

MINUTES OF THE ANNUAL MEETING OF THE SHELSLEYS PARISH COUNCIL
Meeting held at the Village Hall on 8th May at 7pm in the year 2016

Present: William Sutherland, B Hart, D Bates, L Taylor and J Stinton.

In Attendance: Five members of the public and the Clerk.

- 1.1 Election of Chairman:** No Chairman was elected for the year, Councillor Sutherland agreed to be chair for this meeting only.
- 1.2 Apologies:** C Roberts (previously accepted due to his commitments as High Sheriff) K Metcalfe (holiday) C Warren, D Styles. The clerk explained that reasons for Parish Councillors absence from a meeting should be noted to ascertain whether they are acceptable. All were accepted after discussion. County Councillor Pollock and Councillor Palethorpe.
- 1.3 Election of Vice Chairman:** No Vice Chairman was elected.
- 1.4 Declaration of Interest:** D Bates and J Stinton for Item 12

The meeting was adjourned for **Public Question Time** Further to a question at the Annual Parish Meeting, the suggestion made by a member of the public that the Parish Council should be more proactive in engaging with parishioners as many people were unaware of meetings was discussed. It was suggested that it would be simple to send emails to inform and encourage people to attend.

The agenda and minutes are already available on the WCC My Parish website

- 1.5 To note the Code of Conduct:** Noted.
- 1.6 To consider the Council's Scheme of Delegation:** No change.
- 1.7 To review Council's Financial Regulations, Risk Assessment and Insurance.** No change was required to the Financial Regulations. The Insurance cover was deemed appropriate and the premium approved for a fixed term of three years.
- 1.8 To appoint individual offices including:**
The Village Hall Committee representative and the Parish Paths Warden to be confirmed at the next meeting. The Hill Climb liaison Councillor is D Bates and the Tree Warden is J Stinton.
- 1.9 To nominate two Councillors to attend the Worcestershire County Association of Local Councils (CALC) Area Meetings.**
L Taylor. D Bates also expressed an interest in attending meetings. Clerk will supply details of meetings
- 1.10 Minutes:** The minutes of the meeting held on March 13th 2018 were approved and signed as a true record.
- 1.11 District and County Councillor Reports.**
Written reports were received from both councillors which will be available on the website.
- 1.12 Village Hall:** Insurance documents were viewed and accepted. Accounts were not produced. There are currently only two committee members, but more are being sought. The Parish Council agreed to pay for the hire of the village hall. The Village Hall

Management Committee (VHMC) will send an invoice to the clerk.

- 1.13 Grants and Donations:** The grant for electricity to the VHMC and the request from Longside Radio will be reviewed at the next meeting.
- 1.14 Progress Reports:**
Broadband Update: There was no update, as the Parish Councillor who has been tasked with this was not in attendance.
Affordable Housing: No further information has been received.
- 1.15 Lengthsman:**
The lengthsman's contract with Worcester County Council will be renewed. The maximum payment from WCC is £2365.00
The lengthsman Rob Wilks's Annual Contract with the Parish Council, will be renewed in the same terms.
The worksheet for March was inspected and accepted.
The Lengthsman Rob Wilkes will be thanked for his work throughout the parish.
- 1.16 Highways:**
The road closure on 28th May for two days at Stanford Bridge was noted. The alternative route via Pard House Lane is not considered acceptable due to the poor road surface. Road sweeping, despite numerous telephone calls the clerk has still not been able to obtain a satisfactory answer from Worcester County Council (WCC) Highways Control. Mountain bikers have been using the Worcestershire Way, Clerk to enquire of WCC what can be done to control this.
- 1.17 Urgent Decisions:** 18/00397/LB Shelsley Walsh MAC barn renovations. In consultation with Councillors, recommended approval.
- 1.18 End of Year Accounts:** These had been circulated prior to the meeting. They were approved. The figures were inserted in the Annual Return 2017 2018
- 1.19 Audit:** The exemption certificate was signed by the acting Chairman and the clerk. Section 1 was completed.
- 1.20 Audit:** Section 2 was agreed as per 1.18 above by members and signed by the acting Chairman and the Clerk.
- 1.21 Finance:** The following payments were approved:
Insurance Came and Company £330.00
Clerk's salary and expenses £698.49
Lengthsman invoice for March £72.00
CALC subscription £260.02
WCC Salt payment £504.00
Clerk's PAYE, remuneration and HMRC payments are to be paid quarterly.
Bank balance at 7th May was unavailable.
Monies received
Precept £2000
WCC payment for Lengthsman £600
Rural Rate Relief. It was agreed that a retrospective application from the Court House could be considered.
- 1.22 Planning:**
18/00637/LB Hillside Farm Camp Lane. Application arrived today and the decision

deferred until all Councillors have viewed the plans online.

1.23 Correspondence for Information and Circulation:

All other correspondence for information delivered via email has been circulated. There were no responses to consultations and no matters raised, no further action required. Additional information received. 30mph stickers which can be placed on wheelie bins. Clerk to find out more.

1.24 CALC: Further information on the changes with Data Control. Update regularly circulated.

1.25 Councillors' reports and items for future agenda:

Pard House Lane road surface and drainage.
Broadband
Affordable Housing
Proactive contact with parishioners.

1.26 Date of the next meeting: July 10th 2018

The meeting concluded at 21.00

Jan Speyer Clerk May 9th 2018

DRAFT