**BROOME PARISH COUNCIL**

**Chairman – Mr Don Billington**

**Clerk – Mr Marcus J. Hart**

**Minutes of the Annual Meeting of Broome Parish Council Held on Wednesday 4th May, 2016 at Broome Village Hall**

**Present:-** Cllr Don Billington (DB) (Chairman), Cllr Michael Clark (MC), Cllr Sherida Breeden and Cllr Nicky Speakman.

Also, present was Mr Marcus Hart (MJH) (clerk), District Councillor Stephen Williams (SJW) and PCSO R Ruston (RR) (left at 7:57pm).

**1. Apologies:-**

Cllr Mark Billingham (MB) and Cllr Warren Edwards (WE). District Councillor Ian Hardiman (IDH) and County Councillor Stephen Clee (SJC) also conveyed their apologies.

**2. Declarations of Interest:-**

DB and MC declared an interest (ODI) as they sit on the Village Hall Committee.

**3. Public Question Time:-**

None.

**4. Election of Chairman for 2016-2017:-**

It was proposed by NS and seconded by SB and unanimously resolved that DB be re-appointed for the forthcoming year.

**5. Election of Vice Chairman for 2016-2017:-**

It was proposed by MC and seconded by SB and unanimously resolved that MB be re-appointed for the forthcoming year. DB confirmed that he had spoken to MB prior to the meeting who had confirmed he was willing for his name to go forward in his absence.

**6. Minutes of the Previous Meeting:-**

These were agreed as a true and accurate record and signed by the Chairman.

**7. Police Report:-**

PCSO Becky Ruston (RR) gave the police report and there was a brief discussion about this. There had been a spike in rural crime, especially in the Harvington and Chaddesley Corbett area.There have been 3 crimes in Broome, one was a car key burglary, one was a drugs matter and one was a theft from Barnett Hill garden centre.

**8. District Councillor’s Report:-**

SJW gave the report on behalf of the Wyre Forest Rural councillor team and advised the PC that WFDC will not be increasing the precept this year and has pledged not to do so next year.

The redevelopment of Kidderminster town centre is nearing completion but some areas have not reached the required standard and will have to be redone at no cost to the tax payer.

A new market operator has been appointed for the town centre called Sketts,.

A company called Savills have been appointed to advise on the regeneration of the Worcester Street area of Kidderminster.

There will be elections to the new Kidderminster Town Council tomorrow and elections to Wyre Forest District Council, but from 2019, the Council will have 4 yearly ‘All out elections.’

**9. County Councillor’s Report:-**

None.

**10. Matters Arising:-**

MJH reported that he had been liaising with WFDC’s planning enforcement department in respect of the Barnett Hill Nursery signs and they were actively discussing this matter with the manager with a view to removal of the signs.

SB reported back in respect of the litter bin. SB had spoken to Mr and Mrs Able and Paul Brown. They were very clear that they did not wish for the bin to be moved nearer to the house.

There was a lengthy discussion regarding the bins in Churchill and Blakedown being nicer. MJH had received a cost for a 40 litre bin from WFDC, similar to the bins in Churchill and Blakedown, but it was felt this may not be large enough and it was agreed that MJH should go ahead and procure a 60 litre bin as this was unlikely to be much greater in price.There was also a discussion about a bin at the Church Hall but it was agreed to deal with this bin to a conclusion first and it was agreed the matter is ongoing.

It was agreed that the ponding on Egg Lane was an ongoing issue. (MB was not present to report if any progress had been made).

DB reported that he would speak to MJ about the VAS to ensure that this is put on the south side of Broome Lane first.

DB reported that the manhole cover has been put back in Little Lane.

MJH reported on the flood gauge sign as he had received a response from DH from WCC as a result of the PC’s request for its removal. However, it was not the flood gauge that the PC wanted removed, it was one of the flooding warning signs and it was agreed that MJH would go back to DH and clarify the request.

**11. Parish Council Vacancy:-**

MJH reminded the PC there was still a vacancy. It was agreed that MJH would continue to advertise the vacancy on the parish notice board but put a fresh advert in the Broadcast magazine.

**12. Community Speed watch/Speeding in Broome Lane Update:-**

DB reported that he had spoken to Paul Brown regarding the restricted availability of the speed measuring equipment and the PC wish to seek volunteers despite this in order that we could be ready when equipment came available and Paul had agreed to proceed on this basis

DB reported that Paul now has 6 volunteers, who are all local residents within the village. It was agreed that MJH should write to Ian Connolly at West Mercia Police and say that we are ready.

**13. Lengthsman’s Update:-**

MJ not present.

DB indicated that he had received two worksheets from MJ one for £132 and one for £88 which we would need to approve under the financial report.

**14.** **Councillors** **Complaints:-**

SB and MC raised the issue of the parish notice board and that it hadn’t got a sign in it. There was a discussion about this and it was agree that the PC were more than happy for the Village Hall committee to assist with signage similar to what is proposed for their notice board.

**15. Planning:-**

The planning schedule was circulated. It was agreed that MB, SB, and MC would continue to make up the planning sub-committee for the next quarter.

DB raised the issue of the letter which MB had sent regarding the former Yieldingtree packers site and set the scene and history. The letter was read out to the meeting. It was agreed that the PC would agree to the request for a site visit with MB as the applicant but not to have a special meeting in advance of any formal planning application. It was further agreed that the whole council would consider this application as opposed to the planning sub-committee. MB would of course, declare a DPI.

MJH reported that the WFDC training dates had not yet been fixed but as soon as he knew when they were he would let the PC know.

**16. Finance:-**

The financial spreadsheet was duly circulated, together with the bank statements. It was agreed that the bank statements balanced and agreed with the spreadsheet.

The annual accounts for the year 1st April 2015 - 31st March, 2016 were considered in full and duly approved. The annual return and governance statement were duly approved and the Chairman duly signed them .

The CALC and NALC annual subscription of £180.88 was duly approved.

MJH advised that whilst we had not yet received the annual insurance premium renewal, last year it was circa £245 and therefore over the £200 delegated figure for financial approvals, and requested approval in advance to pay the annual insurance renewal subject to it being a similar figure to last year. This was unanimously resolved.

MJH advised that he had had difficulty in obtaining a financial statement for the year end from HSBC for the first time this year, in order to prepare the final accounts, as he is not actually a signatory to the bank account. It was unanimously resolved to agree a letter from DB to allow access to the clerk for all financial information that a signatory would be entitled to.

Regarding adding WE and NS to the bank account, regrettably, this still had not been finalised as NS has reported that whilst MB is already a signatory, his photo ID is required. The mandate had only been recently returned to DB and therefore it was hoped that this matter would be resolved by the next meeting.

The two invoices for MJ of £132 and £88 were retrospectively approved.

The internal auditor’s fee of £55 was approved.

The annual payroll fee for Printserve of £25 was retrospectively approved.

**17. Risk Register:-**

The risk register was duly circulated and considered line by line. All necessary checks were carried out and this document was unanimously approved by the PC.

**18. Standing Orders:-**

The standing orders were duly circulated and considered by the PC, paying particular attention to the discretionary elements. These were in red and they were unanimously approved by the PC. MJH agreed to circulate an electronic copy of the orders after the meeting.

**19. Meetings attended:-**

DB circulated his meeting report, having attended the Parish Chairman meeting held at Wyre Forest House on 17th February and the Wyre Forest Joint Area CALC/DC Forum on 17th March at Wyre Forest House. There was a brief discussion about these meetings and one item that arose from the meeting that required a decision. WFDC was consulting with Parish Council’s regarding bringing their 4 yearly elections into line with the WFDC 4 yearly elections. Whilst it was noted our election would fall in line in 2019, other Parishes wouldn’t and it was agreed we should support the proposal as there may be financial ramifications. It was agreed MJH would write back with this response accordingly.

**20. Footpaths Officer:-**

NS formally resigned. It was agreed to carry this forward to the next meeting.

**21. Correspondence:-**

The schedule was duly circulated and noted.

**22. Councillor’s Reports:-**

None.

**23. Emergency Plan:-**

This is still ongoing and DB/MB/WE are still to meet and it was agreed that this should remain on the agenda.

**24. Parish Localism Fund:-**

DB raised the issue of a generator for the village hall which the PC discussed at the last meeting. DB reported that the village hall committee are now aware of this and the matter is still to be discussed further.

**25. Date of Next Meetings**:-

Wednesday, 7th September, 2016 at 7:30pm

Wednesday, 7th December, 2016 at 7:30pm

Meeting closed at 9:40pm.

Signed…………………………………………(Chairman)

Dated…………………………………………..