

SUCKLEY PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING

Held on Monday 10th February 2025 at Suckley Playing Field Pavilion, Suckley,
Worcester, WR6 5DE

Minutes of the meeting are still draft until approved at the next meeting.

Members Present

Cllr R Lewis (Chair)
Cllr S Jew
Cllr H Ormerod
Cllr H Philpotts
Cllr R Roper

In Attendance

Clerk L Cleaver
No members of the public.

24. Chair's welcome and to record apologies

The Chair thanked everyone for attending the meeting and received apologies from Cllr A Mansell and District Councillor P Whatley.

25. Declarations of Interests

Declarations of interest from Cllrs H Philpotts and R Roper. Minute 30 (Agenda Item 7 (a)) Planning, Suckley Primary School.

26. Grant a dispensation

Nothing to be considered

27. Public Participation

The Chair adjourned the Meeting for Public Questiontime.

- (a) No questions raised.
- (b) Public presentation(s) Planning (if on the agenda). No applicants or representatives at the meeting.
- (c) **County Councillor Cllr Karen Hanks**, no attendance, no report for consideration.
- (d) **District Councillor Sarah Rouse**, no attendance, no report for consideration.
- (e) **District Councillor Peter Whatley**, report read by the Chair.
Little has changed since I last attended Suckley Parish Council. The

Secretary of State has not met their own timetable for responding to Worcestershire CC regarding the request to postpone May's elections and put the forced merger of MHDC and WCC on a "fast track". That decision was due by January 31st, but has not yet been received as at noon, February 4th. Should the position change before the coming weekend, I will update you with full details. Regards funding from MHDC for community facilities, a full proposal will be voted upon by council in March, with the expectation that applications can be made from April onwards. Again, I will update you when more details are known.

(f) School report, from Cllr Philpotts.

Numbers Day last Friday at the school with pupils wearing something with a number on, for example a calculator, or dice in respect of the NSPCC.
Guitar lessons this year, and all learning how to play the ukulele
A visit to Think Tank Wednesday.
Next term will be a Book Day.

The Chair re-opened the meeting.

28. Minutes

Minutes of the parish council meeting held 13/01/2025 proposed by Cllr Roper and seconded by Cllr Jew and agreed by all, that the minutes be signed as a true and accurate record. The Chair signed the minutes accordingly.

29. Policy Document Internal/External

Considered by all this policy entitled, Abusive, Persistent, Vexatious Requests, Complaints and Complainants. After consideration it was unanimously agreed to adopt said policy, a copy to be published on the councils website.

30. Planning – MHDC

(a) M/25/00109/FUL

Suckley Primary School, Church Lane, Suckley. WR6 5DE
Single storey, classroom extension.

Considered by all and agreed the council should support the application and that decision to be recorded.

M/25/00153/HP

Hill View, Suckley, WR6 5ED

Single storey rear extension (incorporating existing studio)

Rear extension gave no offensive view from the front aspect, a no objection to be recorded

M/25/00066/HP

The Lodge, Longley Green, Suckley, WR6 5DU

Removal of current cesspit and installation of Bio Treatment Plant under the driveway.

Considered by all, a no objection to be recorded

(b) Decisions (for information only): No decisions.

31. Playing Field

(a) Working Group Terms of Reference

This group has existed for several months but not formally recognised by the parish council, mainly because the status of the group not agreed. The working group to carry out it's role in carrying out tasks concerned with the day to day operations of the playing fields, working within the councils regulations. The group would co-ordinate the planned actual financial transactions, so the actual cost of running the playing field readily available, The following unanimously agreed

(a1) The name of the group to be the Playing Fields Working Group.

(a2) The group to operate a shadow budget

(a3) To advise the council on financial matters including forecasts and actual expenditure

(a4) The Playing Fields Terms of Reference in principle.

(b) New Face Book Page "Suckley Playing Field"

Unanimously agreed to raise the profile of this group by creating a new Face Book page called the Suckley Playing Field.

(c) Report from the recent meeting

Cllr Ormerod gave a report from a meeting of the Playing Field Working Group held on 10th February 2025. It outlined how the group adopted the title. Clarifications on the terms of the group and the ability to claim VAT. The group would undertake weekly risk assessment inspections of the play areas. It would operate its budget and using the existing playing field bank account with a proposed start date 1st April 2025.

The grass pitches much improved compared to last year and so the group deciding not to proceed with investigations into possible grants which would most likely require a degree of funding from the parish council. Volunteers had replaced the guttering at the front of the pavilion and laid down insulation in the roof space. A small amount of insulation still required and a possible donator of such being sought. One volunteer had offered to supply a suitable piece of board to cover the remaining open access to the loft. The application for the 100 Club Lottery submitted to MHDC together with the £40 fee. The next meeting planned for Tuesday 4th March.

Councillor Mansell not present at the meeting submitted a report for discussion and agreement. The fencing and rebound boarding of the all weather pitch at the playing field is in need of replacement. Several options have been explored as the parish council is not in a financial position to cover. One quotation has been obtained for professional installation of new fencing to current standards at a cost of £28,500 plus vat. This for rebound mesh to the current height (not boarding) with vehicular access gate at one end and an increased perimeter space as now required. An email from Severn Trent indicated funding available for small projects under the New Project Funding grant scheme. It's not 100% clear if the council's requirements fit this type of project but worthwhile trying. District Councillor Whatley made it clear at a meeting of the parish council in January that Malvern Hills District Council saw more benefit in spending current financial reserves on worthwhile local projects rather than these funds being used to fill Worcestershire County Councils financial deficit. Following discussions with District Councillor Whatley he gave positive views on the re-fencing project with the possibility to access these funds. Our chair having had a discussion with Festival Housing/Platform mentioned surplus funds that can be made available for worthwhile local projects. The council therefore have three possible funding sources to cover the reboarding of the all weather pitch and agreed to submit funding applications. An update to be given at the March meeting.

(d) Six A Side Competition

Agreed by all, the proposal to set up a six a side competition early June. Six teams under 12 years old and six teams under 7, which would need to be sanctioned by the FA for insurance purposes..

£40 per team x 12 teams = £480 to cover costs. The associated set up cost to be around £400 for referees/first aiders, medals. Other costs suggested insurance to the value of £100 to be confirmed. The event possibly a half day event, parking considerations to be addressed. A member of the public had already offered sponsorship. Sponsorship to be addressed in March when details firmed up. St. Johns may also support. 9-A-side goal posts required for the under 12s, it was suggested the FA could perhaps supply, Cllr Roper to fact find. All agreed a great initiative.

32. Reports

(a) **Footpaths** (*Cllrs Lewis and Philpotts*). It was agreed a report to be submitted footpath 558-559 rotten bridge (#73477)

(b) **Clerk**. Reported that councillor vacancies and to bring notice to the councils FB page, posted on the councils three notice boards. The clerk to attend the next Clerks Gathering run by Worcestershire CALC, Tuesday 18th February in Malvern, discussion The Devolution White Paper and the effect on all councils.

33. Community – Projects/Items for discussion/update

- (a) **Mobile Phone Mast (Atlas Tower Group)** a discussion took place with regards the possible new siting of the mast on parish council ground. The clerk to therefore make contact with Atlas to suggest this location
- (b) **Neighbourhood Plan(Cllr S Jew)**, The application/Parish Plan had been sent to the senior planning officer Mr Ford, so the wheels have been set in motion any expenditure for this project could possibly be offset by submitting a claim. Maximum claim amount £13,000.
- (c) **Defibrillators**. Following last months meeting, an application had now been submitted for a free defibrillator, free enclosure and free ongoing maintenance to The British Heart Foundation. Result should be known in March. These must be maintained and would be by the parish council. Payment towards pads may be required as they run out in June
- (d) **Parish Board Map (Cllr Ormerod)**. Noted by all that the new map board was ready to be put in place. A photo shoot taken for the councils face book, Sphere and the website to be taken. Cost actually under the agreed amount.

34. Annual Inspection/Other Inspections

Consideration of quotes presented for the annual play inspection and also for two intermediate play (RP11) inspections. After a discussion it was decided to move forward with quote (a) of £104.00 plus vat for the annual inspection. Not considered at this time the intermediate play (RP11) inspections. Members to continue to undertake weekly inspections which were considered adequate.

35. Parish Council Logo

This item deferred, to be discussed at May meetings.

36. Finance

- (a) **Asset Register**. Reviewed by all the councils Asset Register following a physical review in December with changes to the Register made in January. It was decided that one grit bin at Bachelors Bridge was not Suckley Parish Councils and to be removed leaving the register value at £138,566.
- (b) **Councils Insurance Policy** reviewed. Agreed by all changes to be made to reflect the Asset Register. The Clerk asked to re-circulate the Register and insurance policy to all councillors for value consideration as the insurance policy didn't offer "old for new" cover. This subject to be reviewed again in April.

- (c) **Bank Reconciliation** reviewed by all to the end of December 2024. Closing balance general funds £17,620.99, Playing Fields £272.02. Agreed by all, the Chair signed the reconciliation.
- (d) **Budget v Actual** reviewed by all to the end of December 2024. Budget for the year £17,090. Actual spend end December 2024 £17,138.98, (three months of the current financial year still to be applied).
- (e) **Hirers Liability**. Agreed by all to amend the existing insurance policy by adding Hirers Liability cover for possible future hire bookings/income for the pavilion. £56 including tax. Cllr Philpotts to contact a suitable assessor.
- (f) **Rescind Payment** of £25.00, cheque number 1163, for Worcester County County for archive information, this information no longer required for the VOA.
- (g) **Hall Hire** .To agree to hire the Church if possible on 12th May 2025 for two annual meetings, the hire cost and refreshments to no more than £50

(h) **APPROVAL OF PAYMENTS**

Proposed by Cllr Lewis and seconded by Cllr Ormerod and agreed by all to make the following payments, two signatures required

£198.00	Cheque 1172	R Wilks. December Lengthsman work
£645.95	Cheque 1173	L Cleaver clerks January salary
£ 43.07	Cheque 1173	L Cleaver clerks expenses January 2025
£200.00	Cheque 1174	L Griffiths, updated Suckley Parish Map (po2501) .
£ 56.40	Cheque 1175	Post Office Ltd(EDF January) Playing Field Pavilion
£ 56.40	Cheque 1176	SB Print Ltd, Parish map on board.

(i) **Playing Field Account**

Noted ay all, direct debit payments taken. Water Plus £11.65 December 2024

(j) **General Funds Automatic Monthly Receipts**

Noted by all the automatic monthly amount from St. Johns Football Club £130.00

37. Contractor Renew Consideration

Due to the forthcoming retirement (end of this financial year) of the councils current payroll administrator, the council needed to consider a replacement. The council considered the current providers fees and three other quotations which ranged from £180 plus vat to £720 per annum. Option (c) £180 plus vat per annum agreed by all.

38. Parish Survey

The 2023 Suckley parish survey was distributed to all parish residents. 89 completed surveys collected, the council agreed what action it should pursue

Newsletter: Regular articles in the Sphere would continue. More frequent postings being made on the council's e-services website. With an ever changing world of communication the use of Face Book to be used with two new FB pages, one for parish council communications and one for the Suckley playing field.

Library: It was identified that the mobile library service poorly utilised, agreed to contact the service to see if the schedule of stops could be seen, posted on the FB pages and website, could to stops be changed at some stage.

Footpaths: Worcestershire County Council now fund a parish Lengthsman to undertake footpath clearance as required. The parish council encourage the reporting of matters to the footpath wardens Cllrs Lewis and Philpotts via the clerk. Email details for the clerk at the beginning on the e-services website.

Housing: The survey showed the majority of respondents supported either affordable/ starter homes. Cllr Jew (planning) to be mindful of this fact when considering future planning consultations for parish council consideration.

Shopping/Transport: It would appear that many residents use Malvern for their main shopping activities, but other than taxis, no direct public transport options available. It was therefore agreed for the clerk to contact Worcestershire County Councillor Hanks to see what possibilities/opportunities could be opened up for consideration.

Use of parish council funds: It was noted that there seemed to be a good level of support aligning with the parish council's thoughts, such as footpaths, playing field/play equipment upgrades, communications, the number of notice boards and locations. The parish council looking to use funding 2025/2026 on asset replacement, and new defibrillators and cabinets. Details can be found on the council 2025/2026 budget and available to view on the council's e-services website.

Village Events: It was clear that many residents would support a village show. The council are underway organising a youth 6-A-Side football tournament in June. Whilst events not core to the parish councils remit, they will aim to support and facilitate any group or individual.

Speed Limits: The survey results indicated that most respondents did not feel current speed limited in Suckley appropriate. The clerk to contact Worcestershire County Councillor Hanks to ascertain what support can be given.

Playing Fields/Play Equipment: It was encouraging to see that residents supported the improvements to the playing field and pavilion. That said, there is more to do and hoped that the next stage would allow the renovation of the all-weather pitch and reviewing ideas for additional children's play equipment.

39. Members List - Changes

The following reviewed and agreed by all to make the necessary changes to the members list. Updated list to be posted on the councils e-services webiste

- a) To change the name Face Book to Face Book - Parish Council
- b) To add, Face Book page called Suckley Playing Field
- c) To add to the Suckley Playing Field FB page John Sutton as administrator
- d) To add to the FB pages Cllr Mansell, article/publications

40. New Email Address

Council members have historically used their own private email addresses for all parish council business and that continues today. Using the same address for both private and council business problematic and raises data protection concerns. Council members should consider the risks and data protection obligations and responsibilities. As an email address is being used for both private and parish council data, when that member leaves, its problematic, the address can't be returned to the clerk or deleted because of its use still privately. The council therefore considered individual email address only for council business

helping to ensure confidentiality. The clerk to keep secure all members pass words. Members leaving the council, the clerk would bring that address under the control of the council. It was therefore agreed to set up new council member email addresses, only for council business over the forthcoming weeks.

41. Planting Licence

The council considered the terms of Worcestershire County Councils (Highway) planting licence circulated ahead of the meeting. Said Licence originally applied for by a member of the public. The planting needed to be agreed by the parish council before anyone allowed to plant. A discussion took place with regards safety whilst planting near a highway and the liability, as liability would fall to the parish council. If any member of the public took it upon themselves to plant they would not be covered by any insurance. It was therefore agreed to write to that member of the public explaining the situation and to ask the Lengthsman if he could plant and maintain the ground. The clerk to write to Highways accepting the terms of the licence.

42. Risk Assessment – Pavilion

Consideration given to the risk assessment as circulated. The clerk asked to contact a third party with regards any fire risk considerations.

43. To Receive Report of Parish Councillors

Nothing to consider.

44. Members To Raise Issues For Discussion at The Next Meeting

Sponsorship, the Suckley Quarter Marathon, May 18th 2025

Neighbourhood plan.

Defib pads funding

The meeting closed at 9.30pm

Chair.....Dated.....

SUCKLEY PARISH COUNCIL MEMBERS:

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