

Tutnall & Cobley Parish Council

THE MINUTES of the ANNUAL MEETING of TUTNALL & COBLEY PARISH COUNCIL
held on Tuesday 11th May 2010 after the Annual Parish Assembly in the Community Hall,
Tardebigge

Present: Cllrs G Whitehouse, K Tolley, L Denyer, S Orr-Cooper, M Ashwin, M Pengelly and
C Hicks

In Attendance: County Cllr E Moffett and the Clerk

1 ELECTION AND APPOINTMENTS:

Election of Chairman:

Nominations were requested by for the position of Chairman to the Council. Cllr Geoff Whitehouse confirmed that he was willing to stand. Proposed Cllr Denyer; seconded Cllr Tolley and was elected unanimously.

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.

Cllr P Whittaker was attending meetings at the District Council.

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 Cooper and was elected unanimously.

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.
- b) Personal Interests: Cllr Tolley in respect of planning item 9 10/0338.
- c) Prejudicial Interests: Cllr L Denyer who is a member of the Management Committee of the Community Hall.

PUBLIC QUESTION TIME

4 Appointment of Representatives / Officers:

Cllr S J Orr-Cooper	Footpath Warden
Cllr L Denyer	Tree Warden
Cllr Denyer	Community Hall Representative
Cllrs K Tolley & M Ashwin	Charities
Cllr M Ashwin	Newsletter Editor
Cllr C Hicks	Conservation Officer

5 MINUTES Ref : 11/09 p805 - p808

The Minutes of the meeting held on 13 April 2010 were approved.

Proposed: Cllr Denyer, Seconded: Cllr Hicks All were in favour.

6 PROGRESS REPORTS FOR INFORMATION:

Clerk: The Clerk's report was **Noted**.

Chairman: Nothing to report for this month

7 POLICE REPORT: CSO J Tilt's emailed report was presented;

13 April: A448: A kitchen sink and other domestic debris had spilled onto the carriageway.

Highways attended and cleared the road.

15 April: Hewell Lane, near Burcot, missing manhole cover.

30 April: A448: report of toolbox in outside lane.

3 May: Lock 44: Lady slipped on mud and had fallen into the canal. Assisted out of the water by a passer-by; police and ambulance attended.

3 May: Alcester Road / Hewell Lane: road traffic collision; police did not attend.

8 CORRESPONDENCE:

All other items received were tabled in a folder for Councillors' inspection at the meeting and were noted.

9 PLANNING MATTERS:**Applications:**

10/0338 Brockhill Barn Day Nursery Fallow Barn, Brockhill Court, Brockhill Lane: Single storey extension to nursery.

Resolved: To comment that Members understand and support the need for additional nursery accommodation especially for siblings attending Tardebigge School. However, they wonder if approval is possible for redundant farm buildings.

10/0132 15 Tutnall Grange: Proposed conversion of existing single garage and first floor area over living accommodation annexed to house. Certificate of Proposed Lawful Use / Development Comments cannot be made in respect of this application.

Approvals:

10/0045 Forest View, Hewell Lane: Single storey extension to rear of dwelling.

10/0173 Owl Barn, Tack Farm, Hewell Lane: Two storey side extension to replace existing car port.

10/0209 The Lodge, Blackwell Court, Agmore Road: Single storey extension to existing lodge (residential).

Refusals: None received.

Planning Matters: The introduction of charges for Permitted Development enquiries and Pre-application advice was noted.

10 LENGTHSMAN SCHEME: The Lengthsman to be asked to continue the siding out the narrow section of footway on Alcester Road from Cherry Trees to Tutnall Lane as a matter of urgency. Area to be tidied.

Wheeley Road ditch - Highways to be asked to clear ditch or provide skip so the work can be done by the Lengthsman.

11 HIGHWAYS MATTERS:

Woodlands, Brockhill Lane: discussions to alleviate the flooding continuing with Cllr Tolley.
 Alcester Road near Tutnall Road: Knotweed growth to be reported. Clerk to find out optimum cutting times and Highways procedures for dealing with the same.
 Hewell Lane: overhanging canopy - County Cllr Moffett to pursue with Highways.

12 INSURANCE: Policy renewal with Aviva from 1 June 2010 with a 5% reduction for a 3-year binding agreement was agreed; proposed Cllr Tolley, Seconded Cllr Hicks. All in agreement.

13 STANDING ORDERS: The new agreement was adopted.

14 FINANCE:**a) Accounts for the Year Ending 31 March 2010**

The Annual Return, Bank Reconciliation and Receipts and Payments for 2009/10 had been copied for Members' consideration and were approved.

b) Annual Return for the Year Ending 31 March 2009:

Notice of the Audit Commission's annual audit to be carried out by Clement Keys confirmed a basic audit to be returned by 26 July 2010. **Resolved:** Sections 1 and 2 were approved and completed by the Council.

c) Bank Balances: as at 30 April 2010	Current Account	£ 8,182.50
	6 November 2009	Deposit Account
		<u>£ 3,790.31</u>
	Total Balance	£ 11,972.81

d) Receipts:	Co-op Bank: Interest 1 April 2010	£ 0.50
	Bromsgrove District Council: Precept	£ 3,640.00
	Worcestershire County Council: Lengthsman Scheme	<u>£ 174.00</u>
	Total:	£ 3,814.50

e) Payments for Approval:

Bens Takeaways Ltd: May Day Pig Roast	£ 545.00
Broker Network Ltd: Annual Insurance from 1 June: with 3-year tie-in	£ 303.33
Simon Skeys: Lengthsman Scheme £168 for Tutnall & Cobley; £84 for Burcot Village Hall	<u>£ 252.00</u>
Total:	£ 1,116.29

f) Unpresented Cheques:	Simon Skeys	£ 168.00
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g) Annual Internal Audit: Was completed on 7 May 2010 by P Butts.

h) PAYE Return: Problems with the P9D (expenses) submission for the third year running was noted and to be taken further.

i) Finance Items - Proposed: Cllr Hicks **and Seconded:** Cllr Ashwin; All in favour

15 RISK REVIEW LOG AND ASSET REGISTER:

Resolved: The Risk Review Log and Asset Register were both approved. All in favour.

- 16 **REGISTER OF MEMBERS' INTERESTS:** Three Members completed Supplementary/Revision Notices which will be forwarded to Bromsgrove DC.
- 17 **PARISH LETTER HEADING:** A vote was taken and it was agreed that Arial letter heading would be used.
- 18 **VISUAL ENHANCEMENT OF THE PARISH:** It was agreed that the location of the flower bed on Broad Green (to be provided by HMP Hewell) would be left to Cllr Pengelly.
- 19 **MAY DAY FAIR:** Profit £1991 with the parish council's 'contribution' of: pig roast £627; tombola and cake stalls £141 i.e.£768

20 **REPORTS FOR INFORMATION:**

DISTRICT COUNCILLOR: No report.

COUNTY COUNCILLOR: The Worcestershire enhanced two-tier system was being progressed. An attempt is being made to cut jobs by natural wastage. Approximately 20 staff will be moving to Bromsgrove. There is good cooperation in sharing services, which will free-up old buildings for disposal. Cost cuttings and efficiencies are being made with the aim of maintaining current service levels.

FOOTPATH WARDEN: Nothing significant to report.

TREE WARDEN: Nothing significant to report.

COMMUNITY HALL: Nothing in addition to the above.

CONSERVATION OFFICER: Nothing significant to report.

CHARITIES: No meeting had taken place.

Note: reports had been given earlier at the Annual Assembly.

21 **COMMENTS FROM MEMBERS:**

Brockhill Lane: Filling of potholes - a letter of thanks is to be sent to John Hobbs, Director of Environmental Services, WCC, praising County Cllr Moffett and M Walton's efforts in this respect.

22 **DATE OF NEXT MEETING:**

Resolved: Will be an Ordinary Meeting of the Council and will be held at 7.20 p.m. on Tuesday 8 June 2010 in the Committee Room of Tardebigge Community Hall.

The Chairman thanked everyone for attending and closed the meeting at 10.10 p.m.

Signed : Chairman

Date :