

Tutnall & Cobley Parish Council

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69 Cavendish Street
Worcester
WR5 3DX

Dear Councillor

2nd May 2024

You are summoned to attend the **ANNUAL AND ORDINARY MEETING** of Tutnall & Cobley Parish Council which will be held after the ANNUAL PARISH ASSEMBLY on **Thursday 9th May 2024 at 7.30pm** at Tardebigge Community Hall.

Your Clerk will be present before the meeting to witness the signing of individual Declarations of Office and Undertaking.

Yours sincerely

Lorraine Griffiths

Lorraine Griffiths
Clerk & Proper Officer

A G E N D A

- 1 **Election of Chairman and signing of Declaration of Office**
- 2 **To consider apologies and to approve reasons for absence**
- 3 **Election of Vice Chairman and signing of Declaration of Office**
- 4 **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.**Councillors who have declared a Disclosable Pecuniary Interest, or any 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 result in the commission of a criminal offence.

To consider written requests from councillors for the council to grant a dispensation (section 33 of the Localism Act 2011) – written requests to be with the clerk at least four clear days prior to the meeting.

The meeting will be adjourned for Public Question Time

The time allocated is at the discretion of the Council/Chairman. Residents 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. Members of the public may not take part in the Parish Council meeting itself.

This period is not part of the formal meeting; brief notes will be appended to the minutes as an aide memoire.

- 5 Annual Finance:**
- a) **Accounts for the Year Ending 31 March 2024**
Enclosed for Members' consideration and approval – Receipts and Payments Account for the year, Bank Reconciliation, Statement of Accounts and Schedule of Fixed Assets.
 - b) **Annual Governance and Accountability Return for the Year Ending 31 March 2024:**
Notice of annual audit received from PKF Littlejohn; the return date is 3rd July 2024. Part 2, sections 1 and 2 to be completed and approved by Council – copy enclosed for consideration.
- 6 To Appoint Representatives / Officers:**
Footpath Warden
Tree Warden
Conservation Officer
Community Hall Representative
Charities Representative
- 7 Minutes:** To consider the approval of the minutes of the meetings of the Council on 13th April 2024 (attached).
- 8 PROGRESS REPORTS FOR INFORMATION:**
- a) **Clerk:**
 - b) **Chairman:**
 - c) **District Councillor:**
 - d) **County Councillor**
 - e) **Footpath Warden:**
 - f) **Tree Warden:**
 - g) **Conservation Officer:**
 - h) **Community Hall Representative:**
 - i) **Charities Representative:**
- 9 CORRESPONDENCE FOR INFORMATION:**
- a) Bromsgrove District Council: <http://moderngovwebpublic.bromsgrove.gov.uk> for details on Planning Agendas and Minutes.
 - b) Wellbeing in partnership newsletter – emailed
 - c) The Rural Bulletin – emailed
 - d) The Rural Funding Digest – emailed
 - e) PCC Newsletter
 - g) Clerk Newsletter
 - h) CALC update
 - i) Callcomms communication
 - k) Free training from Citizens Advice Bromsgrove and Redditch
 - l) Last chance to have your say in Worcestershire-wide Air Quality Survey
 - m) Age UK Herefordshire and Worcestershire Charity Event
 - n) Pre Election Period
 - o) Communication from ADAS
- 10 PLANNING MATTERS:**
- Applications for Consideration: 24/00282/FUL – Tardebigge Community Hall – single storey store room extension – closing date for comments 26th May 2024**
- 1**
- Approvals: 24/00330/PIP - Land Adjacent New Cottage, Hewell Close, Tardebigge, B97 5SP – proposed development of two dwellings approved 1st May 2024**
- Appeals:** none

Refusals: 24/00270/FUL - Sunny Bank Farm - Construction of 2 dwellings and demolition of existing barn approved for residential conversion refused 2nd May 2024

11 LENGTHSMAN SCHEME: To consider outstanding issues.

12 HIGHWAYS MATTERS: To consider outstanding issues.

13 RISK ASSESSMENT SCHEDULE: To approve schedule; copy enclosed.

14 FINANCE:

c) Bank Balances:	as at 1 st May 2024	Current Account	£ 9226.72
	as at 1 st May 2024	Deposit Account	<u>£ 9038.05</u>
		Total Balance	£ 18,264.77

d) Receipts: Interest £73.04
Worcs CC £627
Worcs CC £618.75

d) Payments for Approval:		
L Griffiths: Salary for April 2024		£ 343.25
Clerk's expenses for April 2024		£ 64.94
Grass cutting – C Evans		£ 120.00
Worcester CALC		£ 612.05
Arthur J Gallagher Insurance Brokers Ltd		<u>£ 488.13</u>
	Total	£ 1,628.37

e) Unpresented Cheques: 100946 for £423.77 Cancelled 2/5/2024 to be reissued
100947 for £1196.25 Cancelled 2/5/2024 to be reissued
Cheques 100948, 100949 and 100950 not issued but cancelled 2/5/2024

f) Outstanding Invoices: None

g) Finance Items - Proposed and Seconded:

15 COMMENTS FROM MEMBERS: 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. Councillors are respectfully reminded that this is not an opportunity for debate or decision-making.

16 DATE OF NEXT MEETING: To be decided.