



WARNDON PARISH COUNCIL

You are duly summoned to attend the Annual meeting of Warndon Parish Council, commencing at 7.00 p.m. on Monday 13 May 2024 at the Lyppard Hub

Clerk: Dr Susan Carr

clerk@warndonparishcouncil.org, T: 07743 623543

AGENDA

Election of Chairman and signing the Declaration of Acceptance of Office

Election of Vice-Chairman and signing the Declaration of Acceptance of Office

Election of Councillors

1. To receive and consider **Apologies for Absence**

2. **Declarations of Interest**

Councillors are reminded of the need to update their **Register of Interests**

- (i) To declare any **Disclosable Pecuniary Interests** in items on the Agenda and their nature
- (ii) To declare any **Other Disclosable Interests** in items on the Agenda and their nature
- (iii) To consider written requests from Councillors for the Council to grant a **Dispensation (S33 of the Localism Act 2011)**

Councillors who have declared a 'Disclosable Pecuniary Interest', or an 'Other Disclosable Interest' which falls within the terms of paragraph 12(1) Other Disclosable Interests b) of the Code of Conduct, must leave the room for the relevant items unless a dispensation has been granted. Failure to register or declare a Disclosable Pecuniary Interest may result in the Councillor committing a criminal offence.

THE MEETING MAY BE SUSPENDED AT THIS POINT TO ALLOW MEMBERS OF THE PUBLIC TO ADDRESS THE PARISH COUNCIL

3. **To approve the Minutes of**

- (i) the meeting of the Parish Council held on 8 April 2024

4. **Police Report**

- (i) To receive reports and recent communications and consider if follow up action is required
- (ii) To consider measures to reduce speeding on Warndon Villages roads: working group

5. To receive a report from the **County Councillor**

6. To receive a report from the **City Councillors**

7. Environmental Matters

- (i) To receive reports from Councillors
- (ii) To receive the VAS/SID report
- (iii) Apex Ponds
- (iv) Plantation Wood
- (vi) Worcester Woods Country Park: 10 Year Plan

8. Communications

- (i) Communications Working Group
- (ii) Facebook, Website, Newsletter

9. Planning and Rights of Way Matters

- (i) To receive reports from Councillors, including updates on current applications, decisions, and recent responses and notes from recent Planning & Rights of Way Working Group meetings
- (ii) To consider the Parish Council's response to pending applications
- (iii) To receive an update on the Neighbourhood Plan
- (iv) To receive an update on the Town Deal Board
- (v) To receive an update on the South Worcestershire Development Plan
- (vi) To receive an update on the Boundary Review Consultation
- (vii) Unadopted land adoption schedule
- (viii) Divorced footpaths

The Meeting may be suspended at this point for a comfort break

10. Leisure and Community Affairs

- (i) To receive reports from Councillors, including updates on the following matters:
 - (a) Allotments
 - (b) Defibrillators
- (ii) To consider proposals for engagement projects; approve budget and delegated authorities
 - (a) Platinum Jubilee commemorative projects
- (iii) Benches project
- (iv) The Big Lunch Community Project: <https://www.edenprojectcommunities.com/the-big-lunch>
- (v) Play equipment Caister Avenue

11. Financial Matters

- (i) To receive the Clerk's Financial reports 2023-24 YTD
 - (a) Annual budget by centre
 - (b) Cashbook report showing receipts and payments
 - (c) Trial Balance
- (ii) To approve accounts for payment and receive details of cash receipts for information
- (iii) To review the Council's expenditure incurred under s.137 of the Local Government Act 1972
- (iv) To accept the internal auditor's report 2023-24
- (v) To approve the Annual Governance and Accountability Return (AGAR) 2024 for submission to external audit
- (vi) To review Financial Regulations, including inventory of assets: new NALC model Financial Regulations 2024
- (vii) To review arrangements for insurance cover in respect of all insurable risks to 31st May 2025, with AJG Community Schemes (Hiscox) arranged by Gallacher Insurance Brokers
- (viii) To review the Council's and/or staff subscriptions to other bodies
- (ix) ICT support contract upgrade

12. To receive reports from outside bodies

- (i) Lyppard Hub Management Board
- (ii) Worcester City Standards Committee
- (iii) CALC updates which affect the Parish Council

13. To appoint members to Committees

14. To review terms of reference for Committees and Working Groups

15. To review and adopt

- (i) Standing orders
- (ii) Code of Conduct
- (iii) Complaints Procedure
- (iv) Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation: draft of revised policy
- (v) Council procedure for inspecting fixed assets

16. To appoint individual Councillors to roles and responsibilities

17. To appoint Councillors to represent the Parish Council at meetings with outside Bodies.

18. To determine the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council

19. To discuss future Parish Council Surgeries: schedule, staffing

20. Councillors' Reports and Items for Future Agendas

21. Date of the Next Meeting: Thursday 16 May 2024, 7.00 pm, Lyppard Hub

A handwritten signature in cursive script, appearing to read 'S Carr', written in black ink.

Dr S Carr Clerk and RFO