

# PENSAX PARISH COUNCIL

## Minutes of the Annual Parish Council Meeting of Pensax Parish Council held in Old Chapel, Menith Wood at 7.10pm following close of Annual Parish Meeting on Tuesday 17th May 2021

**Present:** Cllr Alistair Keron (Chairman), Cllr Abraham, Cllr Meese

**In Attendance:** Clerk, Nancy Gould (Prospective Co-Opted Councillor, County Cllr David Chambers.

1. **Resignation of Chairman** – Alistair Keron announced his resignation as Chairman which was regretfully accepted. Appreciation was expressed for the all the hard work, contribution and sound advice Alistair had provided during his seven years as Chairman.
  2. **Election of Charman** – It was agreed by all that Cllr Stuart Meese be elected as Chairman. Declaration of Acceptance of Office was signed.
  3. **Apologies:** Received and accepted from Cllr Rudd.
  4. **Co-option of a Cllr** – Nancy Gould was formally elected as a Co-Opted Councillor. A Declaration of Office was signed.
  5. **Resignations** – The resignations of Cllrs Weston and Sanders were noted. Appreciation was expressed for their hard work and contribution to the Council.
  6. **Election of Vice Chairman** – It was agreed that Cllrs Abraham, Rudd, and Gould be elected as Vice Chairmen and would Chair Meetings where Cllr Meese was unable to attend to ensure that all business could be ratified.
  7. **Notification** – The Clerk was requested to notify Malvern Hills DC of the resignation of the Chairman and election of the new Chairman and Vice Chairmen together with the co-option of the new Councillor and resignation of the two Councillors.
  8. **Declaration of Interest:**
    - a. **Register of Interests** – Cllrs are reminded to keep their registers up to date.
    - b. **Disclosable Pecuniary Interests** – None
    - c. **Other Disclosable Interests** – See above.Clerk was asked to send conformation of the Declaration of Interests to Malvern Hills DC.
  9. **Dispensations** –

To consider written requests from councillors for the council to grant a dispensation (S33 of the Localism Act 2011) – Dispensations requested - **Item 21 – Village Hall** – . The conflict and the sale of Pensax Village Hall was noted.
  10. **Public Question Time** – No members of the public were present.
  11. **County Cllr Report** – County Cllr David Chambers had already provided a report (circulated and see below). However, CC Chambers reported that now the Covid pandemic regulations were at an end, the County Council will be able to move on to its full programme. Works at Worcester Royal Hospital are continuing and it is hoped that the A&E works will be completed by the end of the year. The problems with the delays was not down to the Ambulance Service but the lack of beds available. There was a need for the service to be “joined up.” CC Chambers expressed his surprise that additional funding from Malvern Hills District Council was turned down.
- District Cllr Report** – Due to a conflicting engagement Cllr Cumming sent his apologies was unable to his report.
9. **Standing Orders** (circulated) – The Clerk was asked to update and circulate,

## PENSAX PARISH COUNCIL

10. **Financial Regulations** (circulated) – It was agreed to adopt Model Standing Orders.2019 for England.
11. **Data Protection** – Updated Risk Assessment was approved and signed by the Chairman. It was agreed for Clerk to review all other data protection documents to ensure they are up to date.
12. **Scheme of Delegation** (circulated) – It was agreed to the following delegations
  - a. **To appoint Cllrs to the following**

**Lengthsman** – Whilst the Clerk will continue to have overall responsibility, Cllr Abraham has agreed to supervise the Lengthsman’s work to ensure that it is carried out to the appropriate standards. **Planning Working Party** – All plans to be circulated by email to all Cllrs. Comments from Cllrs to be submitted to Clerk for onward transmission to Malvern Hills DC. Meeting to be called on controversial plans. **Finance** – Clerk to continue to circulate Bank Reconciliation to all by email, Chairman to sign at meetings. All Cllrs to input on other matters.
13. **To appoint volunteers to the following roles:**
  - a. **Footpath Officer/Tree Warden** – Penny Grant to be contacted to ask whether she is willing to continue in this role.
14. **To consider appointment of representative to outside bodies:**
  - a. **Worcestershire CALC Meeting** (2 Cllrs). It was agreed any Cllr or the Clerk can attend meetings.
15. **Minutes** of Parish Council Meeting held on 17<sup>th</sup> March 2021 were agreed by all and signed by Chairman.
16. **Progress reports for information:**
  - a. **Broadband Fibre** – Work has been completed in both Menith Wood and Worles Common, Pensax Common has been completed as far as possible. However, BT will be on stand- by if any homes express an interest in Broadband in the future. Therefore this item can now be removed from the Agenda.
17. **Reports on Meeting attended by Clerk or Councillors:** Clerk - None
18. **Finances** –
  - a. **Payments made and received** –The Clerk verbally informed the Meeting of all payments and receipts received from the 1<sup>st</sup> of April manually. However, he was unable to provide an up to date report due to the bank statement being sent to the former Clerk.
  - b. **Bank Reconciliations** (circulated) - Signed for 31<sup>st</sup> March 2022, balance agreed as £228,193.88. Signed for 1<sup>st</sup> April 2022 brought forward balance was agreed as £228,193.88
  - c. **Asset Register** (circulated) – Cllrs noted that the Village Hall had been removed as an asset and the wastepaper bin at Pens Hall Lane added,
  - d. **External Audit (circulated)** – As the Council had income. in excess of £25,000 during the financial year due to the sale of the Village Hall, there is requirement for an External Audit. Therefore the appointment of PKF Littlejohn was approved.
  - e. **Annual Governance Statement** (circulated) – It was agreed Council are adhering to all the requirements.
  - f. **Internal Audit report** (circulated) – The Clerk informed the Meeting that the queries raised by the Internal Auditor have now been answered and resolved. However, Councillors attention were drawn to the comments regarding the Clerk having to use his own debit card for payments which is contra to regulations. Councillors were also asked to note the need for online banking (see below) in order to prevent this contravention It was agreed to pay audit fee of £125.00.
  - g. **Annual Return/End of Year Accounts 2020-2021** (circulated) – It was agreed for Chairman to sign all relevant papers for the End of Year Accounts and Annual Return. A balance agreed as £228,193.88 to be carried forward to 1<sup>st</sup> April 2022. The budget has been previously circulated and it was agreed no changes to be made.
  - h. **Online Banking** – in view of the comments of the Internal Auditor and the need to make the Council’s finances simpler, it was agreed to transfer the present bank account to online banking subject to the Model Standing Orders 2019 for England (circulated).
19. **Planning:**
  - a. Plans circulated since last meeting – None.

## PENSAX PARISH COUNCIL

- b. Decisions received since last meeting-
  - Planning Application 21/0189/HP – 138 Snead Common, Abberley, WR6 6AF approved by Malvern Hills DC
- c. Approved Plans for comment tonight
  - (i) Spring Meadow, Pensax for use to holiday let units - It was noted that the Council's objection had been noted.

- (ii) The Dell/Mound Pensax Common – Aaron Black (MHDC Enforcement Officer)( has been requested by Cllr Paul Cummings to look into the continuing nuisance of the tipping and the nuisance of heavy lorries going to the site. As yet, Aaron has not yet reported back. If the problem is not resolved, then all parties will be requested to attend the next Parish Council Meeting to discuss the problem,.

### 20. Road report

- a. **Lengthsman Report** – Circulated.

### 21. Police Report – Not received.

### 22. Pensax Village Hall –

- (i) It was agreed not to set up a Working Party for present and leave it to the Councillors to make decisions on any suggestions put forward by residents.
- (ii) The Clerk was requested to transfer the funds to a restricted deposit account. The Clerk was asked to investigate investing this money but only in funds registered with the FCA.
- (iii) It was the general opinion of the Meeting that the Parish Council should not be restricted and keep their options open.
- (iv) It was agreed that a letter would be sent out to the Residents informing them of the sale and their suggestions how the funds should be used. This would be inserted in Temespan, Facebook, the website and on the noticeboards. If necessary, manual deliveries would be made. Suggestions would be directed to the Clerk for onward transmission to the Councillors. However, there would be a time limit of six months and would be restricted to the residents of Pensax Parish only.

### 23. Noticeboard Menith Wood – the old noticeboard from the Village Hall is to be re-erected at the Pensax site, replacing the old, dilapidated noticeboard. Cllr Abrahams has agreed to undertake this task and speak to the landowner.

### 24. Newsletter – Cllr Meese has agreed to draft a newsletter to be inserted in Temespan and format the minutes which will also be inserted.

### 25. Malvern Hills DC Dog Control – Circulated and noted. The fine for dog fouling will now rise to £60.

### 26. Annual Parish Meeting – no new matters raised.

### 27. Correspondence for information – None

### 28. Clerks report on Urgent Decisions since last meeting - None

### 29. Councillors' reports and items for the next agenda.

Colin Griffiths, landowner of the Dell/Mound, Pensax and Residents concerned are to be invited to the Meeting to discuss the ongoing concerns.

### 30. Any Other Business

## PENSAX PARISH COUNCIL

- (i) The issue of the overflowing bin at Penns Lane with dog mess was raised. Although the bin was emptied following e-mails from the Clerk and a resident, concerns were expressed that it was not big enough. A decision will be made at the next Meeting to decide whether a larger bin should be purchased.
- (ii) It was agreed that the Parish Council's bank account would remain with TSB for the moment despite the ongoing problems with the mandate,
- (iii) Cllr Meese is to put forward proposals on Group e-mails and a website at the next Meeting.
- (iv) The Clerk was asked to draw up a calendar of Parish Council Meetings to be circulated. The Meetings are to be held on the second Monday of the month.

**31. Date of next meeting:** 17<sup>th</sup> July 2022 – 7pm - Old Chapel Hall, Menith Wood

**28. Meeting Closed 9pm**

Signed----- Date 17<sup>th</sup> May 2022  
Chairman

## REPORTS

### **Worcestershire County Council Report Meeting of Pensax Parish Council 17th May 2022.**

1. Worcestershire County Council is working closely with the Department for Levelling Up, Housing and Communities, and with local partners, to co-ordinate actions regarding our response to the Ukraine refugee crisis. The County Council has agreed with the six Worcestershire District Councils, to co-ordinate our response as "One Worcestershire," to ensure a joint approach is undertaken.

At the moment the best way to provide humanitarian help for the people of Ukraine is through financial donations to organisations with a presence in the region. This is considered a more effective way to support those in need, rather than physical donations, given the complexities and time it can take to physically transport supplies. Together with this Report, I am forwarding a list of agencies supporting Ukraine, should anyone wish to contact them.

Over 2,000 families have offered their homes to Ukrainian families in Worcestershire. 700 guests have arrived so far and are being hosted by 289 families. 228 guests in Wychavon, followed by Malvern Hills, Worcester City, Bromsgrove, Wyre Forest, and Redditch. Host families offer their home for a minimum of 6 months and a maximum of 12 months, though this may be extended if necessary.

2. The Worcestershire Health and Wellbeing strategy consultation 2022 – 2032, has been launched. Good mental health and wellbeing may mean different things to different people. Your thoughts and feelings are welcomed, to help WCC shape the future of health and wellbeing

## PENSAX PARISH COUNCIL

over the next ten years. The consultation survey is open to everyone and will help build up a picture of what Wellbeing means to people of all ages across the county. More details can be found at:

[www.worcestershire.gov.uk/HWBStrategy2022](http://www.worcestershire.gov.uk/HWBStrategy2022)

3. Worcestershire County Council have been unsuccessful in their Bus Service Improvement Plan (BSIP) submission to the government. It is also extremely disappointing to hear that First Bus have announced they intend to significantly cut services in Worcestershire. The details are yet to be finalised but this will have a detrimental impact on residents. The County Council is now considering its future policy with regards to bus services in Worcestershire.
4. Ambulance waiting times remain a major concern in the county. Ambulances often continue to wait for several hours to discharge their patients at the Worcester Royal Hospital, due to patient delays from progressing from the Emergency Department onto wards.

David Chambers  
County Councillor, Tenbury Division.

### **Lengthsman's Report**

Just a short report for your annual meeting next week,

Firstly, I hope the councillors are pleased with the work I am doing, majority of the drains are working with the exception of a couple of drains on the Pensax - Stockton road just past the turning to Pensax common, highways are aware of this issue and have said there needs to be some excavation work to see where the problem is, this will mean a road closure and they haven't given a time scale for this to be carried out, if I hear anything then I will let the parish know.

Further down that road by the turning to Worles common a drain is blocked but this is due to the fact that the ditch in which it flows into needs to be cleaned out, actually ditches on both sides of the road needs some attention as the verge grips are the same level as the ditch now in some places, this is a landowner issue.

If any further information is needed then please let me know

Chris Bunn.