



Rous Lench Parish Council

Councillors are summoned to The Annual Meeting of Rous Lench Parish Council at 7:30PM on Monday 22nd May 2023 in Rous Lench Village Hall

Press and public are cordially invited to attend

Agenda

1. **Election of a Chairman** and signing the Declaration of Acceptance of Office.
2. **Election of a Vice-Chairman and Deputy Vice-Chairman**
3. **Apologies for absence:** To receive apologies and to approve reasons for absence.
4. **Declarations of Personal and Prejudicial Interest**
 - 4.1. **Register of Interests:** With reference to items on the agenda members are reminded of their responsibility to declare interests and to update their register of interests as required. *Failure to register or declare an interest may result in the commission of a criminal offence.*
 - 4.2. **Disclosable Pecuniary Interests:** To declare any Disclosable Pecuniary Interests in items on the agenda and their nature. *Councillors with a Disclosable Pecuniary Interest must leave the room for the relevant items.*
 - 4.3. **Other Disclosable Interests:** To declare any Other Disclosable Interests in items on the agenda and their nature. *Councillors with an Other Disclosable Interest may need to leave the room for the relevant items.*
 - 4.4. **Dispensations:** To consider any written dispensations from members who have declared an interest but wish to stay in the meeting during that time to aid discussion / speak / vote.
5. **Open Session:** *The meeting will be adjourned for the open session.*
 - 5.1. **District Councillors:** To receive a report.
 - 5.2. **County Councillor:** To receive a report.
 - 5.3. **Police:** To receive a report.
 - 5.4. **Public participation:** At the discretion of the Chairman members of the public will be invited to speak and/or question the Parish Council on issues relating to this agenda or raise issues for future consideration. *Maximum duration 5 minutes per person and 15 minutes in total.*
6. **To consider and adopt the minutes** from the Parish Council meeting on the 20th March 2023.
7. **Planning:** To consider the following planning applications to be determined by Wychavon District Council and appeals to be determined by the Planning Inspectorate:
 - 7.1. ENF/20/0370, The Caravan, Radford Rd – update to be provided.



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- 7.2. W/22/02027/OUT, Land at (OS 0277 5140) Low Road, Church Lench – Outline application for the erection of up to 19 dwellings (including affordable homes) – comment provided by RLPC. Currently pending decision.
- 7.3. SWDP Review consultation – response provided by RLPC. Any updates to be provided.
- 7.4. W/22/02191/HP, The Green, The Green, Rous Lench, WR11 4UN – proposed two storey extension. Comment provided by RLPC. Wychavon District Council approved.
- 7.5. W/23/00141/FUL, St Peters Church, Rous Lench - alterations to church to include air source heat pump, stone meter pier, external terrace, maintenance outbuilding, solar PV panels and cycle racks. Comment provided by RLPC, currently pending decision.
- 7.6. W/23/00142/LB Associated Ref: W/23/00141/FUL, St Peters Church, Rous Lench - alterations to church to include air source heat pump, stone meter pier, external terrace, maintenance outbuilding, solar PV panels and cycle racks. Comment provided by RLPC, currently pending decision.
- 7.7. W/23/00321/FUL, The Caravan At, Radford Road, Rous Lench, Evesham, WR11 4UL - additional two static caravans, one touring caravan and two day rooms to form three gypsy pitches on approved gypsy site (W/15/01159) for members of the same family already living on the site. Comment provided by RLPC, currently pending decision.
- 7.8. Appeal: W21/00712/FUL, The Caravan At, Radford Road, Rous Lench, Evesham, WR11 4UL - Replacement of existing dwelling and ancillary buildings with construction of new two-bedroom bungalow together with relocation of vehicular access track (part retrospective). Comment provided by RLPC, currently pending decision.
- 7.9. Appeal: W/22/00712/CU, Stables opposite Tudor Cottage, Mill Lane, Radford - Change of use of existing stables to holiday let accommodation. To discuss.

8. Progress reports: Clerk's report

- 8.1. Update Council on actions since previous meeting.
- 8.2. To approve annual leave and overtime submission.

9. Community Orchard/Garden and Allotments: update from Cllr Newton.

10. Rous Lench and Radford Parish: Items for discussion or decision or to share updates.

- 10.1. Asset maintenance checks (standing item).
- 10.2. Vehicle Activated Sign – health checks and extension poles.
- 10.3. King's Coronation Funding – to discuss tree & plaque.
- 10.4. Civility and Respect project – to consider signing the pledge.
- 10.5. Wychavon Parish Games – to discuss.
- 10.6. '20 is plenty' scheme – to discuss.
- 10.7. Beltane Bash 2023 – to review.
- 10.8. Wychavon Way – to provide any update.
- 10.9. Lengthsman Scheme – update on 2023/24 budget.
- 10.10. Wychavon Community Legacy Grant round 5 – update from Cllr Newton.

11. Annual Business as per Standing Orders:

- 11.1. Review of delegation arrangements to the Clerk and terms and conditions of the Staffing and Finance Working Group and to appoint 2 members (Chairman and Vice-Chair ex officio members.)
- 11.2. Review and adoption of Standing Orders and Financial Regulations and other RLPC Policies – to include General Data Protection Policies.
- 11.3. Review of inventory of assets and risk assessment.
- 11.4. To consider quotes received on arrangements for insurance cover.
- 11.5. To agree the payment of £207.37 annual subscription to Worcestershire CALC.

11.6. Review of appointments/representation to external bodies:

11.6.1. Wychavon Area CALC representative x 2.

12. Finance:

12.1. To receive and note Annual Internal audit from Internal Auditor.

12.2. To approve the accounts year ending 31.03.2023 including bank reconciliation, explanation of significant variances and payments over £100.

12.3. To adopt the Statement of Internal Control and Annual Review of Effectiveness of Internal Control.

12.4. To consider documents for approval for the External Auditor:

12.4.1. To approve Annual Governance Statement.

12.4.2. To approve Statement of Accounts.

12.5. Bank mandate: To review bank signatory arrangements.

12.6. 2023-24 Budget expenditure: To consider and approve.

12.7. 2023-24 Bank reconciliation: To consider and approve.

12.8. Invoices: To approve the proposed payments.

13. Correspondence: Clerk to present correspondence received since previous meeting.

14. Councillor Reports & Items for Future Agenda.

15. Meeting dates: To agree meeting dates for 2023/24.

Dated 16th May 2023

*Kerry Williamson
Clerk and RFO*