

**MINUTES OF THE ANNUAL MEETING OF THE SHELSLEYS PARISH COUNCIL**  
**Meeting held at the Village Hall on 10<sup>th</sup> May 2016 at 7pm in the year 2016**

**Present:** W Sutherland (Vice-Chairman), D Styles, J Stinton, B Hart, Mrs C Warren, D Bates and M Whitefoot.

**In Attendance:** County Councillor Dr Pollock and the Clerk.

- 1.1 Election of Chairman:** Cassian Roberts was elected as Chairman.
- 1.2 Apologies:** C Roberts, T Taylor and Councillor Palethorpe. Received and accepted.
- 1.3 Election of Vice Chairman:** William Sutherland was elected as Vice Chairman.
- 1.4 Declaration of Interest:** None.
- 1.5 To note the Code of Conduct:** Noted.
- 1.6 To consider the Council's Scheme of Delegation:** No change.
- 1.7 To review Council's Financial Regulations, Risk Assessment and Insurance.** Insurance cover was deemed appropriate and the premium approved.
- 1.8 To appoint individual offices including:**  
The Village Hall Committee representative is Mrs C Warren. The Hill Climb liaison Councillor is D Bates and the Tree Warden is J Stinton.
- 1.9 To nominate two Councillors to attend the Worcestershire CALC Area Meetings.**  
To be deferred until the next meeting.
- 1.10 Minutes:** The minutes of the meeting held on March 8<sup>th</sup> 2016 were approved and signed as a true record.
- 1.11 Matters arising from the Annual Parish Meeting:** None.
- 1.12 District and County Councillor Reports.**  
The reports will be available on the website. Dr Pollock answered questions on issues raised in his report.
- 1.13 Village Hall:** Accounts and Insurance will be produced at the next meeting.
- 1.14 Lengthsman:**  
The worksheet for March was inspected and approved.  
The Lengthsman's Contract with Worcester County Council will be renewed. The maximum payment from WCC is £2365.00  
The lengthsman Rob Wilks's Annual Contract with the Parish Council, will be renewed in the same terms.
- 1.15 Highways:** The overhanging trees near the old quarry entrance have been felled and the owner has been thanked.  
Councillors are continuing to report potholes directly to the Worcester Hub.  
There is currently little litter on the layby at Bird's Green B4203. This will be monitored.  
Ham Bridge Phase 2 works will begin in mid July until September. Although restricted the road and bridge will remain open.  
Rural street sweeping, the roads in the parish do not appear on the MHDC timetable. The Clerk to enquire why.

## Meeting 1 2016 -2017

The footpath sign at Bird's Green is no longer there. Karen Metcalfe to be informed.

- 1.16 Urgent Decisions:** None.
- 1.17 End of Year Accounts:** These had been circulated prior to the meeting. They were approved. The figures were inserted in the Annual Return 2015 2016
- 1.18 Audit:** Section 1 and 2 were agreed and completed. The audit date is July 1<sup>st</sup>.
- 1.19 Grants and Donations:** It was agreed to pay £50 to the Village Hall towards the cost of electricity.
- 1.20 Finance:** The following payments were approved:  
Insurance £276.49  
Clerk's salary and expenses £682.82  
Lengthsman invoice for March £396.00  
CALC subscription £224.67  
CALC invoice for Good Councillor Guide £10.15  
Clerk's PAYE, remuneration and HMRC payments are to be paid quarterly.  
Bank balance at 9<sup>th</sup> May £11,103.01  
Monies received  
Precept £2250  
WCC payment for Lengthsman £1160.00
- 1.21 Planning:**  
There were no outstanding planning applications to discuss.  
Details of forthcoming Planning training meetings at MHDC in Malvern were circulated. Councillors to inform the clerk if they wish to attend.
- 1.22 Correspondence for Information and Circulation:**  
All other correspondence for information delivered via email has been circulated. There were no responses to consultations and no matters raised, no further action required.  
Volunteers' Week Volunteering in the Community. Details to be placed on the noticeboard.
- 1.23 CALC:** A letter received about the benefits of CALC was circulated, the subscription having been agreed above at 1.20
- 1.24 Councillors' reports and items for future agenda:**  
The condition of the Pard House Lane surface.  
B4203 road surface and list of accidents.  
Nominations of councillors to attend CALC meetings.
- 1.25 Date of the next meeting:** July 12<sup>th</sup> 2016  
The meeting concluded at 20.35  
Jan Speyer Clerk May 11<sup>th</sup> 2016