

ELMLEY CASTLE, BRICKLEHAMPTON & NETHERTON PARISH COUNCIL

MINUTES, MAY 2026

*From the annual meeting of Elmley Castle, Bricklehampton & Netherton Parish Council
on **Wednesday 16th May 2026** 19:40 hours at Elmley Castle Village Hall.
It was fully accessible to the Public and Press.*

PRESENT: Cllr A Morrison (Chairman), Cllr J Maude (Vice Chairman) Cllr J Stephens, Cllr C Jupp, Cllr K Lewis, Cllr S Bent, Cllr T Lea, County Cllr A Hardman, District Cllr B Hardman, A Robinson (Clerk). 0 members of the public

- 1. ELECTION OF CHAIRPERSON AND SIGNING OF ACCEPTANCE OF OFFICE OF CHAIRPERSON:**
Cllr Jupp proposed Cllr Morrison as Chairperson, Cllr Lewis seconded the motion and all voted in favour. Cllr Morrison signed the acceptance of Office of Chairperson.
- 2. ELECTION OF VICE CHAIRPERSON:**
Cllr Morrison proposed Cllr Maude as Vice Chairperson, Cllr Lea seconded the motion and all voted in favour.
- 3. WELCOME, APOLOGIES FOR ABSENCE:**
Apologies received from District Cllr A Crump, Cllr V Lockhart, Cllr N Gevers, Cllr M Gordon.
- 4. OPEN FORUM & ANY UPDATES FROM THE SAFER NEIGHBOURHOOD TEAM:**
Safer Neighbourhood Team not present.

No members of the public.
- 5. DECLARATION OF INTERESTS:**
The Chairman reminded all members of their responsibilities regarding declarations of interests.
- 6. DISPENSATIONS:**
(I) Cllr Bent, 1 year from 11/09/25, Land at Millend Racing Stables (discussion only, no voting rights).
(II) Cllr Gevers, 1 year from 11/09/25, Land at Millend Racing Stables (discussion only, no voting rights).
- 7. APPROVAL OF MINUTES:**
(I) Cllr Bent proposed to approve the draft minutes of the Parish Council meeting of 16th March 2026, Cllr Stephens seconded the motion and all voted in favour.
- 8. COUNTY COUNCILLOR REPORT:**
 - Report presented during the Annual Parish Meeting. Please see minutes.
- 9. DISTRICT COUNCILLOR('S) REPORT('S)**
 - Report presented by Cllr B Hardman during the Annual Parish Meeting. Please see minutes.
- 10. CLERK UPDATES:**
(I) All planning decisions listed below under 'Planning'.
(II) The 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:**
 - (A) **Flood prevention** (Cllr Stephens) – brief updates on Pendrils Pond.
 - (B) **Highways** (Cllr Burton) – Cllr Burton not present and nothing to report.
 - (C) **Lengthsman** (Clerk) – the Clerk explained that the Lengthsman had requested a pay increase from £16.00 per hour to £20.00 per hour. Cllr Morrison proposed that the Council agree this pay increase with immediate effect, Cllr Lewis seconded the motion and all voted in favour.
 - (D) **Wildflowers** (Cllr Lea) – the flowers are looking good and doing well.
 - (E) **Planning** (Cllr Gevers) – item 13 also refers. Cllr Gevers provided a written report prior to the meeting that was read out to Council by Cllr Bent. This report is available from the Clerk on request.
 - (F) **Community Events** (Cllr Jupp) – nothing to report.
 - (G) **Playground / ECCC** (Cllr Bent) – ROSPA annual safety report has been completed – some action is required which is being reviewed by Cllr Bent. Cllr Bent reported to Council that a tree has died close to the Cricket nets, this has been brought to the Council's attention via Ben Williams of Barton Hyett. The Council have arranged for the immediate area around the tree to be cordoned off for public safety. The Clerk explained that he can authorise expenditure up to £2,000 in cases of immediate danger. It was agreed that this power should be used to arrange for the felling of this tree. Cllr Bent agreed to obtain the quotes and planning permission and will then liaise with the Clerk.
 - (H) **Defibs** (Cllr Gordon) – not present. The Clerk will liaise with Cllr Gordon re new Defib pads.
- 12. FINANCES TO 30th April 2026:**

(I) Cllr Bent proposed to approve the receipts and payments listed below, Cllr Maude seconded the proposal and all voted in favour.

(II) Council noted that there are no overspends with the 2026-2027 Budget to date.

Bank Balances as at 30th April 2026 - **£53,548.04**

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 received and noted the Internal Auditors report as circulated to all Cllrs.
- (II) Cllr Maude proposed to approve Section 1 of the Annual Governance Statement (page 4 of the AGAR) as circulated to all Cllrs, Cllr Lea seconded and all voted in favour.
- (III) Cllr Maude proposed Council 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. Cllr Jupp seconded the motion and all voted in favour.
- (IV) Cllr Morrison proposed that Council consider and approve the year end accounts for 2025-26 as circulated to all Cllrs. Cllr Lewis seconded the motion and all voted in favour.
- (V) Council to consider the suggested dates of publication of documents as Wednesday 3rd June 2026 – Tuesday 14th July 2026. Cllr Morrison proposed to accept those dates, seconded by Cllr Lewis. All Councillors voted in favour.

Outstanding actions within the Internal Audit Report:

- (I) Bank reconciliations to be checked by a Cllr and agreed with bank statements and reported to Council. Cllr Morrison proposed to appoint Cllr Jupp to this duty. Cllr Bent seconded the motion and all voted in favour.
- (II) Risk Assessment of Clerks Home Working arrangements. Cllr Stephens volunteered to take this role and bring it back to a future meeting for adoption.
- (III) Establish and bring to Council a Reserves Policy. The Clerk will research this and establish a draft that the Council can consider at a future meeting.
- (IV) Adopt a Disciplinary, Grievance and Home Working Policy. Cllr Stephens will research this also and bring back to Council for adoption.
- (V) Establish an Internal Controls Policy. The Clerk will complete this and bring back to a future meeting for consideration of adoption.

14. POLICIES:

The following Policies have been produced and circulated to members as draft form.

- (A) IT Policy
- (B) LGPS Employers Discretions Policy – **incomplete (will return to future Agenda for consideration)**
- (C) Data Protection Policy
- (D) ICO Publications Scheme Policy

Cllr Morrison proposed to adopt A,C and D, Cllr Stephens seconded the motion and all voted in favour.

15. INSURANCE RENEWAL:

Cllr Morrison proposed to renew the Parish Council Insurance Policy with Zurich at a renewal premium of £624.13. Cllr Bent seconded the motion and all voted in favour.

16. FLOWER PLANTING EXPENSES:

Cllr Morrison proposed:

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

Cllr Lewis seconded these motions and all voted in favour.

17. DOG WASTE BINS:

Correspondence from a resident has been received requesting that the council considers purchasing a new dog waste bin for Netherton Lane, close to the footpath next to The Long House. Council discussed this request but felt that because there was already a bin close by – by the memorial cross that it isn't necessary. They did however feel that it would be better to place a dog waste bin on New Road, close to the junction with Pershore Road, Besscaps. It was agreed that the Clerk should research this with Wychavon DC and bring it back to a future meeting.

18. TREES:

Discussed during progress report (item 11(g)).

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 objections 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. Cllr Morrison proposed no objections, Cllr Lewis seconded the motion and all voted in favour except 1 abstention.

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.

2130 hours, meeting concluded.