

## SUCKLEY PARISH COUNCIL

### MINUTES OF THE ANNUAL PARISH COUNCIL MEETING Held on Thursday 14<sup>th</sup> MAY 2015 at 7.00 pm in Suckley Village Hall

Present: Cllr A W Huband, Cllr J Green, Cllr P Whatley, Cllr P Griffiths,  
Cllr A Grieve, Cllr A Lewis

In Attendance: Mrs D Taylor (Clerk), Co Cllr P Tuthill, Dist Cllr A Warburton,  
Dist Cllr S Rouse

One member of the public was present for the meeting

**All Council Members present signed their Declaration of Acceptance of Office & Code of Conduct before taking part in the meeting. Cllrs C Luton and L Devenish had signed their Declarations prior to the meeting, these had been witnessed by Cllr J Green.**

**Election of Chairman** Cllr A W Huband was Proposed by Cllr P Griffiths  
Seconded by Cllr A Grieve  
Carried unanimously

The Chairman signed the Declaration of Acceptance of Office & Code of Conduct

Apologies for Absence – Cllr C Luton, Cllr L Devenish

**Election of Vice-Chairman** Cllr J Green was Proposed by Cllr P Whatley  
Seconded by Cllr A Lewis  
Carried unanimously

The Council noted that Mr Barry Kearley had not sought re-election to the Council, and therefore the Council need to co-opt a new member. The Clerk was asked to send a letter to Mr Kearley thanking him for his hard work during his term of office. The Clerk would be posting notices re the vacancy. The Chairman welcomed our new District Cllr – Ms Sarah Rouse - who had replaced Mr David Hughes.

**Declaration of any Disclosable Pecuniary Interests (DPI) or other Disclosable Interests falling within the terms of para 12(4)(b) of the Code of Conduct. 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**

**Report from County Councillor** - Co Cllr Paul Tuthill reported to the meeting and circulated new brochures published by Worcestershire County Council – World Class Worcestershire. Work was still continuing along the Southern Link Road from the Ketch roundabout. Funding had been procured for the design work required for the widening of the Carrington Bridge.

**Report from District Cllrs** – Dist Cllrs Anthony Warburton and Sarah Rouse reported to the meeting. They would be representing the Alfrick & Leigh Ward as Independents, but the Conservative Group still held control of Malvern Hills District Council.

**Lengthsman Report** - Cllr J Green and the Clerk reported to the meeting. Despite their best efforts to contact Barry Bennett, no response had been forthcoming. However, the Clerk had managed to find a new Lengthsman – Mr Rob Lambert – who would be working for Cradley & Storridge (under Herefordshire Council) and was also willing to work as Suckley Lengthsman. Mr Lambert had yet to undertake Lengthsman training with Balfour Beatty (contractors to Herefordshire Council) but would be available after this training session had been completed. The Clerk was asked to send a letter of thanks to Barry Bennett for his excellent work in Suckley whilst he was Lengthsman.

**Footpaths** – Mrs Helen Philpotts who attended the meeting as a member of the public, agreed to be an Acting Footpaths Warden as she already used the bridlepaths in the Parish. She was hopeful that a small team of volunteers could be recruited to walk the paths and report problems either to the Clerk or directly to the Countryside Dept at Worcestershire County Council. The Clerk to contact the Countryside Dept to find out about training, and to try and get a footpaths map of the Parish for reference purposes. Mrs Philpotts agreed to speak at the Annual Parish Meeting on 26th May to ask for more volunteers. Co Cllr Paul Tuthill asked about Worcs Wildlife Trust speaking to the Council re Blackhouse Wood. The Clerk had not received any response from them despite sending numerous requests. She would try contacting them again, as there were a number of footpath and bridleway issues to discuss.

**Local Police** – Cllr P Whatley had very little to report – there was a small pattern of activity in the North end of the Parish, but overall Suckley was a very low crime area.

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

### **33/15 STANDING ORDERS**

The Council noted the New Model Standing Orders which had been adopted by the Council in November 2014.

### **34/15 CODE OF CONDUCT**

The Council noted the Code of Conduct which had been adopted in June 2012.

### **35/15 FINANCIAL REGULATIONS**

The Council noted the new NALC Financial Regulations which had been adapted by the Council and adopted in September 2014.

### **36/15 RISK ASSESSMENT SCHEDULE**

The Council noted the Risk Assessment Schedule prepared by the Clerk and circulated to all Councillors (for review at the July 2015 meeting). Included in this schedule was Insurance cover which was not due to be renewed until October 2015.

### **37/15 NOMINATION OF COUNCILLORS**

Councillors were nominated to various posts as follows :-

#### **Election of Councillor responsible for Planning**

Cllr Mrs P Griffiths

Proposed by Cllr P Whatley  
Seconded by Cllr A Lewis

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

#### **John Palmer Educational Foundation**

Cllr A Lewis  
&  
Cllr L Devenish

Proposed by Cllr P Griffiths  
Seconded by Cllr P Whatley  
Proposed by Cllr A Grieve  
Seconded by Cllr J Green

The Clerk to write to Worcester Municipal Charities stating that in principle Cllrs A Lewis and L Devenish were prepared to act as Chairman/Secretary/Treasurer, but need to know the scope of what was involved. Proposed by Cllr A Grieve and seconded by Cllr P Griffiths

The Clerk reported that Paul Griffith from Worcester Municipal Charities had commented on the wording she had sent regarding the Council's opposition to the transferring of John Palmer Educational Foundation. He had suggested that the wording should include "Suckley School" rather than just Suckley. The Clerk was asked to inform him that the wording had been very carefully chosen to ensure that "all Suckley young people in full time education" would be able to benefit from the Foundation, should the school for any reason be closed down.

#### **Alfrick Educational Charity**

The Council agreed that it would make sense for Cllrs A Lewis & L Devenish to represent the Parish Council on both educational charities.

Cllr A Lewis  
&  
Cllr L Devenish

Proposed by Cllr A Grieve  
Seconded by Cllr P Whatley  
Proposed by Cllr P Griffiths  
Seconded by Cllr J Green

The Clerk to write to Mrs Rosemary Harward thanking her for representing the Council at both the above charity meetings.

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

Proposed by Cllr A Grieve  
Seconded by Cllr J Green  
Proposed by Cllr P Griffiths  
Seconded by Cllr A Grieve

**The Hill Trust** Cllr A Grieve

Proposed by Cllr P Whatley  
Seconded by Cllr A Lewis

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

Cllr P Griffiths

Cllr J Green

Cllr C Luton

Proposed by Cllr A Grieve  
Seconded by Cllr A Lewis  
Proposed by Cllr P Whatley  
Seconded by Cllr P Griffiths  
Proposed by Cllr P Whatley  
Seconded by Cllr A Grieve

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

Cllr A Grieve

Proposed by Cllr P Griffiths  
Seconded by Cllr J Green

**Election of Councillors with special responsibilities:**

Police -	Cllr P Whatley	Proposed by Cllr J Green Seconded by Cllr A Lewis
NHS -	Cllr A Lewis	Proposed by Cllr A Grieve Seconded by Cllr P Griffiths

**Suckley School Board of Governors**

Cllr L Devenish	Proposed by Cllr P Whatley Seconded by Cllr J Green
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School Board of Governors – the Clerk was asked to write to the Head Teacher proposing that Cllr L Devenish be nominated as a Community Governor representing the Parish Council

**38/15 CHARITY ACCOUNTS**

Three Charities had submitted their Accounts – Alfrick Educational Charity, Brookes Memorial Fund and Suckley Charities, and these were perused by the Council. Full Accounts had not yet been received from Dunns Charity, the Hill Trust and John Palmer Trust (the Clerk had sight of some figures via Worcester Municipal Charities).

The Minutes of the Parish Council Meeting held on 9<sup>th</sup> March 2015 were approved and signed, Proposed by Cllr A Grieve and seconded by Cllr J Green. The Minutes of the Parish Council Planning & Special Meeting held on 27<sup>th</sup> April 2015 were approved and signed. Proposed by Cllr P Griffiths and seconded by Cllr A Lewis.

**39/15 HIGHWAYS & BYWAYS**

- (a) Footpaths – previously covered.
- (b) Lengthsman – previously covered
- (c) Potholes/resurfacing – Blackhouse Lane. The Clerk and Co Cllr Paul Tuthill reported that this work was now scheduled for June.
- (d) Silted ditch opposite Rose Cottage – The Clerk reported that Paul Green, Land Drainage Inspector, had now persuaded Worcs County Council to send in their jetting team to complete work on the two culverts opposite Rose Cottage. This should take place in the next few weeks.
- (e) Hedge/tree cuttings tipped along Birchwood Lane at Mosewick Farm. This had now been reported to Worcs Co Council Highways Enforcement Team Ref No 6651222.
- (f) Blocked ditch opposite Woodland Road (owned by Severn Trent Water). Paul Green had been chasing Severn Trent and an order had been made to complete the work.
- (g) Blocked drains opposite & below Mosewick Farm, Birchwood Lane. Cllr J Green had made further inspections of these, and they did not appear to be blocked.
- (h) Hedge planting – near to White House Cross Roads. Concern was expressed at the laurel hedge planting which had taken place at Haventree, near to the White House Cross Roads. The hedge would, in the not too distant future, block the view from the approaching road to the Cross Roads. Cllr A Grieve agreed to speak to the owners of Haventree about the visibility issue. The Clerk to contact Worcs Co Council Highways about this if required.
- (i) Cllr P Whatley reported that despite some work having been done in Birchwood Lane, potholes were still re-appearing. Co Cllr P Tuthill and the Clerk to follow this up with Highways.

#### **40/15 SPEEDING/VAS CAMERA**

The VAS camera had just been moved from Alfrick (by the Clerk's husband) to its first location at the Village Hall, Knightwick Road. It was hoped that the new Lengthsman would soon be able to do this VAS work.

#### **41/15 COMMUNITY GROUP**

- (a) **Suckley War Memorial** – Cllr P Whatley reported on behalf of the Memorial committee on the progress being made. Ringway had completed the groundworks, the granite stone was now in place and engraved. He would be purchasing some light red granite chippings to fill in around the stone. All agreed that Ringway had done an excellent job and the whole site looked very good indeed. Cllr Whatley suggested that the post & rail fencing should be renewed, with a new gate being put at the back of the memorial site rather than onto the road. He had obtained a quotation for around £720.00 including labour for this to be done. This was approved by the Council – proposed by Cllr A Grieve and seconded by Cllr A Lewis. Cllr Whatley was also going to speak to Gerry Brienza at Highways about placing white marker posts along the grass verge (similar to those in place at The White House).

The Clerk had obtained catalogues for two benches to be sited near to the memorial. The Council looked at these, and selected the St George oak bench 3-4 seater @ £897 plus VAT, plus engraving and fixings. Proposed by Cllr A Grieve and seconded by Cllr P Griffiths. Cllr P Griffiths very generously offered to purchase one of these benches and donate it to the Council for the memorial site.

Cllr A Grieve reported that Cradley British Legion had agreed to attend the dedication, together with a bugler/trumpeter and standard bearer. They would also be laying a wreath, as would the Parish and County Council. The Mifflin family and pupils from Suckley School would be laying poppy crosses for each of the fallen. He had managed to track down the Trench Choir who specialise in First World War songs and they had agreed to come along. There would be displays at the Nelson Pub from Suckley History Society, Bromyard History Society (Bromyard and Worcestershire at War), Birmingham University and Suckley School, where the children were busy making poppies for the event.

- (b) **BT Phone Box** - The Clerk reported that she had received a leaflet from BT re purchasing the phone box for £1. She had checked with BT that this phone box was available for sale (Tel No 01886 884286) but could only be purchased with the permission of MHDC. Clerk to look into this matter, bearing in mind the Council's previous experience of this "offer."

#### **42/15 FINANCE**

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

**General Fund** – Clerk's expenses March/April 2015 £87.49; Lengthsman – March 2015 £48.00 (already paid but to be approved); Clerks April salary adjustment £12.25; Marion Griffiths payroll services 2014/15 £60.00; Worcs Calc subscription 2015/16 £280.17; HMRC PAYE April/May/June 2015 - £303.00; A Gillett – repairs to mower for Old Quarry - £16.80

**Playing Field Account** - NPower electric £63.74; DJR Services - £264.00; John Hicks – Safety Report Playing Fields Inspection - £50.76; J Green – Playing Field clearance £60.00

- (b) **Year End Accounts to 31<sup>st</sup> March 2015** were approved. Proposed by Cllr A Grieve and seconded by Cllr J Green.

**Annual Audit Return for Accounts ending 31<sup>st</sup> March 2015**

- (c) Approval of Section 1 – Accounting Statement – signed by the Chairman and Clerk  
(d) Approval of Section 2 – Annual Governance Statement – signed by the Chairman and Clerk

**Discretionary Rate Relief 2014/15 – Parish Council financial support**

- (e) Cross Keys, Suckley - £132.49. Proposed by Cllr P Whatley and seconded by Cllr A Lewis  
(f) Tan House, Longley Green, Suckley - £47.76. Proposed by Cllr P Griffiths and seconded by Cllr J Green.

**Grants/Donations**

- (g) Suckley PCC – maintenance of graveyards – £200.00. Proposed by Cllr J Green and seconded by Cllr P Griffiths.  
(h) Suckley Playing Fields Grant 2015/16 - £600. Proposed by Cllr P Whatley and seconded by Cllr A Lewis.  
(i) **Lengthsman Contract 2015/16** – The Council agreed to offer this contract to Mr Rob Lambert and pay him an hourly rate of £15.00. This matched the rate paid by Cradley & Storridge. The Clerk to arrange the contract as soon as possible. Proposed by Cllr A Grieve and seconded by Cllr P Whatley.

**43/15 PLAYING FIELD COMMITTEE**

The Council noted the safety assessment undertaken by Mr J Hicks in March 2015. Cllr J Green reported on the damage fencing at the end of the All Weather Pitch, and recommended that it be repaired with plywood. This would stand up to the pounding of balls hitting the fence. The cost would be in the region of £250 plus labour charge. After some discussion, the Council approved this solution. Proposed by Cllr A Grieve and seconded by Cllr A Lewis.

**44/15 RISK ASSESSMENT**

Cllr J Green had completed the forms. Nothing outstanding, other than issues reported above.

**45/15 PLANNING**

The Council considered the following planning application:-

- (a) App Ref No: 15/00517/LBC  
Location: Upper Tundridge Farm, Blackhouse Lane, Suckley, Worcs WR6 5DP  
Applicant: Mr & Mrs Vetch  
Proposal: Detached workshop & carport & store

Cllr A Grieve declared a Disclosable Interest in this application, and took no part in the proceedings. The Council voted to approve the application, but noted that the height of the buildings was not shown on the plans, and the buildings might be highly visible from the footpaths and the road.

**46/15 SUCKLEY CHURCH**

Cllr A Lewis reported that the PCC had received the “judgement and recommendations” of the Chancellor regarding Suckley Church. The PCC had unanimously agreed to these recommendations, and would be seeking costings for them. The new Vicar, the Revd Anne Potter, was having a huge and positive impact in the Parish.

**47/15 SUCKLEY SCHOOL**

No report.

**48/15 ANNUAL PARISH MEETING**

The Clerk reminded the Council about this Meeting, starting at 7.30 pm on 26<sup>th</sup> May 2015.

**49/15 MATTERS FOR FUTURE AGENDA**

Pensions

**50/15 CORRESPONDENCE**

All correspondence was available for viewing from 6.45 pm

**DATE OF NEXT MEETING – Annual Parish Meeting – 26<sup>th</sup> May at 7.30 pm – Parish  
Council Meeting - 27<sup>th</sup> July at 7.00 pm**