

**SUCKLEY PARISH COUNCIL**

**MINUTES OF THE ANNUAL COUNCIL MEETING**

**Held on Monday 14th May 2012 at 7.00 pm in Suckley Village Hall**

Present: Cllr A W Huband, Cllr P Griffiths, Cllr L Devenish, Cllr C Luton,  
Cllr A Grieve, Cllr P Whatley, Cllr B Kearley  
Apologies: Cllr J Green, Mr R Harward/Mr Peter Markins (Footpath Wardens)  
In Attendance: Mrs D Taylor (Clerk)

**Election of Chairman** Cllr A W Huband was Proposed by Cllr C Luton  
Seconded by Cllr P Whatley  
carried unanimously

The Chairman signed the declaration of Acceptance of office & Code of Conduct

**Election of Vice-Chairman** Cllr J Green was Proposed by Cllr C Luton  
Seconded by Cllr P Griffiths  
carried unanimously

**All Councillors were reminded of the need to complete/update their Register of Interests.**

**Declaration of any Personal/Prejudicial Interests in items on the Agenda – none declared**

**The Chairman then adjourned the Meeting for Public Question Time/Participation**

Four residents of the Parish attended the meeting to bring to the notice of the Council that large white boulders had been placed on the grass verge outside the White House. One of the residents narrowly avoided hitting these boulders when he had to go off the road surface to avoid a 4 wheel drive vehicle driving down the middle of Knightwick Road. The Council confirmed that it was Worcestershire County Council policy that boulders/stones and other objects should not be placed on verges. The Clerk was asked to write to County Highways about this, and they in turn would contact the owners of the White House asking for the boulders to be removed.

**Report from County Councillor - No Report**

**Report from District Cllrs – No Report .**

**Lengthsman Report -** The Clerk reported that in the absence of Cllr J Green (due to being in hospital) he had arranged for the Lengthsman to report to her if there were any problems.

**Footpath Wardens Report -** The Clerk read out a written report from the Footpath Wardens, which would be repeated at the Annual Parish Meeting on 21<sup>st</sup> May. Both Wardens have continued to maintain and hopefully improve Suckley's footpaths and bridleways. Feed back from users of the footpaths is vital as they are unable to spend a lot of time patrolling. In November, as previously reported, two finger posts had been sawn off and removed, but this was not due to an increased demand for kindling wood on garage forecourts! They were disappointed when the opening up of the view from Lady Waechters memorial seat was given the thumbs down by the landowner and had to be abandoned.

**Local Police – No Report**

**The Chairman then re-opened the Meeting**

**42/12 STANDING ORDERS**

The Council noted the new Model Standing Orders which had been adopted in November 2010.

**43/12 CODE OF CONDUCT**

The Council noted the Code of Conduct which had been adopted in September 2007

**44/12 FINANCIAL REGULATIONS**

The Council noted the Financial Regulations which had been adopted in September 2011.

**45/12 RISK ASSESSMENT SCHEDULE**

The Council noted the Risk Assessment Schedule as prepared by the Clerk, which had been circulated to all Councillors.

**46/12 ANNUAL INSURANCE REVIEW**

The renewal quotation from Came & Co (Aviva) was reviewed. The Clerk had not received a quotation from Allianz, despite sending information to them. Came & Co premium for renewal was £1,354.67. This was an increase of £61 from 2011/12. However, Came & Co were offering 16 months cover for the price of 12 if the Council signed up to a three year agreement. The Clerk was asked to find out what price increases were likely to be in the three year period before agreeing to this commitment.

**47/12 NOMINATION OF COUNCILLORS**

The Clerk reported that former Cllr Rosemary Harward had offered to still attend Charity meetings on behalf of the Council, if the Council so wished. The Clerk had consulted CALC on this matter, and this would be in order if (a) the Parish Council nominated her and (b) the Charity concerned also agreed.

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 L Devenish

**Election of Council Representatives on Charities:-**

**John Palmer Educational Trust – former**

Cllr Mrs R Harward

Proposed by Cllr L Devenish

Seconded by Cllr C Luton

**Suckley Charities –** Cllr A W Huband  
&  
Cllr P Whatley

Proposed by Cllr P Griffiths

Seconded by Cllr P Whatley

Proposed by Cllr L Devenish

Seconded by Cllr P Griffiths

**Alfrick Educational Charity** – former  
Cllr R Harward

Proposed by Cllr A Grieve  
Seconded by Cllr C Luton

**The Hill Trust** - vacancy left open

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

Cllr P Griffiths

Proposed by Cllr A Grieve  
Seconded by Cllr C Luton

Cllr J Green

Proposed by Cllr C Luton  
Seconded by Cllr L Devenish

Cllr C Luton

Proposed by Cllr P Griffiths  
Seconded by Cllr B Kearley

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

Cllr A Grieve

Proposed by Cllr C Luton

&

Seconded by Cllr P Whatley

Cllr B Kearley

Proposed by Cllr A Grieve

Seconded by Cllr P Griffiths

**Election of Council Representative to Joint Cllrs  
Area Forum**

Cllr A W Huband

Proposed by Cllr P Griffiths

Seconded by Cllr C Luton

**Election of Councillors with special responsibilities:**

Police - Cllr A W Huband

Proposed by Cllr A Grieve

Seconded by Cllr B Kearley

NHS - Cllr A Grieve

Proposed by Cllr C Luton

Seconded by Cllr P Whatley

**School Board of Governors**

Cllr L Devenish

Proposed by Cllr C Luton

Seconded by Cllr B Kearley

School Board of Governors – The Clerk was asked to write to Mr Matt Meckin proposing that Cllr L Devenish be nominated as a Community Governor representing the Parish Council.

**48/12 CHARITY ACCOUNTS**

The Charities had submitted their Accounts and these were perused by the Council and found to be satisfactory. Copy Accounts had not yet been received from the John Palmer Trust and the Hill Trust.

**49/12 MINUTES**

The Minutes of the Parish Council Meeting held on 12<sup>th</sup> March 2012 2011 were approved and signed, subject to Declaration of Interests should be item 7(b) on the Agenda not 7(a). Proposed

by Cllr L Devenish and seconded by Cllr P Griffiths. The Minutes of the Planning Meetings held on 26<sup>th</sup> March 2012 and 8<sup>th</sup> May 2012 were approved and signed. Proposed by Cllr P Griffiths and seconded by Cllr C Luton.

#### **50/12 WOODLAND ROAD**

The Clerk reported that following a meeting with Gerry Brienza on 5<sup>th</sup> April, he would be looking into the possibility of a wider culvert under Knightwick Road to improve the flow of water away from Woodland Road, and minimise any flooding of Knightwick Road. Despite the very heavy recent rainfall, it appeared that the defences had worked. Severn Trent had also cleared their ditch from Knightwick Road up to the sewerage plant.

#### **51/12 HIGHWAYS & BYWAYS**

- (a) Footpaths – no further report
- (b) The Clerk reported that the Lengthsman, Mr Barry Bennett, had signed the Council's contract for a further 12 months.
- (c) Lengthsman Scheme Funding for 2012/13 – the grant for the coming year had been Fixed at £2006.60p
- (c) Grit/Salt Bins – Labels for the bins at Knowle Bank and along Stocks Cross to Acton Beauchamp. These could now be collected when the cheque had been signed!
- (d) Replacement of domed metal cage at the bottom of Birchwood Lane. The concrete Dish and brick manhole cover with a grid inlet that County Highways had used to replace this cage had not worked. The area had become flooded and covered in mud during the recent heavy downpour of rain. Our Lengthsman Barry Bennet would be meeting with a Highways engineer to point out the problems and try to get this finally resolved.
- (d) Speeding issues – Cllr P Whatley reported on the meeting with Gerry Brienza held on 5<sup>th</sup> April. Mr Chris Vaughan from Longley Green, Mr N Lowe from Knightwick Road and the Clerk had also attended. Various speed restricting options had been discussed, most of which were either not suitable for the roads in question, or would be too expensive for County Highways to consider. However, road marking to visually narrow the size of the road was a possibility and he would consider this option. He also agreed that more mph repeater signs were needed and he would look into getting these put in place. The Clerk was asked to follow this up on behalf of the Council. Mr Brienza had also agreed to attend the Annual Parish Meeting on 21<sup>st</sup> May to talk about speeding issues. Cllr P Whatley also reported that Police Speed Cameras had been in action in Longley Green, but no speeding tickets had been issued as far as he was aware. The Clerk reported that the VAS camera had logged 2554 speeding vehicles in March at the Bruff and 3094 in April in Longley Green. The VAS camera was now in place by the Village Hall during May and would be moved near to the junction with Church Lane for June.

#### **52/12 COMMUNITY PLAN**

Cllr A Grieve reported that work was progressing with the survey, but due to work pressures Mark Molloy had been unable to collate the results in time for the Annual Parish Meeting on 21<sup>st</sup> May. He would be unable to attend the Annual Parish Meeting, but would nominate someone to represent the Community Plan and give a report.

#### **53/12 CHARITY REPORTS**

The Clerk read out a report by former Cllr Mrs R Harward on the meeting of the John Palmer Trust. Mr Meckin had been congratulated on the excellent Ofsted Report. The school had qualified in all 5 "judgements". The school was expected to have up to 75 pupils by 2013 and Mr Meckin was hoping to have a small extension built which would house a nursery and after school

care. The Forest School had been a great success as was last term's Spanish theme, which included a Spanish Art Gallery and a restaurant. The children were also working on the creation of a book about Suckley School. A Sports Day would be held on 31<sup>st</sup> May together with a Jubilee Tea Party and on 4<sup>th</sup> July the school would be hosting an Olympics for Special School pupils to further understand children with disabilities. The Leaving Service would be on 20<sup>th</sup> July. The Trust had granted £500 to the school to send children on the Pioneering Trip which was so successful last year. Another request had been received to finance the cost of renewing the worn out Playground Markings. The cost of this would be in the region of £2,625.

#### 54/12 DIAMOND JUBILEE 2012

- (a) Jubilee Mugs - The Clerk reported that Cllr A W Huband (as Chairman) and Cllr L Devenish (PC representative) would be handing out the Jubilee Mugs to Suckley School pupils at their Sports day on 31<sup>st</sup> May. We had enough mugs to cover the extra number of new intake pupils who would be attending the Sports day. It was agreed that the Clerk would ask the Post Office if they could be the contact to collect mugs for other children in the parish who did not attend Suckley School.
- (b) Future Events - Cllr A Grieve confirmed that the Jubilee Event would take place on the Playing Field on Monday 4<sup>th</sup> June. A Family Fun Sports Day was planned, followed by a children's Jubilee Tea. There would be a Bouncy Castle, Stalls, Ice Creams, Cream teas, and a special performance by Arthur Bancroft's Suckley Children's String Orchestra. In the evening there would be a Family Barn Dance, Bar, Pig Roast and Raffle.

#### 55/12 AREA CALC MEETING

Cllr B Kearley reported on the Area Meeting he had attended on 8<sup>th</sup> March 2012. The Guest Speaker was Robin Coates, Chairman of Transition Malvern Hills. This Group aimed to raise awareness of reducing personal carbon footprints through allotments, garden sharing, car share schemes, home and energy advice etc. Two car share schemes were currently in operation – one in Malvern and one in Colwall. 5 Households per car were required to make the scheme viable, and the car needs to be within a ten minutes walk of the hirer. Running costs averaged £1200 per year. Other items on the Agenda covered the CALC subscription fees and running costs; the anticipated changes in the Local Government Code of Conduct, Parish & Town Council communication; MHDC £70K available for cavity wall and loft insulation, bulk buying of heating oil on a community basis; AONB ideas for regeneration of old orchards/verge and hedge planting; review of Listed Buildings, including part-buildings.

#### 56/12 FINANCE

- (a) The following cheques were authorised for payment :- Proposed by Cllr A Grieve and seconded by Cllr L Devenish.

**General Fund** – Clerk's expenses March/April 2012 £125.55; Lengthsman March 2012 £96.00 (already paid); Lengthsman VAS Services March 2012 £25.50; Lengthsman April 2012 £195.00; Lengthsman VAS Services April 2012 £45.50; Lengthsman May 2012 (to be advised); Worcs CALC Affiliation Fee £240.17; AVIVA (Came & Co) Annual Insurance - £1,354.67; Graham Computer Services £18.00; M Griffiths (Payroll) £25.00; Worcs County Council (Grit/Salt Bins) £486.00; HMRC PAYE April/May/June 2012 £272.40

**Playing Fields** – John Hicks & Associates – Safety Report Fee £50.76; Severn Trent Water £588.08; Graham Computer Services £60.00; NPower £68.37

- (b) The Year End Accounts to 31<sup>st</sup> March 2012 were approved and signed. These had been Signed Off by the Internal Auditor – Dr Linda Cottrell. Proposed by Cllr A Grieve and seconded by Cllr P Griffiths.  
**Annual Audit Return for Accounts ending 31<sup>st</sup> March 2012**
- (c) The Chairman and Clerk signed the Approval of Section 1 – Accounting statement
- (d) The Chairman and Clerk signed the Approval of Section 2 – Annual Governance Statement
- Discretionary Rate Relief - Approved as follows :-**
- (e) Cross Keys Inn, Suckley - £123.09. Proposed by Cllr C Luton and seconded by Cllr P Griffiths
- (f) Tan House, Longley Green - £44.37. Proposed by Cllr P Whatley and seconded by Cllr C Luton Griffiths
- Grants/Donations**
- (g) The Council approved the annual grant of £100 to Suckley PCC for maintenance of graveyards. Proposed by Cllr P Whatley and seconded by Cllr P Griffiths.
- (h) The Council approved the annual grant to the Playing Fields of £600.00. Proposed by Cllr A Grieve and seconded by Cllr P Griffiths.

#### **57/12 PLAYING FIELD**

Annual Inspection - Mr J Hicks. The Council noted the Annual Safety Report from Mr J Hicks. Cllr C Luton reported that the internal walls of the Pavilion had now two coats of paint on them, and the rendering in the toilets had also been painted. The floor is being levelled and sealed next week. The Contact Information Notice had been laminated and was ready to be put in place. Cllr Luton also reported that she hoped the Playing Fields would benefit from the reserves of money which had lain dormant for some years in the Football Club 100 Club Account. She had contacted all the old members of this Club, most of whom were happy to donate the money to the Playing Fields. The Clerk reported that the Gate Notice was ready for collection, once the cheque had been signed!

#### **58/12 RISK ASSESSMENT**

Due to the absence of Cllr J Green, Cllrs P Whatley and C Luton agreed to complete the risk assessment forms. .

#### **59/12 OIL PURCHASING COLLECTIVE**

Cllr A W Huband reported that Martley Parish were involved in a bulk heating oil collective, and he thought this might be of interest to Suckley. The Clerk was asked to publish Cllr Huband's contact phone number in the News Letter to see how many people might be interested.

#### **60/12 PLANNING**

- (a) The Council noted the following refusals/permissions/Appeals (MHDC)
- (i) Agricultural & Forestry Development - **Approved**  
 Location: Land at (Os 7352 5099) Suckley, Worcs  
 Proposal: Agricultural building for the storage of hay/straw and implements  
 App Ref: 11/01569/AGR
- (ii) Steepways, Longley Green, Suckley, Worcs WR6 5DU  
 Proposal: Extensions and alterations to dwelling & construction of retaining wall  
 App Ref: 12/00059/HOU  
 Planning Permission **Approved**

- (b) To consider the following planning application:-  
Stocks House, Suckley, Worcs WR6 5EE  
Proposal: Erection of carport/garage  
Applicant: Mr G Jenkins  
App No: 12/00627/HOU  
The Council had no objections to this application.
- (c) The Clerk reported that MHDC Planning was offering a Planning Training Course for Parish and Town Councillors on 28<sup>th</sup> June 2012. A number of Councillors expressed interest in this course. The Clerk to contact Joanne Lowman at MHDC.

#### **61/12 SUCKLEY SCHOOL**

The Clerk reported that she had not yet received a copy of the Lease signed by the Board of Governors. Cllr Liz Devenish confirmed that she had asked for a copy of this, and would chase it up. The Clerk also reported that Andrew Duncan had received a response from Worcestershire County Council stating that the Governors had signed the lease, after taking legal advice. He was not sure what the Council now wanted him to do, or even if he could do anything. The Clerk to contact him to restate that the Parish Council were only interested in the "gifting" of the land/buildings to the Parish in or around 1874-76. Cllr P Whatley was still prepared to look through the Parish Minute Books and the Clerk was asked to find out how this could be done.

#### **62/12 COUNCILLOR VACANCY**

The Clerk reported that so far, four parishioners had expressed an interest in the vacancy. She had received the go ahead for co-option from MHDC Electoral Registration Department.

#### **63/12 ANNUAL PARISH MEETING**

The Clerk reminded the Council that the Annual Parish Meeting would be held on 21st May at 7.30 pm. The Clerk to purchase soft drinks/wine etc. All Councillors to bring some nibbles.

#### **64/12 CORRESPONDENCE**

All correspondence was available for viewing.

#### **65/12 MATTERS FOR FUTURE AGENDA**

Applications for Councillor vacancy  
Worcestershire County Council – Legal Services  
Risk Assessment schedule  
Bank Accounts – consolidation of bank accounts  
Suckley Church – internal restructuring  
New Code of Conduct

**DATE OF NEXT MEETING - Monday 16<sup>th</sup> July 2012 (please note change of date)**