

# SOUTH LENCHES PARISH COUNCIL.

**Draft minutes of the Annual Parish Council meeting held virtually on May 4th 2021 at 8.00 pm.**

<b>Present:</b>	Cllrs. Mr. Seabourne, Mrs. Tyrell, Mrs Hodges and Mr. Ball. <u>In attendance:</u> One member of the public and Clerk, Mrs. Holland.
<b>1/21</b>	<b>Election of Chairman:</b> proposed by Cllr. Mr. Ball, seconded by Cllr. Mrs. Hodges and <b>resolved</b> that Cllr. Mr. Seabourne be elected as Chair for the ensuing year. Declaration of Acceptance of Office signed.
<b>2/21</b>	<b>Apologies:</b> Cllr. Dr. Murray reason accepted for non attendance; County Cllr. Mr. Hopkins; District Cllr. Mr. Wilkinson.
<b>3/21</b>	<b>Election of Vice-Chairman:</b> Deferred to the July meeting.
<b>4/21</b>	<b>Casual vacancy:</b> No applications received. Resignation received from Mr. Shore following the closure of the Annual Parish Meeting. The Council and the community wished to thank Mr. Shore for all his work for the Council over the past 14 years.
<b>5/21</b>	<b>Declarations of Interest:</b> Nil.
<b>6/21</b>	<b>Dispensations:</b> Nil.
<b>7/21</b>	<b>Annual business as per Standing Orders:</b>
7.1	<b>Appointment of Committee and Working Groups:</b> a) <u>Staffing Committee:</u> Cllrs. Mrs. Tyrell, Mr. Ball, Mrs. Hodges plus the Chairman. b) <u>Finance Working Group:</u> Cllrs. Dr. Murray and Mr. Ball plus the Chair/Vice-Chair ex officio members. <b>Appointments and representations:</b> a) <u>Wychavon CALC representative:</u> Cllr. Mr. Seabourne. b) <u>Neighbourhood Plan Steering Group:</u> Dr. Murray, Mrs. Hodges and Mrs. Tyrell. c) <u>Weekly Play Inspection:</u> Cllr. Mr. Seabourne. d) <u>Asset check quarterly:</u> Cllr. Mrs. Tyrell. e) <u>Download data Vehicle Activated Sign:</u> Cllr. Mr. Seabourne.
7.2	<b>Governance Review:</b> a) <u>Standing Orders:</u> reviewed with no changes. b) <u>Delegation</u> to the Clerk as per statement in Standing Orders agreed plus that 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>Financial Regulations:</u> reviewed with no changes. d) <u>Assets Register:</u> reviewed and agreed. e) <u>Annual Subscriptions:</u> Worcestershire CALC for 20/21 £511.14; Zoom fee of £71.94. <b>Resolved</b> to approve payments. (LGA 1972 s 143(1) (b)). f) <u>Risk assessments</u> for the Play area; Lengthsman and Council Risk reviewed with no additions. g) <u>Renewal of Insurance Policy:</u> deferred as documents not yet received. h) <u>Freedom of Information Policy</u> reviewed with no changes.
7.3	<u>Appoint of Internal Auditor for 21/22:</u> agreed to appoint DKE Edwards.
<b>8/21</b>	<b>Reports from County, District Cllrs. and Police:</b> Nil.

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**The meeting will be adjourned for Public Question time:** Nil present.

<b>9/21</b>	<b>Minutes:</b> a) <b>Resolved</b> to adopt the minutes of the Extra Parish Council meeting held on 22.03.21. b) March meeting notes of the South Lenches Neighbourhood Plan meeting noted for reference.
<b>10/21</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 sessions:</u> Members urged to attend the Finance sessions.
<b>11/21</b>	<b>Reports/updates received on:</b> a) <u>South Worcestershire Development Plan and Review Planning Training session:</u> - Cllr. Mrs. Hodges reported no impact on South Lenches, highlighted that one area for development along Low Road signed off; Travellers Document due online shortly for comment. Early engagement encouraged with Developers and Parish Councils before the formal planning application is submitted. b) <u>Community Legacy Grant project update:</u> Cllr. Mr. Seabourne reported that none of the grant funds have been spent yet; much has been donated to the project by companies. c) <u>Update on future plans to open the Village Hall to hold Parish Council Meetings:</u> Guidance waited from NALC/Insurance regarding ongoing COVID Regulations.
<b>12/21</b>	<b>Financial matters.</b>
12.1	<b>Resolved</b> to approve accounts year ending March 31st 2021.
12.2	<b>Resolved</b> to transfer funds remaining from under spend 2020 – 21 of £1637 to the Grants budget heading 2021-22.
12.3	Statement of Internal Control and Internal Controls Policy reviewed and adopted.
12.4	The following 2021/21 documents for External Auditor considered: <b>Resolved</b> to approve the following documents for the External Auditor: a) Annual Governance Statement. b) Accounting Statements. c) Explanation of Variances. d) Notice of the period for the exercise of public rights.
12.5	<b>Resolved</b> to approve payments and agree bank reconciliation to 30.04.21.
12.6	<u>Bank Mandate:</u> bank signatories reviewed. Cllrs. Mrs. Tyrell and Mr. Ball to be added as online signatories.
<b>13/21</b>	<b>Planning Matters.</b>
13.1	The following application was considered: <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. <b>Comments:</b> Nil.
13.2	<b>Planning process/feedback following applications:</b> <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	<u>Planning applications dealt with by delegation duly noted:</u> 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 & Facade Treatments. <b>Comments:</b> Nil. 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

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	<p>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) Application <u>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>14/21</b>	<b>Correspondence received considered:</b>
14.1	Request for dog waste bin off Evesham Road to Lenches Lakes area: Waiting to hear from Wychavon Officer as to whether the site fits their criteria.
14.2	<u>Community Infrastructure Levy Neighbourhood Fund</u> : funds can be used to expand infrastructure, Neighbourhood Plan or towards the Community Legacy Grant project.

**Meeting closed at 9.10pm.**

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

**CALC** updates provided via email to all members.