

SUCKLEY PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING

Held Monday 11th August 2025 at the Parish Councils Playing Field Pavilion, Suckley Worcester, WR6 5DE

Minutes of the meeting are draft until approved at the next parish council meeting

Members Present.

Cllr R Lewis (Chair)
Cllr H Ormerod (Vice Chair)
Cllr P Bradley
Cllr D Clark
Cllr S Jew
Cllr A Mansell
Cllr H Philpotts
Cllr R Roper

In Attendance

Clerk L Cleaver
1 x member of the public

135. CHAIRS WELCOME AND TO RECORD APOLOGIES

The chairman thanked everyone for their hard work, especially Cllr Mansell for organising the recent rounder's evening, and wished Cllr Ormerod a speedy recovery. Apologies received from District Councillor Whatley, and councillor Roper.

136. DECLARATION OF INTEREST

Councillors Mansell, Lewis and Ormerod all declared a (DPI) Disclosable Pecuniary Interest with regards payments. Minute number 146 (c).

137. GRANT A DISPENSATION

Nothing considered

138. PUBLIC PARTICIPATION

The chairman adjourned the meeting for public question time.

(a) No questions received.

(b) No public presentation planning

(c) Report from County Councillor Christopher McSweeney, No report for consideration.

(d) Report from District Councillor Sarah Rouse. No report for consideration.

(e) Report read out by the chairman on behalf of District Councillor Peter Whatley. There is, in any case, nothing of note to report from MHDC. As previously discussed, the “big ticket” items of SWDPr and local government reorganisation are unlikely to become clearer until the autumn. Clls asked if District Councillor Whatley would be available to attend the next parish council meeting in October.

(f) School report Cllr Helen Philpotts. Nothing as such to report as the school now closed. There was no holiday club this year due to the building work taking place which was now back on track. Confirmation that the school would be looking at a logo for the parish council when they return after their summer break. .

139. MINUTES

Minutes of the Parish Council Meeting held 14/07/2025, proposed by Cllr Mansell and seconded by Cllr Philpotts and agreed by all, that the minutes be signed as a true and accurate record. The chairman signed the minutes accordingly.

140. PLANNING – MHDC

(a) Nothing for discussion.

However the council received a communication from SABRE (Save Acton Beauchamps Rural Environment) with regards a planning application for a 90-acre Solar Panel Development surrounding the village of Acton Beauchamp. Cllr Jew made reference to Suckley parish council not being a consultee for this planning application. After discussion, it was agreed that the parish council sympathetic to the objections being made, offering support to any local parish councils.

(b) Decision information only

M25/00775/FUL. Erection of two agricultural storage buildings.
The Barns, Lower Applegate Farm, Suckley, WR6 4DJ
15th July 2025 – application approved.

141. PLAYING FIELD WORKING GROUP (PFWG)

(a) **Report by Cllr Mansell.**

Not much to report from the meeting, however the outcomes are on this agenda. Cllr Mansell still chairman of the (PFWG) in the short term as mentioned previously and hoped his successor would be in place very soon.

(b) **Bark on play area.**

The parish council concerned that they continually need to top up the low lever planter style bark retainer in the play area. Quotes obtained for the removal of the bark and outer rim and re soil to grass, however quote received greater than expected.

A discussion took place with regards the life expectancy of the “Cushion Fall” surfacing installed 2015 and agreed by all the following:

141 b1 - To not top up with further supplies of bark, as considered as a short term fix only, more favourable options to be considered.

141 b2 - Not to obtain further quotes for the removal of bark and re-grass (low footfall). Well maintained grass expected to provide adequate impact for falls up to 1.5m in height, the height for one play item exceeds this so this option ruled out for the time being.

141. b3 - The council agreed to obtain quotes for the replacement of the planter style bark retainer in the play area with grass matting, (high footfall), the council could clear the site if required.

(c) **Fire Risk Assessment**

No further update for consideration. A risk assessment to be carried out on the proposed action points.

(d) Playing Field Improvement Project.

The council approved the application for a grant under the MHDC Legacy Fund for the improvements to the pavilion and the all-weather pitch which has been accepted (Stage 1). Recommended projects will be identified by 10 July, unsuccessful applications pointed to alternative sources during July and August and letters issued to successful stage 1 applicants between 17-19th September. Should the council's application be successful, the contracted work can be started by 31 March 2026. Clearly projects better prepared will be best able to meet these deadlines. The council's project will be dependent on finding contractors able to bid for the work, but until the council know that they have been successful at Stage 2, it may be considered improper to invite tenders as, without guarantee of funding, the council is unable to enter into contracts. One solution is to invite "expressions of interest" from contractors by which they could be appraised of the situation so that, should the grant be awarded, the council able to seek tenders more quickly. It was therefore agreed unanimously that "expressions of interest" sort by advertising on Facebook and elsewhere as appropriate for contractors for this project if successful. The clerk to be first point of contact.

(e) Planning Expenditure.

One of the items included in the assessment of costs, and thus the grant sought, was for an additional toilet outside the pavilion at the playing field. It has since been confirmed that planning permission would be required, such expenditure would therefore be an additional cost. The estimated cost to be up to £400 comprising direct planning costs payable to MHDC (estimated at some £300), maps etc (estimated at up to £100). Recognising that this request is being made in advance of the (hoped-for) approval of the grant, it is possible to regard it as a risk. However, given the date by which conditional grant approvals are to be notified (17-19 September), there would be insufficient time to await until then to seek council approval and then start the planning application, In order for that to be done, other documents submitted to MHDC, contracts let and work started by 31 March 2025. It was, however, agreed by the Playing Field Working Group on 28 July 2025 that should the grant application fail, the provision of the toilet would still be a priority and alternative finances sought, thus making use of the planning approval. Following a discussion agreed by all to include consultancy fees as well, therefore the expenditure of up to £600 agreed by all from the playing field bank account.

142. REPORTS

(a) Chairman

Summer Event 5th July 2025 – Chairman's thank you for publication

A big thank you to all those who attended the council's first event Saturday 5th July, especially Brad & Vicky from the Nelson for providing the bar, Doug and Becky Roper for the catering as well as Amanda, Jackie and Dawn who organised the walks and quizzes for us on the day. Also a big thank you to Gareth and also Dara Shorthall of Midwest Electrical for dropping in at short notice to sort an electrical issue and all the helpers putting up and taking down the marquee, we couldn't have achieved such an event without your support. Publication: agreed by all with photographs of the event, for the council's FB and Website. No publication in the sphere deadline missed.

(b) Clerk

Trauma/Bleed Kitt. Terms of the grant award agreement signed by the parish council, awaiting confirmation of payment from WCC. Confirmation that Suckley School happy for the cabinet to be placed on their wall (18/7) .

Financial Support Requests. 16th June to Worcestershire County Councillor Chris McSweeney for any financial support regards the shortfall for a cabinet for the Bleed Kit. Kind offer received of £150. New cabinet price £220 plus vat. With the kind support of our County Councillor Chris McSweeney and Ward Budget of £100 from District Councillor Peter Whatley funding for the new cabinet reached.

Community Facility Legacy Grant Scheme. Confirmation of submission 29th May 2025, recommendations for funding in September.

HSE Enquiry /Workplace Concern. FOI submitted 17th July 2025 as part the chairs July report.

CPR & Defibrillator Free Training Sessions. Training sessions took place Thursday 31st July at 3.30pm and 5.15pm. A total of 15 attendees. The PCC offered the church building free of charge and Malvern Heartstart provided the training free of charge.

Online Banking (July Agenda 2025) The councils bank can offer 2 x options, "Standard" on line banking which overrides the need for two signatures, however this would not satisfy the councils financial policy, or "Bank Line" for communities which has the minimum two sign rule, max of four. The clerk has asked for an application form so the council can be placed on the waiting list.

143. CO-OPTION

(a) Proposed by Cllr Lewis and seconded by Cllr Philpotts and agreed by all that the co-option policy, process at point 1 "attendance at the next meeting" not adhered to, as the applicant already attended numerous council meetings.

(b) Council members considered Paul Bradleys letter together with their CV and councils co-option policy. Agreed unanimously his co-option to join the membership of Suckley Parish Council. Paul Bradley signed their Declaration of Acceptance of Office, Acceptance of Electronic Summons and Acceptance of the Code of Conduct and was duly elected taking office with immediate effect.

144. COMMUNITY - PROJECTS/ITEMS FOR DISCUSSION/UPDATE

(a) Atlas Tower Mobile Mast. Discussions still ongoing with Cllr Mansell on behalf of the council and Alas Tower, with two possible site options. The chairman thanked Cllr Mansell for all his efforts.

(b) Salt/Grit Replenishment.

Yellow salt/grit bins are maintained by Worcestershire County Council, the filling of these bins around September each year. If anyone finds a yellow bin that needs a top up, please report online: www.worcestershire.gov.uk/reportit

Green grit bins in the parish of Suckley are the property of Suckley Parish Council. The parish council responsible for the maintenance and restocking. Worcestershire County Council will be sending out their Parish Winter Newsletter around October this year, which will explain how to order bags of salt, prices and delivery. The parish council can of course source from their own supplier if required.

b1 – The purchase of grit/salt from WCC or use an alternative supplier, the bins have been checked - topping up not required.

b2 - Qty of tonne bags for ordering, no need for council consideration.

b3 - Stock delivery location, no need for council consideration.

b4 - Agreed by all that the parish Lengthsman rake the salt/grit in the parish councils bins and to trim around for visibility by the end of October. All parish council bin locations to be identified by "what 3 words" Cllr Lewis to address.

(c) Neighbourhood Plan. Cllr Jew still progressing using information from the last questionnaire and without any funding. Cllrs reminded that funding for neighbourhood plans had been withdrawn by District. No timetables in place. Cllrs asked if District Councillor Whatley could attend the next council meeting in October.

(d) VAS Information. Cllr Jew asked that this be deferred until October, giving him further time to investigate. Agreed by all.

145. GRANT/DONATIONS - APPLICATIONS FOR CONSIDERATION

(a) **Grant application to the Football Foundation** (75%) for a pair of junior goals, (25%) funded by the parish council to a maximum amount of £400 plus vat. Only to be applied if 100% grant could not be obtained. In Cllr Ropers absence, the clerk asked if they could progress, which was agreed by all.

(b) **Donation Request for Malvern Heartstart £100 (Defibrillator Training)**

Cllr Ormerod. On 31 July 2025, Heartstart Malvern provided training for local residents. Two consecutive sessions ran for some 4 hours in total, fitted in well with the Parish Councils endeavors to increase the number of defibrillators available. Numbers attending from the Suckley area were just at the minimum sought to make the training viable, of extremely good value and judged well worthwhile by those who had the benefit of such training in the past, as well as those for whom this was the first time. Because the training gives trainees “hands on” use of defibrillators, it does consume resources such as pads and batteries as well as wear and tear on the defibrillators themselves. Although individual donations from attendees were welcomed, Heartstart do not charge for such training but say that it costs about £2 per head . Heartstart Malvern is a charity, run entirely by volunteers and, with income and expenditure of about £7k a year, has few reserves. Having considered, the council agreed that Councillor Ormerod donate £50 on behalf of the parish council, at the time of the meeting this would need to be via the Just Giving page.

146. FINANCE –

(a) **Bank reconciliation** to the end of June 2025, scrutinised by all, closing balance at the end of June: general accounts £24,105.57, playing field account £5584.81. With no further comments the reconciliation signed by the chairman.

(b) **Budget v actual** figures to the end of June 2025, scrutinised by all. Cllr Ormerod asked if an extra column could be added to consider a method of forecasting the spend for the year. Cllr Clark to address. Spend to date £6873.67, Income to date £14,054.22 A discussion also took place with regards the need for a tree survey and an electrical installation condition report not considered in this years budget.

(c) **APPROVAL OF PAYMENTS**

Proposed by Cllr Clark and seconded by Cllr Jew and agreed by all to make the following payments two signatures required:

Playing Field account:

£ 54.00	Cheque 0316	MHDC. Rates due 1 st September 2025 - Pavilion
£300.00	Cheque 0317	Sept & Oct lottery – Cllr Ormerod to be reimbursed –prize 1. draws (as no Sept PC meeting)
£132.00	Cheque 0318	Smart Cut – Football pitch cut and let fly 23/7 (26176)
£ 4.05	Cheque 0319	Cllr Mansell reimbursed sign return.
£ 20.00	Cheque 0320	Cllr Lewis reimbursement flowers po 25265
£ 30.00	Cheque 0321	Cllr Lewis reimbursement to roller the playing field.

General funds account

£686.25	Cheque 1205	L Cleaver clerks July 2025 - salary
£ 67.30	Cheque 1205	L Cleaver clerks July 2025 - expenses (circulated)
£600.00	Cheque 1206	Lengthsman RW May & June (worksheets circulated ahead of the meeting)

(d) PLAYING FIELD ACCOUNT

Noted by all, direct debit payment taken June 2025. Water Plus £8.89 & EDF £31.78

(e) PARISH COUNCIL GENERAL ACCOUNT

Noted by all, automatic monthly receipt June 2025, bank interest £23.61 and ward budget grant £100 from District Councillor P Whatley.

(f) EAR MARKED RESERVES.

Agreed by all to make the following reserve £100, ward budget, cabinet for the trauma/bleed kit general funds.

147. ST JOHNS FOOTBALL CLUB AGREEMENT

Considered by all the agreement with St. Johns Football Club for the season 2025/2026 as circulated by Cllr Ormerod. The council has had agreements with St John's Football Club since the 2023/24 season. Informal discussions have indicated that the team would like to continue to use the playing field, changing rooms and, occasionally the "all-weather pitch" for 2025/26. On 16 July a discussion took place with the manager of the team to discuss arrangements for that year. A draft agreement circulated which reflects that discussion. The Playing Field Working Group has appointed a volunteer to look after the day to day liaison with the team and this has worked well since establishment of the Group. Few problems have arisen over the last two years with the agreement. The PFWG has seen and happy with the draft agreement. The council unanimously agreed to the following:

- a) The use of the field for the season 2025/2026 and to obtain a hard copy of their insurance.
- b) The new hire rate of £140 per month for 10 months
- c) Accepted the draft agreement, to be signed by the parish council.
- d) It was noted that the cost of allowing the playing of football on the field to be established before the 2026/2027 season. Fire exit discussed.

148. DEFIBRILLATOR INSTALLATION AT THE NELSON

An update received on the following, a and b :-

- (a) It was agreed at the last meeting for the Clerk to be given delegated powers to receive three quotations and to accept the lowest suitable quote for this installation once the council have received written acceptance for its installation and providing a contractor not found who would provide the necessary works free of charge. This matter still ongoing.
- (b) To receive written acceptance from the site for its installation together with the provision of free electricity. This still being progressed
- (c) Agreed by all that the new defibrillator be recorded on the circuit by the clerk when fully operational.
- (d) Agree by all for Cllr Lewis to contact the present defibrillator checker seeking assurance they would be happy to also check the additional unit when operational, if not, agreed by all Cllr Lewis to come back to the council with a replacement.

149. CLERKS DELEGATED POWERS AS NO SEPTEMBER MEETING

Agreed by all the need to allow the clerk to have delegated powers to deal with all urgent matters for example planning, and to renew the councils insurance due 1st October, and any other urgent matters allowing the council to still operate as no September meeting.

150. TO RECEIVE REPORT OF PARISH COUNCILLORS

Councils lottery, drawn that evening, first prize £100 ticket number 87, second prize £50, ticket number 42.

To report drains blocked north end of Blackhouse Lane, surface clean required.

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

No issues reported.

152. 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

153. STAFF REVIEW

Reviewed by all the clerk's contract of employment. Agreed by all a change needed to reflect their new residence. Working week to remain the same, however cllrs noted the clerks 76 additional hours of unpaid work to date. The clerk in line with the revised pay award scales, salary (SPC27 within the range of 24-28) as from 1st October 2025. No change to the working routine of the clerk.

The meeting closed at : 9.15pm

Signed Chairman R LewisDated 13th October 2025

SUCKLEY PARISH COUNCIL MEMBERS: _

Cllr Richard Lewis Chair, Cllr Howard Ormerod Vice Chair, Cllr Paul Bradley, Cllr Damian Clark, Cllr Simon Jew, Cllr Andrew Mansell, Cllr Helen Philpotts, Cllr Rebecca Roper.