

## UPPER ARLEY PARISH COUNCIL

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The Minutes of the Annual Meeting of Upper Arley Parish Council held on Tuesday 20<sup>th</sup> May 2025 at Arley Memorial Hall. The meeting commenced at 7.30 p.m.

**Present:** Cllr Mrs S Rickhuss, Cllr Mrs L Snodgrass, Cllr I Latimer JP, Cllr H Link and Cllr A Potter.

In Attendance: Mrs A Preece (Clerk), District Cllr J Byng, District/County Cllr D Morehead, Cllr N Wilson and PCSO J Bray.

Cllr Mrs S Rickhuss was elected as Chairman for the meeting in the absence of the outgoing Chairman.

**1. Election of Chairman and signing of the Declaration of Acceptance of Office:** Cllr G Rickhuss was elected, in his absence, as Chairman for the forthcoming municipal year. Declaration of Office to be signed at the next meeting.

**2. Election of Vice Chairman:** Cllr Mrs T Lawley was elected, in her absence, as Vice Chairman for the forthcoming municipal year.

**3. Apologies:** Apologies were received from Chairman Cllr G Rickhuss, Vice Chairman Cllr Mrs T Lawley, Cllr J Lawley, Cllr S McLachlan and District Cllr P Harrison.

**4. Declarations of Interest:** None.

**5. Community Policing:** PCSO Jeni Bray gave the Police report. There had been an attempted theft of a telehandler from the Shatterford area at the end of April. There is a West Mercia Police consultation taking place at the moment and it is possible that PCSOs may not be working past 8.00 p.m. sometime in the future, which would make it impossible to attend Parish Council meetings.

No members of the public in attendance for Public Question Time.
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**The meeting was reconvened to conduct the following items of business:**

**6. Dispensations:** No dispensation requests received.

**7. Council's Scheme of Delegation:** Members were appointed to the following Committees:

Staffing Committee – The Chairman Cllr G Rickhuss, Vice Chairman Cllr Mrs T Lawley and Cllr S McLachlan.

Finance Committee – The Chairman Cllr G Rickhuss, Cllr I Latimer JP and Cllr Mrs L Snodgrass.

Members were appointed to the following outside bodies:

Worcestershire County Association of Local Councils and Parish Forum – The Chairman Cllr G Rickhuss and Cllr Mrs S Rickhuss.

Arley Memorial Hall Committee – Cllr A Potter.

Shatterford Village Hall Committee – Cllr H Link.

Pound Green and Button Oak Community Hall – Cllr I Latimer JP.

**8. Minutes:** The minutes of the Parish Council meeting held on Tuesday 29<sup>th</sup> April 2025 at Shatterford Village Hall were approved.

**9. District and County Council Matters:** Cllr P Harrison has been appointed as Chairman of Wyre Forest District Council. Worcestershire County Council elections have now taken place. Cllr Morehead advised that he would be doing site visits with the new County Highways Officer during the following week.

#### **10. Service Reports:**

- a) Lengthsman: Timesheets circulated – no issues to raise.

**11. Highways Issues:** Cllr Snodgrass reported that the pothole outside Lane Farm had been repaired. Cllr Latimer reported that most of the potholes on the Bewdley to Button Oak Road had been repaired. Cllr Snodgrass reported a section of road which appears to be subsiding not far from Park Attwood, Cllr Morehead believes this has already been reported by Kidderminster Foreign Parish Council but will check the location on his way home from the meeting and also that it is on the list of work to be done by County Highways.

#### **12. Financial Report and Payment of Accounts:**

- a) Members noted the bank balances at the 11<sup>th</sup> May 2025.
- b) Members approved payments as per the schedule.
- c) Members ratified payments as per the list.
- d) Annual Financial Return 2024/25: Members approved the Annual Governance Statement.
- e) Annual Financial Return 2024/25: Members approved the Annual Accounting Statement.
- f) Annual Financial Return 2024/25: Members approved the Certificate of Exemption.

#### **13. Planning and Development Control:**

- a) Planning Applications Received

None.

b) Additional Planning Applications or other Planning Matters since close of Agenda

Members were notified that planning application 25/0407/CLE 'Certificate of Lawfulness for Existing use for the use of building (building A) as domestic residential outbuilding as part of the curtilage of The Bumbles along with the stationing of a log cabin (building B) and the laying of hardstanding (area C) for in excess of ten years prior to application' in relation to The Bumbles Upper Birch Road Shatterford had been received earlier in the day and arrangements would be made to discuss the application prior to the next meeting if necessary.

c) Planning Decisions Received

None.

**14. Clerk's Report:** Clerks report on ongoing items noted.

**15. Correspondence for Information:** Members noted correspondence report received from the Clerk.

**16. Councillor's Reports and items for future agendas:** Cllr Mrs Snodgrass has provided some information regarding the Memorial trees, two of which need replacing. The trees need the basal growth to be inspected and the tree guards replaced where necessary. Cllr Latimer gave a report following his attendance on behalf of the Chairman at the Wyre Forest District Council meeting which took place on Thursday 15<sup>th</sup> May 2025. There were six attendees at the meeting, the creation of a new Parish Council for the Lea Castle site was discussed, also the creation of an emergency plan. On new figures issued by the Government Wyre Forest District Council has insufficient provision for gypsy and traveller sites so there could potentially be a call for sites.

**17. Date of Next Meeting:** The next meeting will take place on Tuesday 24<sup>th</sup> June 2025 at Arley Memorial Hall commencing at 7.30 p.m.

*The meeting closed at 8.20 p.m.*

*Signed .....*

*Chairman to Upper Arley Parish Council Cllr G Rickhuss*

Notes of Public Question Time

No members of the public in attendance.