

ELMLEY CASTLE, BRICKLEHAMPTON & NETHERTON PARISH COUNCIL

ANNUAL PARISH COUNCIL MEETING AGENDA

JUNE 2023:

Clerk: Andrew Robinson, Elmley Meadow, Elmley Castle, WR10 3HW.

Notice is given of the meeting of Elmley Castle, Bricklehampton and Netherton Parish Council on

Thursday 15th June at 7.30pm

Elmley Castle Village Hall

Please note: Parish Council Meetings are audio recorded.

- 1. ELECTION OF CHAIRMAN AND SIGNING OF ACCEPTANCE TO OFFICE OF CHAIRMAN.**
- 2. ELECTION OF VICE CHAIRMAN.**
- 3. SIGNING OF DECLARATION OF ACCEPTANCE TO OFFICE FOR ALL COUNCILLORS (NEW TERM OF OFFICE).**
- 4. APOLOGIES FOR ABSENCE.**
- 5. CO-OPTION OF PARISH COUNCILLORS / SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE.**
- 6. DECLARATIONS OF INTEREST:**
 - Councillors are reminded of the need to update their register of interests.
 - To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
 - To declare any other Disclosable Interests in items on the agenda and their nature.
 - Written requests for the council to grant a dispensation (S33 of the Localism Act 2011) are to be with the Clerk at least 4 days prior to a meeting.
 - 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 must leave the room for the relevant items.
 - Failure to register or declare a Disclosable Pecuniary Interest may be a criminal offence.
- 7. DISPENSATIONS:**

If Councillors wish to submit any dispensation request, please ensure they are submitted well in advance of the meeting.
- 8. OPEN FORUM & ANY UPDATES FROM THE SAFER NEIGHBOURHOOD TEAM.**
- 9. CLERK UPDATES:**
 - (I) Reminder that Cllrs must return their Register of Members Disclosable Pecuniary Interests to the Clerk within 28 days of taking office.
 - (II) Reminder that Cllrs must submit their expenses claim to the Monitoring Officer directly even if nil (this only relates to elected not co-opted members).
 - (III) The Lengthsman Carl Brassington has decided not to renew his contract when it expires in July. The vacancy has been advertised both locally and via Worcs CALC. One application has been received so far.
 - (IV) Any training dates available to Cllrs will be circulated by the Clerk. Please let the Clerk know if you wish to attend any training.
 - (V) The Clerk met with representatives from WDC and a new bin will be installed at Elmley Castle Playground imminently. This will be emptied weekly by WDC.
- 10. APPROVAL OF MINUTES:**
 - (I) Proposal to approve the Minutes of the Parish Council meeting from the 2nd March 2023.
 - (II) Proposal to approve the Minutes of the Extra Ordinary Parish Council meeting from the 2nd May 2023.
- 11. COUNTY COUNCILLORS REPORT.**
- 12. DISTRICT COUNCILLORS REPORT(S).**
- 13. SIGNATORIES:**

Proposal to appoint three Councillors as signatories for the Parish Council Unity Trust Bank Account.
- 14. PROGRESS REPORTS ALLOCATION (any updates to be given verbally by Councillors/Clerk):**

(A) Flood Prevention – to be allocated (TBA)	(B) Highways – TBA	(C) Pendrils Pond – TBA
(D) The Riddings – All	(E) Lengthsman–Clerk	(F) Parish Website – TBA
(G) Social Media – Clerk	(H) Planning – TBA	(I) Sunflower comp – TBA*

(J) Community Events – TBA	(K) Playground/ECCC – TBA	(L) Defibs & Training – TBA
(M) Brickle Phone Kiosk – TBA	(N) Wildflowers – TBA	(O)

***Sunflower Competition** – if Council go ahead with the annual sunflower competition then Budget to be set for the purchase of seeds, pots, compost and winners prizes. No expenditure set in 23-24 Budget forecast.

15. FINANCES AT 31st MAY 2023

Bank balances as at 31st MAY 2023 - **£33,789.79**

(I) Proposal to approve the receipts and payments below.

Receipts: Feb / Mar / Apr / May 23:

15/02/23	WCC – Lengthsman Dec 22	£105.00
22/03/23	WCC – Lengthsman Jan 23	£157.50
29/03/23	WCC – Lengthsman Feb 23	£262.50
31/03/23	Interest	£70.57
27/04/23	WDC – Precept + Grant Element	£10,091.00
11/05/23	WDC – Coronation Funding	£206.00
19/05/23	WCC – Lengthsman Mar 23	£131.25
24/05/23	WCC – Lengthsman Apr 23	£148.75

Payments: Feb / Mar / Apr / May 23:

01/02/23	A Robinson	Clerk Salary Jan 23	£602.12
08/02/23	Barton Hyett Assoc	Tree Survey	£540.00
08/02/23	Friends of Elmley Church	Donation Queens Jub Xmas 22	£156.75
08/02/23	Elmley Castle School	Donation Queens Jub Xmas 22	£156.75
08/02/23	Elmley Castle Pubco	Donation Queens Jub Xmas 22	£156.75
08/02/23	Village Hall	Donation Queens Jub Xmas 22	£156.75
08/02/23	Elmley Castle Cricket Club	Donation Queens Jub Xmas 22	£156.75
09/02/23	Elmley Castle Cubs Scouts	Donation Queens Jub Xmas 22	£156.75
09/02/23	C Brassington	Lengthsman Jan 23	£157.50
16/02/23	Lloyds Bank	Multi Pay DD	£3.00
28/02/23	A Robinson	Clerk Home Office Feb 23	£15.00
01/03/23	A Robinson	Clerk Salary Feb 23	£602.12
02/03/23	C Brassington	Lengthsman Feb 23	£262.50
02/03/23	Worcs CC Pension Fund	Contributions	£237.25
16/03/23	Lloyds Bank	Multi Pay DD	£3.00
22/03/23	PATA	Payroll Jan Feb Mar 23	£36.15
22/03/23	Worcs CC Pension Fund	Contributions	£237.25
22/03/23	Elmley Castle Cricket Club	Donation	£1,000.00
31/03/23	A Robinson	Clerk Home Office Mar 23	£15.00
31/03/23	Unity Bank	4th Quarter Service Charge	£18.00
03/04/23	A Robinson	Clerk Salary	£601.72
17/04/23	Lloyds Bank	Charge Card DD	£2.94
17/04/23	Smartcut	Grasscutting Mar 23	£72.00
17/04/23	Worcs Pension Fund	Pension Contributions	£195.66
17/04/23	HMRC	Employer Tax Jan Feb Mar 23	£382.90
17/04/23	C Brassington	Lengthsman Mar 23	£131.25
17/04/23	Worcs CALC	Annual Service Charge	£547.49
02/05/23	A Robinson	Clerk Salary	£596.32
02/05/23	A Robinson	Clerk Home Office	£15.00
03/05/23	BWP Creative	DomainRenewal(18/6/23-17/6/25)	£105.60
03/05/23	ROSPA Playsafety	Annual Safety Inspection	£98.40
03/05/23	Zoe Kirby	Internal Audit 22-23	£140.00
03/05/23	Elmley Castle Village Hall	March 23 Meeting	£9.75
03/05/23	C Brassington	Lengthsman April 23	£148.75
12/05/23	Elmley Castle Village Hall	Coronation Event	£206.00
12/05/23	Zurich Municipal	Insurance Renewal	£527.89

12/05/23	Worcs Pension Fund	Pension Contributions	£195.66
16/05/23	Lloyds Bank	Charge Card	£3.00
16/05/23	Lloyds Bank	MacAfee Anti Virus Annual Fee	£84.99
25/05/23	Smartcut	Grasscutting Apr 23	£144.00
31/05/23	A Robinson	Clerk Home Office	£15.00

16. DECISIONS MADE BETWEEN MEETINGS (APPROVED DELEGATION SCHEME):

- (I) Planning decisions listed under 'Planning' below.
- (II) All payments listed above between 8th May 2023 – 15th June 2023 using delegation scheme agreed in March 2023.
- (III) Appoint Smartcut to cut the bank on the Cricket Field at a cost of £80.00 + VAT, requested by Cricket Club.

17. PLANNING:

- (I) **W/23/001/33/HP**, 1 Bredon Lodge, Elmley Castle. Conversion of existing garage into bedroom. Garage door to be replaced with glazing and a new window put on the side facing the garden. Extending the downstairs WC to incorporate a shower. **No response submitted.**
- (II) **W/23/00508/HP**, Elms Cottage, Netherton Lane, Elmley Castle. Erection of timber shed / workshop. **No response submitted.**
- (III) **W/23/00457/HP**, Rose Cottage, The Lane, Bricklehampton. Erection of detached garden room. **No response submitted.**
- (IV) **W/23/00544/LB**, Manor Farm Cottage, Main Street, Elmley Castle. Replace windows on front elevation with heritage hardwood timber double glazed windows. **Decision Pending submission date 27/6/23.**

18. POLICIES:

Council to review and consider the acceptance of the following Parish Council Policies, documents circulated to members prior to the meeting and are available via the Clerk on request:

- (A) Standing Orders
- (B) Code of Conduct
- (C) Delegation Scheme
- (D) Financial Regulations

19. LAND AT BRICKLEHAMPTON (WINTERFELL):

Council to discuss the current situation with the land that's been for sale for a number of years in Bricklehampton formally known as Winterfell and any risks that this site may pose to the community.

20. TREES BRICKLEHAMPTON:

A number of trees in Bricklehampton are overhanging the roads and some are reported to be dead / diseased. Council to discuss any action to prevent these trees from causing an injury to the public.

21. PARKING: ELMLEY CASTLE C OF E FIRST SCHOOL:

Council to discuss dangerous parking at the First School during pick-up and drop-off times and any possible action to help improve the situation.

22. CORRESPONDENCE:

Nothing further of note.

23. NEXT PROVISIONAL MEETING DATE (ALWAYS CHECK THE WEBSITE FOR CHANGES):

- Thursday 6th July 2023

MEMBERS OF THE PUBLIC / PRESS ARE WELCOME TO ATTEND



A. Robinson