

# SUCKLEY PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING

Held on Monday 11<sup>th</sup> November 2024, 7.30pm at Suckley Playing Field Pavilion, Suckley, Worcester, WR6 5DE

Minutes of the meeting are draft until approved at the following meeting.

**Members Present:** Cllr Richard Lewis (Chair), Cllr Simon Jew, Cllr Andrew Mansell, Cllr Howard Ormerod, Cllr Helen Philpotts, Cllr Rebecca Roper.

**In Attendance:** District Councillor Peter Whatley, Clerk L Cleaver, no members of the public.

### 143/24 CHAIRS WELCOME AND TO RECORD APOLOGIES

The Chair welcomed everyone and thanked all for coming. They also thanked all Cllrs for their continued hard work over the last month.

Apologies received from District Councillor Rouse and County Councillor Karen Hanks.

### 144/24 DECLARATIONS OF INTEREST

Cllr Mansell declared a Disclosable Pecuniary Interest (DPI) in agenda item 13 (g) and 13 (h), minute number 155/24 (g) and (h).

### 145/24 GRANT A DISPENSATION.

Nothing to consider.

### 146/24 PUBLIC PARTICIPATION

The Chair adjourned the Meeting for Public Question Time/Participation (including planning applicant/s or their representatives.

**(a) Public Question Time** – no questions asked/discussed.

**(b) Public presentation Planning:-** Planning application M/24/01436/HP – The Crest, Crews Hill, Alfrick, Worcester, WR5 5HF. Extension and refurbishment of the existing house with replacement garage – no representation.

**(c) Report: - County Councillor Karen Hanks** – received after the meeting to be circulated to all.

**(d) Report: - District Councillor Peter Whatley** – MHDC still in a degree of chaos at the moment. The Leader resigned also his wife and a county councillor. The fallout driven by self identification. Cllr Wells facing a vote of no confidence and also the deputy leader when the council meet on 26<sup>th</sup>.

Will see what happens at the next council meeting. Executive planning committee will continue, main functions still happening example financial planning on 19<sup>th</sup> going to council meeting on 26<sup>th</sup>.

(e) **Report Lengthsman** – nothing received, the Chair to invite the Lengthsman to the next Council meeting.

(f) **Report Local Police (Cllr Richard Lewis Chair)**- nothing to report to remove from future agenda.

(g) **Report School (Cllr Helen Philpotts)**

The school welcomed the arrival of Pudsey Bear for a Children in Need event  
Two minute silence observed.

Football schools festival went really well

5<sup>th</sup> December would be a Rags to Riches event and all donations of old clothes weighed with funds being raised to help the school.

Cadburys World visit that Friday.

Funds required as always, recycled rubber as example for the play area to keep the children free from mud.

**The Chair re-opened the meeting.**

#### **147/24 MINUTES**

The minutes of parish council meeting held 14<sup>th</sup> October 2024 were unanimously approved as a true and accurate record. The Chair signed the minutes accordingly.

#### **148/24 POLICY DOCUMENTS**

**The following documents considered:-**

- (a) **Financial Regulations:** after a lengthy discussion it was unanimously agreed for Cllr Ormerod to review said regulations on behalf of the council reporting back at the next meeting to seek council approval.
- (b) **Code of Conduct:** considered by all and adopted without further change. A copy to be found on the councils e-services.worcestershire.gov.uk website under publications.
- (c) **Communications policy for use on the councils Facebook page:**  
Policy considered and accepted without change, copy to be located on the councils Facebook home page.
- (d) **Communications policy for the use on WhatsApp:** considered by all with one word being removed from point 4 "process". Then accepted by all, with Cllr Ormerod as administrator.
- (e) **Grant policy,** presented, considered by all and agreed without further change and implemented with immediate effect. A copy can be found on the councils e-services.worcestershire.gov.uk website under publications.

#### **149/24 PLANNING– MHDC**

(a) **For Council Consideration**

M/24/01436/HP

The Crest, Crews Hill, Alfrick, Worcester, WR6 5HF

Extension and refurbishment of the existing house with replacement garage

After consideration of the design, build and view within the parish, a "no

objection" comment to be registered.

- (b) **Decisions Made (for information only):** None received.

#### **150/24 PLAYING FIELD COMMITTEE**

- (a) **Terms of Reference:** as presented for the Playing Field Committee. These would come into play next financial year. This agenda item deferred and reviewed again at the next council meeting so in place ready for the beginning of April 2025
- (b) **Financials (Cllr Andrew Mansell).**  
Nothing to report.
- (c) **Report presented (Cllr Andrew Mansell).**  
Moving forward the committee looking for a football foundation granting for the football grass pitch renovation. Also looking at how to finance the fencing and revamp boards on the all weather pitch. Doing the work themselves and buying in the materials a far cheaper way of doing it. Perhaps sponsorship options or through the football foundation considered. The Football foundation would be a professional installation, rather than the option of materials around £5000 but the professional installation cost around £25,000 with 75% being recovered by the foundation. The playing field committee would perhaps look at the football foundation option. A licence for the club is on a six weeks wait, to be approved at the next meeting.  
Some remedial work required urgently to the guttering on the pavilion the estimated cost of £120 plus vat and the council to fit. A supply and fit cost likely to be in the region of £330. On line quote £80 plus transport = £100 ex vat. Supply from County who the council have an account with £126.05 plus vat agreed by all, a purchase order number to be raised accordingly for County.

#### **151/24 REPORTS**

- (a) **Footpaths (Cllr Helen Philpotts)** Nothing to report.
- (b) **Clerks report.** Circulated ahead of the meeting:  
Agreement reached on this year's pay claim for the year 1<sup>st</sup> April 2024 through to 31<sup>st</sup> March 2025 for all grades up to SCP43. The Payroll Administrator informed with regards the previous clerks pay.  
All councillors may be registered on the CALC's website in order to access information, for example training schedules.  
Worcestershire CALC: it would be advisable to consider a change of the website at some stage going forward to ".gov" and associated parish councillor email addresses.  
Councillor vacancies – three seats remain for immediate co-opt.  
[Suckleypcclerk@hotmail.com](mailto:Suckleypcclerk@hotmail.com) – 8 spam emails received to this new email account from the same sender, reported as junk. The Chair and one Cllr to consider the situation.  
AGAR: final report received from the external auditor which would be posted on the Councils website and discussed at the next council meeting.  
Payment to the ICO made this year by cheque £40, however the Council could receive a £5 discount if future payments made by direct debit.

## **152/24 COMMUNITY – PROJECTS /ITEMS FOR DISCUSSION/UPDATE:-**

- (a) **Mobile Phone Mast** (Atlas Tower Group) (Cllrs Lewis & Mansell), The council discussed and welcomed the Atlas offer regarding a written letter of support. Said letter would be on behalf of the parish council to go along with an Atlas Tower letter to the relevant site providers. The Clerk asked to progress said letter of support from Atlas, also sending to all councillors.
- (b) **Neighbourhood Plan**- details as emailed to all P Cllrs 22/10/2024. The Clerk and Cllr Jew attended an online briefing session held by MHDC on Thursday 7<sup>th</sup> November, event slides also circulated to all parish Cllrs. Cllr Jew gave an overview of the briefing including suggested costs associated with the plan. Similar to a Parish Plan but far more involved. A grant could be obtained of £10,000. Estimated average spend for the plan £13,000. After a lengthy discussion Cllr Jew to progress matters and update all Cllrs at the next council meeting. Said plan would help protect the area from building, this plan could help define the housing needs for the whole village with services also a consideration. The Neighbourhood Plan would have some legal weight. A referendum at some stage would be required on the future of the village. Cllr Jew to check for a Parish Plan for Suckley and to seek more information with regards costs, seeing a finished plan would be helpful if at all possible.
- (c) **Defibrillator update** (Cllr Lewis). The councils Asset Register referred to with one recorded defibrillator and associated cabinet. All Cllrs had received communication referencing national funding opportunities from Worcestershire CALC and would be further considered at the next council meeting. Checks needed to be formally undertaken and sent to the clerk.
- (d) **MHDC Review of Polling Districts**, Polling Places and Polling Stations 2024. Comments to be received as the deadline for the receipt of comments Monday 2<sup>nd</sup> December 2024. Agreed by all, no further comments to be offered as no changes for Suckley.
- (e) **Worcestershire County Council, Mobile Connectivity Problems Survey**. The email to be circulated to all Cllrs and unanimously agreed that Cllr Mansell best placed to complete the survey on behalf of the parish council.

## **153/24 COMMUNICATION**

- (a) Agreed by all for John Sutton to be the councils Facebook administrator ensuring the councils Facebook policy adhered to . Said policy to be posted on the councils Facebook home page.

## **154/24 TO NOTE CORRESPONDENCE RECEIVED**

1 <sup>st</sup> NOVEMBER	The Sphere	November digital edition received. Circulated to all P Cllrs
October		
31st	A member of the public	Fly tipping continuation
31st	Crowle Parish Council	Flexible skateboarding facility, enquiry
30th	Independent Playground Co	Play solutions for schools and councils
29th	Team Rector	Act of Remembrance

29 <sup>th</sup>	Malvern Hills District Council	Neighbourhood Planning Guidance . Teams Meeting 7th Nov (6 to 7pm)
28th	A member of the public	Possible fly tipping reported.
28th	Independent Playground Co	Play projects spares, refurbs.
24th	Malvern Hills District Council	Planning M/24/01436/HP to all Cllrs
24 <sup>th</sup>	Smart Cut Limited	Agronomy Report for Cllr Mansell
23 <sup>rd</sup>	Worcestershire CALC	NALC pay scales 2024/20255 on CALC' website
19th	Worcestershire CALC	CALC - Update 24-06
19th	Worcestershire CALC	Newsletter and free zoom invite 30th October
19th	Easy Web Sites	Web design and domain names
19th	Govern1	Worldwide Government Services Directory
19th	Sovereign Play Equipment & Compliance	ADHA awareness month
18th	Bromyard Community First Aiders	CFR - car appeal passed to all p Cllrs.
18th	A member of the public	Mobile phone mast - design of leaflet, misleading
17th	Independent Playground Co	Play projects spares, refurbs.
17th	Select Research	Mobile phone mast - Suggested route to planning
16th	A member of the public	Freedom of information request - from the list of correspondence PC Meeting 14th October 2024
15th	Anonymous	Tennis enquiry
11 <sup>th</sup>	A member of the public	Eye information to the PC
11th	Pensions Regulator	Re-enrolment
10th	Malvern Hills District Council	Online session - Tuesday 15th October - District Arts Co-ordinator sent to all P Cllrs
10th	Worcestershire CALC	CALC AGM Health & Wellbeing Presentation
10 <sup>th</sup>	Defibrillator Sales	Defibrillator Health Check
9 <sup>th</sup>	West Mercia Police Economic Crime Unit	Monthly Fraud and Scam Bulletin.
9th	Sovereign Compliance	Playground Equipment - maintenance

Following a review of the list, agreed by all to remove the list of correspondence from future agendas sending all communications when received directly to all councillors.

### **155/24 FINANCE –**

- (a) **Insurance Policy**, reviewed by all in conjunction with the councils Asset Register. After a lengthy discussion unanimously agreed for the Chair to check all the councils assets and values and report back at the next council meeting and to then review against the insurance values.
- (b) **Budget v actual end of September 2024:** scrutinised by all agreeing the following changes: The header “Community” amended to “Community Map”  
Hall Hire budget £250 to be reduced by £120 to £130  
To remove the “Clerks Office “ header and the budget figure of £100  
To remove £50 budget header “services”  
To add to the budget figure header “Grants/donations” the associated £120, £100 and £50.
- (c) **Bank reconciliation end of September 2024:** scrutinised by all with no other comments the Chair signed accordingly. Suckley Parish Council, general

funds account balance carried forward £17,596.72. Playing Field account balance carried forward £403.76

- (d) **Current clerk's payment for October 2024** agreed by all to be sent to the payroll administrator for payroll run 20<sup>th</sup> November in line with per current contract of employment and net salary to be paid by cheque as soon as possible as no meeting until January 2025
- (e) **Budget for year 2025/2026** received and scrutinised by all. Concerns over current costs so agreed by all for each councillor to review all sections of the budget and send their thoughts to the Clerk. A review again to take place at the next meeting. To consider any possible ear marked reserves.
- (f) **Banks Registered Address** agreed by all for Cllr Ormerod to amend the banks registered address in the short term to his home address in order to receive council bank statements and not the previous clerk.

#### **Approval of payments**

- (g) **Gen Fund:** Approved by all, two signatures required.
  - £120.00 Cheque 1147 Smart Cut Ltd invoice 24110 , cutting 3<sup>rd</sup> October 2024
  - £ 579.62 Cheque 1148 final salary payment August previous clerk
  - £ 31.95 Cheque 1148 final expenses payment July/August previous clerk.
  - £ 97.63 Cheque 1149 expenses, current clerk October as per expenses sheet
  - £ 80.00 Cheque 1150 M J Bosley, vermin control September 2024
  - £ 60.00 Cheque 1151 A Mansell Poppy Crosses
  - £267.30 Cheque 1152 HMRC to end September 2024
  - £203.00 Cheque 1153 P Nightingale play area/all-weather mow/maint March to October 2024
- (h) **Playing Field Account.** Approved by all, two signatures required.
  - EDF Electricity figure £41.68 (overdue, paid by clerk) to be reimbursed see clerks expenses
  - £20.94 Cheque 297 A Mansell bolts and nuts for all weather pitches.
- (i) **Receipt from MHDC.** Precept (2nd payment) 2024/25 £7633.50 noted by all.

#### **156/24 PAYROLL CONTRACTOR**

The council formally appointed the current payroll administrator from 1<sup>st</sup> September 2024 to end March 2025 to administer the councils payroll functions.  
£10 per month, plus £2.50 pension arrangements £30 per hour for extras as required. To note rate comparison of £50 per month.

#### **157/24 CRF APPEAL**

The appeal considered in line with the councils Grants Policy. As funding for this financial year spent, to write according, consideration next financial year.

#### **158/24 NEW AGENDA PROPOSAL FORM**

Reviewed and agreed by all to adopt for future agenda item submissions, with a view to hopefully speed up the meeting process.

#### **159/24 CLERKS DELEGATED POWERS**

Clerks delegated powers unanimously agreed to ensure the smooth running of the Council as no council meeting in December:  
In consultation with the Chairman to pay urgent accounts outside of Council meetings and to seek subsequent retrospective Council approval in January 2025.

To liaise with and be first point of contact for all contractors appointed by the Parish Council and Parish Lengthsman.  
Planning matters, to formulate a reply on behalf of the parish council to district and county councils planning matters and subsequent retrospective council approval in January 2025.

#### **160/24 TO RECEIVE REPORT OF PARISH COUNCILLORS**

Each councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

Cllr Philpotts thanked by the Chair for their painting

Cllrs Mansell, Ormerod and Roper with District Councillor Whatley all attended the Remembrance event

#### **161/24 MEMBERS TO RAISE ISSUES FOR DISCUSSION AT THE NEXT MEETING**

Meeting place, time and dates for 2025

Parish council logo

Co-option policy

Parish Map (Cllr Ormerod)

Reply formulated for Worcestershire County Council. Public Engagement, Draft

Streetscape Design Guide

External Auditors Report

#### **162/24 DATE, TIME AND VENUE, NEXT PARISH COUNCIL MEETING**

Monday 8<sup>th</sup> January 2025, 7.30pm at the Playing Field Pavilion.

#### **163/24 CONFIDENTIAL MATTERS**

**The Council may resolve to close the meeting to members of the public in order to discuss matters relating to confidential matters such as contacts, legal action, staffing, as allowed by the Public Bodies (Admission to Meeting) Act 1960.**

#### **164/24 STAFFING ARRANGEMENTS/CONTRACTS.**

Contract review and remuneration agreed by all for the previous Clerk. Holiday pay due plus back pay award from 1<sup>st</sup> April 2024 for submission to the payroll administrator before 20<sup>th</sup> November 2024 and for the net salary figure to be paid immediately by cheque as no meeting until January 2025

End of meeting 10.05pm

Signed Chair Cllr Lewis .....

Dated 13<sup>th</sup> January 2025 .

**SUCKLEY PARISH COUNCIL MEMBERS: \_**

**Cllr Richard Lewis Chair, Cllr Simon Jew, Cllr Andrew Mansell, Cllr Howard Ormerod, Cllr Helen Philpotts, Cllr Rebecca Roper.**

To note, that following the meeting the date of the next meeting to be incorrect. The correct date is Monday 13<sup>th</sup> January 2025