

# SOUTH LENCHES PARISH COUNCIL

Clerk to the Parish Council: Mrs N. Holland. Tel: 07835620613.  
Morton Wood Farmhouse, Morton Wood Lane, Abbots Morton. WR7 4LU.  
Email:southlenchespc@gmail.com  
Website: <http://www.southlenchesparishcouncil.org/>

Councillors are summoned to attend the Annual Parish Council meeting of South Lenches Parish Council on Tuesday May 4th 2021 at 7.00pm this will be held virtually via Zoom.

The meeting is open to the press and members of the public to put questions or raise concerns regarding matters on this agenda or for future consideration. Those wishing to join the meeting should contact the Clerk in advance for the password.

## AGENDA

1.	<b>Election of Chairman:</b> an annual requirement; the appointed member to sign the Declaration of Office.
2.	<b>To consider apologies</b> and to approve reasons for non- attendance.
3.	<b>Election of Vice-Chairman</b> - not a requirement but advisory to stand in when Chairman is absent.
4.	<b>Casual vacancy:</b> No applications received.
5.	<b>Declarations of Interest:</b> with reference to items on the agenda members are reminded of their responsibility to declare interests as defined in the Code of Conduct and to update their Register of Interests held with Wychavon District Council.
6.	<b>Dispensations:</b> To consider any further written dispensations from members who have declared an interest but wish to stay in the meeting during that time to aid discussion / speak / vote. Requests to be with the Clerk <b>at least 4 clear days prior to a meeting.</b> (S33 of the Localism Act 2011).
7.	<b>Annual business as per Standing Orders:</b>
7.1	<u>Appointment of Committee and Working Groups:</u> a) <u>Staffing Committee:</u> issues relating to employee; meet once a year and as needed. To appoint 3 members plus the Chairman. b) <u>Finance Working Group:</u> issues relating to budget preparation and all matters relating to financial governance/policies. To appoint 2 members. (Chair/Vice-Chair ex officio members). <u>Appointments and representations:</u> a) Wychavon CALC representative x 1. b) Neighbourhood Plan Steering Group x 4. c) Weekly Play Inspection. d) Asset check quarterly. e) Download data Vehicle Activated Machine.
7.2	<u>Governance Review:</u> a) <u>Review and adoption</u> of Standing Orders b) <u>Delegation</u> to the Clerk as per statement in Standing Orders plus consider: Due to change in legislation in regard to holding virtual meetings that delegation be given to the Clerk, Chairman and Vice Chairman to hold informal Zoom meetings in regard to the Finance Group, Neighbourhood Plan Steering Group and any matters that lawfully can be delegated. All matters to be ratified. c) <u>Review and adoption</u> of Financial Regulations.

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	d) <u>Review of Assets Register</u> . e) <u>Review of Annual Subscriptions</u> : Worcestershire CALC for 20/21 £511.14; Zoom account. f) <u>Review of Risk assessments</u> : Play area; Lengthsman and Council Risk. g) <u>Renewal of Insurance Policy</u> . h) <u>Review of Freedom of Information Policy</u> .
7.3	Appoint of Internal Auditor for 21/22.

<b>8.</b>	<b>To receive reports from County, District Cllrs. and Police.</b>
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**The meeting will be adjourned for Public Question time.**

<b>9.</b>	<b>Minutes:</b> a) To consider the adoption of the minutes of the Extra Parish Council meeting held on 22.03.21. b) March meeting notes of the South Lenches Neighbourhood Plan meeting for reference.
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<b>10.</b>	<b>Clerk's report:</b> <u>Contracts</u> issued for Lengthsman and Agreement for Lengthsman Services with Worcestershire County Council. Contractor for Pool/Play area signed contract, Waste Carrier License and Public Liability Document. <u>Councillor Training</u> sessions.
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<b>11.</b>	<b>To receive reports/updates on:</b> a) <u>South Worcestershire Development Plan Review</u> - (Cllr. Mrs. Hodges). b) <u>Community Legacy Grant project update</u> : (Cllr. Mr. Seabourne). c) <u>Planning Training session</u> : (Cllrs Mrs Hodges/Dr. Murray). d) <u>Update on future plans</u> to open the Village Hall to hold Parish Council Meetings.
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<b>12.</b>	<b>Financial matters.</b>
12.1	To approve accounts year ending March 31st 2021.
12.2	To consider transferring funds remaining from under spend 2020 – 21 of £1637 to the Grants budget heading 2021-22.
12.3	To review the Statement of Internal Control and Internal Controls Policy.
12.4	To consider documents for approval for the External Auditor: Section 1: Annual Governance Statement. Section 2: Accounting Statements. Variations explanation to accounts 2020-21.
12.5	To approve payments and agree bank reconciliation to 30.04.21.
12.6	<u>Bank Mandate</u> : to review bank signatories.

<b>13.</b>	<b>Planning Matters.</b>
13.1	To consider the following application: <u>21/00780/HP</u> - Robins Roost, Atch Lench Road, Church Lench. <b>Proposal</b> : Remove existing conservatory and replace with a single storey front extension and porch.
13.2	<u>Planning process/feedback following applications</u> : <u>21/00315/HP</u> – Thrush Green, Low Road, Church Lench. <b>Proposal</b> : Demolish garage and dressing room. Proposed side and rear extension. <b>Permission granted</b> .
13.3	To note planning applications dealt with by delegation:

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<p>a) <u>21/00354/HP</u> Highfield, Atch Lench Road, Church Lench. <b>Proposal:</b> Two Storey Rear and Front Extensions, Single Storey Rear Extension, Garage Conversion, Alterations &amp; Facade Treatments. <b>Comments:</b> Nil.</p> <p>b) <u>21/00355/HP</u> Highfield, Atch Lench Road, Church Lench. <b>Proposal:</b> Demolition of existing outbuilding and erection of attached annexe. <b>Comments:</b> It is noted that the proposal is for a substantial annexe with approximately 1,000 square feet of living space on two floors, replacing an outbuilding of one storey covering approximately 330 square feet. The Council requests that the Planning Authority considers the visual impact from the street for such a substantial building and, if approved, impose a condition that it can only be used as ancillary accommodation to the main property.</p> <p>c) <u>21/00537/CU</u> Brookfields, Abbots Lench. <b>Proposal:</b> Conversion of an agricultural building to form two dwelling houses including the demolition of buildings to create a garden and parking area. <b>Comments:</b> It is noted that work has commenced on this site for a period of time.</p> <p>d) <u>21/00466/FUL</u> Lower Barn Farm House, Broad Lane to Rous Lench, Abbots Lench. <b>Proposal:</b> Construction of two dwellings to replace agricultural building. <b>Comments:</b> Nil.</p> <p>e) <u>Application 20/02071/FUL</u> - Solar Farm Off, Broad Lane, Bishampton. Letter dated 29th March 2021 regarding further additional information/amendment to the application. <b>Comments:</b> The Parish Council is very pleased that Aura Power has addressed many of the concerns expressed after their initial submission and is pleased with the changes made.</p>
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<b>14.</b>	<b>To consider correspondence received:</b>
14.1	Request for dog waste bin off Evesham Road to Lenches Lakes area.
14.2	Community Infrastructure Levy Neighbourhood Fund.

Circulation: **All members of the Parish Council; District and County Councillors.**  
**Dated: April 27th 2021. Signed by the Clerk: NKHolland**

**Correspondence received that has been circulated to members by email that does not require a decision unless requested as an agenda item.**

<b>CALC</b> updates provided via email to all members.
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