

SUCKLEY PARISH COUNCIL

Notice of Meeting

A meeting of Suckley Parish Council is to be held at the Parish Councils Playing Field Pavilion, Suckley, Worcester, WR6 5DE

Monday 13th January 2025 at 7.30 pm.

*Members of the public are invited to attend and in accordance with the parish council's Standing Orders may at agenda item 4, make representations, answer questions and give evidence at this meeting in respect of the business on the agenda.

During agenda item 4:

- i. the period designated for public participation shall not exceed fifteen minutes.
- ii. no member of the public shall speak for more than five minutes unless directed by the Chair of the meeting.
- iii. no question put shall require a response nor start a debate on the question.
- iv. the Chair of the meeting may direct that a written or oral response be given.

Whilst members of the public are welcome to stay in the meeting after agenda item 4, there is no opportunity for participation unless invited to do so by the Chair of the meeting.

Summons

Councillors are hereby summoned to a meeting of Suckley Parish Council to transact the business set out in the following agenda.

Signed: *L Cleaver*

Dated 6th January 2025

Lesley Cleaver
Clerk and Responsible Financial Officer.
Email: suckleypcclerk@hotmail.com

AGENDA

1. **Chair's welcome and to record apologies** from absent parish councillors.
2. **Declarations of Interests.** Members are reminded of:
 - (a) the statutory requirement to declare all matters relating to their Register of Interests regarding Disclosable Pecuniary Interests (DPI) and
 - (b) the requirement in the council's Members Code of Conduct to declare all Other Registerable Interests (ORI) and None-Registerable Interests (NRI) in matters to be considered in the meeting.When a councillor declares any type of interest, they must leave the meeting when that matter is discussed unless granted a dispensation by the council.

3. Consideration of any request for a dispensation.

Should any councillor declare any of DPI, ORI, NRI, they may apply for a dispensation which must be in writing and provided to the Clerk before the meeting starts, stating the nature of the interest and asking to be allowed to (a) stay in the meeting, or (b) stay and speak, or (c) stay, speak and vote.

The council is required to decide whether to allow the dispensation request, depending on the nature of the subject and the likely impact on public perception.

4. Public Participation

(a) * Please refer to the notes above. Speakers will be asked to give their name to the meeting, however comments made will be anonymised and summarised in the ensuing minutes.

(b) Public presentation(s) Planning (if on the agenda) (including planning applications representatives)

Planning application M/24/01505/LB & associated ref M/24/01504/HP
Ripple, Longley Green, Suckley, Worcester, WR6 5DU. Proposed single storey rear extension.

Planning application M/24/01520/FUL
Land at (OS 7235 5109) Suckley, Development of 9 self-build residential Dwellings. RMO, RCO & AM Capper

- (1) The Council Chair will ask the applicant/s or their representatives (if present) to put forward any points they wish to make regarding their application
- (2) Other parishioners are then invited to put forward their comments
- (3) The applicant/representative then has the opportunity to respond to any points raised if he/she wishes to do so

(c) To receive a report from and ask questions of County Councillor Cllr Karen Hanks

(d) To receive a report from, and ask questions of District Councillor Sarah Rouse.

(e) To receive a report from, and ask questions of District Councillor Peter Whatley

(f) School report (*Cllr Helen Philpotts*): Nothing to report

5. To approve and sign the minutes of the meeting held 11/11/2024 as a true and accurate record, draft minutes issued to all Cllrs 20/11/24 and made available online.

6. Policy Documents Internal/External

To consider and resolve to agree the following as circulated:

(a) Financial Regulations, changes following a full review by Cllr H Ormerod

(b) Co-option policy.

(c) West Mercia Policy Community Charter, parish contact contract (notes end of Agenda). Contact details & current top three community issues.

7. Planning – MHDC

- (a) For Council Consideration:-
M/24/01505/LB & associated ref M/24/01504/HP
Ripple, Longley Green, Suckley, Worcester, WR6 5DU. Proposed single storey rear extension.

M/24/01520/FUL.

Land At (Os 7235 5109) Suckley. Development of 9 self-build residential dwellings. RMO, RCO, AM Capper

- (b) Decisions (for information only)

8. Playing Field

- (a) Working Party: Terms of Reference: deferred until February.
(b) Financials: nothing to report.
(c) Report other; no report to consider.
(d) To RATIFY the urgent decision, completion of the HM.Gov Valuation Office form and supply supporting paperwork with regards the non-domestic rates case 39840307 at Suckley Sports Pavilion.
(e) Proposal to register a lottery(100 club) details as circulated ahead of the meeting at a cost of £40.
(f) Proposal to Register Ownership with the Land Registry. Details as circulated ahead of the meeting, Allowing Cllrs Ormerod and Mansell to gain access to necessary documents from the Hive, Document cost £25 and to proceed with the Land Registry application.

9. Reports

- (a) Footpaths (*Cllr Helen Philpotts*): *nothing to report.*
(b) Clerk (*Clerk L Cleaver*): *as circulated.*

10. Community - Projects/items for discussion/update:-

- (a) Mobile Phone Mast (Atlas Tower Group) Cllrs Lewis & Mansell: no report
(b) Neighbourhood Plan(Cllr S Jew) to agree the initial setting up of the application to MHDC.
(c) Defibrillators.(Agenda item as circulated)
(c 1) Authority to the Clerk to a maximum cost of £400 for a discounted Defibrillator.
(c 2)To agree the proposal in principle with regards funding for groups of Houses.
(d) Parish Board Map. Details as circulated ahead of the meeting.
.To resolve to agree no more than £250 payment for the artwork designer on production of an invoice & printing and mounting no more than £120 (inc Vat)

11. MEETING SCHEDULE 2025

To consider and agree the meeting schedule for the year 2025 as circulated.

12. PARISH COUNCIL LOGO: deferred.

13. Finance –

- (a) To agree the correctness of the councils Asset Register, items and values following a full review by Cllr Lewis.
(b) To review the Councils insurance policy, values as appropriate
(c) Review bank reconciliation end November 2024, chair to sign accordingly.

- (d) To review budget v actual end of November 2024.
- (e) To review and agree the budget for the year 2025/2026 £23,902.
- (f) To agreed the Precept figure for 2025/2026 £19,402 and review the Band D estimated council tax figure £ 67.78
- (g) External Auditor AGAR review.
- (h) To agree payments to the ICO by direct debit to take advantage of a £5 Discount
- (i) To agree variable direct debit mandate to EDF Energy for the electricity used at the playing field pavilion rather than pay by cheque into the post office.

Approval of payments

(j) Gen Fund: To RATIFY the following payments made under Clerks Delegated Power (November meeting 2024) as no council meeting until January 2025

£504.49	Cheque 1155	Previous clerk final leave payment
£594.60	Cheque 1154	October salary current clerk
£645.95	Cheque 1154	Clerks November salary
£378.00	Cheque 1156	PKF Littlejohn –external audit fee
£ 80.00	Cheque 1157	MJ Bosley- vermin control. Replacement chq original damaged number 1150
£141.47	Cheque 1158	County Building Supplies, downpipes/guttering-pavilion
£145.94	Cheque 1159	HMRC PAYE underpayment request
£145.00	Cheque 1160	SB Cleaning Services- memorial area patio/paving
£ 89.53	Cheque 1161	EDF (Oct & Nov) electricity, playing field pavilion.

(k) To RESOLVE to agree the following payments two signatures required

£120.00	Cheque 1164	Smartcut Ltd, cut and let fly (football pitch) 6/11 (24526)
£522.00	Cheque 1165	R Wilks (lengthsmans) Sept, Oct and Nov 2024 work
£645.95	Cheque 1166	Clerks salary December 2024
£ 46.76	Cheque 1166	Clerks expenses November/December 2024-circulated
£567.64	Cheque 1167	HMRC PAYE quarter October to December 2024
£548.90	Cheque 1168	MHDC business rates bill 2024/2025
£ 9.00	Cheque 1168	MHDC business rates bill 2023/2024
£ 42.00	Cheque 1169	Worcs CALC training Cllr Roper inv 9652
£ 37.59	Cheque 1171	EDF electricity pavilion usage December 24

(l) Playing Field Account: to note direct debit payments taken.
Water Plus September to December £11.65 each month.

(m) To note automatic monthly amount from St. Johns Football Club £130,00

14. CONTRACTOR RENEW CONSIDERATION as circulated ahead of the meeting.

15. **CONSULTATIONS FOR COMMENT:**
 - (a) Worcestershire County Council, public engagement draft streetscape design Guide, notes as below.
 - (b) Mandatory safeguarding training for hackney carriage and private hire drivers Details as circulated 4th December
16. **MEMBERSHIPS. COUNCIL AND EXTERNAL GROUPS.**

To agree details, form circulated ahead of the meeting.
17. **HM LAND REGISTRY CHANGE OF NAME**
 - a) To agreed to progress with HM Land Registry matters as emailed to all Cllrs November 2024 the land known to the council as the playing fields.
 - b) To agree the councils Asset Register be used with regards a statement of valuation.
 - c) To consider any associated fee.
18. **EA WASTE EXEMPTION**
 - a) To consider if the council needs its waste exemptions as emailed to all councillors on 27th November.
 - b) To allow this to be addressed further or deregistered.
19. **To Receive Report Of Parish Councillors**

Each councillor is requested to use this opportunity to report minor matters of Information not included elsewhere on the agenda. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.
20. **Members to raise issues for discussion at the next meeting.**

New payroll administrator.
Vexatious Policy
New Cllr email accounts for parish council business only
Parish survey review.
21. **CONFIDENTIAL MATTERS**

The Council may resolve to close the meeting to members of the public in order to discuss matters relating to confidential matters such as contacts, legal action, staffing, as allowed by the Public Bodies (Admission to Meeting) Act 1960.
22. **To agree staffing arrangements/contracts for the clerk** following the end of their probationary period, hours worked
23. **Letter marked "In Confidence" dated 27th November 2024**, a reply to be considered.

SUCKLEY PARISH COUNCIL MEMBERS: _

Cllr Richard Lewis Chair, Cllr Simon Jew, Cllr Andrew Mansell, Cllr Howard Ormerod, Cllr Helen Philpotts, Cllr Rebecca Roper.

Notes

AI: 6 (c) West Mercia Policy Community Charter, parish contact contract.

Change of information to agree:

New chairs and clerks information.

Any change to the current top 3 community issues = 1, Speeding. 2. Other Traffic Offences. 3. Road Traffic Collisions.

15 (a) WCC Public Engagement Street Design Guide

Public engagement exercise, from Worcestershire County Council draft Streetscape Design Guide. Guidance document, to provide the necessary local detail on highway design and wider transport issues. It provides guidance for homeowners, developers and their consultants to be used in formulating designs and making applications for planning permission and subsequent delivery of approved designs.

The updated guide aims to create accessible, safe and practical space for all users, options for walking, wheeling, cycling, use of public transport. Attractive places using high quality design which are easy to maintain and built to last. Enhanced local areas, respectful to existing conservation and heritage areas. Green spaces that make the most of green infrastructure, to provide attractive areas for local communities. Habitats for ecology and biodiversity. This engagement exercise finishes on Monday 27th Jan 2025