# **Tutnall & Cobley Parish Council**

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**Dear Parishioner** 

2 May 2014

You are invited to attend the **ANNUAL MEETING** of Tutnall & Cobley Parish Council which will be held after the ANNUAL PARISH ASSEMBLY on **Tuesday 13 May 2014 at 7.30pm** in the Community Hall, Tardebigge. Your Clerk will be present before commencement of the meeting to witness the signing of individual Declarations of Office and Undertaking.

Yours sincerely

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Helen Davies Clerk & Proper Officer

# AGENDA

- 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.

Ćouncillors 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 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 To Appoint Representatives / Officers

6 **Minutes:** To consider the approval of the minutes of the meetings of the Council on 8 April 2014 (attached).

# 7 PROGRESS REPORTS FOR INFORMATION:

- a) Clerk: Attached
- b) Chairman:
- c) District Councillor:
- d) County Councillor:
- e) Footpath Warden:
- f) Tree Warden:
- g) Conservation Officer:
- h) Community Hall Representative:
- i) Charities Representative:

# 8 **CORRESPONDENCE FOR INFORMATION** - and will be placed in a folder for

Councillors to inspect at the meeting.

- a) Bromsgrove District Council: <u>http://moderngovwebpublic.bromsgrove.gov.uk</u> for details on Planning Agendas and Minutes.
- b) Bromsgrove DC: Remuneration Panel 2014/15: the travel and subsistence allowances remain the same as previous years email copy can be sent.
- c) Bromsgrove DC: invitation from the Civic Head to the Chairman and Clerk to the annual parish council buffet 14 May 2014.
- c) Citizens Advice Bureau: Letter dated 15 April 2014 with thanks for the donation.
- d) Western Power Distribution: Free PC Pack: Helping people cope during power cuts.
- e) Came & Co: Spring Parish Matters 2014 (our insurers)

# 9 PLANNING MATTERS:

# a) Applications for Consideration:

14/0145 The Engine House, Tylers Lock, London Lane: Removal of four existing windows and replacement with four new steel windows. LBC

14/0146 The Engine House: Removal of existing window and insertion of new door and metal steps.

14/0230 Little Grinsty, Broad Lane: Side extension to garage to provide Garden Room and reroofing with a tiled pitched roof.

14/0207 Border Fencing, Lower House Farm, Stoney Lane: Provision of additional storage space for fencing and timber materials to support existing fencing and timber building construction business, additional off road parking, new access and security fencing.

- b) **Approvals:** None received to date.
- c) **Refusals:** None received to date

# d) Planning Matters:

14/0157 Robin Hill Farm, Stoney Lane: Two storey extension to existing dwelling, new (replacement) conservatory and front extension. Alterations to include removal of chimney breast. Following email consultation with councillors a 'no objection' comment was lodged.

# 10 RAILINGS TO THE PLYMOUTH MEMORIAL: Update

# 11 **REINSTATEMENT OF COBLEY HILL WINDPUMP:** Update

- 12 LENGTHSMAN SCHEME: To agree verification and signing-off worksheets April's is enclosed for information. To consider outstanding issues – see Clerk's report.
- **HIGHWAYS MATTERS:** The Park road adoption a resident is asking for an update. To consider outstanding issues.
- 14 **RISK ASSESSMENT SCHEDULE:** To approve schedule; copy enclosed.

# 15 FINANCE:

a) Accounts for the Year Ending 31 March 2014:

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 Return for the Year Ending 31 March 2014: Notice of annual audit received from Grant Thornton; the return date is 16 June 2014. Sections 1 and 2 to be completed and approved by Council – copy enclosed for consideration.

c)	Bank Balances: as at 30 April 2014 Current Account 31 December 2013 Deposit Account Total Balance	£ 9,619.25 <u>£ 3,804.54</u> £13,423.79
d)	<b>Receipts:</b> Co-op Bank: Interest 4 April 2014 Worcestershire CC: Lengthsman reimbursement Total:	£ 0.82 <u>£ 663.50</u> £ 664.32
e)	Payments for Approval:H Davies: Salary for April 2014S Skeys: Lengthsman for April 2014:T&C 16 hours @ £11/hrElife to fours @ £11/hrBurcot 8 hours @ £11/hr£ 88.00Worcestershire CALC: CALC Service Charge &NALC Affiliation Fee £262.32 + £45.95 VATBroker Network Ltd: Insurance RenewalTotal:	£ 284.67 £ 264.00 £ 308.27 <u>£ 300.49</u> £1,157.43
f)	Unpresented Cheques: None	£1,137.43
g)	<b>Outstanding Invoices:</b> WCC Lengthsman 14/001 to cover amount not paid in invoice 13/022	£ 288.50

- h) Annual Internal Audit: Files in process of being audited; report will be made to the meeting.
- i) Employer's PAYE Annual Return: Has been submitted.
- j) Finance Items Proposed and Seconded:
- 16 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.

# 17 DATE OF NEXT MEETING:

To confirm the date of the next meeting which is scheduled for 10 June 2014 at 7.20pm in the Committee Room, Tardebigge Community Hall.