

SOUTH LENCHES PARISH COUNCIL
**Minutes of the Annual Parish Meeting held at Church Lench Village Hall,
Church Lench on Monday 12th May 2025 at 7.05pm.**

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

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

2. Apologies: Cllr. Mr. Worrall from 8.05pm - reason for absence accepted by Council.

3. Election of Vice-Chairman: It was proposed by Cllr. Mrs. Tyrell, seconded by Cllr. Mrs. Hodges 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.**

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.
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
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. Mrs Tyrell.
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

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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 £411.
9.	Asset Register: Asset register reviewed. Action: Cllr Tyrell to remove bench in Croft, correct Defib location and note change to Speed Signs then send to Clerk.
10.	Policies and Procedures: The Council's policies, procedures and practices in respect of its obligations under Freedom of Information, GDPR and Data Protection legislation were reviewed.
11.	Financial Regulations: Updated Financial Regulations were reviewed and adopted.
12.	Reports received from County Cllr. District Cllrs. and Police: Report from Cllr. Ben. Hurdman shared.
Public Question time: No public present.	
13.	Minutes: Resolved to approve the minutes of the Full Parish Council meeting held on 10.03.25
14.	Clerk's report: Change of clerk. Newly appointed Clerk, Kate Lee welcomed.
15.	To receive Cllrs. reports: a) <u>Neighbourhood Plan update.</u> (Cllr. Mrs. Hodges) Draft plan completed. Community consultation will take place during the summer and plan will be updated with comments before submission to Wychavon. b) <u>Pool/Play area.</u> (Cllr. Mr Seabourne) reports received from Jonathan Hazlewood at Annual Parish Meeting. c) <u>Asset Inspection Report.</u> (Cllr Mrs Tyrell) No issues d) <u>Defibrillator:</u> (Cllr. Mrs Tyrell) Checks completed
16.	Financial matters.
16.1	Resolved to approve accounts year ending March 31st 2025.
16.2	a) Payments approved. Clerk training will be added. Staffing costs will increase for 2025/2026. b) Summary of accounts to 01.05.2025 reviewed and approved. c) Defer decision on VE Day Grant to next Council meeting agenda.
16.3	Balances and reserves policy reviewed with no changes.

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17.	Planning Matters.
17.1	No planning applications to comment on – noted.
17.2	Applications dealt with by delegation: All noted. a) W/25/00680/HP Bank House, Main Street, Church Lench. Proposed single storey rear extension and replacement porch. No comments b) Barn Conversion (class Q), Land on Evesham Road behind Hipton Hill cottages. No comments.
19.3	Correspondence received from Planning Authority: Noted a) Lenchcraft – Withdrawn. b) Planning Inspectorate APP/H1840/W/23/3322456: The Observatory, Badgers Hill to Handgate Lane. Development proposed is Conversion of observatory into a single dwelling house. Decision: Approved. c) The Paddock, Low Road Church Lench. Refused.
20.	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: a) Clerk: Resolved to approve previous Clerk additional hours payment. b) Clerk: Approved additional contractual hours for new Clerk.

Meeting closed at 8.15pm.

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

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	Budget 25-26	Actual rec'd to date	Received	
Precept inc Grant	14350.00	7175.00	7175.00	
WCC re P/L	2686.82	0.00	0.00	
VAT Refund 24-25	600	0.00	0.00	
Groundwork NP	0	0.00	0.00	
Other	0	0.00	0.00	
Bank Interest	20	8.44	8.44	
Total	17656.82	7183.44	7183.44	
Payment 25-26	Budget	Payments	Remaining	
Staff costs	6378.66	0.00	6378.66	0%
Clerk expenses	400	0.00	400.00	0%
Admin costs	290	51.25	238.75	18%
Training	150	0.00	150.00	0%
Subscriptions	518	508.50	9.50	98%
Insurance	373	0.00	373.00	0%
Auditor Fees	405	0.00	405.00	0%
Grants/Donations	250	0.00	250.00	0%
Contingency	0	0.00	0.00	-
Website	228	0.00	228.00	0%
Newsletter	300	0.00	300.00	0%
Contractor maintenance	1080	0.00	1080.00	0%
Annual Inspection	80	0.00	80.00	0%
Maintenance Assets	50	0.00	50.00	0%
Defib maintenance	0	0.00	0.00	-
Neighbourhood Plan	0	0.00	0.00	-
Litter Bin x 2	189	0.00	189.00	0%
VAS	100	0.00	100.00	0%
Projects Play area	250	0.00	250.00	0%
WCC PL	0.00	0.00	0.00	-
P/L PC contribution	680	0.00	680.00	0%
VAT to recover	600	91.22	508.78	15%
Funds to increase reserves.	2000	0.00	2000.00	0%
TOTAL	14321.66	650.97	13670.69	

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Bank Reconciliation for the period ending 12.05.2025

	Current a/c at 12.05.2025	3265.12
add	Deposit a/c at 12.05.2025	11282.75
	Minus payments	0.00
	balance C/F	14547.87

	Opening Balance.	8100.48
add	Receipts	7175.00
add	interest on Deposit a/c	13.36
less	payments for period 01.04.25 - 12.05.25	-650.97
	balance per cash book at 07.05.24	14547.87

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