

# Tutnall & Cobley Parish Council

THE MINUTES of the ANNUAL MEETING of TUTNALL & COBLEY PARISH COUNCIL  
held on Tuesday 12 May 2015 after the Annual Parish Assembly in the Community Hall, Tardebigge

**Present:** Cllrs M Pengelly, K Tolley, L Denyer and P Whittaker (arrived after the meeting had started)

**In Attendance:** The Clerk

## 1 ELECTION AND APPOINTMENTS:

### Election of Chairman:

Nominations were requested by for the position of Chairman to the Council. Cllr Mike Pengelly confirmed that he was willing to stand. There were no other nominations.

Proposed Cllr Tolley ; seconded Cllr Denyer; Cllr Pengelly was unanimously elected as Chairman.

The Chairman then signed the Declaration of Acceptance of Office, which was duly witnessed by the Proper Officer of the Council.

## 2 To receive and approve any apologies for absence: Apologies were received from:

Cllr M Ryan: working in a theatre backstage: accepted

Cllr S Cooper: ill: accepted

Cllr A Wheeler-Vine: cycle injury: accepted

It was agreed that the Declarations of Acceptance of Office could be signed at the next meeting.

## 3 Election of Vice Chairman:

Nominations were requested for the position of Vice Chairman to the Council. Cllr Keith Tolley confirmed that he was willing to stand. Proposed Cllr Denyer, seconded Cllr Pengelly. Cllr Tolley was unanimously elected as Vice Chairman.

The Vice Chairman then signed the Declaration of Acceptance of Office, which was duly witnessed by the Proper Officer of the Council.

## 4 DECLARATION OF INTEREST:

a) Register of Interests: Councillors were reminded of the need to update their register of interests, and

b) To declare any Disclosable Pecuniary Interests in items on the agenda and their nature, and

c) To declare any Other Disclosable Interests in items on the agenda and their nature:

Cllr L Denyer who is a member of the Management Committee of the Community Hall.

Cllr P Whittaker who is a member of Bromsgrove District Council Planning Committee.

## PUBLIC QUESTION TIME

## 5 Appointment of Representatives / Officers:

Cllr S Cooper Footpath Warden

Cllr M Ryan Tree Warden & Conservation Officer

Cllr Denyer Community Hall Representative

Cllrs K Tolley & M Pengelly Charities

Cllr L Denyer Newsletter Editor

Proposed: Cllr M Pengelly; Seconded: Cllr Denyer; All in favour

D R A F T

- 6     **MINUTES:** The Minutes of the meeting held on 13 April 2015 were approved. p992  
Proposed: Cllr Tolley, Seconded: Cllr Denyer All were in Agreement.
- 7     **PROGRESS REPORTS FOR INFORMATION:**  
**Clerk:** No report this month.  
  
**Chairman:** Covered in the agenda.  
  
**District Councillor:** No report.  
  
**County Councillor:** No report.  
  
**Footpath Warden:** No report.  
  
**Tree Warden & Conservation Officer:** No report.  
  
**Community Hall:** Cllr Denyer reported that the chair had resigned. The AGM will take place shortly and it is hoped all the issues can be resolved.  
  
**Charities Representative:** Covered in the Annual Report; the next meeting was in June.
- 8     **CORRESPONDENCE:**  
d) Worcestershire CC Parish Conference 4 June 2015: the Chairman hoped to attend. All other items received were tabled in a folder for Councillors' inspection at the meeting and were noted.
- 9     **PLANNING MATTERS:**  
a)     **Applications for Consideration:** None received.  
  
b)     **Approvals:** 15/0070 HMP Blakenhurst: to install two sections of rail track in the grounds of Hewell Grange together with a tool store.  
  
c)     **Refusals:** None received.  
  
d)     **Planning Matters:** 15/0204 Linthurst Rise, Linthurst Newton: single store rear extension: prior approval is not needed and can proceed without applying for planning permission.
- 10    **RAILINGS TO THE PLYMOUTH MEMORIAL:** Still awaiting the Faculty decision.
- 11    **REINSTATEMENT OF COBLEY HILL WINDPUMP:** Awaiting a reply from the executors of the landowner.
- 12    **LENGTHSMAN SCHEME:** No issues were raised.
- 14    **HIGHWAYS MATTERS:** The proposed 2016 road surfacing works may not now take place.
- 15    **P3:** The 2015/16 submission was noted.
- 16    **COMMUNITY HALL FINANCE:** On-line with funding.

17 **RISK ASSESSMENT SCHEDULE:** The schedule was approved; All in agreement.

18 **FINANCE:**

a) **Accounts for the Year Ending 31 March 2015:**

The Receipts and Payments Account for the year, Bank Reconciliation, Statement of Accounts and Schedule of Fixed Assets were approved.

b) **Annual Return for the Year Ending 31 March 2015:**

The annual audit return date as advised by Grant Thornton is 12 June 2015. Sections 1 and 2 of the Annual Return were completed and approved.

c) <b>Bank Balances:</b> as at 30 April 2015	Current Account	£ 9,868.46
	31 December 2014	<u>£ 3,808.10</u>
	Total Balance	£13,676.56

d) <b>Receipts:</b>	Co-op Bank: Interest 2 April 2015	£ 0.69
	Worcestershire CC: Lengthsman reimbursement 14/015 & 016	£ 364.00
	Bromsgrove DC: Precept	£3,872.00
	C Milton: Parish Photos	<u>£ 30.00</u>
	Total:	£4,266.69

e) **Payments for Approval:**

H Davies: Salary for April 2015	£300.17
<i>This includes an increment wef 1 April 2015 which was agreed At the meeting on 13 January 2015 SCP 25 at £11.545 per hour</i>	
P E Butts: Internal Audit Fee	£125.00
Broker Network Ltd: Annual Insurance Premium wef 1 June 2015	<u>£311.97</u>

Total: £737.14

f) **Unpresented Cheques:**

Worcestershire CALC: service charge	£358.10
Heart of Worcestershire: newsletter	£240.00
S Cooper: timber & nails	<u>£ 66.00</u>
	£664.10

g) **Outstanding Invoices:**

WCC Lengthsman 14/017 & 14/018	£919.50
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h) **Annual Internal Audit:** Noted.

i) **Employer's PAYE Annual Return:** Has been submitted.

j) **Co-op Bank:** With effect from 25 June 2015 the minimum requirement to receive credit interest will change to £25,000. Interest received 2014/15 was £10.73.

k) **Finance Items - Proposed:** Cllr Tolley and **Seconded:** Cllr Denyer; All in Agreement

**19 REGISTER OF MEMBERS' DISCLOSABLE PECUNIARY INTERSTS:** The forms were distributed and Members were reminded that they had to be returned to the Monitoring Officer at Bromsgrove DC by 3 June 2015.  
Election expenses paperwork had to be sent back to BDC even if there was a nil return.

**20 COMMENTS FROM MEMBERS:**  
Pocket Park Orchard: the Chairman had sprayed roundup round the trees.  
The Clerk was experiencing problems downloading HMRC Realtime and would ask Cllr Ryan for assistance / might have to buy in services.

**21 DATE OF NEXT MEETING:**  
**Resolved:** There will be an Ordinary Meeting of the Council and will be held at 7.20 p.m. on Tuesday 9 June 2015 in the Committee Room of Tardebigge Community Hall.

The Chairman thanked everyone for attending and closed the meeting at 9.20 p.m.

Signed: ..... Chairman

Date: 9 June 2015