

ABBERLEY PARISH COUNCIL

Clerk to the council: Mrs K D Wild, 40 The Glebe, Great Witley, Worcestershire WR6 6JR

Tel 07510 109 451 clerk@abberleyparish.org.uk

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 Wednesday 21st June, 2017 at the Committee Meeting Room, Abberley Village Hall.

AGENDA

58. Apologies. To receive apologies and to approve reasons for absence.

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 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.

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.

59. Minutes. To **consider** approval of the minutes of the last meeting of the council.

60. Progress Reports.

- a. Nora Parsons Day Centre donation (55.f.11). The Parish Council has received an email of thanks which notes that the donation will be directed towards their ongoing programme of repairs and redecorations in 2017. (Clerk)
- b. Update on planning application 17/00093/FUL (Great Witley & Hillhampton Parish Council) (39.a). Application refused for the proposed development of >170 houses on land in Great Witley. (Clerk)
- c. Internal Auditor Letter (55.a). The Clerk confirms that a letter of thanks from the Parish Council has been handed to the internal auditor, relating to his work on the 2016/17 accounts. (Clerk)
- d. Report from Neighbourhood Plan Steering Group (Steering Group Representative).

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61. District and County Councillors Reports.

For information, items raised for decision will appear on the agenda for the next meeting.

62. Highways and Related Matters

- a. The Clerk has received notice of the appointment of the new Highways Community Liaison Engineer (Malvern Hills District), Ms Hannah Davies. A meeting is being arranged between Cllr Juckes, Ms. Davies and the Clerk in order to progress matters informed to WCC Highways.
- b. The Clerk reports no change to any of the matters informed to WCC Highways and other service providers since the last meeting. A full list of outstanding complaints and issues is available from the Clerk.

63. Lengthsman Scheme

- a. The Clerk confirms that the new Lengthsman services supplier has successfully completed the appropriate training course (NHSS12D T1 Temporary Traffic Management Training).
- b. The Clerk confirms that Abberley Parish Council has been issued with new temporary traffic management signage and that this has been placed on loan to the new Lengthsman service provider for immediate use.

64. 2017 Remembrance Sunday Wreath (see meeting advisory paper attached)

- a. The Council are asked to **consider** if a wreath is required for the 2017 Remembrance Sunday observations.
- b. Subject to 64.a above. The Council are asked to decide upon the style of wreath to be acquired (including or excluding the optional blue ribbon with message).
- c. Subject to 64.a. and 64.b. above. The Council are asked to decide upon the level of donation the Parish Council wishes to make in respect of the acquisition.

65. Meeting Pattern 2018.

- a. The Council are asked to **consider** the meeting pattern for 2018, (see meeting advisory paper attached).

66. Temporary delegation of approval for financial expenditure (Holiday period)

- a. The Clerk asks the Council is asked to **approve** the temporary delegation of power for financial expenditure to the 2017-2018 Budget Committee for the period of 20th July to 19th September 2017 inclusive so that the Clerk has approval process in place during the holiday period.

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67. Insurances and Risk Assessments

- a. The Clerk confirms that AON have placed the Local Authority Policy on risk for the coming year, at the reduced rate.
- b. The Clerk confirms that AON have issued the Employers Liability Insurance certificate for the coming year.
- c. The Clerk confirms that the Risk Assessment has now been updated and is read for review. The Clerk requests that the Council **approve** delegation of this review to the 2017-2018 Budget Committee.

68. Finance

- a. Annual Accounts and Audit for the period 1st April 2016 to 31st March 2017

The council is to **CONSIDER** the following items

68.a.1. internal audit work during the financial year 1st April 2016 to 31st March 2017 and the report of the appointed auditor Mr Kevin Gittins dated 1st June 2017.

68.a.2 Annual Governance Statement

68.a.3 The Accounting Statements

The council is asked to **APPROVE** the following items

68.a.4 The Annual Governance Statement

68.a.5 The Accounting Statements

Local Audit and Accountability Act 2014 Public Rights period and document publication

68.a.6 The council is asked to **APPROVE** the period for the exercise of public rights as commencing on 3rd July, 2017 and finishing on 11th August, 2017.

68.a.7 The Council is asked to **APPROVE** the publication on the Abberley Parish Council website the approved, signed and dated documents listed below.

- Annual Governance Statement
- the Accounting Statements
- a Declaration that the statement of accounts is unaudited (by the external auditor)
- a notice of commencement of the period for the exercise of public rights

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b. Formal submission of the 2016-17 Annual Return to the external auditor

68.b.1 The council is asked to **APPROVE** the submission of the 2016-17 Annual Return to the external auditor Messrs Grant Thornton to enable them to carry out the Limited Assurance External Audit.

68.b.2 The council are to **instruct** the Clerk that the submission for item 68.b.1 must take place ahead of the deadline of 28th June, 2017.

c. Confirmation of payments made, as per the attached list

Minutes	Item	Description	Payee	Amount £
17.05.2017	55.f.1	2017/18 Service Charge	Worcestershire CALC	-292.46
17.05.2017	55.f.2	NALC Affiliation Fee	Worcestershire CALC	-37.42
17.05.2017	55.f.3	Local Council Insurance Policy Renewal Premium	AOL	-412.54
17.05.2017	55.f.4	Annual Website Hosting/Domain Name and email related charges (See item 55.e.2 for credit note)	Upper Bridge Enterprises	-239.81
17.05.2017	55.f.5	Lengthsman Claim (starting date in April 2017-early May 2017)	Andy Johnson	-144.00
17.05.2017	55.f.6	Parish Clerk Nett Salary	Kym Wild	-280.86
17.05.2017	55.f.7	Parish Clerk Office Allowance	Kym Wild	-16.00
17.05.2017	55.f.8	Parish Clerk Expenses Claim Month 1 2017/18 PAYE deductions paid on behalf of Abberley Parish Council to HMRC	Kym Wild	-17.40
17.05.2017	55.f.9	Internal transfer of monies to Village Hall Car Park Maintenance Fund Financial Year 2017/18	Abberley Parish Council	-500.00
17.05.2017	55.f.10	Internal transfer of monies to Village Green Footpath Maintenance Fund Financial Year 2017/18	Abberley Parish Council	-200.00
17.05.2017	55.f.11	Contribution towards running costs	Nora Parsons Day Centre	-100.00
17.05.2017	55.f.12	Contribution towards Public Liability Insurance for the current financial year	Abberley Village Green Trust	-400.00

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d. Confirmation of receipts, as per the attached list

Mins	Item	Description	Payor	Amount £
-	68.d.1	Repayment of Duty/VAT owed to Abberley Parish Council (01.04.2016 to 28.02.2017 inc.)	HM Revenue & Customs	174.03
-	68.d.2	Receipt of interest Abberley Parish Council Carpark & Footpath Funds 0.76p Abberley Parish Council Deposit 0.62p	HSBC	1.38

e. To consider payments to be made, as per the attached list.

Mins	Item	Description	Payee	Amount £
-	68.e.1	Returned Cheque – Standard Fee	HSBC	-15.00
-	68.e.2	Lengthsmans Account	A Johnson	-144.00
	68.e.3	Internal Auditor's Fee Account (2016-17 Audit)	K Gittins	-20.00
-	68.e.4	Parish Clerks Salary (Month 3)	K Wild	-280.86
-	68.e.5	Parish Clerks Office Expenses Office Allowance £16.00 Postage £9.10 Printing – Parish Meetings £10.24 Photocopier paper £8.00	K Wild	-43.34
-	68.e.6	Parish Clerks Expenditure re * Transparency Code Grant Claim Laptop £349.99 Software £141.98 Scanner + printer/copier £92.99 Ink Jet Cartridges £64.99 External Storage £18.99 Less Discount purchases -£20.00	K Wild *The Clerk confirms that the process for reclaiming this money back from central government is underway. Ownership of these assets will pass to the Parish Council once this expenditure claim has been settled.	-648.94

69. Abberley Parish Council engagement with community (Cllr Crompton)

70. Councillors' reports and items for future agenda

71. Date of next meeting. To confirm the date of the next meeting as Wednesday 19th July, 2017, after which there will be a meeting hiatus until Wednesday September 20th 2017.

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MEETING ADVISORY PAPER

Meeting Date 21st June 2017

Agenda Section Ref. 64.

Subject. 2017 Remembrance Sunday Wreath

Author. The Parish Clerk

Should the Parish Council decide that it does wish to lay a wreath at the war memorial (in the Church) at this year's service, the Parish Clerk will need to complete the order paperwork in sufficient time to have the wreath delivered to the Parish Office ahead of Sunday 12th November 2017, Remembrance Sunday.

Wreath Styles

The Royal British Legion provide a variety of wreath styles for Remembrance observations. A brief discussion with their offices suggest that smaller Parish Councils, like Abberley, tend towards either the 'Type L' or the 'Type B' wreaths. Other wreath styles are available <http://www.britishlegion.org.uk/remembrance/how-we-remember/wreaths/>.



Figure 1 Type L Wreath (10" across)



Figure 1 Type B Wreath (17" across)

Blue Ribbons

Wreaths can be trimmed with a blue ribbon, which is an additional option that the Parish Council may consider. The three message options are; 'lest we forget,' 'remembrance,' 'in loving memory'

Cost

To avoid the burden of having to charge VAT on their wreaths, the Royal British Legion do not charge for their wreath/ribbons. However, they do have a suggested donation scale, for example a type L with a blue ribbon would be £10.25, a type B £19.25.

Funding

The Precept for the financial year 2017-18 financial year does not include funding for a memorial wreath.

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MEETING ADVISORY PAPER

Meeting Date 21st June 2017

Agenda Section Ref. 65

Subject. 2018 Parish Meeting Schedule.

Author. The Parish Clerk

During 2016 (Item 12. 1st November 2016) the Parish Council agreed to trial a new pattern of meetings. The former pattern of one meeting every six weeks was displaced and a new pattern of one meeting per calendar month (on the 3rd Wednesday of each month excluding August and December) was scheduled.

The Parish Clerk now wishes to make firm bookings with Abberley Village Hall for the year 2018 in order to ensure that the Parish Council obtains the Main Hall and Committee Rooms on the dates that it wants. In order to give the Parish Council the option of continuing the current pattern of meetings, the Clerk has made provisional arrangements with the Village Hall bookings secretary for the following dates in 2018;

Month	Day	Date	Notes
January	Wednesday	17 th	Committee Room 7.30pm
February	Wednesday	21 st	Committee Room 7.30pm
March	Wednesday	21 st	Committee Room 7.30pm
April	Wednesday	18 th	Committee Room 7.30pm
May	Wednesday	16 th	The Annual Meeting of the Parish of Abberley and The Annual Meeting of Abberley Parish Council both being held in the Main Hall.
June	Wednesday	20 th	Committee Room 7.30pm
July	Wednesday	18 th	Committee Room 7.30pm
August	Wednesday	15 th	Provisionally held if required (Committee Room 7.30pm)
September	Wednesday	19 th	Committee Room 7.30pm
October	Wednesday	17 th	Committee Room 7.30pm
November	Wednesday	21 st	Committee Room 7.30pm
December	Wednesday	19 th	Provisionally held if required (Committee Room 7.30pm)