

THE ANNUAL MEETING OF THE SHELSLEYS PARISH COUNCIL

May 16th 2023

Clerk: Mrs. J E Speyer Barrel Heald Farm, Shelsley Beauchamp 01886 812444

AGENDA

To the members of The Shelsleys Parish Council. You are duly summoned to attend The Shelsleys Parish Council meeting to be held on Tuesday May 16th 2023 following the Annual Parish Meeting at 7.00pm in the Village Hall.

1 **Election of Chairman:**

To elect the Chairman and for the Chairman to sign the **Declaration of Office**.

To thank outgoing members and to welcome new.

To agree the signing of the Declaration of Office at a later date for those not attending.

2 **Apologies:** To consider the acceptance of apologies for absence from Councillors and to remind Councillors of their commitment to the Parish Council.

Apologies received from Councillor Mrs L Hutton.

3 **Election of Vice Chairman.**

To elect a Vice Chairman.

4 **Declaration of Interest:**

Register of Interests.

1. Register of Interests: Councillors are reminded of the need to update their register of interests.

2. To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.

3. To declare any other Disclosable Interests in items on the agenda and their nature.

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.

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 co-opt two members for Shelsley Beauchamp.**

6 **To note the Code of Conduct:** To remind members of the obligations of the Code of Conduct.

7 **To consider the Council's Scheme of Delegation:**

Planning: Finance: Any other delegations deemed necessary.

8 **To review Council's Financial Regulations, Risk Assessment and Insurance.** Insurance Renewal. To discuss adequate cover and renew the policy.

Risk Assessment.

To agree payments by BACS.

To agree monthly payments to the Clerk and HMRC.
Clerk's salary should be recorded separately in a confidential cash book.
To review bank signatories and to remind councillors saved PIN and password facilities must not be used.
To confirm that there is evidence on the bank statement/authorisation which Cllrs set up for payments. (See 6 d.10 and 6.11 Financial Regulations).

9 **To appoint individual offices including:**
Shelsley Walsh Hill Climb liaison Councillor, Tree Warden, Footpaths Warden, and representative on the VHMC and any other appointments deemed necessary.

10 **To nominate two Councillors to attend the Worcestershire CALC Area Meetings.**

11 **Minutes:**
To approve the minutes of the ordinary meeting held on March 7th 2023.

12 **District and County Councillors' Reports:**
To receive information and to thank retiring District Councillor Caroline Palethorpe.

13 **Midland Automobile Club:** To receive information from & to report information to.

14 **Lengthsman:**
To receive report and to inspect worksheets.
To report the contract and funding with WCC 2023-2024
Rob Wilks Annual Contract with the Parish Council.

15 **Highways and Footpaths:**
To report, update and receive responses from Highways Control
Highways issues Pard House Lane, Stirt water, chevron signs etc
Pard House Lane surface water.

16 **Progress Reports:**
To receive any relevant information regarding the following.
Broadband.
Big Help Out
AONB extension.
Speeding signs.
Bleed Out Kit.

17 **Urgent Decisions:**
To report any urgent decisions since the last meeting.
Payment for Giclee printing and framing of the map.

18 **Coronation:** To receive information.

19 **End of Year Accounts 2022 2023:**
To consider accepting end of year accounts (attached or previously circulated).

20 **Audit:**
To complete exemption certificate.

21 **Audit:**
To complete Section 1 of the Annual Audit.

- 22 **Audit:**
To complete Section 2 of the Annual Audit.
- 23 **Finance:**
To consider the following payments.
Map Invoice £1360.93
Lengthsman £426.00
Bookers £26.77
Tree stakes £13.86
Bunting £236.15
- To arrange a change in the Lloyds Mandate regarding new signatories.
- Monies received: Donations towards the cost of the map framing & printing.
Precept half annual amount £3500
HMRC penalty payment cancelled.
Parish Hall Business Rates = Nil
- 24 **Planning:**
To consider any outstanding applications received.
To report on Malvern Hills District Council planning decisions.
M/23/00153/LB The Hop Barn Stanford Bridge withdrawn
M/23/00276/LB Old Post Office Shelsley Walsh (chimney) awaiting decision.
- 25 **Correspondence for Information and Circulation:**
All other correspondence for information delivered via email has been circulated.
Councillors to discuss as appropriate.
- 26 **Village Hall Management Committee:** To remind the VHMC to produce accounts following their AGM.
- 27 **CALC:**
To consider attendance at forthcoming training events (previously emailed) and information received.
- 28 **Councillors' reports and items for future agenda:**
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.
- 29 **Date of next meeting:**
To confirm the date of the next meeting, scheduled for July to be confirmed.
Jan Speyer

Jan Speyer Clerk to The Shelsleys Parish Council
May 10th 2023