

FECKENHAM PARISH COUNCIL

To Members of Feckenham Parish Council

You are duly summoned to attend the Annual Meeting of Feckenham Parish Council to be held on Thursday 20th May 2021 at Feckenham village hall at 7.30pm, Main Hall. This meeting will be face to face for Councillors and clerk. A risk assessment has been carried out in liaison with the village hall. The large room will be used, and social distancing will be in operation. Please do not attend if you are feeling unwell. There will be alcohol gel in use and temperatures will be checked before admittance. Face coverings will be mandatory throughout the meeting unless exempt. This meeting will be open to the public but will also be available via Zoom. Due to social distancing, you may not be admitted to the face-to-face meeting if capacity is reached. Please contact the Clerk clerk.feckenhampc@feckenham.com or by calling 01527 892522 for login details.

Jane Bull

Clerk to Feckenham Parish Council

AGENDA

- 1. ELECTION OF CHAIRMAN AND SIGNING OF DECLARATION OF OFFICE**
- 2. ELECTION OF VICE CHAIRMAN- SIGNING OF DECLARATION**
- 3. APOLOGIES.**
- 4. DECLARATIONS OF OFFICE FOR ALL COUNCILLORS.**
- 5. DECLARATIONS OF INTEREST AND DISPENSATIONS**
 - a) To receive declarations of interest from councillors on items on the agenda.
 - b) To receive written requests for dispensations for disclosable pecuniary and nonpecuniary interests (S33 of the Localism Act 2011) which are to be with the clerk as soon as possible prior to a meeting.
 - c) **TO CONSIDER GRANTING REQUESTS FOR DISPENSATION**
Requests for dispensation must be made on an individual basis.
- 6. TO NOTE FINANCIAL REGULATIONS**
Financial Regulations adopted on 18 April 2019; copy on website.
- 7. TO NOTE STANDING ORDERS**
Standing Orders adopted at the 18 April 2019 Meeting; copy on website.
- 8. TO NOTE CODE OF CONDUCT**
Code of Conduct adopted at the 18 April Meeting; Updated 2019.
- 9. TO NOTE COMPLAINTS PROCEDURE**
Adopted by Feckenham Parish Council on 18 April; Updated 2019.
- 10. TO NOTE CLERK'S DELEGATION SCHEME FOR PLANNING AND APPOINT THREE MEMBERS TO THE DELEGATION**
The Council adopted this scheme at the September 2007 Meeting and the scheme was revised at the April 2019 meeting to read as follows:
 1. All planning application consultations whose deadlines expire after the next scheduled meeting will be considered in Council.

2. The Clerk will endeavour to obtain extensions for planning application consultation deadlines which fall shortly before the next scheduled meeting.
3. The Council delegates all planning application consultations not considered in the above clauses (1 & 2) to the Clerk in consultation with one or more named Councillors determined by the Council.
4. Consultation may be by correspondence, including email, or in person.
5. The Clerk will email planning consultation notices to the named Councillors. Planning applications can be viewed online at the local authority's website. Comments should be returned as soon as possible to the Clerk for determination of the Council's response within the prescribed consultation period.
6. Decisions made under delegation will be reported to and minuted at the next Council meeting.
7. Under this delegation, and in particular with regard to controversial or major development proposals, the Clerk in consultation with the Chairman of the Council, may decide that a Parish Meeting and/or an Extraordinary Meeting of the Council be called to consider the matter or that the matter be referred to the next Council Meeting, whichever is appropriate.

11. TO NOTE COUNCIL'S RISK ASSESSMENT

Updated and emailed Cllrs 23/04/18.

12. TO NOTE CLERK'S FINANCE CONSULTATIVE GROUP AND APPOINT MEMBERS

The Council resolved to form a Clerk's Finance Support Group at the May 2008 Meeting.

13. TO NOTE EMERGENCY DECISION MAKING SCHEME

At the September 2007 Meeting the Council adopted this scheme. The scheme was amended at the July 2015 meeting to read as follows:

Urgent decisions required between scheduled meetings of the Council are delegated to the Clerk in consultation with the Chairman of the Council. The Clerk is permitted urgent expenditure up to £400 including VAT per month to be made without a formal decision to do so in a Council Meeting. Two Councillors are required signatories and all spending must be reported at the next meeting of the Council. Decisions made under this delegation will be reported to and minuted at the next council meeting. Under this delegation, where appropriate, the clerk may decide that an extraordinary meeting of the council be called to deal with the urgent matter.

- 14. TO NOTE CHAIRMAN'S ALLOWANCE** At the September 2007 Meeting the Council adopted a Chairman's Allowance which is £150 for the 2019- 20 financial year. This amount can be spent by the Chairman with prior approval of the Council and is reimbursable upon presentation of a receipt/invoice.

15. TO NOTE COUNCILLOR'S EXPENSES

	First 10,000 business miles in tax year	Each mile after
Cars and vans	45 p	25 p
Motorcycles	24 p	24 p
Bicycles	20 p	20 p
Carrying Passengers (RBC Employee or fellow Member)	5p per person per mile	
Towing	6p	

And subsistence:

Subsistence allowances are available for Councillors where they are away from home and unable to make their own arrangements. Councillors are reimbursed for actual expenses incurred up to the following maximum amounts, subject to the production of receipts: -

Breakfast	£5.00
Lunch	£6.75
Evening Meal	£20.00

16. TO APPOINT INDIVIDUALS TO THE FOLLOWING POSTS

- A. Footpath Officer:
- B. Two CALC Area Representatives:
- C. Square Management Comm:
- D. Standards Committee:
- E. Parish Lengthsman Liaison Officer:
- F. Village Hall Comm. Rep:

17. TO NOTE AND APPOINT MEMBERS OF WORKING PARTIES

- A. Traffic Calming WP:
- B. Local Groups WP:
- C. Staffing WP:

18. MINUTES: To consider the approval of the Minutes of the meeting held 29 April 2021.

19. COUNTY COUNCILLOR(S) REPORT

20. BOROUGH COUNCILLOR(S) REPORT

21. FVAT REPORT.

OPEN FORUM

The Parish Council meeting will be suspended for 15 minutes. Residents are invited to give their views and question the Parish Council on issues on this agenda or raise issues for future consideration at the discretion of the Chairman. Members of the public may not take part in the Parish Council meeting.

22. PLANNING

A. For Council Consideration: Planning Applications:

21/00612/FUL. Stoners Barn

B. RBC Approvals: **20/00599/FUL.** Land opposite 24 Droitwich Road.

C. RBC Refusals: **None.**

D. RBC Pending:

21/00249/FUL: Land North of Droitwich Road

21/00330/FUL: Domestic Garden To 1 Mill Lane

19/01264/FUL: Rockhill Farm.

20/00886/FUL.: The Farmhouse Barn at Rockhill Farm.

20/01164/OUT: Land at Hill Top, Webheath

21/00195/FUL. Feckenham Greener Grid Park- Update from Cllr Hammersley.

21/00133/FUL: Branton Brook Farm.

21/00065/FUL: The Coach House.

E. RBC Withdrawn: 19/00228/INV. Land North of Droitwich Rd. See planning application 20/00194/FUL.

F. RBC Appeals: None.

23. FINANCE

A. TO APPROVE THE PAYMENT SCHEDULE

Chq no 1189: To reimburse plants for planters @ £48.95.

Chq no: 1190: Swansbrook Radio @ £835.00(1/2 of donation made by Mills and Reeve in memory of S Knowles)

Chq no: 1191: PCC Feckenham @ £835 (1/2 of donation made by Mills and Reeve in memory of S. Knowles)

Chq no: 1194: Lengthsman April 21 @ £225.00

Chq no: 1195: Chairman's allowance @ £100.00

It was noted the deposit account still retained the donation in memory of Stuart Knowles from his Employer Mills and Reeve. As the donation has not been used, it was agreed to split the money between the other beneficiaries (Swansbrook Radio and Feckenham Church) as agreed with the Company. Each organisation will receive £835.

<u>FPC Reconciliation for the Period:</u>		Date	to	Date
		01/03/2021		31/03/2021
		Credit	Debit	Total
Current Account balance		£498.89		£498.89
Deposit Account balance		£19,635.29		£19,635.29
Cheques paid uncleared:		£0.00		£0.00
Balance C/F				£20,134.18
Opening Balance Deposit Account				£19,635.29
Add receipts for period				£0.00
Less payments for period				£0.00
Opening Balance Current Account				£1,605.08
Add receipts for period				£0.00
Less uncleared cheques				£0.00
Less payments for period				-£1,106.19
Closing Balance				£20,134.18

Date: 09/04/2021

Checked by Finance Committee 18/4/21 as correct with Bank Statements.

D. TO COMPLETE SECTION 1 OF THE 2021 ANNUAL GOVERNANCE STATEMENT

E. TO COMPLETE SECTION 2 OF THE 2021 ANNUAL ACCOUNTING STATEMENTS

F. TO COMPLETE CERTIFICATE OF EXEMPTION 2018/2019.

24. NEW AGENDA ITEMS

A. Grant application from Feckenham Football Cub: Juniors.

B. Increase of complaints regarding Dogs not on leads and dog fouling.

25. CLERK'S UPDATE

- A. Schedule of Correspondence for Consideration (not already noted)
- B. Schedule of Tabled Correspondence Received (not already noted)
- C. Schedule of Correspondence Sent (not already noted)

26. PROGRESS REPORTS

- B. Old VAS signs re-sited at the other end of B4090? (WCC would need to agree). The Clerk has spoken to WCC regarding siting another VAS sign. There was general agreement including WCC to provide a pole and to install the VAS sign. The Clerk has been in touch with the Supplier to check the costs of refurbishing one of the old signs, the approx. costs depending on assessment by them at the factory would be around £1875 +VAT. Cllr Potter advised it was possible to have additional information tracker on the signs which would collate driving speeds, times, and dates. The Clerk contacted Westcotech who have quoted £450 for a wireless data collection but this may not be possible due to the age of the machine.
- C. Feckenham in Bloom. Cllr Guise advised she had put an article into the last Feckenham News asking residents to consider a gardening club which could then apply for some of the grants and competition's open to "In-Bloom" organisations. Anyone interested can get in touch with Cllr Guise or the Clerk, even if you are not green fingered there would be other work such as some admin, choosing plants and nursery trips.
- D. Droitwich Road Planters & Feckenham Village shop. The planters are now nearly complete and look fabulous. Again, thanks go to Tracy and Scott Cater for even more soil and the hard work of planting by Judy Hooker, Judy Underhill, Jen Cary, Jill, and David Rowe. The surplus plants have been given to the shop to use in their planters.
- E. Droitwich Road waste Bin & or re-siting of bin near to car park. The bin has now been re-sited at the end of Droitwich Rd. There have been complaints about the removal of the bin as some Parishioners and other dog walkers were not aware all bins can be used for both normal and dog waste.

- 27. COUNCILLORS REPORTS & FUTURE AGENDA ITEMS** Councillors may use this opportunity to report matters of information not included elsewhere on the agenda and to raise items for future agendas.

DATE & VENUE OF NEXT MEETING

7:30pm on 15 July 2021 at Feckenham Village Hall.