

BROOME PARISH COUNCIL

Minutes of the Annual Meeting of Broome Parish Council held on Wednesday 10th May 2023, 8.00pm, Broome Village Hall.

Present: Cllrs. D Billington (DB) (Vice Chair), A Allen (AA), M Billingham (MB), S Breeden (SB).

Also present were: The Clerk Mrs B J Drew (BD), District Councillor Mr R M Drew (RMD) and W Waldron (BW),

1. Election of Chair: It was proposed by MB, seconded SB, and unanimously agreed that Cllr Amanda Allen be elected as Chair.

2. Election of a Vice-Chair: It was proposed by MB, seconded SB, and unanimously resolved that Cllr Don Billington should continue as Vice-Chair.

3. Apologies: County / District Councillor M Hart, District Cllr. Mr I Hardiman, Cllr G Brown and West Mercia Police.

4. Declarations of Interest and dispensations:

DB and SB in village hall as members of the committee.

5. To consider filling by co-option casual vacancies for a Councillor:

The Clerk advised that following the uncontested election Broome Parish Council have two vacancies. It was agreed Clerk to advertise in Broadcast and on the Noticeboard using the recommended CALC documentation. The Parish Council will then consider any applications received at the next meeting on 6th September.

6. Public Question time: None

7. Minutes of the last meeting held on 1st February 2023: These were duly approved and were signed by the Chairman as a true record.

8. District / County Councillors Reports:

District Councillors Report previously circulated;

Please find herewith our District Councillor's report to the Parish Council. We would be grateful if you could circulate this report to the Parish Councillors and that it is read out at the meeting as none of us may be able to be present due to a meeting clash so potentially please accept our apologies. Moving forwards, as always, you can expect us to continue with our regime where there is always one of the three of us to represent the team. We are pleased to welcome Cllr. Robin Drew to our team, Lisa having stepped down.

Local Issues

We have been dealing with the usual routine casework, reporting litter and fly tipping on the main A roads and along the country lanes.

There is no update as yet as to when the 800 homes planned for Lea Castle will be determined by WFDC following the submission of the planning application some months ago. Likewise, the Woven Oaks application has yet to be determined.

We are dealing with a potential planning enforcement issue in Yieldingtree.

Wyre Forest Issues

I am delighted to report that the planning inspector announced his decision on the Lea Castle Quarry appeal on 5th May and am delighted that he dismissed the appeal. This is great news for the residents of the Wyre Forest Rural ward.

There were 'all out' elections on 4th May for all 33 seats, plus elections for all Town and Parish Councils save for Kidderminster. Congratulations for all new councillors in Stone who have been elected unopposed.

The make up of the new Council is as follows:-

Conservative	20	+6
Independent	6	-7
Labour	4	+2
Liberal Democrat	2	-1
Green	1	No change

The Annual Meeting of WFDC will be held on Wednesday, 17th May at 6pm at Wyre Forest House, Finepoint Way, Kidderminster.

County Councillor Report previously circulated;

Broome Issues

Regarding the speeding issues at Hackmans Gate I have said previously I am not happy with the 39mpn northbound and 37mph westbound have asked WCC to liaise with the police on this. I have also chased WCC highways following the site meeting that your clerk and Cllr. Billington had on 3rd March as they have not had feedback. I did receive a response today from Hayley saying she will confirm the locations ASAP.

In March I liaised with your clerk regarding an emergency road closure in the village as a result of Severn Trent. In short, they decided to dig up the road for what in essence was not an emergency but with a hole in the road WCC had to authorise an emergency closure. I did ensure WCC took this up with Severn Trent.

I also liaised with one of your Parish councillors in April regarding a private companies' refuse freighter. I am liaising with the company but from a WCC highways perspective I am not persuaded there is anything they can do and any careless or dangerous driving is a police matter.

Wyre Forest Issues

I am delighted to say that the planning inspector in respect of the planning application in respect of the Quarry at Lea Castle, Wolverley, which was refused by the WCC planning committee delivered his appeal decision on 5th May and he has dismissed the appeal which is a great result for all local residents.

Strategic Issues County Wide

Worcestershire has a fantastic website Here2Help which is a community action response to Coronavirus. There is also a dedicated phone number 01905 768053 for those without access to the internet. There is now a Here2Helpbusiness scheme as well. (simply google Here 2 Help Worcestershire and it comes straight up.)

Here2Help is now also co-ordinating our Ukranian Refugee programme working with the 6 District Councils. We now have several hundred refugees in the County and a number of families have now come to the Wyre Forest and young people are taking up places in local schools.

OFSTED are in WCC this week inspecting our children's social care. We were rated inadequate in 2017. We were removed from being inadequate in 2019 and from intervention from the DfE last year as a result of our progress and are hoping to be rated 'good'.

WCC are undertaking a raft of lining updating on the roads now the milder weather is here and we are undertaking carriageway resurfacing and pavement resurfacing now over the spring and summer months

9. Police Report:

Written Report previously circulated;

We are pleased to let you know that there have been no incidents in Broome to make you aware of. We would however like to make you aware that in other areas nearby we have had reports of trailers being stolen and vehicle thefts have also been reported. Please ensure that all valuables are removed and the vehicle is secure.

10. Planning Report:

The Planning Spreadsheet had been previously circulated. Clerk reported on Planning since last meeting:

22/1000/FUL The Granary, Watery Lane – Still awaiting response from Case Officer

23/0052/HOU Gora Villa – Refused

23/0073/TCA Bourne Cottage – Approved

23/0078/AG Egg Lane – Approved

23/0132/0134 Top Farm, Watery Lane – Withdrawn

23/0164/AG Yieldingtree Farm – Approved

23/0234/HOU Windlehurst - Pending

23/0282/PNH Lowood – Pending

23/0293/TPO Little Knoll – PC still to comment

23/0302/HOU Pinelands – PC still to comment

The Planning Sub Committee was agreed as MB, DB, AA

11. Lengthsman Update:

BW reported undertaking general maintenance, clearing footpaths and footway works. He reported the appalling road condition of Little Lane. Cllr R Drew will liaise with County Councillor M Hart regarding this and report back.

BW also reported 34 blocked gullies, he provided a map showing these which the Clerk will forward to Cllr M Hart.

The Clerk advised that despite increasing financial pressures, WCC have increased funding for 1st April 2023 to 31st March 2024 to £2,314.54. Signed contract has been received from BW.

12. Footpaths Warden Update:

Clerk continues to advertise in Broadcast magazine.

Clerk will contact neighbouring Clerks and also see if there are any local rambling groups that may be interested.

13. To nominate Councillors to Worcestershire CALC Area Meetings:

Clerk advised meetings are every three months and are often very useful.

It was agreed attendance at meetings to be rotated around Councillors. Clerk to send dates when received.

14. To adopt the model Code of Conduct: The new LGA Model Code of Conduct was adopted.

Clerk to re-circulate. Clerk and AA are attending Code of Conduct Training on 16th May.

15. To review the adopted Financial Regulations: The Financial Regulations were noted.

16. To review the Standing Orders: The model Standing Orders 2018 (England) - Version two (April 2022) were adopted by the Parish Council.

17. To approve the Risk Review Log: The Risk Log was discussed, agreed and signed by the Chairman.

18. To note the Insurance Requirements: The Insurance Renewal had been circulated.

The premium this year has increased by £49.80. It was agreed Clerk obtain a quote from Zurich Municipal. Chairman / Vice Chairman given delegated power to make a decision once quote received.

19.. To review GDPR documentation: All completed and on the website.

20. To review Internal Audit Report:

Clerk had circulated the report which was noted.

Clerk to circulate the example cashbook the Internal Auditor has suggested be used.

AA commented on the final paragraph regarding grants to churches. The Parish Council will need to ensure that they have the relevant power when providing any future grants.

21. To review Fixed Assets Register:

Unanimously agreed additional VAS sign £4511 and Laptop £689.

22. Financial Matters

a) Adoption of the Accounts and Approval of Annual Return.

To approve the accounts for the year 1st April 2022 – 31st March 2023, firstly (a) the certificate of exemption, secondly (b) the annual governance statement and lastly (c) the annual accounting statements.

(i) It was proposed MB, seconded DB to unanimously approve (a) the Certificate of Exemption,

(ii) It was proposed MB, seconded SB to unanimously approve (b) the annual governance statement.

(iii) It was proposed MB, seconded AA to unanimously approve (c) the annual accounting statements.

b) To discuss closure of HSBC Bank Accounts.

Unanimously agreed to close both HSBC accounts. Clerk to ascertain from bank what authorisation is required to do this. Funds to be transferred into Lloyds Bank Account.

c) To consider bank reconciliation and bank statements since last meeting.

Balances as at 31st March;

Balances as at 30th April;

HSBC Community Account	£164.24	£159.24
HSBC Money Manager Account	£958.52	£959.59
Lloyds Bank	£9638.85	£12668.00

d) To discuss new Cashbook.

The Internal Auditor has recommended using a true cashbook where payments are recorded at the point they are made and not from the bank statements. This will make it easier to compare expenditure against the budget, calculate VAT and make the bank reconciliations more meaningful. Clerk will use this from now on.

e) To approve schedule of Accounts for Payment.

Already Paid;

Mr W Waldron –	Lengthsman January 23	£42.00
Mr W Waldron –	Lengthsman February 23	£32.00
Leedan Packaging Limited –	Black Sacks	£21.29
Mr W Waldron –	Litter	£360.10
Mr W Waldron –	Lengthsman March 23	£32.00
Mr W Waldron –	Box for Bin Bags	£22.00
ICO Fee -		£35.00
Mrs B J Drew –	Expenses to 31st March 23	£72.85

For Approval;

Worcestershire CALC – Annual Subs	£254.23
BHIB Insurance – Renewal	£311.59
DM Payroll – Internal Audit	£60.00

It was agreed to approve Worcestershire CALC and DM Payroll but wait until a decision has been made regarding Insurance once an additional quote has been received.

f) To discuss Clerks Annual Salary Review.

This will be reviewed when new payscales are received.

g) To discuss financial assistance to the Church. –

Clerk had circulated NALC guidance L01-18 Financial Assistance to the Church.

There was much discussion on this with various points of view raised.

DB advised that traditionally grants are made in December.

It was agreed this be put on the agenda for the meeting 6th December where it can be agreed, what, if any, grant is given to the Church and to ensure the Parish Council are acting within the law.

23. Siting of 2nd Vehicular Activated Sign.

Clerk has been advised that Hayley Steele has sent a response regarding locations for the new VAS sign. Clerk will circulate.

24. Correspondence.

Noted

25. Councillor Reports.

SB reported a refuse lorry continually running over bushes going to the Studio. Cllr M Hart is liaising with the company but from a WCC highways perspective is unsure if anything can be done.

26. Agenda items for future meetings.

Scheme of delegation, Church Grant, Co-option, Emails and Website, Bank Signatures.
Please notify the Clerk of any further items.

27. Date of Next Meetings.

Broome Village Hall

6th September 2023, 6th December 2023,

Clerk to check availability;

31st January 2024

1st May 2024

It was agreed in future meetings will start at 7.00pm.

Meeting closed at 9.00 pm.

Signed..... Amanda J Allen (Chairman)

Date.....