

ELDERSFIELD PARISH COUNCIL

Minutes of the Annual Meeting of Eldersfield Parish Council held on Tuesday 27th May 2025 at Eldersfield Lawn School, commencing at 7.05 p.m.

Present: Mrs C Joseph (Chairman), Mrs D E Holt (Vice-Chairman),
Mr M. Barton, Mrs W Burr

In Attendance: District Councillor Mrs Jennie Watkins

**Members of the
Public:** 1

1. To elect a Chairman

Mrs Joseph announced that she was willing to stand for election as Chairman; no other candidate presented himself. It was **RESOLVED** that Cllr Mrs Joseph be Chairman.

2. To elect a Vice Chairman

Mrs Holt announced that she was willing to stand for election as Vice-Chairman; no other candidate presented himself. It was **RESOLVED** that Cllr Mrs Holt be Vice Chairman.

3. Apologies for absence

Mrs T A Owen

4. Members' interests

None

5. Adoption of the Minutes of the previous meeting

The draft Minutes of the meeting held on 23rd March 2025 were presented to Council. It was **RESOLVED** that they be accepted as a true record of that meeting.

Subsequent to adoption of the resolution the Chairman of the meeting signed the minutes as such a record.

6. Matters arising

None

7. Report from District and County Councillors

County Councillor Tom Wells was not present and no report was available.

District Councillor Jennie Watkins informed the meeting that she had been engaged on a number of planning enforcement issues with the Parish. Resolution of these matters was seldom swift but she said that steady progress was being made.

8. Public Comment

None

9. Road Safety

The Chairman reported that progress was being made on acquiring ‘Slow down for Horses’ signs.

With respect to the ‘30 mph’ roundels on Parish roads she said that she had been quoted £1,200 for refreshing four pairs of these signs. The District Councillor offered to contribute from her discretionary budget £300 towards this cost, if the Council decided to go ahead, and it was understood that a further contribution would be made by the County Councillor.

11. Defibrillator

It was noted that a grant for the purchase, installation and operation of defibrillators was available from MHDC, although no site had yet been identified as suitable and available for an additional machine.

11. Neighbourhood Plan

The Chairman reported that a working committee comprising Cllrs Joseph, Holt, Bartlett and Burr had met on April 22nd to discuss the production of a Neighbourhood Plan.

It was noted that the South Worcestershire Development Plan had not yet been adopted and was, indeed, under further review; this made the planning framework within which the Plan would be created unclear. Additionally it was very obvious that producing such a Plan would take considerable resources and time, perhaps three years.

With respect to additional housing it was the case that there was no evident need and this appeared to be confirmed by the Housing Development Officer at Wychavon and Malvern Hills District Council who advised that no applications for affordable housing within the Parish had been registered within the last several years.

In the light of the foregoing, the recommendation of the working group was that the Council should not now either conduct a housing needs survey or produce a Neighbourhood Plan but should instead revise and refresh the existing Parish Plan.

Councillors accepted this proposal.

12. Lengthsman

Council noted the report from the Clerk on the services provided by the Lengthsman for which invoices had been submitted as follows: £288 March; £160.00 April.

14. Shed

Cllr Barton reported that he had cleared the shed superstructure but that the floor was in a poor state and that he required a trailer in order to remove and dispose of it. He expected to be able to complete the task within the next few weeks.

Councillors thanked him for his efforts which were greatly appreciated.

14. Application for grant

Council noted the request for a grant of £78.00 from the Parochial Church Council to defray the cost of purchasing Easter eggs for the community Easter walk, which it was reported was well attended.

The Chairman requested that in the interests of transparency it be made clear in any such future requests how many Easter eggs were purchased, how many were issued and what had become of the remainder.

It was **RESOLVED** that a grant of £78.00 be made to the Parochial Church Council as requested.

15. Web and email:

Council noted that from April 2026 the Council would be required to have a dedicated website and appropriate email addresses. After a short discussion it was therefore **RESOLVED** that the Clerk now be authorised to

- act as registrant for the purposes of acquiring and operating a .gov domain name, preferably eldersfieldparishcouncil.gov.uk;
- incur costs not exceeding £200 (excluding VAT) for the purposes of setting up the website;
- appoint a suitable company as web host at a cost not exceeding £300 pa (excluding VAT);
- create email addresses for the Clerk and councillors.

16. CALC

After a short discussion it was **RESOLVED** that the Council renew its membership of Worcestershire CALC for the year commencing 1st April 2025 at a cost of £451.70.

17. Insurance

Councillors reviewed the policy offered by Zurich Municipal and agreed to renew it on the terms offered.

It was therefore **RESOLVED** that the Council effect insurance with Zurich Municipal at a premium of £196.00.

18. Accounts: Adoption of Accounts

It was **RESOLVED** that the Council approve and adopt as the Accounts of the Council for the Financial Year ended 31st March 2025 the draft accounts circulated prior to the meeting.

19. Accounts: Internal Auditor for the Financial Year ended 31st March 2025

The Council noted the Internal Auditor's report.

20. Accounts: AGAR Certificate of Exemption

It was **RESOLVED** that the Chairman be authorised to sign the Annual Governance and Accountability Return Certificate of Exemption for the Financial Year ended 31st March 2025.

21. Accounts: AGAR Section 1

It was **RESOLVED** that the Chairman be authorised to sign the Annual Governance and Accountability Return Section 1 for the Financial Year ended 31st March 2025 as circulated by the Clerk prior to the meeting.

22. Accounts: AGAR Section 2

It was **RESOLVED** that the Chairman be authorised to sign the Annual Governance and Accountability Return Section 2 for the Financial Year ended 31st March 2025 as circulated by the Clerk prior to the meeting.

23. Investment Policy

It was **RESOLVED** that, in accordance with item 15 of the minutes of the meeting of 11th May 2006, the Council's investment policy remain that all funds be maintained in a current account and that this Policy be reviewed annually.

24. Risk Assessment

Councillors considered carefully the Council's Risk Assessment and decided that no amendment was required.

25. Community Infrastructure Levy

The receipt of a Community Infrastructure Levy expected to be £167.85 was noted, as were the conditions as to its application. It was agreed that the possibility of purchasing half barrels for installation at appropriate roadside locations be investigated.

26 Authorisation of Disbursements

It was **RESOLVED** that the following disbursements be made for goods and services:

£451.70	CALC
£155.40	J L Gabbott
£100.00	HMRC
£448.00	Jeremy Moore (£288 Mar; £160.00 Apr)
£78.00	Parochial Church Council
£196.00	Zurich

27 Future Meetings

It was agreed that the next meeting of the Council be held on Tuesday, 8th July 2025, commencing at 7.00 p.m. at Eldersfield Lawn School.

28 Any other business

None

There being no other business, the meeting closed at 8.26 p.m.