

**MINUTES OF THE ANNUAL MEETING OF NAUNTON BEAUCHAMP
PARISH COUNCIL
Held in the Church
Tuesday 29th April 2025 at 7:30pm**

Present: Cllr A. Howarth Cllr D. Dickens
Cllr S. Reeves Cllr G. Edwards

In attendance: One parishioner
Clerk

- 1. Co-option of a new councillor-** An application for co-option was received from Mr Duncan Turner, Cllr Howarth proposed Mr Turner was co-opted in as councillor, this was seconded by Cllr Dickens and all Cllrs were in favour. Cllr Turner was welcomed onto the Parish Council and declaration of office form was signed.
- 2. Election of Chairman** – Councillor Howarth was elected to be Chairman, proposed by Cllr Edwards and Seconded by Cllr Dickens. Declaration of Acceptance of Office was signed.
- 3. Apologies** – County & District Cllr Linda Robinson sent her apologies.
- 4. Council Member Appointments**
 - i. Election of Vice-Chairman – Cllr Edwards was elected to be Vice-Chairman, proposed by Cllr Howarth and Seconded by Cllr Dickens.
- 5. Declarations of Interest** – none recorded
- 6. To consider any grants for dispensation** – none requested
- 7. Staffing & Scheme of Delegation-** all approved
- 8. Council reviewed and adopted the following policies:**
 - i. Financial Regulations
 - ii. Standing Orders
 - iii. Risk Assessment
 - iv. Insurance Requirements
- 9. Council confirmed approval of Minutes from the Annual Parish Council meeting held on Tuesday 30th April 2024 and the Ordinary Parish Council Meeting held on Tuesday 4th March 2025**– signed by the Chairman.
- 10. County & District Councillor Report**

As covered in Parish Meeting minutes 2025
- 11. Highways**

A branch is overhanging the road and requires cutting back to ensure driver’s visibility is clear- Clerk to write to Pickle Barn.
- 12. Lengthsman**

New lengthsman Paul Brewer is now in role and working well- Clerk to circulate lengthsman’s worksheet to councillors when it’s received.
- 13. Planning**

There were no new planning applications to consider
- 14. Finance**
 - a) The following payments from March and April 2025 were approved to be paid:

Carl Brassington	Lengthsman March	£120.00	Cheque 100732
Lisa Cope	Postage/ Stationery/ Expenses	£51.33	Cheque 100733
HMRC	Tax	£140.20	Cheque 100734
Lisa Cope	Staffing costs	£560.90	Cheque 100735
Zurich	Insurance renewal	£241.00	Cheque 100736
ICO	Data protection fee	£40.00	Cheque 100737
Worc CALC	Annual subscription	£130.83	Cheque 100738
Paul Brewer	Lengthsman April	£160.00	Cheque 100739
Gill Edwards	VE Day refreshments	£250.00	Cheque 100740

b) The following documents were approved and signed by Cllr Howarth for the End of Year Accounts 2024/2025

1. Approval of Certificate of Exemption
2. Approval of Annual Governance Statement 2024/2025
3. Approval of Accounting Statements 2024/2025
4. Approval of Proposed Dates for Exercise of Public Rights
5. Approval of Insurance Renewal

15. Phone Box

The Parish Council had received correspondence from the Police offering a payment of £1000 towards the maintenance costs, in return for the Parish Council taking ownership of the Phone Box.

All Councillors agreed that they are not able to accept this until they know the full costs of refurbishment and ongoing requirements.

Clerk to ask Paul the lengthsman if he would be willing and able to undertake the works required and quote for the repairs and Cllr Dickens to find research an alternative option for the defibrillator to be housed in if the Parish Council choose to not adopt the Phone Box.

16. Smart Water

Cllr Edwards had researched the Smartwater initiative and shared this with Cllrs to consider as all local surrounding villages have now adopted the scheme.

The Police and Crime Commissioner will normally contribute 25% towards the cost of the kits to be distributed to all homes within the village. Then 80% of homes in the village (approx. 35 homes) must register the kits online in order for the village to receive the signage which is an important deterrent for thefts.

Cllr Edwards anticipated the cost for the parish Council to be approx. £333.

All Cllrs agreed this would be good for the village and possibly Cllr Robinson might help towards the costs, in the meantime Cllr Edwards to contact Smartwater representatives to see if they are able to attend the next meeting and possibly the Village Garden party in the summer to roll out the kits to residents.

Cllr Edwards requires the Clerk to confirm the total number of homes in the Parish.

17. Correspondence-

The Clerk shared that to be compliant with AGAR requirements 2025/26 the Parish Council must have a gov.uk or org.uk email address, Cllr Turner shared that he is able to help the Parish Council do this.

The Clerk shared that there is £599.75 CIL monies for the village, Cllrs discussed that this possibly could be used towards the phonebox.

The road closure of Orchard Lea for the VE Day Street party celebrations has been agreed by highways.

There is a consultation on 13th May from 4-6:30pm at Peopleton Village Hall with the Heart of England who have invested in lots of tree planting in the area, everyone is welcome to attend.

18. Councillors reports and items for future agenda items-

Cllr Turner requested finance be on the next meeting agenda to discuss online banking.

19. Date of next Ordinary Parish Council Meeting is scheduled for Thursday 3rd July 2025 commencing at 7:30pm in the Church.

SIGNED..... Chairman Date