

| MINUTES OF THE ANNUAL MEETING OF THE SHELSLEYS PARISH COUNCIL Held in the Village Hall on 16th May at 7pm in the year 2023 | |
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| | Present: Laura Taylor, Val Jones, John Stinton, Dave Bates, Jean Hammond, Louise Hutton and David Belfield |
| | In attendance: District Councillors Pam and Paul Cumming, 1 member of the public and the clerk. |
| 1.1 | Election of Chairman: Two nominations Val Jones and David Belfield. The Chairman used her casting vote and Val Jones was elected. |
| 1.2 | Apologies: David Chambers County Councillor. |
| 1.3 | Election of Vice Chairman: One nomination, Louise Hutton duly elected. |
| 1.4 | <p>Declaration of Interest:</p> <ol style="list-style-type: none"> 1. Register of Interests: Councillors are reminded of the need to update their register of interests. 2. To declare any Disclosable Pecuniary Interests in items on the agenda and their nature. 3. To declare any other Disclosable Interests in items on the agenda and their nature. <p>Councillors who have declared a Disclosable Pecuniary Interest, or another Disclosable Interest which falls within the terms of paragraph 12(4)b of the code of conduct must leave the room for the relevant items.</p> <p><i>Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.</i></p> |
| | Public Question Time: None. |
| 1.5 | Co-option of two members: Mrs Karen Metcalfe and Mrs Carole Warren were co-opted to represent Shelsley Beauchamp. |
| 1.6 | To note the Code of Conduct: Members were reminded of their obligation to abide by the adopted Code. |
| 1.7 | The Council's Scheme of Delegation: Planning to remain the same. |
| 1.8 | <p>Financial Regulations. All Councillors have received a copy of the regulations.</p> <p>Risk Assessment. The Clerk circulated a current risk assessment prior to the meeting, there was no comment.</p> <p>Insurance. Insurance Renewal. Litter bins and grit bins are now included in the description street furniture. The defibrillator and cover are automatically included. The amount of cover is considered adequate and the premium remains the same at £395.00.</p> <p>The clerk's salary and PAYE will be paid monthly by BACS and recorded in a confidential cash book.</p> <p>Bank mandate signatories are reminded saved PIN and password facilities are not to be used.</p> |

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| 1.9 | <p>Individual Offices: Shelsley Walsh Hill Climb liasion Councillor Dave Bates Tree Warden John Stinton Footpaths Warden Karen Metcalfe Representative on the Village Hall Management Committee. Three councillors, D Bates, J Stinton and D Belfield sit on the VHMC.</p> |
| 1.10 | <p>Worcestershire CALC representatives: Deferred until the next meeting.</p> |
| 1.11 | <p>Minutes: The minutes of March 7th 2023 were agreed as a true record and signed by the Chairman.</p> |
| 1.12 | <p>District and County Councillor Reports: County Councillor Chambers sent a written report. District Councillors Pam and Paul Cumming were welcomed following their success at the recent local elections.</p> |
| 1.13 | <p>Midland Automobile Club: Helen Evans reported that two events and a driving school had started the season. There was discussion as to any agreed finish time. It was explained that an overrun could occur due to an incident occurring. Helen will check whether there is an official time finish particularly on a Sunday and report back to the council.</p> |
| 1.14 | <p>Lengthsman: It was agreed to continue with the contract with WCC, the clerk to sign on behalf of the council. The contract for services has not yet been signed by the Lengthsman, no payments will be made until A SIGNED CONTRACT IS RECEIVED..</p> |
| 1.15 | <p>Highways and Footpaths: Highways issues: Pard House Lane. In spite of remedial action by WCC the road is still waterlogged and covered in mud due to a suspected blockage under the lane. County to be informed again with regard to health and safety. Councillor Belfield to pursue. Stirt water. The water across the road below The Stirt hill has been alleviated. Chevron signs at Cheltry bend have still not been replaced.</p> |
| 1.16 | <p>Progress Reports: Broadband. Big Help Out. For discussion at the next meeting. AONB extension. Councillor Jones received information from the Abberley Hills Preservation Society. An extension of the AONB from Knightwick is proposed and an application to Natural England has been made. The time scale is lengthy. Speeding signs. It was decided not to purchase a speeding sign but to create and place specific notices locally. Bleed Out Kit. No further information.</p> |
| 1.17 | <p>Urgent Decisions:</p> |

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| | <p>Payment to Giclee printing £326.23 Diana Pollock (who organised) the framing of the map £223.18</p> |
| 1.18 | <p>Coronation: The event on May 7th celebrating both the coronation and the unveiling of the map was deemed a great success. The MAC donated £450.00 towards the cost of the framing together with donations from local residents.</p> |
| 1.19 | <p>End of Year Accounts 2022 2023 These were agreed by members and signed by the RFO and Chairman.</p> |
| 1.20 | <p>Audit: The Certificate of exemption was signed by the Chairman and will be submitted to the External Auditors PKF Littlejohn.</p> |
| 1.21 | <p>Audit Section 1 was agreed by members and signed by the RFO and Chairman.</p> |
| 1.22 | <p>Audit Section 2 Was signed by the RFO and Chairman and the Internal Auditor's report was inspected.</p> |
| 1.23 | <p>Finance: The following payments were approved. Map Invoice £1360.93 Lengthsman £426.00 Insurance Gallagher £395.00 Bunting £236.15. Invoice awaiting clarification before payment. The Lloyds Mandate will be amended to accommodate the new signatory Councillor Hutton. Monies received: Donations towards the cost of the map framing & printing totalled £1100 Precept half annual amount £3500 WCC lengthsman repayment £355 HMRC penalty payment cancelled. Parish Hall Business Rates = Nil</p> |
| 1.24 | <p>Planning: Malvern Hills District Council planning decisions. M/23/00153/LB The Hop Barn Stanford Bridge withdrawn M/23/00276/LB Old Post Office Shelsley Walsh (chimney) awaiting decision.</p> |
| 1.25 | <p>Correspondence: All items are sent via email. No comments.</p> |
| 1.26 | <p>Village Hall Management Committee: The committee was reminded to submit the VHMC accounts following their AGM later in May.</p> |
| 1.27 | <p>County Association of Local Councils (CALC): Councillors urges to take advantage of CALC training opportunities.</p> |

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| 1.28 | Councillors' reports and items for future agenda: Area representatives. Village Hall accounts. Big Help Out |
| 1.29 | Date of the next meeting: July 11th The meeting concluded at 20.45 Jan Speyer Clerk and RFO May 19th 2023 |

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