

ELMLEY CASTLE, BRICKLEHAMPTON & NETHERTON PARISH COUNCIL

ANNUAL PARISH COUNCIL MEETING AGENDA

MAY 2026:

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

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

Wednesday 27th May 2026 at 7.30pm

at Elmley Castle Village Hall

1. ELECTION OF CHAIRPERSON AND SIGNING OF ACCEPTANCE OF OFFICE OF CHAIRPERSON.

2. ELECTION OF VICE CHAIRPERSON.

3. WELCOME & APOLOGIES FOR ABSENCE.

4. OPEN FORUM & ANY UPDATES FROM THE SAFER NEIGHBOURHOOD TEAM.

5. DECLARATIONS OF INTEREST REMINDERS:

- 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.

6. DISPENSATIONS:

- (I) Cllr Bent, 1 year from 11th September 2025, Land at Millend Racing Stables (discussion only, no voting rights).
- (II) Cllr Gevers, 1 year from 11th September 2025, Land at Millend Racing Stables (discussion only, no voting rights).

7. APPROVAL OF MINUTES:

- (I) Proposal to approve the Draft Minutes of the Parish Council meeting of 16th March 2026.

8. COUNTY COUNCILLORS REPORT.

9. DISTRICT COUNCILLORS REPORTS.

10. CLERKS UPDATES (INCL. DECISIONS MADE BETWEEN MEETINGS / APPROVED DELEGATION SCHEME):

- (I) All planning decisions listed below under 'Planning'.
- (II) Decision was made to appoint Ann Dobbins to complete the 2025–2026 Internal Audit at a cost of £250.00. This is due to Zoe Kirby being unable to complete it due to personal reasons as originally agreed by Council in March 2026.

11. PROGRESS REPORTS (any updates to be given verbally by Councillors/Clerk):

(A) Flood Prevention – Cllr Stephens	(B) Highways – Cllr Burton	(C) Lengthsman – Clerk (*)
(D) Wildflowers – Cllr Lea	(E) Planning & NP – Cllr Gevers	(F) Community Events – Cllr Jupp
(G) Playground / ECCC – Cllr Bent (**)	(H) Defibs – Cllr Gordon	

(*) **Lengthsman** – Council to consider a request to increase the Lengthsman's pay from £16.00p/h to £20.00p/h.

(**) **Trees** – Item 18 refers.

12. FINANCES: (POSSIBLE DISCLOSABLE INTEREST CLLR GEVERS)

Bank balances as at 30th Apr 2026 - **£53,548.04**

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

(II) Cllrs to note there are no overspends within the 2026 Budget to report up to the end of April 2026.

Receipts: Mar / Apr 26:

03/03/26	WCC	Lengthsman Jan 26	£216.00
24/03/26	WCC	Lengthsman Feb 26	£208.00
31/03/26	Unity Bank	Interest	£83.55
27/04/26	WDC	26-27 Precept / Grant Payment 1 of 2	£13,763.00

Payments: Mar / Apr 26:

02/03/26	A Robinson	Clerk Salary Feb 26	£715.99
02/03/26	A Robinson	Clerk Home Office Feb 26	£17.25
16/03/26	Lloyds Bank	Charge Card Monthly Fee	£3.00
18/03/26	PATA	Payroll Jan / Feb / Mar 26	£40.35

18/03/26	Steve Baker	Lengthsman Feb 26	£204.00
18/03/26	WCC Pension Fund	Pension Contributions Mar 26	£240.51
30/03/26	A Robinson	Clerk Home Office Feb 26	£17.25
31/03/26	Unity Bank	Service Charge	£7.00
01/04/26	A Robinson	Clerk Salary Mar 26	£715.99
02/04/26	ROSPA	Playground Safety Inspection (25-26) Inv. 95950	£109.20
16/04/26	Lloyds Bank	Charge Card (Monthly Fee)	£3.00
20/04/26	Mrs Natasha Gevers	Cllr Expenses (Refreshments Cllr Lockhart)	£22.36
20/04/26	HMRC	Employer Tax 6/1/26 - 5/4/26	£775.24
20/04/26	Village Hall	Meeting Mar 26	£13.00
20/04/26	Worcs CALC	Annual Subs Invoice 10018	£621.69
20/04/26	WCC Pension Fund	Pension Contributions Apr 26	£240.51
30/04/26	A Robinson	Clerk Home Office Apr 26	£17.25
30/04/26	Unity Bank	Service Charge	£7.00

13. 2025-2026 AUDIT:

- (I) Council to receive and note the Internal Auditors report as circulated to all Cllrs.
- (II) Council to approve Section 1 of the Annual Governance Statement (page 4 of the AGAR) as circulated to all Cllrs.
- (III) Council to consider, approve and sign the accounts, Section 2, Annual Governance Statement (page 5 of the AGAR) as circulated to all Cllrs. Section 2, signed prior to the meeting by the Clerk.
- (IV) Council to consider the approval of the year end accounts for 2025-26 as circulated to all Cllrs.
- (V) Council to consider the suggested dates of publication of documents as Wednesday 3rd June 2026 – Tuesday 14th July 2026.

Above documents are available from the Clerk on request.

Outstanding actions within Internal Audit Report:

- (I) Bank reconciliations to be checked by a Cllr and agreed with bank statements and reported to Council – appoint Finance Cllr or establish a Finance Committee?
- (II) Risk Assessment of Clerks Home Working arrangements.
- (III) Establish, bring to Council and adopt a Reserves Policy.
- (IV) Establish, bring to Council and adopt a Disciplinary, Grievance and Home Working Policy.
- (V) Establish, bring to Council and adopt an Internal Controls Policy.

14. POLICIES:

Council to review and consider acceptance of the following Parish Council Policies and documents, all items have been circulated to members prior to the meeting and are available from the Clerk on request:

- (A) IT Policy
- (B) LGPS Employers Discretions Policy
- (C) Data Protection Policy
- (D) ICO Publication Scheme Policy

15. INSURANCE RENEWAL

Proposal to renew the Parish Council Insurance Policy with Zurich at a renewal price of £624.13. The renewal is due on 1st June 2026. For information, last years renewal was £611.74 and the Parish Council included £616.44 in the 26-27 Budget forecast.

16. FLOWER PLANTING EXPENSES: (POSSIBLE DOI CLLR LOCKHART)

- (I) Proposal to re-imburse Cllr Lockhart £7.47 for expenses of 3 x watering cans.
- (II) Proposal to pay Wayside Nurseries £155.38 for the supply of various plants / flowers and shrubs.

The above to be taken from the 2026-27 £1,000 Budget for plants and planters.

17. DOG WASTE BINS

Correspondence has been received requesting the Parish Council consider purchasing and installing a new dog waste bin on Netherton Lane, close to the footpath adjacent to The Long House. Council to consider.

18. TREES:

- (I) Council to consider the recent Tree Survey and direct any outstanding actions. The report has been circulated to all members and is available from the Clerk on request.
- (II) Following the report, correspondence from Ben Williams of Barton Hyett Associates Ltd stating that a Birch Tree (ref. 30862) has failed to come into leaf and is likely to be dead. Mr Williams advises the Council to have this tree removed sooner rather than later due to dead wood being unpredictable.

19. PLANNING:

- (I) **W/25/02772/FUL**, 1 New Road, Bricklehampton. New access with dropped kerb. **No objections submitted.**
- (II) **W/25/02270/HP**, Evesham Lodge, Bricklehampton. Proposed single storey rear extension to link to existing garage, and proposed single storey side infill extension. **No response submitted.**
- (III) **W/26/00804/HP**, 12 Parkwood, Elmley Castle. Installation of roof-mounted solar photovoltaic panels on the rear roof and front roof slope. **Return date 27th May 2026.**

Planning Appeals to the Planning Inspectorate:

(I) **W/25/01805/LB**, The Old Smithy, Main Street, Elmley Castle. Two storey rear extension including retaining wall and steps and internal alterations. **Further comments by the Parish Council did not reach the inspectorate prior to the deadline and were not accepted by the inspectorate.**

20. OTHER CORRESPONDENCE:

1. Response received from the Chairman of Elmley Castle Cricket Club in response to the letter sent on behalf of the Council, raising concerns over the new scorers shed.
2. Response from Rev'd Katryn Leclézio re. a possible new dog waste bin in Bricklehampton, close to the Church.
3. Letter received from a resident regarding the protected verge at Besscaps and whether or not this is still a protected area.

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

- Monday 20th July 2026.

MEMBERS OF THE PUBLIC / PRESS ARE WELCOME TO ATTEND



A Robinson

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