

# Defford and Besford Parish Council

## Minutes of the Annual Meeting of the Parish Council

Of Wednesday 25<sup>th</sup> May 2016

At Defford Village Hall

Present: Cllrs Clive Woods, (Chairman) Roger Atter, Julian Clarke, Ron Davis, Ian Spiers, Patricia Steel, Nicola Szabranski, Jane Thompson and Hazel Wakefield.

Also present: Linda Blake, Clerk; 8 members of the public.

### **1. Election of Chairman of the Council and signing of the declaration of office**

Cllr Clive Woods was elected as Chairman of the Council and signed his declaration of office, witnessed by the Parish Clerk.

### **2. Election of Vice-Chairman of the Council**

Cllr Jane Thompson was elected as Vice-Chairman of the Council and signed her declaration of office, witnessed by the Parish Clerk.

### **3. Apologies for Absence**

None.

### **4. Declarations of Interest**

It was **NOTED** that Councillors Thompson and Szabranski had ongoing dispensations in relation to matters affecting the Village Youth Club

### **5. Minutes of the Parish Council Meeting held on Tuesday 22 March 2016**

It was **RESOLVED** that the minutes of the meeting of the 22<sup>nd</sup> March 2016 be accepted and signed as a true record.

### **6. Parish Clerk's Report**

The Parish Clerk reported that the new Parish Council website was progressing nicely and that a test site had already been created which looked both professional and user friendly. There were now some final amendments and additions to be made, such as adding links to other local organisations and hopefully the website would go 'live' before the next meeting.

Councillor Clarke requested that a link be sent to all Councillors so that they could see the draft version of the website and make comments.

### **7. To nominate representatives to the following outside bodies;**

#### **a) The Planning Committee**

It was **RESOLVED** that the Planning Committee should include all Councillors who are not members of Wychavon District Council. It was **AGREED** that Councillor Jane Thompson would continue as Chairman of the Planning Committee.

#### **b) The Finance and General Purpose Committee**

It was **RESOLVED** that the Finance and General Purpose Committee would be made up of Councillors Ian Spiers, Jane Thompson, Hazel Wakefield and Clive Woods. It was **AGREED** that Councillor Clive Woods would continue as Chairman of this committee.

c) **Defford Relief in Need**

It was **RESOLVED** that Hazel Wakefield would continue as a Parish Council representative for Defford Relief in Need. It was further **RESOLVED** that Nicky Szabranski would also be appointed as a Parish Clerk representative to Defford Relief in Need

d) **Village Hall Management Committee**

It was **RESOLVED** that Councillor Patricia Steel would continue as the Parish Council's representative on the Village Hall Management Committee.

e) **Bredon Conservation Group**

There were no volunteers to serve on this group and it was **AGREED** that this would be left for the time being and reviewed in May 2017.

**8. To confirm the Bank Signatories / Bank Mandate**

It was **RESOLVED** that the current Bank Mandate and Cheque Signatories would remain in force and that Councillors Spiers, Thompson, Wakefield and Woods would continue as the Council's four Bank Signatories.

**9. To review the following**

**a) Standing Orders**

It was **NOTED** that the current Standing Orders had been revised by the Parish Clerk in May 2015 based on the latest NALC model and with amendments / insertions made so that the Standing Orders fit the needs of Defford and Besford Parish Council.

Council **RESOLVED** to continue with the current version of Standing Orders for Defford and Besford Parish Council as first adopted in May 2015.

**b) Financial Regulations**

It was **NOTED** that the current version of Financial Regulations had been revised by the clerk based on the 2014 NALC model. Amendments had been made to this model so that it would fit the needs of the Parish Council.

Council **RESOLVED** to continue with the current version of Financial Regulations for Defford and Besford Parish Council subject to paragraph 17 being amended and simplified to reflect the way in which the Council manages risk.

**c) Asset Register & Risk Assessment**

The Asset Register and Risk Assessment procedure was noted by the Parish Council.

The Parish Council **AGREED** to defer the following matters to be discussed at Council meetings later in the Council year;

d) Review of delegation arrangements

e) Review of the terms of reference for committees

f) Review of the council's complaints procedure

g) Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 and

h) Review of the council's policy for dealing with the press/media

It was **AGREED** that items f and g would be placed on the next Council agenda for discussion.

## 10. Planning

### (a) New applications

W/16/00609/PN: Land adjacent, Cannon House, Harpley Road, Defford  
Proposal: Erection of a dwelling house and detached garage.  
The Parish Council had no objection to this application.

W/16/01190/LB: Besford Bridge House, Besford Bridge, Besford.  
Proposal: Installation of Secondary Glazing.  
It was **AGREED** that the Parish Council has no objection to this application.

W/16/01189/PP and W/16/01190/LB: Besford Bridge House, Besford Bridge, Besford.  
Proposal: Alteration of brick walls on access to road to allow better visibility on exit from drive.  
It was **AGREED** that the Parish Council has no objection to this application.

W/16/01172/PP and W/16/01173/LB: Labernum Cottage, Upper Street, Defford.  
Proposal: Proposed rearrangement of existing access  
It was **AGREED** that the Parish Council has no objection to this application.

### (b) Wychavon District Council decisions

W/13/02118/OU: Defford Motors, Upton Road, Defford	Permitted
W/15/03058/OU: Brook Cottage, Upton Road, Defford	Refused
W/15/031373/PN: Defford Arms, Upton Road, Defford	Permitted
W/10/00383: Rectory House, Church Road, Strensham	Pending

## 11. Finance

### a) To approve any payments due

The following invoices totalling £4,899.69 were approved for payment:  
Defford Village Hall Trust, Hall Hire 22/03/16; Salary Payments for March, April and May 2016; Playdale Playgrounds Ltd, Payment of balance of funds for purchase of Team Swing at the Millennium Green and payment for safety surfacing under the Team Swing at the Millennium Green; Next Generation Youth Club, Grant awarded by the Parish Council for a table tennis table and related equipment; New Farm Grounds Maintenance, Lengthsman work for March and April 2016; N Power, Street Lighting for the 4<sup>th</sup> Quarter 2015/16; Worcestershire CALC, Annual Subscription; LA Garden Services, Grass Cutting Charges for March and April 2016; Zurich Municipal, Insurance period for the year ending 31 May 2017.

### b) To approve the Accounts for the financial year 2015/16

It was **RESOLVED** to approve the Accounts for the financial year 2015/16.

### c) To approve the Annual Return for the financial year 2015/16

It was **RESOLVED** to approve The Annual Governance Statement 2015/16 as Section 1 of the Statutory Annual Return

It was **RESOLVED** to approve The Accounting Statements 2015/16, as Section 2 of the Statutory Annual Return

It was **RESOLVED** to approve the Annual Internal Audit Report 2015/16, Page 5 of the Statutory Annual Return

With the Annual Return for 2015/16 fully approved, the Chairman of the Parish Council and the Parish Clerk as Responsible Financial Officer should sign the Year End Accounts and Statutory Annual Return and forward the Annual Return to the Council's External Auditors.

### **12. Insurance**

The Parish Clerk informed the meeting that the Council's insurance was due for renewal on 1 June 2016. A three year insurance contract had been agreed in May 2015 and therefore the Parish Council were now entering the second year of this current agreement

The premium for the year ending 31 May 2017 was £377.17 and all details had now been updated so that the Team Swing and Railway Memorabilia cabinet were fully covered by the Insurance Policy.

### **13. Correspondence for Information**

There was no correspondence to note

### **14. To confirm date of the next meeting**

It was **AGREED** to amend the date of the next Parish Council meeting to Monday 18<sup>th</sup> July 2016 (a day earlier than the original schedule) This meeting will take place at Besford Community Hall.

The meeting was closed at 7:45pm.

### **Public Questions / Comments**

- i. A parishioner informed the meeting that the Street Light in Crown Lane was not working again and the Parish Clerk agreed to report this to the Street Lighting contractor.
- ii. The ongoing drainage problem with regard to the drain in Upton Road outside Keppel Gate was raised. The Parish Clerk informed the meeting that Worcestershire County Council had confirmed that works to clear the gullies in the area would be carried out in mid to late May.

Those present at the meeting felt that this work had not yet been completed and it was noted that the Parish Clerk would contact Worcestershire County Council again to check on the status of the work and if necessary would then write to the Officer in charge of Highways at the County Council in order to find a satisfactory resolution.

- iii. It was suggested that more Parish Council documents such as Standing Orders and other policies and procedures could be made available online by way of the new Parish Council website.

- iv. A Parishioner raised the issues of progress on the bench in the graveyard, the siting of the new notice board outside of the Parish Hall and a date for the replacement of the Parish Clerk.
- v. A few issues were raised with regard to the Millennium Green. It was noted that the maintenance of the hedges in the area needs to be an ongoing process, so that they do not become badly overgrown again. It was further noted that the benches on the Millennium Green are in need of repainting.
- vi. The issue of overgrown hedges in the graveyard was reported and Councillor Wakefield agreed to bring this to the attention of the Parochial Church Council.
- vii. A Parishioner asked whether the Parish Council had any plans to organise a celebration for the Queen's 90<sup>th</sup> birthday. Councillors present confirmed that there were no plans for such an event but that if anyone in the village wished to organise events, then the Parish Council would support them if they could.

Signed by the Chairman .....

DRAFT