   |   | <table border="1"> <tbody> <tr> <td>Laptop</td> <td>£239.99</td> </tr> <tr> <td>Laptop Bag</td> <td>£12.74</td> </tr> <tr> <td>Printer</td> <td>£69.99</td> </tr> <tr> <td>Microsoft 365 Annual Subscription Cost</td> <td>£59.99</td> </tr> </tbody> </table>   | Laptop  | £239.99 | Laptop Bag | £12.74                          | Printer | £69.99 | Microsoft 365 Annual Subscription Cost | £59.99 |  |                        |  |         |                     |                  |         |
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| Laptop Bag  | £12.74  |  |   |         |            |                                 |         |        |  |        |  |                        |  |         |                     |                  |         |
| Printer   | £69.99  |  |   |         |            |                                 |         |        |  |        |  |                        |  |         |                     |                  |         |
| Microsoft 365 Annual Subscription Cost                | £59.99  |  |   |         |            |                                 |         |        |  |        |  |                        |  |         |                     |                  |         |
| 19  | <b>Lengthsman</b> - Issues / updates<br>Copyholt / Coalash Lane – flooding / signage requiring repair<br>Banks Green Drainage – update<br>Bentley Lane, Feckenham - update  |  |   |         |            |                                 |         |        |  |        |  |                        |  |         |                     |                  |         |
| 20  | <b>Report from County Councillor</b>  |  |   |         |            |                                 |         |        |  |        |  |                        |  |         |                     |                  |         |
| 21  | <b>Report from District Councillor</b>  |  |   |         |            |                                 |         |        |  |        |  |                        |  |         |                     |                  |         |
| 22  | <b>Councillors Reports &amp; Items for future Agenda</b>  |  |   |         |            |                                 |         |        |  |        |  |                        |  |         |                     |                  |         |
|   | 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. <u>Councillors are respectfully reminded that this is not an opportunity for debate or decision making.</u> |  |   |         |            |                                 |         |        |  |        |  |                        |  |         |                     |                  |         |
| 23  | <b>Date of Next Meeting</b>   |  |   |         |            |                                 |         |        |  |        |  |                        |  |         |                     |                  |         |
|   | To confirm the date of the next meeting, scheduled for Tuesday 18 March 2025 in the Village Hall at 7.00pm.   |  |   |         |            |                                 |         |        |  |        |  |                        |  |         |                     |                  |         |

Clare Wood

Clare Wood – Clerk & RFO to Bentley Pauncefoot Parish Council