

SUCKLEY PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING

Held on Monday 13th January 2025 at Suckley Playing Field Pavilion, Suckley,
Worcester, WR6 5DE

Minutes of the meeting are still draft until approved at the next meeting.

Members Present

Cllr R Lewis (Chair)
Cllr S Jew
Cllr A Mansell
Cllr H Ormerod
Cllr H Philpotts
Cllr R Roper

In Attendance

County Councillor K Hanks
District Cllr P Whatley
Clerk L Cleaver
12 Members of the public.

1. CHAIRS WELCOME AND TO RECORD APOLOGIES

The Chair welcomed everyone to the meeting and wished everyone a happy New Year. No apologies recorded.

2. DECLARATIONS OF INTEREST

None

3. GRANT A DISPENSATION

Nothing considered.

4. PUBLIC PARTICIPATION

The Chair adjourned the Meeting for Public Questiontime.

(a) Enquiry made about the possibility of a festival on the Playing Field.

(b) Public presentation Planning

Planning application M/24/01505/LB & associated ref M/24/01504/HP
Ripple, Longley Green, Suckley, Worcester, WR6 5DU. Proposed single
storey rear extension, No comments received .

Planning application M/24/01520/FUL
Land at (OS 7235 5109) Suckley, Development of 9 self-build residential
dwellings. RMO, RCO & AM Capper
Objections received: SWDP referenced on the basis that the local plan not
sound, does not support the principle of development of self-build plots

outside the defined Development Boundaries which are considered open countryside. The site, not consistent with national planning. The previous planning application refused. Concerns over the visual impact. Close proximity to neighbouring properties. Storm water runoff from the proposed road. Site access, increased traffic on small narrow lanes with no dedicated footpaths and limited public transport. Local school over subscribed and local surgery near to capacity. Site in a rural area close to an area of outstanding natural beauty, pollution concerns. The application requires the availability of key services for example a shop, however in practice that would not happen.

- (c) **Report from County Councillor Cllr Karen Hanks.**
Councillor Hanks read out their report entitled County Council Business, referencing the English Devolution White Paper issued December 2024 signalling an end of County and District two tier governance and a move to a larger strategic authority and the new role of a Mayor. The Leader and CEO of Worcestershire County Council had submitted a request to Government to postpone the 2025 County Council elections. The County Council budget 2025/26 being discussed at a Cabinet Meeting Thursday 16th January 2025. The Ofsted Report on children's social services highlighted significant strides made in children's services since the full inspection in 2023. On 9th January at a full council meeting a notice of motion passed which requested the re-consideration of the Farm Inheritance Tax. The full report from County Councillor Hanks to be made available on the council's website under publications. Questions received over the situation with the farmers and the strategic plan of WCC.
- (d) **Report from District Councillor Sarah Rouse**
No report, no attendance.
- (e) **Report from District Councillor Peter Whatley**
The comments made from members of the public with regards the 9 x self builds relevant in planning law. If members of the public do have objections to write to Malvern Hill District Council. The letter to the Government from WCC was that WCC had jumped the gun. Elections in 2025 not a good idea. Reserves accumulated by two district councils would fill WCC 's budget, of which 50% of its annual expenditure went towards social care. Any Section 106 money, would be reserved. Wait to see that happens.
- (f) **School report Cllr Helen Philpotts**
The school started a cooking & Eco club on the first week back to school.

The Chair re-opened the meeting

5. MINUTES

Minutes of the Parish Council Meeting held 11/11/2024, proposed by Cllr Roper and seconded by Cllr Ormerod and agreed by all, that the minutes be signed as a true and accurate record. The Chair signed the minutes accordingly.

6. POLICY DOCUMENTS INTERNAL/EXTERNAL

Considered and agreed by all to adopt the follow.

- (a) **Financial Regulations**, changes to be made following a full review by Cllr Ormerod, these were discussed and accepted, a copy to be made available on the councils website.

- (b) **New Co-option policy** reviewed and agreed by all, a copy to be made available on the council's website.
- (c) **West Mercia Policy Community Charter**, parish contact contracts to be amended to Cllr R Lewis as Chair, Clerk L Cleaver. Unanimously agreed for the top three community issues to be amended from speeding , other traffic offences & road traffic collisions. To 1) Speeding, 2) Fly Tipping 3) Rural Theft.

7. PLANNING – MHDC

- (a) For Council Consideration:-
M/24/01505/LB & associated ref M/24/01504/HP
Ripple, Longley Green, Suckley, Worcester, WR6 5DU. Proposed single storey rear extension. A no objection to be recorded.

M/24/01520/FUL.
Land At (Os 7235 5109) Suckley. Development of 9 self-build residential dwellings. RMO, RCO, AM Capper. The council would support the concerns of local residents and submit an objection based on comments received at public question time:
Objections received. SWDP referenced on the basis that the local plan not sound and does not support the principle of development of self-build plots outside the defined Development Boundaries which are considered open countryside. The site not consistent with national planning. The previous planning application refused. Concerns raised over the visual impact. Close proximity to neighbouring properties. Storm water runoff from the proposed road. Site access, increased traffic on small narrow lanes with no dedicated footpaths and limited public transport. Local school oversubscribed and local surgery near to capacity. Site in a rural area close to an area of outstanding natural beauty, pollution concerns. The application requires the availability of key services for example a shop, however in practice that would not happen.
- (b) Decisions (for information only). None

8. PLAYING FIELD

- (a) **Working Party:** Terms of Reference: deferred until February.
- (b) **Financials:** nothing to report.
- (c) **Report other;** no report to consider.
- (d) **HM. GOV. Valuation.** Proposed by Cllr Lewis and seconded by Cllr Mansell and agreed by all to RATIFY the urgent decision, the completion of the HM.Gov Valuation Office form and supply supporting paperwork with regards the non-domestic rates case 39840307 at Suckley Sports Pavilion.
- (e) **Lottery (100 Club)** agreed by all the proposal from the playing field working party to register a lottery(100 club) in order to raise funds for the benefit of the playing field. To be run by the working parties volunteers, in a move consistent with the intension to make the playing field more self-financing in the longer term. Winners to be funded from lottery money received (50%). An application to be made to MHDC and cheque of £40 agreed by all (cheque

number 1162 two signatures required) Cllr Ormerod to proceed with the application, unanimous.

- (f) Proposal to Register Ownership with the Land Registry. Details as circulated ahead of the meeting, Allowing Cllrs Ormerod and Mansell to gain access to necessary documents from the WCC Hive, document cost up to £25 and to proceed with the Land Registry application, unanimously agreed.

9. REPORTS

- (a) **Footpaths Cllr Helen Philpotts**
Broken bridge, information to be submitted to the clerk.

- (b) **Clerk L Cleaver**
To look at the Councils Facebook page with a view to increasing traffic to the site.
Three councillor vacancies remain for immediate co-opt, information to be posted on the councils website & notice board.
Spam emails had ceased.
A rateable value had been assigned to the councils changing rooms and tennis court, the council to now apply for a discount/rate relief.
An application for the Suckley Electoral Register had been submitted

10. COMMUNITY – PROJECTS/ITEMS FOR DISCUSSION/UPDATE

- (a) **Mobile Phone Mast** (Atlas Tower Group)- no report, no support as yet.

- (b) **Neighbourhood Plan** agreed by all that Councillor Jew to progress the initial setting up of the application to MHDC. Funds available. Will require a parish plan. No cost as yet to be considered.

- (c) **Defibrillators.**
(c 1) Authority given to the Clerk to take up any free or discounted defib up to a maximum spend of £400 for a discounted defibrillator.
(c 2) Agreed by all the proposal in principle with regards funding for groups of Houses. IE, if a group of houses (5 or more within 200m of the proposed location of The Nelson/Longley Green) are willing to fund a defib, cabinet, installation and ongoing power supply, the parish council would carry out the checks and maintain the defibrillators up to a maximum of an additional 5 units being installed in the parish. Notes, further discussions with regards a possible “buddy up” system. Courses for basic life support in the village.

- (d) **Parish Board Map.** Agreed by all no more than £250, payment for the artwork designer on production of an invoice, & printing and mounting no more than £120 (inc Vat), some minor amendments to be made.

11. MEETING SCHEDULE 2025

The schedule presented agreed by all. This would be posted on the councils Facebook page and website.

12. PARISH COUNCIL LOGO

Deferred until May, the parish to become involved, perhaps some competition.

13. FINANCE

- (a) **Asset Register.** The councils Asset Register reviewed in terms of items and values following a physical review by Cllr Lewis. Agreed by all the following changes:-
To add the following:
Tennis net £600
Netball nets and stands x 2 £400
Basket Ball Hoop £400
Grit bins x £1 ea
Notice Boards, Cross Keys & Post Office £200 ea
Line Marker £250
Ordinary Bench x 2 £900
A Frame Bench £1
Picnic Benches on the playing field plus 2 to be valued at £1310
- To be removed as not found:
Lawn Mower Boss from 2002 £2000
Spearhead Mower £1300
Following the changes made the councils register in terms of value moved from £138,504 to £138,567. A review and to finalise the Asset Register in February.
- (b) **Insurance Policy.** To review the Councils insurance policy, values as appropriate. This deferred whilst the council review the policy wording.
- (c) **Bank Reconciliation.** Reviewed by all the bank reconciliation to end November 2024, general funds account closing balance £20,102.82, playing fields account £283.67. The reconciliation was signed by the Chair.
- (d) **Budget V Actual.** Reviewed by all budget v actual to end of November 2024, total expenditure £14,482.20, income £20,956.04
- (e) **Budget 2025/2026.** Scrutinised alongside the actual budget as of 13th January 2025 with a spend so far of £17,138.98, income of £20,956.04. Agree by all the budget for the year 2025/2026, expenditure and income figures of £23,902, inflation considered.
- (f) **PRECEPT 2025/2026 & BAND D CONSIDERATION**
Having considered the current budget, and then scrutinised the budget for the year 2025/2026, it was unanimously agreed that the Precept Tax figure for 2025/2026 of £19,402 be submitted to Malvern Hills District Council. Thus the Band D council tax figure estimated at £ 67.78 per household.
- (g) **EXTERNAL AUDITOR AGAR REVIEW.**
The council considered and would address points from Section 3 – External Auditors Report and Certificate 2023/2024, in respect of WO0142. That amendments corrected in the prior year comparatives when completing this year's AGAR, and accurately completed before submission. Transfers between bank accounts should have been excluded from receipts and payments in Section 2. Figures in Boxes 3 and 6 corrected. The exercise of public rights start date must not be after the start date. Details duly noted.

(h) PAYMENTS TO THE ICO

It was agreed by all to take full advantage of the £5 discount when making future payments to the ICO by direct debit.

(i) PAYMENTS TO EDF ENERGY

Agreed by all a variable direct debit mandate to EDF Energy for the electricity used at the playing field pavilion from the playing fields bank account, rather than pay by cheque into the post office.

APPROVAL OF PAYMENTS

- (j)** Gen Fund: The following payments RATIFIED. Proposed by Cllr Lewis and seconded by Cllr Roper and agreed by all payments made under Clerks Delegated Power (November meeting 2024) as no council meeting until January 2025.

£504.49	Cheque 1155	Previous clerk final leave payment
£594.60	Cheque 1154	October salary current clerk
£645.95	Cheque 1154	Clerks November salary
£378.00	Cheque 1156	PKF Littlejohn –external audit fee
£ 80.00	Cheque 1157	MJ Bosley- vermin control. Replacement chq original damaged number 1150
£141.47	Cheque 1158	County Building Supplies, downpipes/guttering-pavilion
£145.94	Cheque 1159	HMRC PAYE underpayment request
£145.00	Cheque 1160	SB Cleaning Services- memorial area patio/paving
£ 89.53	Cheque 1161	EDF (Oct & Nov) electricity, playing field pavilion.

(k) PAYMENTS

Proposed by Cllr Ormerod, seconded by Cllr Mansell and agreed by all to make the following payments, two signatures required:-

£120.00	Cheque 1164	Smartcut Ltd, cut and let fly (football pitch) 6/11 (24526)
£522.00	Cheque 1165	R Wilks (lengthsmans) Sept, Oct and Nov 2024 work
£645.95	Cheque 1166	Clerks salary December 2024
£ 46.76	Cheque 1166	Clerks expenses November/December 2024-circulated
£567.64	Cheque 1167	HMRC PAYE quarter October to December 2024
£548.90	Cheque 1168	MHDC business rates bill 2024/2025
£ 9.00	Cheque 1168	MHDC business rates bill 2023/2024
£ 42.00	Cheque 1169	Worcs CALC training Cllr Roper inv 9652
£ 37.59	Cheque 1171	EDF electricity pavilion usage December 24

(l) PLAYING FIELD ACCOUNT DIRECT DEBIT

Noted by all direct debit payments taken, Water Plus September to December £11.65 each month.

(m) PLAYING FIELDS RECEIVED

Noted by all monthly amount from St. Johns Football Club £130,00

14. CONTRACTOR RENEW CONSIDERATION

This contractor has been working for the council for around ten years. Current season Spring to Autumn. They work in the area on a Saturday so mow and check the area and the equipment at the same time. Last season they charged the parish council 14 hours at £14.50 per hour. However they have asked for an increase to his hourly rate for the season 2025 of 50p per hour to £15.00 per hour which would equate to an increase of 3.45%. The council

considered this to still be value for money and therefore happy to award the contractor work again for 2025.

15. CONSULTATIONS FOR COMMENT

(a) Worcestershire County Council, public engagement draft streetscape design Guide. Having considered the information provided, the council wished to make no further comment.

(b) Mandatory safeguarding training for hackney carriage and private hire drivers. Having considered the details provided, the council wished to make no further comment.

16. MEMBERSHIPS. COUNCIL AND EXTERNAL GROUPS.

Agreed by all, memberships, council and external groups. Membership list to be posted on the council's website.

17. HM LAND REGISTRY CHANGE OF NAME

a) Agreed by all to progress with HM Land Registry matters as emailed to all Cllrs November 2024 the land known to the council as the playing fields.

b) Agreed by all to use the councils Asset Register with regards a statement of valuation, this figure had been submitted already with the original application.

c) Agreed by all any associated payment would also need to be submitted

18. EA WASTE EXEMPTION

Considered by all the council waste exemptions as emailed to all councillors on 27th November. Agreed by all it was not required and be deregistered, Councillor Mansell to address on behalf of the council.

19. TO RECEIVE REPORT OF PARISH COUNCILLORS

Nothing raised.

20. ISSUES FOR DISCUSSION AT THE NEXT MEETING

To appoint a new payroll administrator.

Vexatious Policy

New Cllr email accounts for parish council business only

Parish survey review.

Defibrillator update.

21. CONFIDENTIAL MATTERS

The Council may resolve to close the meeting to members of the public in order to discuss matters relating to confidential matters such as contacts, legal action, Staffing, as allowed by the Public Bodies (Admission to Meeting) Act 1960.

22. STAFFING ARRANGEMENTS/CLERKS CONTRACT

After the satisfactory completion of the clerk's probationary period, the role of the Clerk & RFO made permanent. A discussion took place with regards the clerks working hours, in particular the time offered in dealing with members of the public. For the month of December 36.36% of all email communication only from one/two members of the public. Continual requests a problem for council staff members. The difficulty in handling numerous requests, is that they are time consuming and wasteful of resources in terms of officers time. The situation to be reviewed again.

23. IN CONFIDENCE LETTER DATED 27TH NOVEMBER 2024

Considered by all and a reply as discussed given.

The meeting closed at 9.25pm

Signed Dated

SUCKLEY PARISH COUNCIL MEMBERS: _
Cllr Richard Lewis Chair, Cllr Simon Jew, Cllr Andrew Mansell, Cllr Howard Ormerod, Cllr Helen Philpotts, Cllr Rebecca Roper.