

# CHILDSWICKHAM PARISH COUNCIL

**Clerk to the Council** David Hunter-Miller, 35 Benbow Close, Malvern Wells, WR14 4JJ  
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**Annual Meeting of the Parish Council held at 7:30PM  
on Thursday 9<sup>th</sup> May 2024 at Childswickham Memorial Hall, WR12 7HF**

## Minutes 05/2024

**Present:** Anthony Halling (Chair), Kate Parker, Peter Grimshaw, Jon Wade

**In attendance:** David Hunter-Miller (Clerk), Liz Eyre (County Councillor)

### **1. Election of Chair and signing the Declaration of Acceptance of Office**

It was unanimously RESOLVED to elect Anthony Halling as Chair for the 2024/25 municipal year.

### **2. Election of Vice-Chair**

It was unanimously RESOLVED to elect Tim Ramsbottom in absentia as Vice-Chair for the 2024/25 municipal year.

### **3. Apologies for absence: To receive apologies and to approve reasons for absence**

Apologies from Tim Ramsbottom were noted.

### **4. Declarations of personal and prejudicial interest**

#### **4.1. Register of Interests: With reference to items on the agenda councillors are reminded of their responsibility to declare interests and to update their register of interests as required.**

Noted.

#### **4.2. Disclosable Pecuniary Interests: To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.**

Nil declared.

#### **4.3. Other Interests: To declare any Other Registerable Interests or Non-Registerable Interests in items on the agenda and their nature.**

Nil declared.

#### **4.4. Dispensations: To consider any written dispensations from councillors who have declared an interest but wish to stay in the meeting during that time to aid discussion / speak / vote.**

Nil received.

### **5. Open Session**

*The meeting was adjourned for the open session*

#### **5.1. District Councillors**

Emma Simms and Emma Kearsey had both sent apologies but had submitted written reports for consideration.

#### **5.2. County Councillor**

Liz Eyre circulated a report for consideration.

#### **5.3. Public participation**

No questions were received.

*The meeting resumed following the open session*

**6. To consider and adopt the minutes from the Parish Council meeting on the 7<sup>th</sup> March 2024**

It was RESOLVED to adopt the minutes as a true record and they were duly signed by the Chair.

**7. Progress reports**

**7.1. Clerk handover**

It was noted that the handover with the previous Clerk had been completed.

**7.2. Councillor vacancies**

It was noted that there were two vacancies on the parish council and enquiries from parishioners were welcomed.

**8. Correspondence**

**8.1. Department for Levelling Up, Housing and Communities: Community Ownership Fund**

The above grant funding opportunity was noted.

**9. Play Area**

**9.1. To review appointment of a play area inspector**

It was RESOLVED to appoint RoSPA for future play area inspections.

**10. Highways and Lengthsman Scheme**

**10.1. To receive an update on the Lengthsman Scheme and to consider any items for the Lengthsman's work schedule**

It was RESOLVED to approve the Worcestershire County Council Lengthsman Contract for 2024/25.

A schedule of permitted Lengthsman activities would be forwarded to councillors for information.

**10.2. To note receipt of Police and Crime Commissioner Grant Funding (£2,290.00) and to approve the purchase of a Speed Indicating Device**

It was RESOLVED in principle to purchase a Speed Indicating Device with solar panel from Elan City.

It was RESOLVED to review additional locations for siting the Speed Indicating Device between meetings and to submit to Worcestershire County Council for approval.

**11. Parish matters for discussion/decision**

**11.1. To consider a Scheme of Delegation for urgent decisions between scheduled meetings**

It was RESOLVED to adopt the above policy.

**11.2. To consider a Planning Delegation Policy for planning matters that fall between scheduled meetings**

It was RESOLVED to adopt the above policy.

**11.3. To consider an inspection report for the flowering cherry at the east end of the Green**

The tree inspection report was noted and a quote for the proposed work was awaited.

It was RESOLVED to obtain a highway limit plan for the area to clarify ownership and to ascertain what permissions would need to be secured to undertake tree maintenance/planting work.

**11.4. To consider quotes for a dedicated Parish Council website**

It was RESOLVED that a number of example websites would be reviewed before the next meeting to understand what was on offer.

**11.5. To consider creating a Parish Council Facebook page**

It was RESOLVED to setup a trial parish council Facebook page.

## **12. Planning**

### **12.1. To consider the following applications to be determined by Wychavon District Council:**

#### **12.1.1. Nil**

No planning applications.

## **13. Annual business as per Standing Orders**

### **13.1. General Power of Competence: To review eligibility**

The parish council were encouraged to ensure that at least five seats were filled at the next parish council elections to ensure eligibility for the General Power of Competence.

### **13.2. To review or adopt the following policies and procedures**

#### **13.2.1. Standing Orders**

It was RESOLVED that no updates were currently necessary.

#### **13.2.2. Financial Regulations**

It was RESOLVED that no updates were currently necessary but the Clerk would review the latest new model Financial Regulations for adoption at a future meeting.

#### **13.2.3. Code of Conduct**

It was RESOLVED to adopt the latest Local Government Association model Code of Conduct.

### **13.3. To review insurance, risk and assets**

#### **13.3.1. Risk Management Policy and Risk Register**

It was RESOLVED to adopt a new Risk Management Policy and Risk Register.

#### **13.3.2. Insurance cover**

It was noted that the insurance had been renewed in February 2024 and that the cover was adequate.

#### **13.3.3. Inventory of assets**

It was RESOLVED to approve the latest inventory of assets.

### **13.4. To review appointment to committees, working groups and external bodies**

It was RESOLVED that no formal appointments were required and that the previous roles of Emergency Officer, Press Officer and CALC representative would be picked up by the Clerk or any councillor on an ad-hoc basis.

### **13.5. To review the meeting schedule for the year ahead**

It was RESOLVED to continue to hold scheduled meetings at 7:15PM on the first Thursday of alternate months.

## **14. Finance**

### **14.1. 2023/24 Accounts: To consider and approve the end of year accounts and bank reconciliation**

It was RESOLVED to approve the 2023/24 end of year accounts and bank reconciliation.

### **14.2. Certificate of Exemption: To self-certify exemption from external audit**

It was RESOLVED that the parish council had met the requirements to certify itself exempt from external audit and the certificate was duly signed.

### **14.3. Annual Internal Audit Report: To consider and approve**

The internal auditor's report was considered and it was noted that there were no matters requiring attention.

**14.4. Annual Governance Statement: To consider and approve**

The Annual Governance Statement was considered and it was RESOLVED that each statement had been achieved and it was duly signed.

**14.5. Accounting Statements: To consider and approve**

The Statement of Accounts was considered and it was RESOLVED to approve and it was duly signed.

**14.6. Bank mandate: To review bank signatory arrangements**

It was RESOLVED to add Jon Wade, Kate Parker and Peter Grimshaw as full-power signatories to the bank account.

**14.7. 2024/25 Budget expenditure: To consider and approve**

It was RESOLVED to approve the latest budget expenditure.

**14.8. 2024/25 Bank reconciliation: To consider and approve**

It was RESOLVED to approve the latest bank reconciliation.

**14.9. Invoices: To approve the following invoices for payment:**

**14.9.1. David Hunter-Miller (Clerk's salary and expenses - May)**

**14.9.2. HMRC (PAYE - May)**

**14.9.3. Worcestershire CALC (subscription): £606.59**

It was RESOLVED to settle the above invoices.

**14.10. Delegated Payments: To note the following payments approved between meetings:**

**14.10.1. David Hunter-Miller (Clerk's salary and expenses - April)**

**14.10.2. HMRC (PAYE - April)**

**14.10.3. Brian Arrowsmith (Lengthsman): £182.00**

**14.10.4. Brian Arrowsmith (Lengthsman weedkiller for 2024/25): £70.00**

**14.10.5. David Hunter-Miller (defibrillator pads): £78.00**

The above payments were noted.

**15. Councillors' reports and items for the next agenda**

It was noted that replacement defibrillator pads had been ordered under delegated authority (item 14.10.5) and would be fitted shortly.

It was RESOLVED to add the following items to the next agenda:

- Cherry tree (The Green) ownership status and quote for work
- Update on Speed Indicating Device
- Parish council website / Facebook page update
- Updated Financial Regulations

**16. Date of the next meeting**

The next meeting is a 7:15PM on Thursday 4<sup>th</sup> July 2024.

*The meeting closed at 9:05PM.*

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David Hunter-Miller  
Clerk and RFO