

### To Members of Abberley Parish Council

You are duly required to attend the next meeting of Abberley Parish Council to be held at 7.30pm on Tuesday 1<sup>st</sup> November, 2016 at Abberley Village Hall.

### Agenda

1. **Apologies:** To receive apologies and to approve reasons for absence.
2. **Declarations of Interest:**
  - a. Register of Interests: Councillors are reminded of the need to update their register of interests.
  - b. To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
  - c. To declare any Other Disclosable Interests in items on the agenda and their nature.
  - d. Written requests for the council to grant a dispensation (S33 of the Localism Act 2011) are to be with the clerk at least four clear days prior to a meeting.

Councillors who have declared a Disclosable Pecuniary Interest, or an 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.

### 3. Scheduled Adjournment (Public Question Time)

**The meeting will be adjourned for Public Question Time**

The time allocated is at the discretion of the council/chairman. 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 itself. This period is not part of the formal meeting; brief notes will be appended to the minutes as an aide memoire.

4. **Minutes:** To consider the approval of the minutes of the last meeting of the council (attached).
5. **Casual Vacancy:** The public and members of the press are required to leave the room whilst the Council considers the candidates who have applied for co-option. There are two vacancies to fill by co-option.
6. **Presentation:** On behalf of Cllrs the Chairman will make a formal vote of thanks and presentation to former Parish Clerk Anne Watson.
7. **Progress reports:** for information
  - a. Abberley Parish Council Website (Cllr Mr Compton)
  - b. Data Protection Licence (Clerk)
  - c. The Pension Regulator / Workplace Pension formal declaration of compliance (Clerk)
  - d. Defibrillator (Clerk)
  - e. Current training opportunities (Clerk)
  - f. Training attendance, brief report on training events attended by Cllr Ms. Andrew and Cllr Mrs Knight. (Cllrs Andrew and Knight)
8. **District and County Councillors' reports:** for information (any items raised for decision will appear on the agenda for the next meeting).

**9. Clerk's report on Urgent Decisions made under delegation since the last meeting.**

- a. Payment made on behalf of the Council to HMRC in respect of PAYE quarter date deadline (19<sup>th</sup> October 2016) to avoid non-payment penalty.

**10. Planning:**

- a. 16/01228/HOU (Proposed first floor extension over existing flat roofed ground floor accommodation. Site location, Catchgates, Stockton Road, Abberley, Worcestershire WR6 6AR). To note the granting of planning permission by Malvern Hills District Council.
- b. 16/00369/FUL (Proposed alterations to planning permission 14/01668/FUL incorporating increase in floor plan size to new dwelling (retrospective). Site location, Land adj. to 46 Apostles Oak, Abberley, Worcestershire WR6 6AA). To note the granting of planning permission by Malvern Hills District Council.
- c. The Walshes

**11. Parish Notice Board:** To consider the proposal put forward by Cllr Nott that the Parish Notice Board outside of the Village Store should be replaced.

**12. Meeting Dates for Abberley Parish Council 2017**

- a. To consider the proposal put forward by Cllr Nott that with effect from January 2017 Parish Council meetings are to be held monthly.

**13. Neighbourhood Plan**

- a. Neighbourhood Plan Steering Group update (Cllr Andrew)
- b. Terms of Reference  
To consider the Terms of Reference as proposed by the Neighbourhood Plan Steering Group (Cllr Andrew). Copy attached.
- c. Staffing  
To consider the proposal put forward by Cllr Andrew that Council should increase the precept now to fund the employment of a clerk specifically to work on the Neighbourhood Plan.

**14. Finance:**

- a. To confirm payments made during September and October 2016 as on the attached sheet.
- b. To consider payments to be made as on the attached sheet.
- c. To consider Cllr Andrew's proposal that the Council's precept for 2017/18 be increased at the current budget level, specifically in relation to the potential impact of an adoption and subsequent application of the proposed precept capping arrangements post-2017/18.

**15. Councillors' reports and items for future agenda:** Councillors may use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas.

**16. Date of next meeting:** To confirm the date of the next meeting which is scheduled for Tuesday 13<sup>th</sup> December 2016 7.30pm, Abberley Village Hall

**17. Meeting Close**

Signed  
*Kym Wild*

Clerk to Abberley Parish Council  
26<sup>th</sup> October, 2017

ABBERLEY PARISH COUNCIL

Clerk to the Council: Kym Wild, 40 The Glebe, Great Witley, WR6 6JR Tel: 07510 109 451

**Supplementary Information – Meeting 01/11/2016**

**Item 14, Finance**

a. To confirm payments made during September and October 2016

Minutes	Item	Description	Payee	Amount
20.09.2016	7.4.1	Parish Clerk Salary (1000904)	K D Wild	£287.80
20.09.2016	7.4.2	Parish Clerk Expenses (1000905)	K D Wild	£32.84

b. To consider payments to be made as follows

Item Ref	Description	Payee	Amount
14b.1	Defibrillator Cabinet	SADS UK	£335.00
14b.2	Auditors for 2016 Annual Return	Grant Thornton	£120.00
14b.3	Parish Clerk Salary- October(05/09 to 04/10 2016)	Kym Wild	£294.96
14b.4	Worcestershire CALC – Training Items Parish Clerk Introduction training, travelling, manual (Clerks Companion)	Worcestershire CALC	£55.60
14b.5	Lengthsman Claim September 2016 10 hours @ £12.00 per hour	Chris Jones	£120.00
14b.6	Parish Clerks Expenses – 9 <sup>th</sup> August to 31 <sup>st</sup> October 2016 Home as Parish Office Sept & Oct (£40.00) Mileage (32.6 miles@0.45)	Kym Wild	£54.67
14b.7	PAYE Scheme- Quarter Day 19 <sup>th</sup> October 2016 (Payment made on behalf of Abberley Parish Council as an expense)	Kym Wild	£24.60
14b.8	Venue Hire Defibrillator Training Event 19/10/2016	Abberley Village Hall	£20.25
14b.9	Parish Clerks Salary 05/10 to 04/11 2016	Kym Wild	Not to exceed £330.21
14b.10	Parish Clerks Salary 05/11 to 04/12 2016	Kym Wild	Not to exceed £319.56
14b.11	Lengthsman Claim October 2016 TBC hours @ £12.00 per hour Claim Awaited. (Anticipated as £120.00)	Chris Jones	TBC