

## CLEEVE PRIOR PARISH COUNCIL

### To Members of the Council

You are hereby summoned to attend the **Annual General Meeting** of Cleeve Prior Parish Council to be held in the War Memorial Village Hall, Cleeve Prior, **Monday 12<sup>th</sup> May 2025** at 7:30pm followed by the monthly Parish Council meeting, for the purpose of transacting the following business only.

**Monday 12<sup>th</sup> May 2025**

### AGENDA

#### Cleeve Prior Parish Council Annual General Meeting

1. **To elect a Chairman for the meetings. Proposer Cllr. Wilson.**
2. **Apologies for absence.**
3. **Declarations of personal and prejudicial Interest.**
  - 3.1. **Register of Interests:** With reference to items on the agendas, 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.*
4. **These declarations** will be valid for this Annual Meeting and for the following Parish Council Meeting.
  
5. **To note Standing Orders.**

An updated copy is available on the website.
6. **To note Adopted Provisions relating to the Clerk & Financial Regulations.**

An updated copy is available on the website.
7. **To note the Code of Conduct.**

An updated copy is available on the website.
8. **To note the Clerk's scheme of planning delegation and appoint members.**

The Council adopted this scheme at the 13<sup>th</sup> February 2008 meeting. It allows all Councillors to participate.
9. **To note the Council's financial budget, regulations & risk assessment.**

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- a) To note the updated Risk Assessment 2025, a copy is available on the website.
- b) To note the updated Financial Regulations, a copy is available on the website.
- c) To note the updated 2025/26 budget, a copy is available on the website.

**10. To note Memorial Hall Deeds and CPO registration documents stored at Hall Reynolds, Bidford.**

**11. To note the Clerk's Financial Support Group & appoint two members.**

The Council created this group at the May 2008 Annual Parish Council meeting. New Chair to replace an existing signatory as soon as possible when appropriate. Financial Support Group to be Cllr Mellor and Cllr Marshall

**12. To note Councillor's Expenses policy.**

At the 13<sup>th</sup> February 2008 meeting the Council adopted the following. The Council will reimburse reasonable expenses incurred on Council business upon presentation of an invoice or receipt. A mileage allowance of £0.50p per mile is proposed.

**13. To note Chairman's allowance.**

Allowance of £200.00 per annum. This amount can be spent by the Chairman without prior approval of the Council and is reimbursable upon presentation of a receipt or invoice.

**14. To note Asset Register.**

An updated copy is available on the website.

**15. To Note Council Risk register.**

An updated version was created xx/xx/xx

**16. To note insurance arrangements.**

Note that Council insurance includes the Memorial Hall.

**17. To consider appointing individuals to the following posts.**

Allotments Officer – Cllr. N. Marshall

Memorial Hall Management Committee – Cllr Robinson

Communications and Social Media Administration – Clerk

Parish Paths Warden – Mr. A. Rooney

Planning & Neighbourhood Plan – Cllr. P Wilson, Cllr. Robinson, Cllr Kelly

Cleeve Prior Projects Working Party – Cllr. I Robinson.

Parish Wharf – Cllr I. Robinson.

Kings Arms Community Pub Company liaison – Cllr. Mellor

Cleeve Prior Village Website Management - Cllr. I Robinson

Heritage Trust Liaison. - Cllr. Mellor

Cleeve Prior Playground area – Cllr. I. Kelly

Village Defibrillator - Cllr. P. Wilson

Perkins Educational Foundation - Mrs. Sue Robinson

Magazine & Council Website. TBA. (Cllr. Carr?)

**18. Close of Parish Council Annual Meeting**

# CLEEVE PRIOR PARISH COUNCIL

## To Members of the Council.

You are hereby summoned to attend a meeting of Cleeve Prior Parish Council to be held to be held in the War Memorial Village Hall, Cleeve Prior, **Monday 12<sup>th</sup> May 2025 following the AGM** , for the purpose of transacting the following business only.

Clerk to the Council.

### 1. APOLOGIES

### 2. DECLARATION OF INTERESTS

- a) Taken from the Parish Annual Meeting. (See above.)

### 3. MINUTES

To consider the approval of the Minutes of the CPPC Meeting held on Monday 7<sup>th</sup> April 2025. (Circulated )

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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. FINANCIAL MATTERS

- a) To consider payment schedule (To be circulated prior to meeting)

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- b) Monthly accounts and reconciliation against bank statements ( to be circulated prior to the meeting)
- c) End-of-year accounts 2024/25
- d) Proposal to increase reserves for 2025/26 . Proposal to be circulated prior to meeting) (Cllr Mellor).
- e) Bashford's new account proposal. (Clerk email 23<sup>rd</sup> April)
- f) Appointment of External Auditor. (Cllr. Marshall)

### 5. PROGRESS REPORTS

- a) Evesham Road development.
- b) Parish Council Website & Logo. In abeyance 2025
- c) Clerk & Councillor Recruitment
- d) Repairs to wharf.
- e) Neighbourhood Plan update. Deferred till Clerk recruitment.

### 6. DISTRICT AND COUNTY COUNCILLORS' REPORTS

### 7. CLERK'S UPDATE AND CORRESPONDENCE

#### a) Updates

1. Parish Newsletter, editorship and financial requirements (Clerk)
2. Request for extension of grass cutting. (Last meeting minute 9.3.4)
3. Defibrillator maintenance. To note email 03/5/25 re costs

#### b) Correspondence for Consideration

1. 22/4/25 CRM Inspections. Annual Playground Inspection.
2. 03/05/25 J. Hodge, Ladders. Sale of land (CPO).
3. 03/5/25 M. Lane. Fir Tree Cottage. Urgent planning support request.
4. 06/05/25 Claus for a Cause. Bleed Control kits

### 8. PLANNING

#### a) Applications:

No

#### b) Approvals

W/23/01651/FUL Sharrow, Change of use for annex to holiday letting

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**c) Refusals**

None.

**9. NEW MOTIONS FOR COUNCIL CONSIDERATION**

**10. COUNCILLORS' REPORTS AND FUTURE AGENDA ITEMS**

**11. DATE & VENUE OF NEXT MEETING**

Monday 2<sup>nd</sup> June 2025 at War Memorial Hall, Cleeve Prior, WR11 8LG at 7.30pm

Signed.....

Name.....

Date.....