

PINVIN PARISH COUNCIL

Minutes of Annual General Meeting of Pinvin Parish Council, held at Pinvin Memorial Hall on Tuesday 14th May 2024 at 7.30pm

Present

Cllrs. O'Dell, Biddle, Coates, S. Boyden, K. Boyden, Boatright- Greene, Greene.

District Cllr L. Tucker.

L. Cope (Clerk) – No Members of the Public.

1. The meeting was chaired by the Outgoing Chair, pending item 3b.

2. Apologies- None

3. Elections of Chairman

- a) Appoint Chair and signing of Declaration of Office as Chair. Cllr. O'Dell Proposed Cllr. Boatright which was seconded by Cllr. K. Boyden. Cllr. Boatright agreed to take on the position. All in favour.
- b) Appoint Vice-Chair. Cllr. Boatright Proposed Cllr. O'Dell which was seconded by Cllr. K. Boyden. All in favour.

4. Declarations of Interest:

- a. Register of Interest. Councillors are reminded of the need to update their register of interests. **Noted.**
- b. To declare any Disclosable Pecuniary Interests in items on the agenda and their nature. **Non declared.**
- c. To declare any Other Disclosable Interests in items on the agenda and their nature. **Cllr O'Dell declared an interest in item 9 (a)iii**
- 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 clear days prior to a meeting. **None received.**

Public Time- No public attended the meeting

5 To note Standing Orders, Code of Conduct, Risk Assessment, Asset Register, Insurance Requirements and Financial Regulations. The Asset Register, Insurance Requirements were considered prior to the meeting and it was noted that the BHIB quote was acceptable compared to last year. Noted.

6 To approve a Scheme of Delegation to the following committees.

- a) Staffing Committee: Minimum of 3 Councillors required, 2 of which be the Chair and Vice Chair. - All Councillors eligible. Proposed by Cllr. Coates Seconded Cllr. Greene that 3 councillors which would include the Chair and Vice Chair be appointed. All in favour.
- b) Allotment Committee: Minimum of 3 Councillors- All Councillors eligible. Proposed Cllr. Boatright Seconded by Cllr. Boyden, All in favour.
- c) Finance Committee: Minimum of 3 Councillors (any three) and Clerk- Proposed by Cllr. Coates Seconded by Cllr Boyden, All in favour.
- d) Complaints Committee: Minimum of 3 Councillors (Any 3)- All Councillors eligible. This would be dealt with "As Required". Proposed Cllr. Boatright Seconded Cllr. Coates, All in favour.

7 To appoint an individual Councillor to the Lengthsman Liaison role.

It was proposed by Cllr. Boatright and Seconded by Cllr. O'Dell that Cllr S.Boyden remain the Lengthsman Liaison. All in favour.

8 To approve the Minutes of the meeting held on Tuesday 9th April 2024

Proposed Cllr. O'Dell Seconded Cllr. Coates. All in favour that the Minutes of the meeting on the 9th April 2024 should be approved as a true record.

9.Finance

a) Balances as at 12th May 2024

Current account	£ 24,048.28
Business account	£ 39,116.07
TOTAL	£ 63,164.35

i) To consider the parish insurance for the period 1 June 2024- 31 May 2025. The quote came through at £783.71. Previous year was £741.07. A further quote from Zurich insurance was significantly higher. **Cllr. Boatright Proposed and Cllr. Boyden Seconded that the Parish Council Insurance with BHIB at £783.71 be approved. All in favour.**

iii) The Bank Reconciliation to the 31st March 2023 was reconciled by the Internal Auditor (Nicola Archer) and the period 1st April to 12th May 2024 (circulated to all Cllrs prior to the meeting.) Cllr. Coates confirmed that the accounts were reconciled. **Noted.**

iii) To Approve the list of payments and receipts for the period of 9th April to 14th May 2024

PAYMENTS at 14th May 2024		
Clear Insurance- Playing fields	£ 659.61	Paid
WaterPlus	£ 18.46	Paid
Mobility Smart 2x VAS batteries	£ 184.84	Paid
Thomas and Bancks Solicitors	£ 300.00	Paid
Worcs CALC subscription	£ 636.61	
Tiffany O Dell-Strimmer petrol	£ 7.20	
Smart Cut April	£ 156.00	
Nicola Archer Internal Audit	£ 120.00	
Parking signs	£ 583.20	
YU Energy	£ 116.59	Paid
YU Energy	£ 44.35	Paid
YU Energy	£ 18.44	Paid
Churchyard donation	£ 450.00	
Brian Arrowsmith weedkiller	£ 70.00	
Clear Insurance- Parish Council	£ 783.71	
Lisa Cope Clerk salary	£ 579.20	
HMRC Clerk tax	£ 144.80	
Lisa Cope Clerk expenses	£ 76.31	
Smart Cut 30th April	£ 108.00	
Brian Arrowsmith L/man April	TBC	

Proposed by Cllr, Boatright Seconded Cllr. O'Dell and all in favour, that the above payments should be settled.

b) Audited accounts & Annual Governance and Accountability Return: to 31st March 2024
Annual Governance and Accountability Return Part 3

(i) To Approve the Annual Audited Accounts from April 1st, 2023 to 31st, March 2024 as Audited by Internal Auditor Mrs Nicola Archer

(ii) Proposal to Approve Section 1: Annual Governance and Accountability Statements 2023/24

Cllr. Boatright Proposed to approve Section 1 Annual Governance and Accountability Statement 2023/24. Seconded by Cllr. O'Dell. All in favour.

(iii) Proposal to approve Section 2: Annual Accounting Statements 2023/24:

Cllr. Boatright Proposed to approve Section 2 Accounting Statements for 2023/24. Cllr. O'Dell Seconded. All in favour

(iv) Consider Internal Auditor's Report 2023/24 – **Noted**

(v) To note the dates for the period for the Exercise of Public Rights 2023/24 (unaudited Accounts) set as Monday 3 June – Friday 12 July 2024. **Noted.**

10 Projects

- **Community Orchard- Cllr. O'Dell update.**
Works are continuing with more wild flowers being planted and sheep fleece being placed around the trees.
- **Pinvin Art & Craft Group- Cllr. O'Dell update**
All going well with one more session for the summer, then more planned for September.

11 Allotments

The gate lock still needs replacement, Cllrs agreed for Cllr Coates to replace this and the cost be reimbursed. The water leak has now been fixed.

Slug issues on some of the vegetables growing.

12 Pinvin playing Fields

Following on from visiting the Solicitor a letter has been signed by Cllr Biddle from the Playing Fields Charity to forward to the Charity Commission explaining that the Charity has dissolved and the current situation- Clerk to forward to the Charity.

Following the Solicitors recommendation the locks are to be changed on the Playing Fields and a notice placed on the building and sent to the Charity Commission and the Playing Fields Charity stating that the lease has been broken and the land is being taken back into the possession of the Parish Council.

13 Pinvin Memorial Hall

All working towards the deadline for the application of the Legacy Grant.

Following the survey to the village there was a strong indication from parishioners for a community café within the Memorial Hall adaptations, a better kitchen space and a second meeting space. Overall the consensus being that the building needs improvement.

14 Legacy Grant Funding

Covered above.

15 Planning

[W/24/00811/NMA](#)- Cllrs decided no comment on this consultation.

[W/24/00483/OUT](#)- As the time lapsed for Wychavon to consult on this application it has automatically gone to appeal. Cllr Boatright- Greene stated that due to this lack of action from Wychavon there are consequences to all and suggested the Parish Council submit a letter of complaint to Wychavon Planning Department, all Cllrs agreed.

16 Correspondence

Clerk to respond to resident enquiry on the development at Upton Snodsbury Road and it was not finished as Piper Homes have gone into liquidation. Rooftop will need to source a new Building company to finish the site.

17 Date of next meeting

The next meeting of the formal Parish Council Meeting will take place on Tuesday 4th June 2024 at 7.30pm.

Signed

Cllr. Boatright (Chair)

Date.....