

SUCKLEY PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING Held on Monday 9th MAY 2022 at 7.00 pm in Suckley Village Hall

Present: Cllr R Hill (Chairman), Cllr P Whatley, Cllr A Lewis, Cllr C Luton,
Cllr R Hooper, Cllr H Ormerod, Cllr P Griffiths, Cllr L Devenish

In Attendance: Mrs D Taylor (Clerk), Mrs H Philpotts (Footpaths Warden)

Election of Chairman: Cllr R Hill was elected Chairman. Proposed by Cllr P Whatley and seconded by Cllr P Griffiths. The Chairman signed the Declaration of Acceptance of Office & Code of Conduct.

Apologies: Co Cllr K Hanks, Dist Cllr S Rouse

Election of Vice-Chairman: Cllr C Luton was elected Vice-Chairman. Proposed by Cllr R Hill and seconded by Cllr P Griffiths

- (a) Cllrs were reminded of the need to complete/update their Register of Interests
- (b) Declaration of any Disclosable Pecuniary Interests (DPI) in items on the Agenda – or -
- (c) Declaration of Other Disclosable Interests in items on the Agenda falling within the terms of para 12(4)(b) of the Code of Conduct. (*none made*)

No requests had been received by the Clerk for any Dispensations relating to items on the Agenda. (Sec 33 of the Localism Act 2011)

The Chairman then adjourned the Meeting for Public Question Time/Participation (including planning applicant/s or their representatives)

- (a) No public presentations were made to the Council. No Planning applications on the Agenda
- (b) **Report from County Councillor** - No Report available
- (c) **Report from District Cllrs** – Dist Cllr P Whatley reported to the meeting. The major revamp of the Priory Park play areas was now open and was proving very popular, with increased footfall for shops and parking income. A new Independent Group had been formed following the resignation of Dist Cllr Sarah Rouse as Council Leader. The new Leader was Cllr Tom Wells.
- (d) **Lengthsman** - No report available
- (e) **Footpaths** – Mrs Helen Philpotts reported that the only outstanding item on her previous list was a new kissing gate required on Footpath 773 at Bells Bank. The Clerk to contact the Countryside Dept with this request.
- (f) **Local Police** – Cllr R Hooper stated “nothing to report” on the crime front via the Police. However, low level crime incidents were reported to the meeting - Cllr A Lewis - theft of a chicken feeder along the footpath at Crews Hill; Cllr P Griffiths - theft of 3 lorry batteries from Parkhouse Farm coldstore; Cllr C Luton – lock to the all weather pitch at the Playing Fields had

been damaged (now replaced) and the removal of the galvanised lid on the top of the septic tank at the Playing Fields (the lid had now been replaced and a concrete slab had been put on top of it). Although these were minor incidents, the Council felt it was important for the local Police team to know about them. Cllr R Hooper to forward these details on to the Safer Neighbourhood Team.

The Chairman re-opened the meeting

32/22 STANDING ORDERS

The Council noted the new Model Standing Orders (adopted in September 2018)

33/22 CODE OF CONDUCT

The Council noted the Code of Conduct (adopted in July 2020)

34/22 FINANCIAL REGULATIONS

The Council noted the Financial Regulations (adopted in September 2016). The Clerk reported that Cllr H Ormerod had offered to review the new Financial Regulations which were due to be issued later in the year.

35/22 RISK ASSESSMENT

The Council noted the Risk Assessment Schedule prepared by the Clerk and circulated to all Councillors. Included in this schedule was Insurance cover which was not due to be renewed until October 2022.

36/22 NOMINATION OF COUNCILLORS

Councillors were nominated to various posts as follows:-

Election of Councillor responsible for Planning -

Cllr Mrs P Griffiths

Proposed by Cllr C Luton
Seconded by Cllr R Hooper

Election of Council Representatives on Charities:-

John Palmer Educational Trust –

Cllr L Devenish
&
Cllr A Lewis

Proposed by Cllr C Luton
Seconded by Cllr P Whatley
Proposed by Cllr C Luton
Seconded by Cllr P Whatley

Suckley Charities - Cllr P Whatley
&
Cllr P Griffiths

Proposed by Cllr A Lewis
Seconded by Cllr C Luton
Proposed by Cllr R Hooper
Seconded by Cllr L Devenish

Alfrick Educational Charity –

Cllr L Devenish
&
Cllr A Lewis

Proposed by Cllr P Whatley
Seconded by Cllr P Griffiths
Proposed by Cllr C Luton
Seconded by Cllr R Hooper

The Hill Trust – Cllr R Hill
&
Cllr C Luton

Proposed by Cllr P Griffiths
Seconded by Cllr C Luton
Proposed by Cllr P Griffiths
Seconded by Cllr A Lewis

**Election of Council Representatives on the
Playing Fields Committee -**

Cllr P Griffiths
&
Cllr C Luton

Proposed by Cllr P Whatley
Seconded by Cllr A Lewis
Proposed by Cllr P Whatley
Seconded by Cllr R Hooper

**Election of Council Representative on Worcs CALC
Area Committee**

Cllr R Hill

Proposed by Cllr P Griffiths
Seconded by Cllr P Whatley

Election of Councillors with special responsibilities:-

Police - Cllr R Hooper

Proposed by Cllr P Whatley
Seconded by Cllr C Luton

NHS - Cllr A Lewis

Proposed by Cllr P Griffiths
Seconded by Cllr R Hooper

37/22 CHARITY REPORTS/ACCOUNTS

Reports/Accounts from Alfrick Educational Charity – Suckley Charities and The Hill Trust had been received by the Clerk and circulated to Cllrs. No Accounts were yet available from the Brookes Memorial Fund until after their meeting on 19th May 2022. The Clerk to contact Mrs Diana Holloway re the Accounts for the John Palmer Trust. The Clerk drew the attention of the Council to the confidential/sensitive information contained in the Alfrick Educational Charity Report – this information to be redacted by the Clerk for the Annual Parish Meeting.

38/22 MINUTES

The Minutes of the Council Meeting held on 11th April 2022 were approved and signed.
Proposed by Cllr A Lewis and seconded by Cllr P Whatley.

39/22 HIGHWAYS & BYWAYS

The Clerk had circulated an update to Cllrs re Parish Highways issues up to 2nd May 2022. This update had also been sent to Co Cllr K Hanks and the new Liaison Engineer Kieran Waldron. At the PC Meeting on 8th November 2021 the Council agreed to focus on the following three areas for the time being, which were :-

- (i) **Ref: 1079646** – Drains/flooding Scheme in Birchwood Lane
- (ii) **New Ref No – 1256851** - following a meeting held on 16/10/20 with Hannah Davies, the gully outside **Bridge Cottage** had been earmarked to be lowered. Hannah Davies/WCC Highways had reported this as having been completed on 15/10/21, but this was incorrect, and it was still outstanding.
- (iii) **Ref No: 982598** – road erosion between Blackhouse Lane and Lower Tundridge Farm. Concrete posts do not appear to be fully supported. WCC Highways have marked the site with tape and cones, but this is becoming a hazardous situation with the onset of winter weather/flooding.

The Chairman reported that a meeting had been arranged for himself, Cllr P Whatley, Co Cllr K Hanks and the Liaison Engineer Kieran Waldron for 10.0 am on 12th May to meet at Lower House Farm in Suckley Knowl to enable the Liaison Engineer to see the above three problem areas. Two further highways issues would also be looked at – Suckley Knowl (road surface erosion Ref No 124908) and Sindons Mill (future surface erosion/ice risks Ref No 1257805) A parishioner from the Suckley Kowl area would also be present regarding the road surface and erosion problems.

40/22 VAS DETECTOR

No stats yet available

41/22 COUNCILLOR VACANCY

The Clerk reported that the closing date for 10 parishioners to call an election was 9th May. She would be contacting the Electoral Services Department. If no election had been called for, then the Council could co-opt a new Councillor. The Council agreed that prospective candidates should be given the opportunity to add further information about themselves on an additional paper to the Worcs Calc form provided.

42/22 COMMUNITY

- (a) **Queen's Platinum Jubilee – 2022** - An extended bank holiday, from Thursday 2nd June to Sunday 5th June 2022 had been set aside to celebrate the Queen's seventy years of service to the country. The clerk reported that the school pupil numbers were 87, but the number of 1952 pupils who would be attending the Jubilee Tea Party were still unknown. The Chairman and Cllr P Griffiths to give out the mugs at the Tea Party on 27th May. A request had been received that all primary school age children in the parish be given a Jubilee Mug, not just those attending Suckley School. Cllr R Hill to speak to Julian at the Village Shop to see if they would be a collection point.
- (b) **Suckley Post Office & Shop** - Nothing further to report at the moment.
- (c) **Parish Council website** - The Clerk confirmed that mobile phone numbers had been provided to Cllr P Whatley for the website. After some discussion, it was agreed that it would be down to personal choice as to whether or not photos of Councillors would be published.
- (d) **Parish Map** - A suggestion had been made that perhaps the Parish Map could be printed as a limited edition and sold to parishioners to raise funds for Parish good causes/activities. The Clerk reported that she had contacted Lisa Griffiths who designed the original artwork for the Map Board. Her fees were £30 per hour for any artwork/redesigning needed. After some discussion, the Council agreed not to progress this idea any further, but maybe to look at updating the Board in the car park at some future date. Proposed by Cllr L Devenish and seconded by Cllr A Lewis.
- (e) **Parish Council Notice Board** - The Chairman reported that Mr Roper had agreed for a new Parish Council Notice Board to be placed on the wall of his dairy building at Lower House Farm. A quote of £125.00 plus VAT for an external wall mounted lockable notice board size 30" x 40" had been obtained via Cllr P Whatley. The Council agreed to purchase this Board. Proposed by Cllr A Lewis and seconded by Cllr R Hooper. Cllr P Whatley (as District Cllr) offered to donate the sum of £125 out of the District Councillors' Ward budget for 2022/23. Both this new notice board and the Village Hall notice board could accommodate the posting of Minutes of Parish Council Meetings, but the village shop notice board was not large enough.

- (f) **Village Hall** - Cllr R Hill reported that the Trustees were still waiting to hear from both the Charity Commission and the insurers. Very few detailed plans were available at the moment.
- (g) **Broken bench seat** - Cllr P Whatley reminded the Council that the wood/concrete bench at the corner of Damson Way was becoming an eyesore. The Clerk to speak to Helen Philpotts about getting it removed.

43/22 FINANCE - The following cheques were approved :-

- (a) **Gen Fund** – - proposed by Cllr P Whatley and seconded by Cllr P Griffiths :-
D W Taylor, Clerk’s expenses April 2022 - £48.94; D W Taylor Clerk’s salary adjustment for April 2022 - £15,94; The Hill Trust – Hall Hire 2021/22 - £180.00; M Griffiths Payroll 2021/22 £85.00; Worcs Calc Fees 2022/23 - £392.37; Duffy Regan & Co (auditors) - £84.00
- (b) **Playing Field** – Proposed by Cllr A Lewis and seconded by Cllr R Hooper :-
D Reynolds (DJR Farm Services) – topping Playing Field - £120.00; E-On Direct Debit 1st Feb – 30th April - £46.03.
- (c) **Accounts to 31st March 2022 (internally audited)** were approved. Proposed by Cllr R Hooper and seconded by Cllr C Luton. These were signed and dated by the Chairman and the Clerk
- (d) **Grants/Donations**
 - (i) Suckley PCC – maintenance of graveyards 2022/23 - £250.00). Proposed by Cllr C Luton and seconded by Cllr P Whatley
 - (ii) Suckley Playing Fields – Grant for 2022/23 - £1,000. Proposed by Cllr P Whatley and seconded by Cllr P Griffiths
 - (iii) SPACE/BFG Donation for 2022 Event - £500.00. Proposed by Cllr R Hooper and seconded by Cllr H Ormerod

44/22 APPROVAL OF ANNUAL AUDIT for Accounts to 31st March 2022
(as an Exempt Authority)

- (a) The Council resolved that as the income or expenditure of the Council was less than £25K p/a the Council met the criteria to be considered an “Exempt Authority” and did not have to forward a return to the External Auditors. Proposed by Cllr P Whatley and seconded by Cllr P Griffiths. However, the Annual Return did have to be completed and signed and posted onto the Parish Council website. The statement of exemption was signed by the Chairman and the Clerk to be forwarded to the External Auditors.
- (b) **Section 1 – Annual Governance Statement** (Signed by the Chairman and the Clerk)
Proposed by Cllr C Luton and seconded by Cllr A Lewis
- (c) **Section 2 – Accounting Statement** (Signed by the Chairman and the Clerk)
Proposed by Cllr P Whatley and seconded by Cllr R Hooper

45/22 PLANNING

For information only:-

- (a) App No: 21/02083/CLE
Location: Land at OS 7231,5018 – Suckley
Proposal: Certificate of Lawfulness for the existing use for storage & distribution of tiles & sundries in connection with wall & floor tile supply & installation business.
MHDC Planning has **Refused** this application.

46/22 PLAYING FIELD

As previously reported under Police item on the Agenda, the septic tank cover had now been replaced with a concrete slab on top of it, and the padlock for the all weather pitch had been fixed. Cllr C Luton reported that all of the Parish Council Grant from last year had been used for cutting/mowing and fencing the Playing Fields. The question of investing in improved facilities for the Playing Fields was discussed. However, it seemed doubtful that the funding required would be cost effective. New football goal posts were badly needed and perhaps more play equipment could be purchased. The Clerk to send Cllr C Luton contact details for Co Cllr K Hanks to see if she would be prepared to help/fund the cost of new goal posts from her parish budget. Cllr A Lewis suggested that perhaps a team from the probation service might be able to do some work on the Playing Field.

47/22 REVIEW OF DEFIB RESUSS FACILITIES

Cllr A Lewis reported that the three signage points for the defib were not in good condition and needed to be replaced. She would get some quotes. The defib pads expiry date was July, so she would be ordering new ones. The cabinet housing the defib also needed replacement as it was important to keep it watertight and at the right temperature. Cllr A Lewis to get a quote for replacement following an offer from Co Cllr K Hanks for some funding from her Parish budget at the April meeting. Cllr R Hill to chase Adrian at the Bruff Business Centre regarding signage for the defib stationed at the Centre, which they had offered to pay for. Cllr P Whatley and Cllr A Lewis had been trying to find out the central point/administrator re locations and codes required by paramedics or members of the public to access defib cabinets in an emergency and to check that the two defibs in Suckley were on any register. Cllr A Lewis had established that the WMAS (West Midlands Ambulance Service) worked closely and well **only with** the National Defibrillator Network "The Circuit" and every AED should be registered there. This ensured that information relating to battery health, date on pads etc. was kept up to date. When information on the Circuit is updated, this reaches WMAS within the hour. Cliff Medlicott was the Community Response Officer at WMAS.

48/22 RISK ASSESSMENT

Cllr R Hill reported no issues re risk assessment for the bus shelters, trees in quarry.
Cllr C Luton reported all was well with the Playing Field.

49/22 SUCKLEY CHURCH

Cllr A Lewis reported that due to Covid the work start date had been delayed until 11th July, but she was hopeful that work would be completed in time for the BFG event in September. The Revd Anne Potter's workload was increasing to cover 14 churches until more clergy could be recruited.

50/22 SUCKLEY SCHOOL – no report available

Date of next meeting – Annual Parish Meeting Monday 16th May at 7.30 pm Parish Council Meeting – 11th July.

