

SOUTH LENCHES PARISH COUNCIL

Minutes of the Annual Parish Council meeting held in Church Lench Village Hall, Church Lench on Monday May 22nd, 2023 at 7.10pm.

Present: Cllrs. Mr. Seabourne, Mrs. Hodges, Mrs. Tyrell and Mr. Hailwood.
In attendance: Clerk, Mrs. Holland and 26 parishioners.

1. Election of Chairman: It was proposed by Cllr. Mrs. Tyrell, seconded by Cllrs. Mrs. Hodges and **resolved** that Cllr. Mr. Seabourne be elected as Chairman. Declaration of Office duly signed.

2. Apologies: Cllr. Dr. Murray reason for absence accepted by Council.

3. Election of Vice-Chairman: It was proposed by Cllr. Mrs. Hodges, seconded by Cllr. Mr. Hailwood and **resolved** that Cllr. Dr. Murray be elected.

4. Interests/Dispensations:
a) Register of Interests: Nil declared.
b) To declare any Disclosable Pecuniary Interests: Nil declared.
c) To declare any Other Disclosable Interests in items on the agenda and their nature. Nil declared.
d) To consider dispensations received: Nil received.

5. General Power of Competence: As the Parish Council adheres to all the criteria, it was proposed by Cllr. Mrs. Tyrell, seconded by Cllr. Mrs. Hodges and **resolved** to adopt the General Power of Competence.

6. Code of Conduct: Agreed by all to adhere to the Code.

7. Annual business as per Standing Orders:

1. All items considered. Resolved to adopt with no changes:

- a) Standing Orders - Inc delegation arrangements to the Clerk.
- b) Financial Regulations.
- c) Asset Register.
- d) Risk Management Policy.
- e) Risk Assessment.
- f) Councillors Training Policy.
- g) Staffing Committee Policy.
- h) Freedom of Information Policy and Publication scheme.

2. Members appointed to the following:

- a) Review of Terms of the Finance & General Purposes Group appoint 2 members (Chairman and Vice –Chair are ex-officio members). (Terms in Standing Orders). Item deferred until the July meeting.
- b) Review of Terms of Staffing Committee and appoint 2 members (Chairman and Vice –Chair are ex-officio members). Item deferred to the July meeting.
- c) Wychavon CALC representative: Cllr. Mr. Seabourne.
- d) Neighbourhood Plan Steering Group: Cllrs Mrs. Hodges and Dr. Murray.
- e) Weekly Play Inspection: Cllr. Mr. Seabourne.
- f) Asset check quarterly: Cllr. Mrs. Tyrell.
- g) Weekly check of the Defibrillator: Cllr. Mrs. Tyrell.
- h) VAS downloads: Cllr. Dr. Murray.

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8.	Review of Annual Subscriptions: Resolved to approve the payment to Worcestershire CALC of £539.68.
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9.	Reports received from County Cllr. District Cllrs. and Police: FINISH.
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Public Question time: Meeting adjourned at 8pm, reconvening at 8.35pm. Notes appended to the minutes.
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10.	Planning Matters.
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10.1	<p>Resolved to comment on Application No: <u>W/23/00715/FUL</u>; Mayfield, Atch Lench Road, Church Lench. Proposal: Erection of 5 no. new build dwellings including associated access, landscaping.</p> <p><u>Comments:</u> South Lenches Parish Council objects to the above planning application for the following reasons:</p> <ol style="list-style-type: none">1.The proposed site lies outside the Village Development Boundary.2.The proposal is not in keeping with linear development in the Village as it will be "backfill".3.The entrance to the proposed site is in very close proximity to a sharp, blind bend from the Atch Lench direction. Exit from the property would be onto a narrow village street. The proposed siting of a bin store at the end of the access road will reduce the visibility splay in at least one direction.4. The access driveway proposed is narrow with a retaining wall to one side. Accessing to and from the proposed site is a concern especially in regard to delivery vehicles. No access will be possible for refuse lorries, this causing a significant nuisance to nearby residents.5. There is concern that drainage from the site would cause the adjacent Whitsun Brook to overflow its banks and cause flooding to nearby properties as well as exacerbate existing road flooding issues.
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10.2	<p><u>Planning correspondence received duly noted:</u></p> <p>a) <u>W/23/00317/OUT</u> 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.</p> <p>b) <u>W/22/02694/FUL</u> The Observatory, Proposal: Conversion of Observatory into a Single Dwelling house. Permission: Refused.</p> <p>c) <u>W/23/00481/AGR</u> Land At (OS 0064 5182), Abbots Lench. Proposal: Prior approval for construction of agricultural building. Permission: Granted subject to conditions.</p> <p>d) <u>W/22/02010/FUL</u> - The Elms, Ab Lench. Proposal: Proposed Replacement Dwelling and Garage. Permission granted.</p> <p>e) <u>W/22/02749/HP</u> Pilgrims Rest, Main Street, Church Lench. Proposal: Single storey rear extension with internal alterations. Permission granted.</p>
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11.	Minutes: Resolved to approve the minutes of the Full Parish Council meetings held on 09.01.23,13.03.23 and Extraordinary Meeting held on 19.04.23.
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12.	Clerk's report: <ol style="list-style-type: none">a) <u>Contracts</u> signed by Parish Lengthsman and Pool/Play contractor.b) <u>Agreement</u> with Worcestershire County Council Lengthsman scheme duly signed for 2023-24.
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	c) <u>Vacancy</u> for 2 Councillor vacancies advertised. Closing dates for applications 20.06.23. d) <u>Pension Regulator</u> : Submission documents completed.
13.	Cllrs reports.
	a) <u>Pool/Play area</u> : Cllr. Mr. Seabourne reported al satisfactory. Bark will need replenishing soon.
14.	Financial matters.
14.1	Resolved to approve accounts year ending March 31st 2023.
14.2	Resolved to transfer funds remaining from under spend 2022 – 23 of £1445.92 from contingency to budget headings: Projects £496; Subscriptions £50; Defibrillator £500 and remaining £400 to contingency.
14.3	<u>Statement of Internal Control and Internal Controls Policy</u> : Reviewed with no changes.
14.4	<u>Internal Auditor Final Statement of Accounts for 22-23</u> noted.
14.5	<u>Documents for approval to the External Auditor</u> : a) <u>Section 1: Annual Governance Statement</u> : Proposed by Cllr. Mrs. Tyrell seconded by Cllr. Mr. Hailwood and resolved to approve the document. b) <u>Section 2: Accounting Statements</u> : Proposed by Cllr. Mrs. Hodges seconded by Cllr. Mrs. Tyrell and resolved to approve the document. c) <u>Explanations of variations to accounts 2022-23</u> agreed. d) <u>Annual Internal Audit Report</u> resolved and duly noted. e) <u>Approval of proposed dates for Exercise of Public Rights</u> agreed.
14.6	<u>Payments and bank reconciliation documents to 11.05.23</u> agreed.
14.7	<u>Bank Mandate</u> : Bank signatories reviewed. Cllr. Mr. Hailwood to be added to the list.
14.8	<u>Insurance renewal 23-24</u> : Three quotes received considered. It was agreed by all to take out a policy with Ansvar through Business Services at CAS Ltd at a cost of £410.33 for a year.
14.9	<u>Internal Auditor</u> : Internal Auditor appointment for 23-24. Agreed by all to continue with DKE Audit services.
15.	Council Matters: to consider/note:
15.1	<u>Newsletter</u> : Request to subscribe to the Lenches Directory. Agreed that as using the Arch Messenger not to subscribe to the Lenches directory. Cllr. Mr. Seabourne to inform Mr. Burns of the decision.
15.2	<u>Annual Play Inspection report</u> : Duly noted.
15.3	<u>Facebook</u> : a) Cllr. Mr. Hailwood gave a overall briefing on the social media training session attended. b) It was agreed by all to implement a Facebook page. Cllr. Mr. Hailwood to set up. Clerk to implement a Facebook Policy for the next meeting.
15.4	<u>Logo for the Parish Council</u> : Cllr. Mr. Hailwood to design.
15.4	<u>Kings Coronation</u> : Purchase of memorial gift. It was agreed by all to purchase a bench to go in the School grounds. Cllr. Mr. Hailwood to bring costs back to the next meeting.
15.5	<u>Neighbourhood Plan</u> : Three quotes received to appoint a Planning Consultant. It was agreed to accept the quote from Planet ET.
15.6	<u>Housing Needs Survey</u> . a) <u>South Lenches Housing Needs Survey report</u> : Duly noted.

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	<p>b) <u>Norton and Lenchwick</u>, Rous Lench and South Lench Housing Needs Survey report from Wychavon District Council. (WDC) Duly noted.</p> <p>a) Comment be made to the Officer that both surveys were very similar. Interesting to note that no one mentioned downsizing or moving to a more affordable bungalow in the Village.</p> <p>b) <u>South Lenches Housing Needs Survey</u>: It was agreed to share document with the Housing Needs Officer at Wychavon District Council.</p>
15.7	<p><u>Community Legacy Grant project</u>:</p> <p>a) Cllr. Mr. Seabourne summarised the meeting held with Wychavon District Council Officers on 18.05.23. Points noted were that the Parish Council was accountable for the project. The Amphitheatre is close to being a watertight building, and terraces are yet to be finished. An onsite meeting with members of the Lenches Sports & Recreation Club, LSRC, Parish Council members, the Clerk and Officers from Wychavon District Council is planned for Monday June 5th. The LSRC are looking to apply for a grant. Members asked the Chairman for recent paperwork distributed to be made clearer and for a copy of the Draft Plan given to WDC Officers.</p> <p>b) To consider request from the Officers re a revised project plan, including a plan to address the shortfall by Friday 26th May 23.</p> <p>Three phases towards completion:</p> <p>Phase1: Watertight building with floors and windows and to complete terracing.</p> <p>Phase 2: Finish electrical/plumbing work and secure the building.</p> <p>Phase 3: Funds required to complete interior i.e. staircase, plumbing, toilets, and staging.</p>
15.8	<u>Disabled access to Play area</u> : Deferred to the next meeting.

Meeting closed at 10.00pm.

Signed by the Chairman:Dated: July 10th 2023.

Public Question Time: 26 residents in attendance who raised questions and submitted objections to the Mayfield Planning application.

South Lenches Payments - May 23 meeting.

Payments for authorisation.

Ref.No	Payee	Details	Net	VAT	TOTAL
	D K Edwards	Internal Audit Fee.	184.90	0.00	184.90
	Church Lench Village Hall	Hire of Hall for APM and Extraordinary meeting.	17.00	0.00	17.00
	P. Skeys	Parish Lengthsman April 23.	272.00	0.00	272.00
	Clerk	Salary and expenses.	750.86	0.00	750.86
	HMRC	PAYE and NI	200.23	0.00	200.23
TOTAL			1424.99	0.00	1424.99
Receipts received.					
R23-1	HMRC	VAT Refund	3200.14	0.00	3200.14
R23-2	Wychavon District Council	Precept payment.	6236.00	0.00	6236.00

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R23-3	Wychavon District Council	King's Coronation Grant.	215.00	0.00	215.00
R23-4	Harvington Parish Council	Part ourchase Memory Sticks.	15.33	0.00	15.33
			9666.47	0.00	9666.47

Payments already made on behalf of the Parish Council

P22-83	P. Skeys (February)	Lengthsman work.	238.00	0.00	238.00
P22-84	Monthly mobile sim	Sim.	5.00	1.00	6.00
P22-85	Church Lench Village Hall	Hire of Hall for March meeting.	17.00	0.00	17.00
P22-87	A&R Hedge Cutting Services (March 23)	Maintenance Play/Pool	90.00	0.00	90.00
P22-88	WRCC	Housing Needs Survey.	603.17	120.63	723.80
P22-89	Groundwork UK	Repayment of Grant.	3700.00	0.00	3700.00
P22-90	Sovereign Play	Removal of old play equipment.	1109.70	221.94	1331.64
P23-7	InkFactory.Com	Purchase Ink Cartridges.	37.49	7.50	44.99
			5800.36	351.07	6151.43

SLPC AC Summary May 23.

	Agreed Budget 23-24	Actual budget	Received
Precept	12471.00	12471.00	6236.00
WCC re P/L	2350.00	2461.64	0.00
WDC Coronation grant	0.00	215.00	215.00
Groundwork UK	0.00	0.00	0.00
VAT Refund	500.00	3200.14	3200.14
HPC (Memory sticks)	0.00	0.00	15.33
Total	15536.00	18347.78	9666.47
Staff costs	5660.00	0.00	5660.00
Admin + CI Exp costs	500.00	49.14	500.00
Training	200.00	0.00	200.00
Subscriptions	500.00	35.00	465.00
Insurance	420.00	0.00	420.00
Auditor Fees	500.00	0.00	500.00
Grants/Donations	500.00	0.00	500.00
Contingency	200.00	0.00	200.00
Website	250.00	228.00	22.00
Newsletter	300.00	0.00	300.00
Contractor maintenance	1080.00	90.00	990.00
Annual Inspection	80.00	0.00	80.00
Maintenance Assets	500.00	0.00	500.00
Defib maintenance	0.00	0.00	0.00
Neighbourhood Plan	700.00	0.00	700.00
Litter Bin	175.00	0.00	175.00
Projects Play area/VAS Battery	100.00	0.00	100.00
WCC PL	2461.64	0.00	2461.64
P/L PC contribution	816.00	238.00	578.00
VAT to recover	500.00	55.43	444.57

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TOTAL	15442.64	695.57	14796.21
WCC Cllr VAS + NHB VAS	412.50	0.00	412.50
CLG	10285.69	5406.02	4879.67
Groundwork UK	0.00	0.00	0.00
Transfer from reserves	0.00	0.00	0.00
CiL payment	2.77	0.00	2.77
TOTAL	10700.96	6101.59	20088.38

Treasurers Account 01.04.23	12146.88
Income received	9666.47
Payment 23-24	-6101.59
Total	15711.76
11.05.23	15711.76
minus unrepresented payments	0.00
Total	15711.76
Minus WCC Cllr VAS	-412.50
Minus CLG	-10285.69
Minus Cil	-2.77
	5010.80
Bus A/C	£1,863.33