

SOUTH LENCHES PARISH COUNCIL

Clerk to the Parish Council: Mrs N. Holland. Tel: 07835620613.
Morton Wood Farmhouse, Morton Wood Lane, Abbots Morton. WR7 4LU.
Email: southlenchespc@gmail.com
Website: <http://www.southlenchesparishcouncil.org/>

Councillors are hereby summoned to attend the Annual Parish Council Meeting on Monday May 13th 2019 at **8.00 pm** in Church Lench Village Hall. Please inform the Clerk if you are unable to attend. The meeting is open to the press and members of the public who are welcome to attend all or part of the meeting but may only speak during the adjournment of the meeting to put questions or raise concerns regarding matters on this agenda or for future consideration.

NB: Please note new start time.

AGENDA.

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| 1. | Election of Chairman and signing of declaration of office. |
| 2. | To consider apologies and to approve reasons for non- attendance. |
| 3. | Election of Vice-Chairman. |
| 4. | Two Vacancies for Co-Option: to consider one application received. |
| 5. | To agree date by which absent members can sign the Declaration of Office. |
| 6. | Declarations of Interest: with reference to items on the agenda members are reminded of their responsibility to declare interests as defined in the Code of Conduct and to update their Register of Interests held with Wychavon District Council. |
| 7. | Dispensations: To consider any further written dispensations from members who have declared an interest but wish to stay in the meeting during that time to aid discussion / speak / vote. Requests to be with the Clerk at least 4 clear days prior to a meeting. (S33 of the Localism Act 2011). |
| 8. | Annual business as per Standing Orders: <ol style="list-style-type: none">1. <u>Review and adoption of Standing Orders</u> inc delegation arrangements to the Clerk.2. <u>Review and adoption of Financial Regulations.</u>2. <u>Review of Terms of the Finance & General Purposes Group</u> appoint 2 members (Chairman and Vice – Chair are ex-officio members)3. <u>Review of Terms of Staffing Committee</u> and appoint 2 members (Chairman and Vice –Chair are ex-officio members)4. <u>Review of appointments/representation</u> to external bodies and arrangements for reporting back to Council:<ol style="list-style-type: none">a) Wychavon CALC representative x 1.b) Neighbourhood Plan Steering Group x 3.c) Weekly Play Inspection.d) Asset check quarterly.5. <u>Review of inventory of assets.</u>6. <u>Review of Risk Management Policy and Risk assessment.</u>7. <u>Review of the following policies:</u><ol style="list-style-type: none">a) Clerk, Parish, Councillor Protocol |

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	<ul style="list-style-type: none"> b) Code of Conduct c) Communications d) Complaints Procedure e) Disciplinary Procedure f) Financial Regulations g) GDPR Data Privacy Policy h) GDPR Data Protection Policy i) GDPR Data Security Incident Procedure j) Grievance Procedure k) Protocol for Planning Site Visits l) Standing Orders m) To confirm that the Parish Council is eligible to continue to use the General Power of Competence (Localism Act 2011 sections 1-8) <p>8. To approve the following annual payments:</p> <ul style="list-style-type: none"> a) Annual subscription to Worcestershire CALC of £478.02 b) Annual Insurance Policy payment of £348.05 <p>9. To adopt Clerk & Councillor Training Policy.</p>
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9.	To receive reports from County, District Cllrs. and Police.
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The meeting will be adjourned for Public Question time.

10.	Minutes: to consider the adoption of the minutes of the Full Parish Council meeting held on 11.03.19.
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11.	<p>Clerk's report:</p> <p><u>Bus Shelter Land Registry Registration</u> - letter received from Solicitors with letter of confirmation from land Registry that they are in possession of application.</p> <p><u>Maintenance to Village Pool/Play areas</u> - annual contract signed.</p> <p><u>Restoration of the BT kiosk</u> - update.</p> <p><u>Wychavon Parish Events</u> - Thursday 13 June 2019 - 5.45pm-8.15pm - Council Chamber</p>
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12.	Financial matters:
12.1	To approve accounts year ending March 31 st 2019.
12.2	To consider transferring funds from under spend 2018 – 19.
12.3	To receive the Internal Auditor report.
12.4	To review the Statement of Internal Control and Annual Review of Effectiveness of Internal Control.
12.5	To note that the Parish Council has been selected for intermediate review for the 2018/19 reporting year for which extra documentation is required to be submitted.
12.6	To consider documents for approval for the External Auditor: Section 1: Annual Governance Statement. Section 2: Accounting Statements. Variations explanation to accounts 2017-18.
12.7	To approve payments and agree bank reconciliation.
12.8	Bank Mandate: to review bank signatories.

13.	Play Area: To consider the Annual Play Inspection report.
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14.	Planning Matters.
14.1	<p><u>Planning process/feedback following applications</u> that have been presented to the Planning Authority:</p> <p>a) <u>19/00123/HP</u> - The Hawthorns, Low Road, Church Lench. Permission granted.</p> <p>b) <u>19/00257/HP</u> + <u>19/00258/LB</u> - Toy Cottage, Malthouse Lane, Church Lench. Application withdrawn.</p>
14.2	<p><u>To note planning applications dealt with by delegation:</u></p> <p>a) <u>19/00396/HP</u> - Olde Barn Orchard, Evesham Road, Church Lench. Proposal: Retrospective application for the insertion of windows, doors and external cladding. Comments: Objection to the retrospective application for the following reasons:</p> <p>a) The house that has been built from the original application, 16/02077, does not adhere to that application.</p> <p>b) The house visually does not sympathise with the local surroundings and the Council do not agree to the quote on the application which states: "This policy expects proposals to be of a high design quality. They need to integrate effectively with the surroundings, in terms of form and function, reinforce local distinctiveness and conserve, and where appropriate, enhance cultural and heritage assets and their settings."</p> <p>c) The application states minor amendments. Adding another floor to the house is not a minor amendment as stated in the application.</p> <p>d) In regard to the 2016 application a condition was made that: "Prior to the commencement of the development hereby approved the access track serving the development shall be upgraded and details of the upgrade shall be submitted to and approved in writing by the Local Planning Authority. The details as approved shall then be implemented prior to the first use of the development. Reason: - to ensure highway safety". This has not been complied with.</p> <p>b) <u>19/00186/FUL</u> - Baptist Chapel, Atch Lench. Amendment to change in the design and materials to be used for the proposal. Comments: Nil.</p>
14.3	<u>Neighbourhood Plan:</u> to receive update.
15.	Matters raised at Annual Parish Meeting: Log of incident report received following Police attendance at the meeting. (See in correspondence below).

Circulation: All members of the Parish Council; District and County Councillors.

Dated: May 7th 2019. Signed by the Clerk: NKHolland

Correspondence circulated not requiring decision.
Weekly CALC updates provided via email to all members.
Weekly Worcestershire Roadwork Report via email to all members.
Weekly Neighbourhood Watch reports.
<p>Police report following APM: From September until December, there a total of 9 incidents of relevance across the Lenches area that were reported to the police.</p> <p>2 of these were reports regarding suspicious vehicles on the 6th and 9th of November. The one on the 6th was the vehicle in the woods which was investigated in depth.</p> <p><u>Outside of these there were:</u> 26/09 – a burglary at Rous Lench; 07/11 – Break in to livery centre (In the ‘vehicle report’ on the 9th, the caller said there had been a lot of break ins in the area recently, however there are no further reports); 17/12 – Shed Break, Ab Lench; 18/12 – Building Site theft, Low Rd; 20/12 – Workshop break, Atch Lench; 22/12 – Summer house break, Low Rd; 22/12 - Outbuilding break, Low Rd.</p> <p>According to the reports, almost without exception, the victims of the December incidents were seen by at least one unit, aside from the final one who reported it over the phone and declined a visit. Multiple attempts</p>

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were made to see the livery owner, and eventually contact details were left asking them to get in touch. All of these are the responses I would expect to see following such incidents. If there were more incidents, I would strongly urge you to encourage your neighbours to report incidents as if we are not aware of them then we cannot respond to them. As I mentioned, you are covered by a mix of Droitwich and Evesham resources, and these incidents have been dealt with by both teams, but they were dealt with and considered to be resolved at the time. The contact numbers for the Local team are: PC 241 Edmunds – 07890516959; PCSO 40185 Goundry – 07811761057; PCSO 40278 Elliott - 07870519449

Supporting notes to agenda for meeting May 13th 2019.

Min: No:	<u>Update.</u>	<u>Position</u>
Agenda No: 4	One application received .	For decision.
Agenda No: 8	Documents either in your possession or available on the website. Assets, Risk Assessment, Member Protocol, Disciplinary, Grievance, GDPR attached x 3; GPOC enclosed.	For approval.
Agenda No: 10	Minutes of March 2019 meeting attached.	For approval.
Agenda No: 12.1	Year end accounts emailed.	For consideration.
Agenda item 12.3	Internal audit report emailed.	For consideration.
Agenda item 12.4	Annual review of internal effectiveness emailed.	For consideration.
Agenda item 12.6	External audit documents x 3 emailed.	For consideration.
Agenda item 12.7	Payments and bank reconciliation emailed.	For approval.
Agenda item 13.	Annual play Inspection report.	For consideration.