

# 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/>

**To Members of South Lenches Parish Council: You are duly summoned to attend the Annual Parish Council Meeting to be held Monday May 22nd 2023 commencing at 7.45 pm in Church Lench Village Hall. Cllrs please arrive at 7.30pm to sign the paperwork required as a new term of Council.**

## AGENDA.

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| 1. | <b>Election of Chairman</b> and signing of Declaration of Office.   |
| 2. | <b>To consider apologies</b> and to approve reasons for non- attendance.  |
| 3. | <b>Election of Vice-Chairman.</b>   |
| 4. | <b><u>Interests/Dispensations:</u></b><br>a) <u>Register of Interests:</u> Councillors are reminded of the need to update their register of interests.<br>b) <u>To declare any Disclosable Pecuniary Interests</u> in terms on the agenda and their nature<br>c) <u>To declare any Other Disclosable Interests</u> in items on the agenda and their nature. Councillors who have declared a Disclosable Pecuniary Interest, or any other Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the code of conduct, <b>must</b> leave the room for the relevant items. <b>NB:</b> Written requests for the Council to grant a dispensation (S33 of the Localism Act 2011) are to be with the Clerk <b>at least four clear days</b> prior to a meeting.<br>d) <u>To consider dispensations received.</u> |
| 5. | <b><u>General Power of Competence:</u></b> As the Parish Council adheres to all the criteria, to resolve to adopt the General Power of Competence.  |
| 6. | <b><u>Code of Conduct:</u></b> To note continued adherence to the Code.   |
| 7. | <b><u>Annual business as per Standing Orders:</u></b><br><b>1. To review and adopt:</b><br>a) Standing Orders - Inc delegation arrangements to the Clerk.<br>b) Financial Regulations.<br>c) Asset Register.<br>d) Risk Management Policy.<br>e) Risk Assessment.<br>f) Councillors Training Policy.<br>g) Staffing Committee Policy.<br>h) Freedom of Information Policy and Publication scheme.<br><b>2. To appoint members to the following:</b><br>a) <u>Review of Terms of the Finance &amp; General Purposes Group</u> appoint 2 members (Chairman and Vice –Chair are ex-officio members). (Terms in Standing Orders).<br>b) <u>Review of Terms of Staffing Committee</u> and appoint 2 members (Chairman and Vice –Chair are ex-officio members).   |

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- c) Wychavon CALC representative x 1.
- d) Neighbourhood Plan Steering Group x 2.
- e) Weekly Play Inspection.
- f) Asset check quarterly.
- g) Weekly check of the Defibrillator.
- h) VAS downloads.

**8. Review of Annual Subscriptions:** Worcestershire CALC of £539.68.

**9. To receive reports from County Cllr. District Cllrs. and Police.**

**The meeting will be adjourned for Public Question time:** The time allocated is at the discretion of the Chairman. Residents are invited to give their views and question the Parish Council on issues on this Agenda or raise issues for future consideration. Members of the public may not take part in the Parish Council meeting. This period is not part of the formal meeting and will **not** form part of the minutes.

**10. Planning Matters.**

10.1 To consider the following application:

a) W/23/00715/FUL Mayfield, Atch Lench Road, Church Lench. **Proposal:** Erection of 5 no. new build dwellings including associated access, landscaping.

10.2 To note planning correspondence received:

a) W/23/00317/OUT Oak Cottage, Evesham Road, Church Lench. **Proposal:** Outline application for the construction of 1No. bungalow on land to the north of Oak Cottage. **Permission refused.**

b) W/22/02694/FUL The Observatory, **Proposal:** Conversion of Observatory into a Single Dwelling house. **Permission:** Refused.

c) W/23/00481/AGR Land At (OS 0064 5182), Abbots Lench. **Proposal:** Prior approval for construction of agricultural building. **Permission:** Granted subject to conditions.

d) W/22/02010/FUL - The Elms, Ab Lench. **Proposal:** Proposed Replacement Dwelling and Garage. **Permission granted.**

**11. Minutes:** To approve the minutes of the Full Parish Council meeting held on 09.01.23, 13.03.23 and Extraordinary Meeting held on 19.04.23.

**12. Clerk's report:**

a) Contracts signed by Parish Lengthsman and Pool/Play contractor.

b) Agreement with Worcestershire County Council Lengthsman scheme duly signed for 2023-24.

**13. To receive Cllrs reports.**

a) Pool/Play area (Cllr. Mr. Seabourne).

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<b>14.</b>	<b>Financial matters.</b>
14.1	To approve accounts year ending March 31st 2023.
14.2	To consider transferring funds remaining from under spend 2022 – 23 of £1445.92 to budget headings: Projects £500 and £945.92 to Contingency.
14.3	To review the Statement of Internal Control and Internal Controls Policy.
14.4	To receive the Internal Auditor Final Statement of Accounts for 22-23.
14.5	To consider documents for approval to the External Auditor: a) Section 1: Annual Governance Statement. b) Section 2: Accounting Statements. c) Explanations of variations to accounts 2022-23. d) Annual Internal Audit Report. e) Approval of proposed dates for Exercise of Public Rights.
14.6	To approve payments and agree bank reconciliation to 11.05.23
14.7	<u>Bank Mandate</u> : to review bank signatories.
14.8	<u>Insurance renewal 23-24</u> : to consider quotes received.
14.9	<u>Internal Auditor</u> : Internal Auditor appointment for 23-24.
<b>15.</b>	<b>Council Matters: to consider/note:</b>
15.1	<u>Newsletter</u> : Request to subscribe to the Lenches Directory.
15.2	Annual Play Inspection report.
15.3	<u>Facebook</u> : Cllr. Mr. Hailwood to: a) Report on CALC social media training session attended. b) Consider implementing social media.
15.4	<u>Logo for the Parish Council</u> (Cllr. Mr. Hailwood).
15.4	<u>Kings Coronation</u> : Purchase of memorial gift.
15.5	<u>Neighbourhood Plan</u> : Three quotes received to appoint a Planning Consultant.
15.6	<u>Housing Needs Survey</u> : To receive and comment: a) South Lenches Housing Needs Survey report. b) Norton and Lenchwick, Rous Lench and South Lenches Housing Needs Survey report from Wychavon District Council. (WDC) a) To consider commenting on document b. b) To consider sharing the South Lenches Housing Needs Survey with WDC.
15.7	<u>Community Legacy Grant project</u> : a) To receive report on meeting held with Wychavon District Council Officers on 18.05.23. b) To consider request from the Officers re a revised project plan, including a plan to address the shortfall by Friday 26 <sup>th</sup> May 23.
15.18	<u>Disabled access to Play area</u> .

### Circulation:

**All members of the Parish Council; District and County Councillors.**

**Dated: May 16th 2023.**

**Signed by the Clerk: N K Holland.**

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## **Supporting notes to agenda for meeting May 2023.**

<b>No:</b>	<b>All documents circulated.</b>	<b>Position</b>
<b>Agenda No: 5/6/7</b>	Documents emailed to all Cllrs.	<b>For consideration</b>
<b>Agenda No.8</b>	Worcestershire CALC subscription.	<b>For consideration</b>
<b>Agenda No:11</b>	Draft Minutes January, March and April/ Website.	<b>For consideration</b>
<b>Agenda No: 14.1</b>	Accounts year ending 22-23.	<b>For consideration</b>
<b>Agenda No: 14.3</b>	Internal Control Policy/Statement of Internal Control	<b>For consideration</b>
<b>Agenda No: 14.4</b>	Internal Auditor Final report	<b>For consideration</b>
<b>Agenda No: 14.5</b>	External Audit papers x 5	<b>For consideration</b>
<b>Agenda No: 14.8</b>	Insurance renewal quotes x 3.	<b>For consideration</b>
<b>Agenda No: 15.2</b>	Annual Play Inspection Report*	<b>For consideration</b>
<b>Agenda No: 15.5</b>	Neighbourhood Plan Consultant quotes x 3	<b>For consideration</b>
<b>Agenda No: 15.6</b>	Housing Needs Survey x 2	<b>For consideration</b>