

# Tutnall & Cobley Parish Council

THE MINUTES of the ANNUAL MEETING of TUTNALL & COBLEY PARISH COUNCIL  
held on Tuesday 9 May 2017 after the Annual Parish Assembly in the Community Hall, Tardebigge

**Present:** Cllrs Pengelly, L Denyer, K Tolley, M Ryan, A Wheeler-Vine, P Whittaker

**In Attendance:** The Clerk

## 1 ELECTION AND APPOINTMENTS:

### Election of Chairman:

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

Proposed: Cllr Denyer; Seconded: Cllr Ryan.

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 for absence were received from Cllr Orr-Cooper and County Councillor Taylor.

## 3 Election of Vice Chairman:

Nominations were requested for the position of Vice Chairman to the Council.

Cllr Ryan confirmed that he was willing to stand as Vice-Chairman. There were no other nominations.

Proposed: Cllr Denyer; Seconded: Cllr Tolley.

Cllr Ryan 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	Cooper	Footpath Warden
Cllr	Ryan	Tree Warden
Cllr	Ryan	Conservation Officer
Cllr	Denyer	Community Hall Representative

Cllr Wheeler-Vine Charities Representative

All Officers to keep their offices. The Chairmain will discuss with Cllr Orr-Cooper whether he wants to stay footpath warden, as he was not at the meeting.

- 6 **MINUTES:** The Minutes of the meeting held on 11 April 2017 were approved.  
Proposed: Cllr Denyer; Seconded: Cllr Ryan. All were in Agreement.

7 **PROGRESS REPORTS FOR INFORMATION:**

**Clerk:** No report

**Chairman:** No report

**District Councillor:** No report

**County Councillor:** No report

**Footpath Warden:** No report

**Tree Warden:** No report

**Conservation Officer:** No report

**Community Hall Representative:** No report

**Charities Representative:** No report

8 **CORRESPONDENCE:**

- a) Bromsgrove District Council - noted
- b) Children and young peoples' plan - noted
- c) Wellbeing in partnership newsletter -noted
- d) West Mercia Police & Crime Commissioner newsletter - noted
- e) Employee volunteering - noted

9 **PLANNING MATTERS:**

- a) **Applications for Consideration:** 17/00345/FUL HM Prison Blakenhurst, HM Prison, Hewell Grange, Hewell Lane, Tardebigge, Redditch - Installation of new smoke extract loovers into the houseblock roofs. No objections from the Parish Council.
- b) **Approvals:** 17/0061 100 Fininstall Road, Bromsgrove B60 3DB - new detached garage.
- c) **Refusals:** None received.

- 10 **RAILINGS TO THE PLYMOUTH MEMORIAL:** The Clerk advised that the quote received from John Fletcher joinery had been to submitted to Plymouth Estates. No reply had been received.

- 11 **WINDPUMP:** Although not present at the meeting, Cllr Cooper had advised that he had not received quotes back from Engineers regarding the wind pump.
- 12 **BROCKHILL LANE:** Cllr Whittaker is enquiring at the Council about this. The Chairman stated that there are some digital cameras, which could be purchased to record issues, if necessary.
- 13 **LENGTHSMAN SCHEME:** The Lengthsman to be asked to cut back around signs on Alcester road, stating community hall, away from sign, so that it can be viewed from traffic at either end. Also to trim around signs around Agmore Lane and Wheely Road by golf course. Lengthsman also to be asked to contact Cllr Denyer regarding installation of signposts.
- 14 **HIGHWAYS MATTERS:** Cllr Denyer stated that Highways have cut the hedge by Plymouth House. However, Cllr Ryan stated that a wildlife crime had been committed as a survey had not been carried out before cutting back the hedge. He contacted Police but they have not updated him. Issue with hedge near the Animal Sanctuary, need to reiterate to Council where they need to go.
- 15 **COMMUNITY HALL RESURFACING:** It was agreed that a donation of £600 was to be written for the Community Hall.
- 16 **RISK ASSESSMENT SCHEDULE:**  
This was agreed and signed by the Chairman.
- 17 **FINANCE:**
- a) **Accounts for the Year Ending 31 March 2017:**  
The Receipts and Payments Account for the year, Bank Reconciliation, Statement of Accounts and Schedule of Fixed Assets were approved and signed by the Chairman. Annual Governance Statement was read out by the Chairman and signed and dated, it was noted that the minute number needed to be noted and sent with the Declaration.
- b) **Annual Return for the Year Ending 31 March 2017:**  
The annual audit return date as advised by Grant Thornton is 19 May 2017. Sections 1 and 2 of the Annual Return were completed and approved.
- c) **Bank Balances:** as at 30 April 2017
- |                               |                   |
|-------------------------------|-------------------|
| Current Account               | £10,892.99        |
| 30 April 2017 Deposit Account | <u>£ 3,816.55</u> |
| Total Balance                 | £14,709.54        |
- d) **Receipts:**
- |  |                  |
|--|------------------|
| Bromsgrove District Council grant for resurfacing  | £4,870.00        |
| Worcestershire CC: Lengthsman reimbursement 16/018 | £ 94.00          |
| Lengthsman reimbursement 16/017                    | £ 402.00         |
| Bromsgrove DC: Precept                             | <u>£3,640.00</u> |
| Total:   | £9,006.00        |
- e) **Payments for Approval:**
- |                                      |         |
|--------------------------------------|---------|
| L Griffiths: Salary for April 2017   | £253.32 |
| L Griffiths: Expenses for April 2017 | £ 45.79 |

CALC & NALC service/affiliation fee :	£ 425.39
Insurance renewal	£ 322.61
Pat Butts - internal audit	£ 125.00
Donation to Community Hall Committee Hall	£ 600.00
S Skeys: Lengthsman Scheme April @ £11 per hour	
T & C 16 hours	£176.00
Bircot 11 hours	<u>£ 121.00</u>
	Total: £2069.11
<b>f) Unpresented Cheques:</b>	
S Skeys: Lengthsman etc	£1030.00
<b>g) Outstanding Invoices:</b> None	
<b>h) Finance Items</b> - Proposed: Cllr Tolley; Seconded: Cllr Wheeler-Vine; All in Agreement	

- 18 COMMENTS FROM MEMBERS:** Cllr Denyer stated that annual and ordinary meeting agenda should have been separate, this will be revised for the next meeting.
- Cllr Ryan stated that new grit bin in Curtis Close/Dusthouse Lane has been driven over. Suggestion to write to Worcester County Council to state that grit bin was located in a position against parish Council's recommendation. Suggest that Worcester County Council locate a new bin in a position suggested by Parish Council, at a cost to Worcester County Council. Deliver new bin to Cllr Whittaker he will arrange for it to be re-located in a better position. Cllr Whittaker has offered his services.
- Cllr Denyer asked for expansion on Footpath Warden's report for next meeting.

- 19 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 13 June 2017 in the Committee Room of Tardebigge Community Hall.

The Chairman thanked everyone for attending and closed the meeting at 8.17p.m.

Signed: ..... Chairman

Date: 13 June 2017