

**PENSAX PARISH COUNCIL**  
**Chairman Alistair Keron, George Rudd, David Abraham,**  
**Heather Weston, Sharon Sanders**

**To Members of Pensax Parish Council**

You are duly required to attend **PENSAX ANNUAL Parish Council Meeting** to be held on  
**MONDAY 20th MAY 2019** in **Pensax Village Hall** at  
**7.15pm** or following closure of Annual Parish Meeting if later.

**Agenda**

1. **Election of Chairman** – to elect new Chairman and to sign Declaration of Office.
2. **Apologies:** to receive apologies and to approve the reason for absence.
3. **Co-option of a Cllr** – to consider applications received.
4. **Election of Vice Chairman**
5. **Declarations of Interest:**
  - a. **Register of Interests:** Cllrs are reminded to complete a new Register of Interests form.
  - 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.  
Cllrs 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.
6. **Dispensations** – to agree that Dispensations received from Cllrs be discussed and agreed by the full Council at start of meetings.
  - a. To consider written requests from councillors for the council to grant a dispensation (S33 of the Localism Act 2011) – written requests to be with the clerk at least 4 clear days prior to a meeting.
7. **The meeting will be adjourned for Public Question Time**  
The time allocated is at the discretion of the 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 memoir.
8. **County/District Cllrs Reports** – if not presented to Parish Meeting.
9. **Standing Orders** – to review.
10. **Financial Regulations** – to review.
11. **Data Protection** – to review.
12. **To consider the Council's Scheme of Delegation** and to adopt as drafted.
  - a. **To appoint Cllrs to the following:**  
Staffing Working Party – for Clerk and Lengthsman.  
Planning Working Party  
Clerk's Finance Support Group
13. **Council Risk Assessment** (circulated) – to review.
  - a. **Asset Register** (circulated) – to review.
14. **To appoint volunteers to the following roles:**  
Footpaths Officer/Tree Warden
15. **To consider appointment of representative to outside bodies:**
  - a. Pensax Village Hall Committee.
  - b. Worcestershire County Association of Local Councils Meeting Executive (2 Cllrs).
16. **Minutes:** To consider adoption of the minutes of the Parish Council Meeting held on 18<sup>th</sup> March 2019.
17. **Progress reports** for information
  - a. **BT Box** – update.

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- b. **Assets of Community Value** – to discuss.
  - c. **Welcome pack for residents/Website for Parish** – to discuss
  - d. **Hedges Pensax Road/Menith Wood Road** – update from WCC.
  - e. **Penn Hall Lane removal of hedge** – update from MHDC.
  - f. **B4202 Speeding issues** – update.
- 18. Reports on Meetings attended by Clerk or Councillors:**
- 19. Finances:**
- a. To consider payments to be made as on list presented at meeting.
  - b. To report receipts since last meeting.
  - c. To agree Bank Reconciliation for Current Account – March/April 2019.
  - d. **Worcestershire County Association of Local Councils** - to agree to renew membership cost £220.63.
  - e. **Certificate of Exemption from External Audit (circulated)** – To agree Council qualify to sign this document having income and expenditure below £25000.00 for 2018-19 and to confirm all other requirements are met.
  - f. **Annual Governance Statement** (circulated) - To agree Council are adhering to all the requirements.
  - g. **Internal Audit report** (circulated) – To agree report.
  - h. **Annual Return/End of Year Accounts** (circulated) - To agree accounts and to agree to sign all relevant papers.
- 20. Planning:**
- a. Plans circulated since last meeting – **None**
  - b. Decisions received since last meeting – **None**
  - c. Plans for comment on tonight –  
**19/00283/HP – Holly Cottage, Menith Wood, Worcester WR6 6UB – Proposed single storey rear extension plus detached garage with storage and study over.**
  - d. **14/01586/FUL – ENF/18/0005 – Enforcement Notice Appeal - APP/J1860/C/18/320974 – Ridding Coppice, Worles Common, Stockton** – To consider sending comments in regarding Appeal lodged by applicant.
  - e. **16/00455/HOU - New House Farm, Stockton** – Concerns regarding building being built too close to highway – update.
- 21. Road report:**
- a. Lengthsman - Progress report.
  - b. Any problems to report.
- 22. Menithwood Millennium Green Trust** – to discuss grant request of £250.00 for 25<sup>th</sup> anniversary celebrations on 25<sup>th</sup> July 2020.
- 23. Annual Parish Meeting** – to discuss issues that may arise.
- 24. Correspondence for Information –**  
**MHDC Planning Training Session** – 4<sup>th</sup> July – 5.30-7.30 at Malvern  
**Police Commissioners survey** – to complete by 11<sup>th</sup> August 2019  
**Police Commissioner** – ‘We Don’t Buy Crime’ Smartwater project
- 25. Clerks report on Urgent Decisions since last meeting - Payments made 7<sup>th</sup> May 2019.**
- 26. Councillors reports and items for the next 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.
- 27. Date of next meeting: - 15<sup>th</sup> July 2019 at OLD CHAPEL HALL, Menith Wood**
- 28. Meeting Closed.**

Signed *Sue Burrows*  
Clerk Sue Burrows

Date 15<sup>th</sup> May 2019