

SOUTH LENCHES PARISH COUNCIL.

Draft minutes of the Annual Parish Council meeting held on Monday 14th May 2018 at 8.00 pm in Church Lench Village Hall, Church Lench.

Present: Cllrs. Mr. Shore (Chairman), Mr. Ball, Mrs. Fletcher, Mrs. Hailwood and Mr. Jackson. In attendance: Mrs. Holland (Clerk) and 1 parishioner.

1/18 Election of Chairman: it was proposed by Cllr. Mr. Ball, seconded by Cllr. Mr. Jackson and **resolved** that Cllr. Mr. Shore be elected as Chairman for the ensuing year. 'Declaration of Acceptance of Office' duly signed.

2/18 Apologies: Cllr. Mr. Fletcher (reasons accepted by Council).

3/18 Election of a Vice-Chairman: not elected.

4/18 Declaration of Interests: Nil.

5/18 Written requests from Councillors for the Council to grant a dispensation (S33 of the Localism Act 2011) – nil received.

6/18 Annual business as per Standing Orders:

1. Adoption of Standing Orders 2018 reviewed inc delegation arrangements to the Clerk and Financial Regulations.
2. Review of Terms of the Finance & General Purposes Group; appoint Chairman as ex officio and Cllrs. Mr. Ball, Mrs. Fletcher and Mr. Jackson.
3. Terms of Staffing Committee reviewed; appoint Chairman as ex officio and Cllrs. Mr. Ball, Mrs. Fletcher and Mr. Jackson.
4. Appointments/representation to external bodies:
 - a) Wychavon CALC representative: Cllr. Mr. Shore.
 - b) Neighbourhood Plan Steering Group: Cllrs. Mr. Shore and Mrs. Fletcher.
 - c) Weekly Play Inspection: Cllr. Mr. Shore.
5. a) Inventory of assets agreed.
 - b) Asset check bi-monthly: Cllr. Mr. Shore.
6. Risk assessment reviewed with no changes.
7. Council's complaints procedure reviewed with no changes.
8. Balances & Reserves Policy reviewed with no changes.
9. Freedom of Information schedule reviewed with no changes.
10. Retention Policy reviewed.
11. **Resolved** to pay the annual subscription to Worcestershire CALC of £428.90.

7/18 Update on vacancy for a Councillor: no interest received. To be readvertised.

8/18 Reports received from:
County Cllr. Mr. Hopkins reported:

- a) Safer Roads Partnership reported that the average speed along Low Road is 33.4 mph. Enforcement can only take place of speeds recorded over 35 mph. Area now for County council speed assessment - no date to when this is likely to take place.
- b) Will be meeting with a Highways Office to look at Ab Lench Road to Rous Lench as in such a poor condition.
- c) In regard to the planning appeal, 17/01122/FUL, has written to the Planning Inspectorate and Highways re the road access.

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	<p>d) Has made a contribution to the Lenches Sports & Recreation Club form the County Council Divisional Fund.</p> <p>District Cllr. Mrs. Steel reported:</p> <p>a) New protocol in place for the New Homes Bonus scheme.</p> <p>b) Wychavon District Council is looking for Villages to put themselves forward for nomination to run Village of Culture.</p>
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Public Question time: Nil.

9/18	<p>Minutes: resolved that the minutes of the Full Parish Council meeting held 26.03.18 were an accurate record duly signed by the Chairman. Notes of Finance Group meeting held on 16.04.18 accepted.</p>
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10/18	<p>Clerk's report:</p> <p><u>Parish Lengthsman</u> – contract signed on behalf of the Parish Council and Worcestershire County Council. Budget remains unchanged.</p> <p><u>New Homes Bonus</u> – no funds available.</p> <p><u>Low Road</u> - Report from Community Speed Concern said that the volumes of traffic that came through Low Road were below the criteria they apply for mobile enforcement so details have been forwarded onto the local Safer Neighbourhood Team for their attention to do road side enforcement when time and resources allow.</p> <p><u>Footpath 549</u> - agreement has been obtained from the landowner for the stile to be improved to a self-closing gate.</p> <p><u>Wychavon District Council</u> - Parish Council event on Thursday 5 July 2018 at 6.15pm at the Civic Centre.</p>
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11/18	<p>Reports from representatives:</p> <p>a) <u>Assets:</u> Cllr. Mr. Shore reported no problems.</p> <p>b) <u>Cycleway plans</u> Salford Priors Parish Council. No one available to attend. Full report from the meeting circulated to members.</p>
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12/18	Financial matters:
12.1	Resolved to approve accounts year ending March 31 st 2018.
12.2	Resolved to transfer funds of £4191 from under spend 2017 – 18: £2000 to contingency budget heading; £2000 to the play area, remaining £191 in account.
12.3	Internal Auditor report received and noted.
12.4	Resolved to approve the Statement of Internal Review of Effectiveness.
12.5	<p>Resolved to approve the following documents for the External Auditor:</p> <p>a) Certificate of Exemption.</p> <p>b) Annual Governance Statement.</p> <p>c) Statement of Accounts.</p>
12.6	Resolved to approve the payments schedule.(Appendix 1)
12.7	Insurance policy: following quotes received it was resolved to take out a three long term agreement through Came & Company brokers, an AXA policy with Inspire.
12.8	Resolved to purchase a mobile phone for the Parish Council Clerk.
12.9	Resolved to adopt the Grants & Donations Policy.
12.10	<p>The following requests from the Lenches Sports & Recreation Club were considered:</p> <p>a) Agreed not to donate £100 to assist in the production and distribution costs of a Lenches Directory as document already printed.</p> <p>b) Agreed not to donate £50 to assist in maintenance costs of the path that links to the</p>

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	<p>Bishampton Way which is kept mown by the Lenches Sports & Recreation Club as work already completed.</p> <p>c) Agreed not to accept the grant request for resurfacing costs towards the multi user games area for the Lenches Sports & Recreation Club as very limited budget at present.</p>
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13/18	South Lenches Parish matters for discussion/decision.
13.1	Feedback on new Parish Council website: up to date photographs to be added.
13.2	<p>Play Area:</p> <p>a) Annual Play Inspection report considered. Chairman to compile a summary of items that may require attention.</p> <p>b) Replacement of the set of 2 flat swings. Two quotes to be obtained for insurance company.</p>
13.3	Resolved to adopt the Risk Management Policy.
13.4	Update on request for a Bench in The Croft. Council suggested the large green verge on the left hand side of Low Road with the junction to Main Street. Clerk to check with highways.
13.5	Update on repairs to wall behind bus shelter, Church Lench. Clerk and Chairman to meet with solicitor on Thursday in regard to the Land Registry application requirements. Several contractors asked to supply a quote to no avail. Chairman to ask contractor that supplied a quote last year if still willing to carry out the work.

14/18	Planning Matters.
14.1	<p>Planning process/feedback following applications that have been presented to the Planning Authority:</p> <p>a) 17/01122/FUL - The Paddock, Off Low Road, Church Lench. Planning Appeal lodged.</p> <p>b) 18/00197/FUL and 18/00196/LB - Baptist Chapel, Chapel lane, Atch Lench. Application withdrawn.</p> <p>c) 18/00508/HP - The Pantiles, Badgers Hill to Handgate Lane, Sheriffs Lench. Application granted.</p>
14.2	<p>Planning applications dealt with by delegation duly noted:</p> <p>a) 18/00602/HP - Amber Cottage, Sheriffs Lench.</p> <p>Proposal: First floor extension to join the dwelling at first floor level and new summer room to rear. No comment. Permission granted.</p>
14.3	Harvington Neighbourhood Development Plan Regulation 14 - Pre-Submission Consultation and Publicity document – no comment.
14.4	Neighbourhood Plan: revision of timeline plan duly noted.

15/18	GDPR.
15.1	Update on new regulations: it is recommended that the Council will not need to appoint a Data Protection Officer.
15.2	Data collected by Neighbourhood Plan Steering Group: advised at upcoming event to add to the comments form an appendix in regard to giving consent of personal details.
15.3	Resolved to adopt Data Protection Policy.
15.4	Email received from Neighbourhood Watch Co-Ordinator in relation to GDPR. Council to continue to receive information.

16.	CLRs. report and items for future agendas: Nil raised.
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17.	<p>Under The Public Bodies (Admission to Meeting(s)) Act 1960 The Council resolved to exclude the public and press from agenda item 17 as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.</p> <p>Annual pay award for 2018-19 recommended by NALC and SLCC agreed.</p>
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Meeting closed at 9.30 pm.

Parishioner x 1 - asked the Council, prior to the start of the meeting, to consider a request from the newly formed Gardening Club to provide 2-3 planters at the main entrances to the village. The Gardening Club would undertake to maintain and water the planters.

Items of correspondence circulated to members.
Weekly CALC updates provided via email to all members.
Weekly Worcestershire Roadwork Report via email to all members.
Weekly Neighbourhood Watch reports.

Appendix 1 Minute No: 12.6

Payments authorised for payment to 14th May 2018.

V: No:	Chq. No.	Reason	Income	VAT	TOTAL
P18-1	1045	Subscription fees.		64.92	428.90
P18-2	1046/7	Administration costs.		N/A	667.82
P18-3	1048	Church Lench Village Hall Hire		N/A	25.00
P18-4	1049	Neighbourhood Planning Consultant		207.00	1242.00
P18-5	1050	Annual Play Inspection fee.		13.30	79.80
P18-6	1051	Neighbourhood Plan event expenses.		N/A	229.63
P18-7	1052	Neighbourhood Plan Banners		18.00	108.00
P18-8	1053	Maintenance to play area.		27.00	162.00
P18-9	1054	Annual charge litterbin.		14.85	89.10
P18-10	1055	Neighbourhood Plan - stakes for banners.		N/A	39.00
P18-11	1056	Cancelled cheque.		N/A	0.00
TOTAL				345.07	3071.25