

CHURCHILL AND BLAKEDOWN PARISH COUNCIL

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To Members of Churchill and Blakedown Parish Council

4th May 2022

You are duly summoned to attend the Meeting of Churchill and Blakedown Parish Council to be held on Tuesday 10th May 2022 at Blakedown Sports Pavilion commencing at 7.00p.m. for the purpose of transacting the following business.

AGENDA

- 1. Election of Chairman:** To receive nominations and elect a Chairman.
- 2. Chairman's Declaration of Acceptance of Office.**
- 3. Election of Vice Chairman:** To receive nominations and elect a Vice Chairman.
- 4. Chairman's Opening Remarks.**
- 5. Apologies:** To receive apologies and to approve reasons for absence.
- 6. 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 Interest 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 on the Localism Act 2011) are to be with the clerk at least one clear day 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 result in the commission of a criminal offence.

- 7. Community Policing:** To receive any report from the Beat Officer/CSO.

The meeting will be adjourned for Public Question Time.

Questions relating to items on the agenda may be asked at the meeting, at the discretion of the Chairman. No more than 3 minutes will be allowed for any person speaking and normally up to a total of 15 minutes will be permitted. The council may respond verbally at the meeting or subsequently in writing.

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 on the minutes as an aide memoire.

The meeting will be reconvened to conduct the items of business listed below: -

8. **Dispensations:** To consider any requests to grant a dispensation for Agenda items.
9. **Casual Vacancy:** Update on the Casual Vacancy.
10. **Minutes:** To consider approval of the minutes of the Parish Council held on Tuesday 12th April 2022 (provided by email).
11. **Appointment of Committees and Representatives to Outside Bodies:** To receive nominations and elect Members to the following Working Parties and Outside Bodies. Terms of reference for each Committee/Working Party to be agreed at first meeting.
 - a) **Finance Working Party:** Chairman and three others, (currently the Chairman Cllr Mrs Wood, Cllr Shade and Cllr Mellor)
 - b) **Staffing Working Party:** Chairman and three others, (currently the Chairman, Cllr Mrs Wood, Cllr Hayward and Cllr Fowler)
 - c) **Localism Working Party:** two Members (currently Cllr Shade and Cllr Lorton)
 - d) **Wyre Forest Area CALC:** two Members (currently Chairman, Cllr Mrs Wood and Cllr Lorton)
 - e) **Churchill and Blakedown Sports Centre Committee:** (two Members, currently Chairman and Cllr Lorton)
 - f) **Emily Lyttelton Trust:** (one Member, currently Chairman)
 - g) **PACT Representative and Police Liaison:** one Member (currently Cllr Mellor)
 - h) **Footpaths Officer with Worcestershire County Council:** one Member (currently Cllr Lorton)
 - i) **Planning Working Group:** four Members (currently the Chairman, Cllr Mellor, Cllr Wood and Cllr Fowler).
12. **District and County Council Matters:** To receive any report from County or District Council representatives.
13. **Queen's Platinum Jubilee Report:** Cllr Mrs S Fowler to update members on further developments relating to the parish celebratory plans.
14. **Blakedown Shoppers Car Park:** Chairman to update members on carpark developments relating to transfer of ownership and operator proposals.
15. **Parish Council Policies:** Update on Parish Council policies review.

16. Planning and Development Control:

a) Planning Applications Received

21/0265/HOU APPEAL: The Lodge, 12 New Wood Lane, Blakedown.
Loft conversion and rear flat roof dormer
Case Officer Planning Inspectorate.
PC to consider withdrawal of former comment.

22/000021/REG3: Former Station Yard Site, off Lynwood Drive, Blakedown.
Proposed construction of a car park.
Case Officer: Emily Cox.

b) Planning Applications received since Agenda issued

To consider any planning applications or planning matters received since the Agenda closed.

c) Planning Decisions Received

22/0197/HOU Wannerton Mill Cottage 1 Churchill Lane Blakedown. Approved.

17. Financial Report and Payment of Accounts

a) Bank Balances at 4th May 2022

Lloyds Treasurers Account	£ 133.77
Unity Trust Treasurers Account	£ 8,911.07
Lloyds Business Instant Access Account	£28,115.02

b) To approve payments to be made as listed below:

Salaries	£612.00	BACS
HMRC	£154.05	BACS
Administration Expenses	£271.08	BACS
ROSPA	£138.60	BACS
Worcester CALC	£1,085.27	BACS
Rain-or-Shine	£630.00	BACS
W Waldron (Lengthsman)	£225.00	BACS

c) To ratify the following payments

Opus Energy (signal box) 07.05.2022	£29.47	DD
BT (signal box) 25.04.2022	£59.03	DD

d) Annual Financial Return: To approve the Annual Governance Statement for submission to external auditors PKF Littlejohn.

e) Annual Financial Return: To approve the Accounting Statement for submission to external auditors PKF Littlejohn.

f) Utility contracts

To provide utility contract updates

18. **Annual Parish Meeting:** Update on arrangements for the Annual Parish Meeting due to take place on Tuesday the 24th May 2022 at Blakedown Sports Pavilion.

19. **Clerk's Report:** Clerks report on ongoing items (provided by email).

20. **Correspondence for Information:** To note correspondence listed on the Correspondence Report (provided by email). Correspondence will be available on request.

21. **Councillor's Reports and items for future agendas:** Councillors may use this opportunity to report matters of information not included elsewhere on the agenda and to raise items for future agendas.

22. **Date of Next Meeting: Tuesday 14th June 2022 commencing at 7.00 p.m.**



Signed.....

Clerk to Churchill and Blakedown Parish Council

Dates for your Diary:

Tuesday 24th May 2022 - Annual Parish Meeting – 7.00 p.m. – Blakedown Sports Pavilion

Tuesday 12th July 2022 - Parish Council Meeting – 7.00 p.m. – Blakedown Sports Pavilion

Tuesday 13th September 2022 - Parish Council Meeting – 7.00 p.m. – Blakedown Sports Pavilion