

Tutnall & Cobley Parish Council

THE MINUTES of the ANNUAL MEETING of TUTNALL & COBLEY PARISH COUNCIL
held on Tuesday 10 May 2016 after the Annual Parish Assembly in the Community Hall, Tardebigge

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

In Attendance: The Clerks

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 Cooper.

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:

There were no Apologies for absence.

3 Election of Vice Chairman:

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

Cllr Tolley stated he wanted to resign as Vice-Chairman. The Chairman thanked Cllr Tolley.

Cllr Ryan confirmed that he was willing to stand as Vice-Chairman.

Proposed: Cllr Denyer; Seconded: Cllr Cooper.

Cllr Ryan was unanimously elected as 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:

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

Cllr Tolley resigned as Charities Representative for Tardebigged Relief in Need and Sickness Charities. Cllr Wheeler-Vine asked what the position involved. The Chairman advised that the Trustees, comprising of representatives of the Church, Parish and Local Councils, under the

chairmanship of the Reverend Richard Clark, meet quarterly to consider applications to the funds. The Trustees monitor the funds and ensure the terms of the Trust are followed, only approving funding to those who qualify.

This year, along with individual requests, the Trustees have approved funding to the local food bank and "Night Stop". The Trustees' Secretary has moved out of the area, leaving the position and the Parish Council's representative Cllr Tolley had stood down. Cllr Wheeler-Vine agreed to replace Cllr Tolley and the Chairman stated that the Charity should have a new secretary for the June meeting.

Proposed: Cllr Tolley ; Seconded: Cllr Denyr; All in favour

Cllr Wheeler-Vine Charities Representative

- 6 MINUTES:** The Minutes of the meeting held on 19 April 2016 were approved.
Proposed: Cllr Denyr; Seconded: Cllr Wheeler-Vine. All were in Agreement.

7 PROGRESS REPORTS FOR INFORMATION:

Clerk: The Clerk circulated her report. She reminded Councillors about defamation and referred Councillors to the Defamation Act 2013. The Chairman also reminded Councillors about the Code of Conduct.

Chairman: The Chairman advised that he had nothing more to add apart from reiterating the success with installing the park bench. He agreed to draft a letter to the Governor of the Prison thanking him for his co-operation, he would then email it to the Clerk to edit and send.

District Councillor: No report

County Councillor: No report

Footpath Warden: Cllr Cooper stated that he nothing to add apart from advising that he has problems with the Area Officer, who he finds to be unco-operative.

Tree Warden: Cllr Ryan stated that he had nothing to report. He advised that he would look at the Woodland Trust Community Tree Packs. He has also stated that he had a spare plum tree, which he will give to Cllr Cooper.

Conservation Officer: No report.

Community Hall Representative: Cllr Denyr has asked Cllr Ryan to join the Community Hall Group and he has agreed. Cllr Ryan will be co-opted until Annual General Meeting.

Charities Representative: Nothing to add.

8 CORRESPONDENCE:

- a) Bromsgrove District Council - noted
- b) Bromsgrove District Council Annual Meeting of the Council - noted
- c) Worcestershire CC Volunteer Week - noted
- d) Tardebigge First School - Appreciated

- e) Balfour Beatty - noted
- f) West Mercia Police - noted

9 PLANNING MATTERS:

- a) **Applications for Consideration:** 16/0049 Shire Barn, Tack Farm, Hewell Lane.
Councillors stated that they had no objections to this application, provided that the surface was permeable and conformed to the planning specifications. They also were concerned that the lights should not contribute to light pollution or adversely affect passing drivers. The Clerk agreed to notify the District Council of the comments.
16/0322 The Engine House, Tylers Lock, London Lane, Tardebigge - no objections.
16/0347 Toll Barn, Tutnall Lane, Bromsgrove - no objections.
- b) **Approvals:** 16/0240 The Old Malt Shovel, Hewell Lane - no objections
16/0232 Ravensdale Cottage - no objections.
- c) **Refusals:** None received.
- d) **Planning Matters:** None.

10 RAILINGS TO THE PLYMOUTH MEMORIAL:

Cllr Cooper stated that he needed the measurements of the section to be done, as instructed by the Parish Council. The Clerk agreed to research this and email the measurements to Cllr Cooper.

Cllr Whittaker joined the meeting and signed Declaration of Office.

11 REINSTATEMENT OF COBLEY HILL WINDPUMP:

Cllr Cooper explained that had emailed the information regarding the Cobley Hill, Windpump to Councillors. He advised that it was in progress and the Parish Council have decided to go ahead, as John Rogers was determined that it should be finished before he died.

12 LENGTHSMAN SCHEME:

The Lengthsman Worksheet was circulated and the Chairman agreed that he did a good job for a good rate.

13 HIGHWAYS MATTERS:

No report about Grange Lane. The Clerk advised of road closure on Tutnall Lane to facilitate new gas works from 13 June. Noted.

14 DOG BIN IN THE PARK:

It was decided not to supply this, as it would start a precedent. Councillors discussed further problems with parking and dogs.

15 RISK ASSESSMENT SCHEDULE:

Signed by Chairman.

16 FINANCE:

a) **Accounts for the Year Ending 31 March 2016:**

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 2016:**

The annual audit return date as advised by Grant Thornton is 10 June 2016. Sections 1 and 2 of the Annual Return were completed and approved.

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| c) Bank Balances: as at 30 April 2016 | Current Account | £12,603.54 |
| | 31 December 2015 | Deposit Account |
| | | <u>£ 3,808.10</u> |
| | | Total Balance |
| | | £16,411.64 |

d) **Receipts:**

| | |
|--|------------------|
| Worcestershire CC: Lengthsman reimbursement 15/014 | £ 413.00 |
| 15/016 | £ 281.00 |
| 15/017 | £ 105.00 |
| 16/001 | £ 501.00 |
| 16/002 | £ 237.00 |
| Bromsgrove DC: Precept | <u>£3,747.00</u> |
| | Total: |
| | £5,284.00 |

e) **Payments for Approval:**

| | |
|---|----------------|
| H Davies: Salary for April 2016 | £300.17 |
| L Griffiths: Salary for April 2016 | £241.68 |
| Worcestershire CALC: Clerk's Training | £44.30 |
| CALC & NALC service/affiliation fee: | £399.21 |
| S Skeys: Lengthsman Scheme April @ £11 per hour | |
| T & C 12 hours | £132.00 |
| Bircot 8 hours | <u>£ 88.00</u> |
| | Total: |
| | £1205.36 |

f) **Unpresented Cheques:**

| | |
|---------------------------|---------|
| Tardebigge School: Medals | £150.00 |
| S Skeys: Lengthsman etc | £768.75 |

g) **Outstanding Invoices:** Noneh) **Finance Items** - Proposed: Cllr Whittaker; Seconded: Cllr Cooper; All in Agreement17 **COMMENTS FROM MEMBERS:**

Cllr Denyer advised that there was now a barrier to the car park at the Community Hall and she advised Councillors of the code. She also explained that the Fire Officer had been to the hall and Cllr Denyer has done a risk assessment - one person needed to be nominated to ring the Fire Officer - Cllr Ryan was proposed.

Cllr Tolley stated that the road had been mended but still had potholes and that Brockhill Lane was having rubbish dumped there regularly. The Chairman enquired about mobile CCTV at the District Council to monitor who was dumping the rubbish. Cllr Whittaker agreed to raise it at District Council Portfolio meeting.

Cllr Ryan mentioned that there had been a Tardebigge plant sale on Saturday but there had not been a lot of plants there so it might have to end, he added that if anyone wanted to grow some plants the organiser would like to hear from them.

18 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 14 June 2016 in the Committee Room of Tardebigge Community Hall.

The Chairman thanked everyone for attending and closed the meeting at 8.48p.m.

Signed: Chairman

Date: 14 June 2016