

SUCKLEY PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING

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

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

Members Present

Cllr R Lewis (Chair)
Cllr S Jew
Cllr A Mansell
Cllr H Ormerod
Cllr R Roper

In Attendance

District Councillor P Whatley
Clerk L Cleaver
2, members of the public.

45. CHAIRS WELCOME AND TO RECORD APOLOGIES

The chair welcomed and thanked everyone for attending the meeting. Noted that Cllr Philpotts would be late.

46. DELARATIONS OF INTEREST

None

47. GRANT A DISPENSATION

Nothing to be considered

48. PUBLIC PARTICIPATION

The chair adjourned the Meeting for Public Question Time

- (a) **Public participation.** The speaker gave an overview of the grant application made on behalf of the good neighbourhood scheme via SPACE as the named charity which would be discussed later in the meeting. The information pack from 2021 being the most expensive item and needed updating, also the need for ink for example, the scheme also helped with transport. Community liaison volunteers at the surgery and the shop had been trained by Citizen's Advice, unfortunately Citizens Advice had run out of funds, as no funds left for training this had now gone by the board. Life in general has been difficult with fewer people prepared to give their time as volunteers. Warm Welcome seemed more attractive to volunteers than the good neighbourhood scheme. If the scheme dies, it would be sad. Since Covid people less reluctant to go out and take responsibility, unless more volunteers are attracted to the scheme, the

good neighbourhood scheme may fold. The chair on behalf of the parish council thanked them for all their work, help and support in the community.

(b) **Public presentation planning.** No presentation.

(c) **Report from County Councillor Cllr Karen Hanks.** No report available

(d) **Report from District Councillor Sarah Rouse.**No report available

(e) **Report from District Councillor Peter Whatley**

No Malvern Hills District Council tax rise, they shall use their reserves. The revised South Worcestershire Development Plan had gone to the inspectors this next week and should be ready in the autumn.

Under local government plans, unsure if Worcester 1 or 2 would be going forward. Community CIIP goes to exe committee next week and then 25th.

Its planned that the document runs into multiple pages on what you can apply for to use these funds. Take advantage if you can.

Mentioned, no CIL money available to use.

(f) **School report Cllr Helen Philpotts.** No report for consideration.

The chair re-opened the meeting.

49. MINUTES

Minutes of the parish council meeting held 10/02/2025, 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.

50. POLICY DOCUMENT INTERNAL/EXTERNAL

Nothing for consideration

51. PLANNING – MHDC

(a) Nothing to consider

(b) Decisions (for information only).
M/25/00066/HP. The Lodge, Longley Green, Suckley, Worcester, WR6 5DU
Removal of current cesspit and installation of Bio Treatment Plant under the driveway. **Approved** 10th March 2025

52. PLAYING FIELD WORKING GROUP (PFWG)

(a) **Report** from the last meeting of the PFWG
It's always been the case that Cllr Mansell would step down as chair, however he's been persuaded to stay on for the time being. The terms of reference for the group had been reviewed and accepted.
It was brought to the attention of the group that the head teacher of the local school had asked to use the field and pavilion perhaps 2-3 days during the holiday, details to be confirmed. This would be on a trial basis. Dates to be confirmed. A hire agreement needed for the next council meeting. The lottery licence had now been received and would be proceeded with in due course. The lottery would be used to generate much needed support for the playing field. 12 draws per year. Dates of these draws to be confirmed. District Councillor Peter Whatley asked to draw the two monthly winning tickets before the council meetings if possible. The first draw would be in May. Number of tickets 100 up to 150. Cash would be received for the ticket sales, cheques made out to the winners. The winners would be announcement in the Sphere.

- (b) **The “Shadow Budget”** discussed and agreed the need for only £1500 from the councils general funds bank account be transferred by cheque 1182 into the councils playing field bank account beginning of April the start of a new financial year as per the 2025/2026 budget. The transfer of any direct debits and income would be amended if necessary from the parish councils general funds bank account to the playing fields account, again from April 2025.
- (c) **Fund Raising Event.** Agreed by all to hold a fund raising event on Saturday 26th April, any donations received would be for the benefit of the playing fields. Agreed by all not to use the lottery licence for this fund raising event, but to ask for donations. Notices for the event to be posted on Facebook. Poster to be created.
- (d) **6-A-Side Football Event.** It was with regret that the football event hoped to take place this year has had to be delayed until next. Time was against the organisers to make it a success.
- (e) **Grant applications submitted,** an update received with regards to grant applications made to , Severn Trent, Platform and Malvern Hills District Council. Cllr Mansell asked for this agenda item to be put on hold for the time being which was acknowledged by all.
- (f) **Pavilion Appraisal.** Considered and agreed by all an appraisal required of the pavilion by Community First. A local inspector of village halls who would be, able to undertake the appraisal for £155.00 no vat and to give the council recommendations with regards any possible grant opportunities. Meeting to be arranged after 2.00pm

53. REPORTS

- (a) **Footpaths.** No update for consideration.
- (b) **Clerks.** Following the clerk’s attendance entitled “Create A Healthy Heart District” agreed by all for the clerk to make an application for a free Trauma/Bleed kit for the parish, and to further allow the clerk to be able to take up any free opportunities that may present themselves in the future without further reference to the council. Portable defibrillator discussed and again agreed if the situation arose for a free portable one the clerk to address without further referral to the parish council.
A discussion also took place with regards to the Lengthsman Scheme, it was taking over two months for the County Councils developers to make the necessary changes (new clerk) so the lengthsman invoices could be submitted to Worcestershire County Council via their portal for payment.

54. COMMUNITY - PROJECTS/ITEMS FOR DISCUSSION/UPDATE

- (a) **Mobile Phone Mast** (Atlas Tower Group) update received with regards the possible siting of the mast on the councils playing field. Although coverage not particularly good in that location and neither a possible power source the clerk asked to follow up to see if that suggestion ceased to be of interest to them.
- (b) **Neighbourhood Plan** Cllr Jew had no further update following the submission of the plan to MHDC, so the project on hold until the plan reviewed. Any costs could at that stage be considered. A public consultation may be required. It was hoped Cllr Jew would hear back before the next council meeting
- (c) **Defibrillator roll out.** Cllr Mansell reminded all of the initiative in January to increase the number of defibrillators in the village and the need to push this forward. He would publicise this initiative in both the Sphere and councils facebook page which all agreed a good way forward.
C1 Agreed by all for Cllr Mansell to start talks with Malvern Heart Start with

regards preferred defibrillator models and cabinets for clusters of houses to privately purchase.

C2 Agreed by all for Cllr Mansell to open up a discussion with the Bruff asking if their defibrillator could be registered on the Circuit, the checking of the unit to also be discussed.

C3 Consideration given of coded key rings for parishioners, agreed this would not now be needed but could be considered in the future if changes made to the security of the defibrillators.

55. GRANT APPLICATIONS TO BE CONSIDERED

Grant policy document considered and applications circulated. It was agreed by all to support both applications, however with reference to the councils Grant Policy these could only be awarded if the parish council had sufficient funds in their budget which when considering the councils current budget, funds had been exhausted. However support could be given in April when the councils new budget takes effect and funds once again available. Therefore it was unanimously agreed to support these applications from the beginning of the councils new financial year April: **(a)** Suckley Quarter Marathon £100 chq 1183 **(b)** SPACE on behalf of the Good Neighbour Scheme £100 chq 1184

56. RATE REDUCTION CONSIDERATION

Consideration of the information sent by Malvern Hills District Council regarding a possible rate reduction to the pavilion. Agreed by all to apply using the Mandatory and Discretionary Rate Relief form for a possible rate relief of 80% mandatory if accepted and a further 20% Discretionary Relief. Any relief given to be back dated if possible.

57. FINANCE

(a) Bank Reconciliation. Reviewed by all the bank reconciliation to the end of January 2025 with no further comments, the reconciliation signed by the chair.

(b) Budget V Actual. Reviewed by all the budget v actual figures to the end January 2025. Budget expenditure £17090.00, budget actual £18351.39. Budget income £16,059.00, budget actual £21,323.26. Reserves discussed. The clerk asked if they could report back to the next meeting on

- 1) how the council's reserves of £37,757 at 1/04/2023 had dramatically changed.
- 2) What had happened to the football foundation grant applied for and why had this grant application been turned down.

(c) Noted by all the new tax base figure from Malvern Hills District Council. On 5th December 2024 the parish council given a tax base figure of £286.24 on which to calculate the Band D figure shown on bills = £67.78 However, this tax base figure has changed to £296.35 meaning the new Band D figure has been reduced from £67.78 to £65.47 per household per year. The change from last year to this would show an increase of 22.74% or £12.13 per household over the year.

(d) Approval of Payments

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

£130.00	Cheque 1177	M J Bosley, vermin control 8/2/2025, ref 25753
£645.95	Cheque 1178	L Cleaver clerks February salary 2025.
£ 28.06	Cheque 1178	L Cleaver clerks expenses February 2025
£324.00	Cheque 1179	R Wilks Lengthsman work January 2025
£ 56.00	Cheque 1180	Zurich Insurance , pavilion hire (po 2504)
£ 62.90	Cheque 1181	MHDC pavilion business rates due 1 st April 2025

(e) Playing Field Account

Noted by all, direct debit payments taken, Water Plus £11.65 January 2025

(f) Parish Council Account

Noted by all, automatic monthly receipts for January 2025, St. Johns Football Club £130.00 and bank interest £22.27.

58. CONTRACTOR RENEW CONSIDERATION

Considered by all, two contractors for the coming financial year. Both contractors had previously worked for the parish council having replaced previous ones and the council benefiting from reduced costs. It had been difficult obtaining other quotes for specialised work as in the case of the control of the moles and a relatively small amount of grass cutting work which was accepted by all.

(a) The control of moles, on an ad-hoc basis when mole workings present. It was estimated that the cost for 2025/2026 to be around £500 (£10 per mole caught)

Dated photo's required to support invoices.

(b) Grass cutting the whole playing field on a two weekly basis was £100 per cut.

This season would be £110 plus vat per mow (an increase of 10%). Based on 16 x cuts per year at £110 starting in March , annual cost to be £1760

Unanimously agreed, the acceptance of the above two contractors for the new season.

59. VE Day 8th May 2025

Considered by all the recent email from a member of the public which was circulated before the meeting with regards their event a bonfire evening.

The council agreed it would not hold its own event but to support in some way this forthcoming local event. Agreed by all for Cllr Roper to speak to the organisers and suggest they complete the councils Grant Application Form to help with possible costs.

60. TO RECEIVE REPORT OF PARISH COUNCILLORS

Planning application M/24/01436/HP The Crest, Crews Hill, Alfrick, Worcester, extension and refurbishment of the existing house, together with replacement garage was considered by the Northern Area Planning Committee on 5th March 2025. The officer had recommended refusal. Cllr Jew attended the meeting on behalf of the parish council and registered to speak to give support to this application. Cllr Jew thanked District Councillor Whatley for his help and assistance that evening and reported back to the council that the application would now be approved.

Cllr Mansell mentioned that the new Parish Map Board had now been installed for all to see.

Cllr Mansell mentioned that fire extinguishers were now in place in the pavilion and also a key safe which had been kindly donated.

61. MEMBERS TO RAISE ISSUES FOR DISCUSSION AT THE NEXT MEETING

Reserves policy, general and earmarked.

Internal auditor appointment.

Replacement defibrillator pads - quotes.

Hire agreement rates to be agreed

Hire agreement form to be considered.

62. 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

63. THE ROLE OF THE CLERK

Discussed by all, a letter from a member of the public “the role of the clerk” in its entirety with additional emails for consideration.

A letter of reply from the parish council to be sent:

63 a) **The clerks position-** as not currently available

63 b) **Duty of Care of the clerk as an employee of the council -** Discussed and addressed with the councils policy document sent.

63 c) **Duty of Care of the clerk as an employee of the council –** The council looking at “Legal Status” in respect of a third party.

The meeting closed at 9.34pm

Signed Dated 14th April 2025

SUCKLEY PARISH COUNCIL MEMBERS: _

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