

**CLEEVE PRIOR PARISH COUNCIL**

**Councillors are hereby summoned to a meeting of Cleeve Prior Parish Council at 7.30pm on Monday 2<sup>nd</sup> December 2024 in the War Memorial Hall for the purpose of transacting the following business only.**

Press and public are cordially invited to attend.

**AGENDA**

1. **To elect a Chairman for the meeting. Proposer Cllr. Wilson.**
2. **Apologies for absence.** To receive apologies and to approve reasons.
3. **Declarations of personal and prejudicial Interest.**
  - 3.1. **Register of Interests:** With reference to items on the agenda, members are reminded of their responsibility to declare interests and to update their register of interests as required. *Failure to register or declare an interest may result in the commission of a criminal offence*
  - 3.2. **Disclosable Pecuniary Interests:** To declare any Disclosable Pecuniary Interests in items on the agenda and their nature. *Councillors with a disposable Pecuniary Interest must leave the room for the relevant items unless a dispensation is granted.*
  - 3.3. **Other Disclosable Interests:** To declare any other Disclosable interests in items on the agenda and their nature. *Councillors with an Other Disclosable Interest may need to leave the room for the relevant items.*
  - 3.4. **Dispensation (Localism Act 2011 s.33):** To consider any written dispensations from members who have declared an interest but wish to stay in the meeting during that time to aid discussion/speak/vote. *Dispensation must be received by the Clerk before the meeting.*

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

Parishioners are invited to offer their views and question the Parish or Local Councillors on issues on this agenda or raise issues for future consideration at the discretion of the Chairman. The time allocated is at the discretion of the Council/ Chairman. When the question time is closed, the Council request that members of the public make no further contribution to the meeting unless invited to do so by the Chairman. This period is not part of the formal meeting; however brief notes will be appended to the minutes as an aide memoir .

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4. **District and County Councillor's reports.**
5. **To consider and adopt the minutes** from the Parish Council meeting of 4<sup>th</sup> November 2024. Note A) The question at item10.4 paragraph 8 regarding concurrency of a loan application has been clarified as acceptable.. Note B)

WDC legal has been approached regarding the acceptability of the November minutes being approved by this council in the knowledge that only two of the current Cllrs were present at the November meeting. The legal department has noted the circumstances that have led to this situation and endorsed this council meeting approving the minutes.

**6. Finance:**

**6.1 Bank Reconciliation:** To consider and approve. Document to be circulated.

**6.2 Invoices:** To approve the following invoices for payment:

Document to be circulated

**6.3** To consider the recommendations for 2024/2025 Budget and precept (Cllr Mellor). Document to be circulated

**7. Progress reports:**

**7.1** Evesham Road development. To receive an update.

**7.2** Handrail installation. To receive an update.

**7.3** Playground safety surface. To consider any quotes.

**7.4** Parish Council Website. To receive an update.

**7.5** Parish Council Logo: To receive an update.

**7.6** Playground Inspection. To receive an update.

**7.7** Memorial Hall Grant. Consider authorisation of Grant. This ‘in budget’ item was deferred at the 7<sup>th</sup> October meeting. (Minute Item 7.)

**7.8** Clerk Recruitment. Progress report. Review/approve the Recruitment Pack circulated by Cllr. Robinson on 22<sup>nd</sup> November,

**7.9** Councillor Recruitment. Progress report. See also item 8.3

**7.10** Repairs to wharf. Deferred to Spring 2025. Investigations continue.

**7.11** Neighbourhood Plan update . Action deferred till Clerk replacement.

**7.12** Discuss charges to Rooftop Housing. (Cllr Mellor.)

**8. Acting Clerk’s report and Correspondence.**

**8.1** After the October meeting the Clerk and three councillors resigned. The business of the Parish Council is being managed by the remaining Councillors until a replacement Clerk is in office.

**8.2** In light of Cllr. resignations, to review the Cllr. Responsibilities that were agreed at the Annual meeting, 13<sup>th</sup> May 2024. See Cllr Robinson’s email 23<sup>rd</sup> November.

**8.3** Consider the co-option of a new Councillor, Mr. I Kelly. Papers circulated on 23<sup>rd</sup> November.

**8.4** Correspondence:

**8.4.1** WDC 2024/25 precept request.

**8.4.2** Enquiry from WDC legal dept. regarding council being quorate.

- 8.4.3 Enquiry from WDC requesting details of resigning Cllrs.
- 8.4.4 WCC (Rebecca Lashley) re biodiversity of highway verges.
- 8.4.5 CALC Zoom meeting on 5<sup>th</sup> December re. S106 & CIL usage
- 8.4.6 CALC (Chris Wayman) various information on managing vacancies.

## **9. Planning.**

- 9.1 **New applications** . None received
- 9.2 **Amended applications.** None received
- 9.3 **Granted Applications.** None advised.

## **10. New Motions/Items for Council consideration.**

**11.0 Councillor's reports & future Agenda items.** To provide an opportunity for councillors to report minor matters of information not included elsewhere on the agenda and to raise items for future meetings.

## **12. Date and venue of next meeting.**

- 12.1 Monday 6<sup>th</sup> January 2025 at 7.30pm.
- 12.2 War Memorial Hall, Cleeve prior, WR11 8LG

**Cleeve Prior Parish Council**  
**Dated 27<sup>th</sup> November 2024**