

	MINUTES OF THE ANNUAL MEETING OF THE SHELSLEYS PARISH COUNCIL Held in the Village Hall on 14th May at 7pm in the year 2024
	Present: Val Jones, Louise Hutton, Laura Taylor, John Stinton, Dave Bates and Jean Hammond
	In attendance: The Clerk.
1.1	Election of Chairwoman: Val Jones was proposed, seconded and duly elected. Mrs Jones signed the Acceptance of Office.
1.2	Apologies: Councillors Carole Warren, Karen Metcalfe and David Belfield. Accepted. Councillors are reminded of their commitment to attend meetings and to give reasons for absence. District Councillors Pam and Paul Cumming and David Chambers County Councillor.
1.3	Election of Vice Chairman: One nomination, Louise Hutton proposed, seconded and duly elected.
1.4	Declaration of Interest: 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. <i>Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.</i>
	Public Question Time: None.
1.5	To note the Code of Conduct: Members were reminded of their obligation to abide by the adopted Code.
1.6	The Council's Scheme of Delegation: Planning comments between meetings to be collated by the clerk and reported to MHDC.
1.7	To review Council's Financial Regulations, Risk Assessment and Insurance. Financial Regulations: The new Financial Regulations 2024 will be circulated with a view to adopt at the next meeting. Insurance Renewal. The cover is considered adequate and it was agreed to renew the policy in the same terms. The broker has asked that Councillors now make a declaration, the clerk is awaiting advice from CALC on the necessity of this and will inform councillors of the outcome. Risk Assessment. No change.

	The bank signatories were reminded that saved pin and password facilities must not be used. The Clerk was assured that this was not done.
1.8	To appoint individual offices including: A Shelsley Walsh Hill Climb Liaison Councillor, Tree Warden, Footpaths Warden, and representative on the and any other appointments deemed necessary. This was deferred to the next meeting in July as three councillors were not in attendance.
1.9	To nominate the next two Councillors to attend the Worcestershire CALC Area Meetings. The date of the next meeting is not yet confirmed. The two councillors who attended the last meeting in Kempsey found it very interesting.
1.10	Minutes: To approve the minutes of the ordinary meeting held on March 12 th 2024. The Chairwoman wished for the words “The Village Hall Management Committee would hope to run a fete themselves this year” to be inserted at Village Fete 6.14
1.11	District and County Councillors’ Reports: Written reports were received and circulated, they will also be available on the WCC hosted website.
1.12	Midland Automobile Club: No representative from the MAC was able to attend but information and an explanation about the footpath closures has been received.
1.13	Lengthsman: There were no worksheets. The lengthsman scheme invoicing system is now digital. The clerk has submitted the required contract and will liaise with the lengthsman on his contract with the Parish Council.
1.14	Highways and Footpaths: There is a temporary footpath closure at Ladywood due to footbridge damage but it is not known when any repair will take place. Culvert and drainage issues at New Mill Bridge have been dealt with by the Brockhill Estate which instructed a contractor to excavate the stream and create a sump to collect silt before it can block the culvert. It is thought a torrent of water during the recent storm allowed pressure to build in the culvert and had removed the blockage. Notification of a road closure on Camp Lane to repair the damage to the carriageway by Severn Trent. Commencing June 4 th Notification of a road closure at the junction of Hillside Shelsley Beauchamp (Fetterlocks) Commencing May 21 st
1.15	Progress Reports: To receive any relevant information regarding the following. Superfast Broadband. There has been no progress on the scheme involving Pard House Lane and surrounding properties.

	Roadside speed signage. After a discussion, it was agreed that as this subject never progresses it will no longer be an agenda item.										
1.16	Urgent Decisions: The old printer used for Parish Council purposes has broken. The clerk was given permission to purchase a new printer/scanner as this is essential for the running of the Parish Council.										
1.17	The Biodiversity Plan: It was unanimously agreed to adopt the policy. A copy will be sent to all councillors and the plan will be explained in further detail at the next meeting if required.										
1.18	End of Year Accounts 2023 2024: The end of year accounts (attached or previously circulated) were agreed and accepted in advance of the Audit requirement.										
1.19	Audit: The Chairwoman and clerk completed the exemption certificate which will be forwarded to PKF Littlejohn the appointed external Auditor.										
1.20	Audit: Section 1 was completed.										
1.21	Audit: Section 2 of the Annual Audit was completed The Internal Auditor section was completed who suggested a payment to the Worcester Foodbank in lieu of payment. The Parish Council is very grateful for his assistance and thanks were noted.										
1.22	Finance: The following payments were agreed. <table border="1" data-bbox="365 1373 1386 1554"> <tr> <td>CALC subscription.</td> <td>£309.22</td> </tr> <tr> <td>Clerk expenses.</td> <td>£174.92</td> </tr> <tr> <td>Insurance Policy</td> <td>£395.00</td> </tr> <tr> <td>Lengthsman</td> <td>£192.00</td> </tr> <tr> <td></td> <td>£1071.14</td> </tr> </table> Parish Hall Business Rates (in the name of the Trustees) = Nil	CALC subscription.	£309.22	Clerk expenses.	£174.92	Insurance Policy	£395.00	Lengthsman	£192.00		£1071.14
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1.23	Planning: There were no outstanding applications to discuss. Malvern Hills District Council planning decisions. M/23/00572/HP Manor Barn Shelsley Beauchamp. Approved.										
1.24	Correspondence for Information and Circulation: All other correspondence for information delivered via email has been circulated. There was no further discussion.										

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1.25	Village Hall Management Committee: There will be a meeting of the Village Hall Management Committee on Monday evening 20th May when a date will be decided for the VHMC AGM.
1.26	County Association of Local Councils: To consider attendance at forthcoming training events (previously emailed) and information received.
1.27	Councillors' reports and items for future agenda: Councillors requested that the Biodiversity Plan be re-sent to them.
1.28	Date of next meeting: The date of the next meeting July 9th 2024 7pm Village Hall Future confirmed dates are: September 10th 2024 November 12th 2024 January 14th 2025 March 11th 2025
	The meeting concluded at 20.30 J Speyer May 16th 2024