

SOUTH LENCHES PARISH COUNCIL

Minutes of the Annual Parish Council meeting held in Church Lench Village Hall, Church Lench on Monday 13th May 2024 at 7.15pm.

Present: Cllrs. Mr. Seabourne, Mrs. Buxton, Mrs. Tyrell, Mrs. Hodges, Mr. Hailwood and Dr. Murray.
In attendance: Clerk, Mrs. Williamson.

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

2. Apologies: Cllr. Mr. Worrall - reason for absence accepted by Council.

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

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 do not adhere to all the criteria required the General Power of Competence will not apply. **Noted.**

Action: Clerk to contact Wychavon District Council for number of electors for s137 purposes.

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

7. Annual business as per Standing Orders:

1. Resolved to adopt with no changes (updated Financial Regulations covered in item 11)

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.

Action: Cllr. Dr. Murray to send final draft of Facebook Policy to Clerk for adoption.

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). Cllr. Mrs. Tyrell and Cllr. Mr. Worrall.

b) Review of Terms of Staffing Committee and appoint 2 members (Chairman and Vice –Chair are ex-officio members). Cllr. Mrs. Buxton and Cllr. Mr. Hailwood.

c) Wychavon CALC representative: Cllr. Mr. Seabourne.

d) Neighbourhood Plan Steering Group: Cllr. Mrs. Hodges and Cllr. 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 & Cllr. Mrs. Buxton. It was **agreed** to download data quarterly

SOUTH LENCHES PARISH COUNCIL

8.	Insurance: a. Arrangements for insurance cover are in place in respect of all insurable risks. Confirmed. b. Resolved to approve the Annual insurance cover and payment of £367.03.
9.	Asset Register: Asset register reviewed , no changes or additions required.
10.	Policies and Procedures: The Council's policies, procedures and practices in respect of the its obligations under Freedom of Information, GDPR and Data Protection legislation were reviewed . Action: Clerk to check with CALC and email provider for policy on keeping emails.
11.	Financial Regulations: Updated Financial Regulations were reviewed and adopted .
12.	Review Annual Subscriptions: Resolved to approve the Worcestershire CALC subscription. Play Lease payment of £1 to LSRC not required until later in the year.
13.	Reports received from County Cllr. District Cllrs. and Police: Report from Cllr. Ben. Hurdman shared. Action: Cllr. Mr. Hailwood advised the Council of StreetCheck.co.uk, Cllr. Mr. Hailwood will share any crime reports reported on here an on-going basis.
Public Question time: No public present.	
14.	Minutes: Resolved to approve the minutes of the Full Parish Council meeting held on 11.03.24 and Staffing Committee Minutes held on 06.03.24.
15.	Clerk's report: a) <u>Policing Priorities for Q2 Charter:</u> Priorities submitted for Q2: Speeding in Atch Lench, on Low Road and Evesham Road. b) <u>Atlas Tower Group:</u> Covered in more detail in agenda item 18.5. c) <u>Lengthsman:</u> 2024-25 contract to be signed. No work for schedule. Action: Clerk to bring an example of Lengthsman's monthly worksheet to next Council meeting.
16.	To receive Cllrs. reports: a) <u>Neighbourhood Plan update.</u> (Cllr. Mrs. Hodges) Progressing well. Aim to have a draft plan to Wychavon District Council soon and will need to apply for 2024-25 funding. b) <u>Pool/play area.</u> (Cllr. Mr. Seabourne) Seesaw repair was flagged in the annual play report. It was resolved to obtain quotes to remove the seesaw. Action: Cllr. Mrs. Hodges to get a quote for disabled access and removal of seesaw. Action: Cllr. Mr. Seabourne to contact the play equipment provider to see if they can quote for seesaw removal. c) <u>Asset Inspection report.</u> (Cllr. Mrs. Tyrell) Assets inspection completed, all OK. Action: Cllr. Mrs. Tyrell to contact with resident who is repairing noticeboard in Church Lench to determine when this will be completed. d) <u>Defibrillator.</u> (Cllr. Mrs. Tyrell) Defibrillator has had new cabinet and battery and is all working. Action: Cllr. Mr. Hailwood to investigate defibrillator training.

SOUTH LENCHES PARISH COUNCIL

17.	Financial matters.
17.1	Resolved to approve accounts year ending March 31st 2024.
17.2	Statement of Internal Control and Internal Controls Policy: Reviewed with no changes.
17.3	Internal Auditor Final Statement of Accounts for 23-24 noted . It was noted that the Internal Auditor carried out the review in October 2023 and made comments based on the situation at that time. From November 2023 SLPC was more stringent with respect to the Amphitheatre CLG. Action: Clerk to add Internal Audit to September agenda for review.
17.4	Documents for approval to the External Auditor 2023-24: a) Annual Governance Statement: Resolved to approve the Annual Governance Statement and was signed by the Chairman and Clerk. b) Accounting Statements: Resolved to approve the Accounting Statements and was signed by the Chairman. c) Explanation of Variances: Resolved to approve the Explanation of Variances. d) Notice of the period for the Exercise of Public Rights: Resolved to approve the dates of 10 th June to Friday 19 th July for the Notice of the Exercise of Public Rights.
17.5	a) Resolved to transfer £205 from the Contingency budget to the Defibrillator budget. b) Resolved to approve payments c) Resolved to approve accounts to 07.05.24.
17.6	Balance and Reserves Policy was reviewed during March 2024 Council meeting.
17.7	Grant application from Church Lench Parochial Church Council (PCC) of £1500 towards costs to replace existing bell roped was considered. In principle SLPC would like to support the life-long tradition and the historic skill of the volunteers. Would like the PCC to look into other funding options and then SLPC will consider contribution. Action: Cllr. Mrs. Hodges to go back to the PCC and ask them to look at other funding options. Action: Clerk to review the budget for grants.

18.	Council Matters: to consider the following:
18.1	<u>Purchase of bark for play area:</u> Not urgent, defer to next Council meeting agenda.
18.2	<u>Annual Play Inspection report:</u> Everything acceptable except seesaw (covered in agenda item 16b).
18.3	<u>Pandora Vehicle Activated Sign:</u> Church Lench sign is currently not working. Action: Clerk to look into funding options for 2 new signs and solar panels - Safer Roads Fund from West Mercia Police.
18.4	<u>Bus Shelter, Church Lench:</u> Item deferred to next Council meeting.
18.5	<u>Atlas Tower Group:</u> Cllr. Mr. Seabourne shared the content of the initial conversation with Worcestershire County Council (who are facilitating conversations with Parish Councils and Atlas Tower Group). Atlas are looking for locations for mobile phone masts. General feeling of SLPC was this will not be of much benefit to Parishioners.

SOUTH LENCHES PARISH COUNCIL

19.	Planning Matters.
19.1	No planning applications to comment on – noted.
19.2	<p>Applications dealt with by delegation: All noted.</p> <p>a) <u>W/24/00626/FUL</u> Orchard Cottage, Malthouse Lane, Church Lench. Proposal: Proposed dwelling converting an existing building. Comments: The applicant has appealed a decision to refuse permission to build a bungalow on the same site: (https://plan.wychavon.gov.uk/Planning/Display/W/23/01926/PIP) The applicant is seeking a certificate of lawfulness to build a driveway on the same site: (https://plan.wychavon.gov.uk/Planning/Display/W/24/00164/CLPU) Both applications have a significant impact on the site as it is very small. This latest application is welcome as it stands as it would “rescue” a building of character. However, no decision should be made until the appeal referenced above has been resolved. The Parish Council continues to oppose the building of a bungalow on this site. With regard to planning application W/24/00164/CLPU, Certificate of Lawfulness has been granted.</p> <p>b) <u>W/24/00326/HP</u> Spitten Cottage, Abbots Lench Lane, Ab Lench. Proposal: Proposed Garage building. Permission granted.</p> <p>c) <u>W/24/00333/HP</u> – Fairview, Abbots Lench Lane, Ab Lench. Proposal: Proposed Garage building. Permission granted.</p> <p>d) <u>W/24/00682/FUL</u> Agricultural Barn At (Os 0125 5186) Abbots Lench. Proposal: Proposed erection of 4 no. dwellings to replace existing agricultural buildings (scheme in lieu of Class Q prior approval for conversion into 4 no. dwellings). Comments: The design seems well thought out and would improve the area compared to the metal barn. It keeps the linear style of development and doesn’t extend beyond the current site footprint. While the loss of a farm in an agricultural community is regrettable, it is better to repurpose the buildings rather than to leave them to decay.</p>
19.3	<p>Correspondence received from Planning Authority: Noted</p> <p><u>Planning Inspectorate APP/H1840/W/23/3322456:</u> The Observatory, Badgers Hill to Handgate Lane. Development proposed is Conversion of observatory into a single dwellinghouse. Decision: Appeal dismissed.</p>
20.	<p>Confidential Items: Resolved in accordance with section 1 (2) of the Public Bodies (Admission to Meeting) Act 1960, that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted at the next agenda item(s), the Chairman asks that in the public interest, the public and press are temporarily excluded from this meeting pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, as applied by Section 100 of the Local Government Act 1972, as matters under discussion are confidential and related to:</p> <p>a) Clerk: Resolved to approve previous Clerk additional hours payment.</p>

Meeting closed at 9.30pm.

Signed by the Chairman:.....Dated:****

SOUTH LENCHES PARISH COUNCIL

South Lenches Payments - May 24 meeting.

South Lenches payments for authorisation - May 2024.					
Ref.No	Payee	Details	Net	VAT	TOTAL
P24-7	Clerk Mrs. K. Williamson	Salary and expenses (May)	415.80	0.00	415.80
P24-8	Clerk Mrs. N. Holland	Salary & expenses (April 24 + Overtime)	1402.81	0.00	1402.81
P24-9	HMRC	PAYE and NI	436.80	0.00	436.80
P24-10	P.Skeys	Lengthsman (April)	272.00	0.00	272.00
P24-11	Worcestershire CALC	Annual subscription.	482.70	86.60	569.30
P24-12	Church Lench Village Hall	Hall hire for annual meetings	30.00	0.00	30.00
P24-13	Ansvar Insurance	Annual insurance renewal	327.70	39.33	367.03
P24-14	Parish Council Websites	Annual fee for website hosting & support	228.00	45.60	273.60
TOTAL			3595.81	171.53	3767.34
Receipts received.					
R24-01	HMRC VAT Refund	VAT refund	1485.17	0.00	1485.17
R24-02	Wychavon District Council	Precept and Grant	6730.00	0.00	6730.00
			8215.17	0.00	8215.17
Payments already made on behalf of the Parish Council					
P24-1	ICO	Data protection annual fee	35.00	0.00	35.00
P24-2	Giff Gaff	Monthly mobile sim	5.00	1.00	6.00
P24-3	Church Lench Village Hall	Hire of hall Feb - April	50.00	0.00	50.00
P24-4	DK Edwards	Internal auditor	194.90	0.00	194.90
P24-5	Playsafety Ltd	Annual inspection fee	78.00	15.60	93.60
P24-6	Defib World	New battery for defibrillator	304.99	60	364.99
	TOTAL		667.89	76.60	744.49

SOUTH LENCHES PARISH COUNCIL

South Lenches Budget Monitoring - May 24 meeting.

	Budget 24-25	Actual rec'd to date	Received	
Precept inc Grant	13460.00	6730.00	6730.00	
WCC re P/L	2,584.72	0.00	0.00	
VAT Refund 23-24	600.00	1485.17	1485.17	
Other	0.00	0.00	0.00	
Bank Interest	20.00	0.00	1.79	
Total	16664.72	8215.17	8216.96	
Payment 24-25	Budget	Payments	Remaining	
Staff costs	5600.00	0.00	5600.00	0%
Clerk expenses	300.00	0.00	300.00	0%
Admin costs	400.00	55.00	345.00	14%
Training	500.00	0.00	500.00	0%
Subscriptions	500.00	35.00	465.00	7%
Insurance	450.00	0.00	450.00	0%
Auditor Fees	800.00	194.90	605.10	24%
Grants/Donations	0.00	0.00	0.00	0%
Contingency	500.00	0.00	500.00	0%
Website	250.00	0.00	250.00	0%
Newsletter	300.00	0.00	300.00	0%
Contractor maintenance	1080.00	0.00	1080.00	0%
Annual Inspection	83.00	78.00	5.00	94%
Maintenance Assets	100.00	0.00	100.00	0%
Defib maintenance	100.00	304.99	-204.99	305%
Neighbourhood Plan	0.00	0.00	0.00	0%
Litter Bin x 2	185.00	0.00	185.00	0%
Projects Play area	0.00	0.00	0.00	0%
WCC PL	2500.00	0.00	2500.00	0%
P/L PC contribution	272.00	0.00	272.00	0%
VAT to recover	600.00	76.60	523.40	13%
Funds to ncrease reserves.	2060.00	0.00	2060.00	0%
TOTAL	16580.00	744.49	15835.51	
WCC Cllr VAS + NHB VAS	327.51	0.00	327.51	0%
TOTAL	327.51	744.49	16163.02	

SOUTH LENCHES PARISH COUNCIL

Bank Reconciliation for the period ending 07.05.24

	Current a/c at 07.05.24	11533.15
add	Deposit a/c at 07.05.24	1733.45
	Minus payments	0.00
	balance C/F	13266.60

	Opening Balance.	5794.13
add	Receipts	8215.17
add	interest on Deposit a/c	1.79
less	payments for period 01.04.24 - 07.05.24	-744.49
	balance per cash book at 07.05.24	13266.60