



FINSTALL PARISH COUNCIL

Ref: 05/24 pages 1334 – 1339
General Power of Competence adopted 07/11/2023

MINUTES of the ANNUAL PARISH COUNCIL MEETING

Tuesday 7th May 2024, 7.30 pm at Finstall Village Hall, Finstall

Councillors present: Cllr Will Taylor, Chairman
Cllr Christine Orr-Cooper, vice-Chairman
Cllr Norman Hewer
Cllr Rosemarie Ryan
Cllr Caroline Spencer

Councillors not present: Cllr Molly Molloy, Cllr Wendy Molloy

In attendance: Two members of the public
Mark Hollingworth, PC (for part meeting)
Gill Lungley, Clerk/RFO.

1. Election of Chairman for 2024/25 civic year.

It was **agreed** to elect Cllr Will Taylor to the position of Chair for 2024/25 civic year.
Cllr Taylor signed the Chairman's Declaration of Acceptance of Office.

2. Apologies for absence.

Apologies for absence had been received from Cllr M Molloy and Cllr W Molloy.

3. Declarations of interest.

None.

4. Dispensation requests.

None.

5. Election of vice-Chairman for the 2024/25 civic year.

It was **agreed** to elect Cllr Christine Orr-Cooper to the position of vice-Chair for the 2024/25 civic year.

Cllr Orr-Cooper signed the vice-Chairman's Declaration of Acceptance of Office.

6. Public Forum

a) **Members of the public.**

No specific concerns at this time.

b) **Police Community Support Officers.**

PC Mark Hollingworth had no real concerns to bring to the council. It was mentioned there had been an incident of noticeably poor behaviour in Penmanor two years ago following the end of exams but such behaviour was rare. PC Hollingworth advised it best to report any incidents or concerns online.

c) **County and/or District council representatives.**

Neither representative was present.

- 7. To complete annual business in keeping with the council's Standing Orders.**
- i. **Confirmation of the accuracy of the minutes of the last meeting of the Council.**
The minutes were confirmed a true and accurate record of the meeting held 02/04/2024 and were signed by the Chair.
 - ii. **Review and adoption of appropriate standing orders & financial regulations.**
Financial Regulations. The new NALC model regulations have recently been issued and will be brought to the next meeting for adoption.
Standing Orders. Finstall PC's standing orders were reviewed last year and as neither NALC nor WorcsCALC have provided any update with recommended amendments, it was **agreed** they be approved for use for another year.
 - iii. **Review of arrangements with other local authorities, not-for-profit bodies and businesses.**
 - a. **Lengthsman Scheme:** partnership with Worcestershire County Council which enables the parishes to identify and deal with highways-related issues.
 - b. **Temporary Investment:** Bromsgrove DC provides annual interest on the parish council's temporary investment. More detail has been requested.
 - c. **Lease of property:** Bromsgrove DC leases Penmanor Recreation Ground and the allotment site to Finstall Parish Council (FPC).
 - d. **Update meetings:** Bromsgrove DC hold meetings with parish clerks to provide updates on shared matters.
 - e. **Principal Authority Members:** when available the county council division member and the district ward member attend FPC meetings.
 - f. **Not-for-profit bodies:**
 - Finstall Village Hall, a registered charity, works closely with Finstall PC and provides space for regular meetings. Three members of the council are on the hall management committee.
 - Community groups are encouraged to engage in the Annual Parish Meeting.
 - The council's grant fund is available upon successful application for local community groups.
 - g. **Businesses:** Finstall continues to be a rural community.
 - iv. **Review of representation on Bromsgrove Area Committee, Worcestershire County Association of Local Councils (Worcs CALC).**
It was **agreed** that both the Chair and vice-Chair would attend the quarterly meetings of the Worcs CALC Bromsgrove Area Committee.
 - v. **Review of inventory of land and other assets.**
The asset register was reviewed and discussed. It was **agreed** the Monarch's Way noticeboard should be added to the list.
 - vi. **Confirmation of arrangements for insurance cover.**
It was **agreed** to continue the current arrangements with Clear Insurance Management Ltd (previously known as BHIB).
The cost had increased substantially from £548.64 in 2023/24 to £665.69 for 2024/25. The costs for 2025/26 would be researched during the year.
 - vii. **Review of the council's and/or staff subscriptions to other bodies.**
The council's membership of WorcsCALC includes membership of the national association and is based on the number of parish electors. For 2024/25 the annual cost is £389.43 (county) + VAT + £44.70 (national).
The Clerk is a member of the Society of Local Council Clerks (SLCC).
Membership subscription for a clerk earning between £4,000 - £6,000 is £112 pa.

- viii. **Review of the council's complaints procedure.**
This was reviewed and adopted November 2023 and remains fit for purpose.
- ix. **Review of policies and procedures relating to Freedom of Information and GDPR.**
The council's Publication Scheme, revised Sept 2023 is published on the website. It was noted that good practice would be to adopt a procedure for handling Freedom of Information requests and complaints.
The council's Privacy and Data Protection Policy had been adopted Sept 2023.
- x. **Review of the council's policy for dealing with the press /media.**
Fininstall PC does not have such a policy and will consider adoption.
- xi. **Review of expenditure incurred under the General Power of Competence.**
No specific items had been purchased using this power during 2023/24.
- xii. **Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.**
The following dates were agreed:

All Tuesdays, starting at 7.30pm		Thursday, 7.30pm
2024 4 th June 2 nd July No meeting in August 3 rd September 1 st October 5 th November 3 rd December	2025 7 th January 4 th February 4 th March 1 st April 6 th May (annual PC)	2025 Annual Parish Meeting 3 rd April.
		All meetings to be held in Fininstall Village Hall Alcester Road.

8. **PLANNING DEVELOPMENT.** To comment on any planning consultations received from Bromsgrove District Council.
None received.

9. FINANCE

a) To consider and authorise payments and note receipts

Vno	To	Reason	Gross amount	VAT paid
Following to be paid by direct debit or Standing Order during May:				
04	Scribe / Starboard Systems	Bookkeeping software May 2024	14.40	2.40
05	Staff	M/soft office software May 2024	10.32	1.72
06	Staff	Salary, May 2024	433.42	0.00
Following to be paid by online payment following approval at this meeting:				
07	Fininstall Village Hall	Printing notices for Annual PM	36.00	0.00
08	Worcestershire CALC	Annual subscription with NALC subs	512.02	77.89
09	RoSPA Play Safety	Annual inspection of play equipment	141.60	23.60
10	Brian Lucas	Litter-picking support	20.25	0.00
11	Clear Insurance M/ment Ltd	Additional premium (chain of office)	16.86	0.00
12	Clear Insurance M/ment Ltd	Annual insurance premium 2024/25	665.69	0.00
13	DKE Audit	Annual internal audit	292.40	0.00
14	Bromsgrove DC	Lease of Penmanor Rec, annual rent	5.00	0.00
15	IDG Garden Services	Bus stop cleaning, April 2024	50.00	0.00
16	IDG Garden Services	Bin emptying, April 2024	90.00	0.00
17	IDG Garden Services	Grass cutting, Penmanor Rec, April 24	70.00	0.00
18	IDG Garden Services	Lengthsman, April 2024	150.00	0.00

Receipts:	
From Worcestershire County Council: Lengthsman reimbursement (re March 2024)	£170.00

The Clerk, as RFO, confirmed each invoice had been checked prior to presentation for payment approval. Each invoice was available for inspection, and will be attached to the online payments schedule circulated to all members after being signed by two members in the meeting.

b) To note the latest bank reconciliation.

For period 01/04/2024 – 30/04/2024		
Opening bank balances 01/04/2024	19,771.86	
Add actual receipts for year to date	170.00	
Less authorised payments for year to date	-892.14	
Total	A	£19,049.72
Bank balances as at 30/04/2024		
Unity Trust Bank	8,549.72	
Bromsgrove DC Loan account	10,500.00	
Less unrepresented payments	0.00	
Total	B	£19,049.72
		A=B=balance

c) To certify Finstall Parish Council meets the annual audit exemption requirements.

It was **agreed** the council could certify itself as exempt from a limited assurance review and would not be required to submit an Annual Governance and Accountability Return to the external auditor, by declaring the higher of the authority's total gross income for the year or total gross annual expenditure for the year did not exceed £25,000.

The exemption certificate was signed and dated by the Chair and the Responsible Financial Officer (the Clerk).

d) To note the Annual Internal Audit Report for 2023/24 audit.

The internal auditor had issued the Annual Internal Audit Report 2023/24 (page 4 of the AGAR), which was noted.

e) To agree responses to the Annual Governance Statement for 2023/24 audit.

The council considered each of the eight assertions in turn and responded yes to each one. The ninth assertion relating to Trust funds, was not applicable.

f) To agree the Annual Accounting Statements for 2023/24 audit.

The Accounting Statements had been completed. The anomaly of early receipt of half the 2024/25 precept during the 2023/24 financial year was pointed out because it would continue to be an issue for this year and next year. For the 2023/24 AGAR it looks like the precept received in 2023 of £8,090 had nearly doubled the next year to £15,158; next year it would look substantially less. An explanation would be provided with the accounts when published.

g) To notify exercise of public rights for audit to start 03/06/24 – 12/07/2024.

The annual accounts would be published online and on the notice boards, and would be available for public inspection for the 30-working day period starting 3rd June.

9. Clerk's reports for information:

Clerk's reports and correspondence received up to 07/05/2024, for information.

Updates to ongoing matters:
Re 06/02/2024 min 10i - Traffic concerns. VAS camera: no progress to report.
Re 06/02/2024 min 10e – Installation of litter bins in the parish No further progress to report. The Lengthsman has commented that a bin is much needed near the Upper Gambolds Lane canal bridge.
Lengthsman Reports <ul style="list-style-type: none"> • Overgrown hedge north-east corner Finstall Road / Walnut Lane. • Overgrown hedge south-west corner Finstall Road / Walnut Lane. • All drains blocked along Finstall Road (detritus in gulleys) / Alcester Road. • Flooding at Stoke Cross crossroads. Direction sign at junction Dusthouse Lane / Upper Gambolds Lane is loose.
Penmanor Rec RoSPA inspection. The annual report has been received and shared with council members. No items of great concern, but some equipment and benches need to be painted.
<u>TOWN & PARISH COUNCIL CONFERENCE (REMINDER)</u> Wednesday 12 June 2024 from 6 – 9pm To be held at Wyre Forest District Council Offices, Wyre Forest House, Finepoint Way, Kidderminster, Worcestershire, DY11 7WF 6 to 7 pm - information market place to speak to officers and partners on a range of topics 7 to 9pm – conference with presentations from a range of speakers including Herefordshire and Worcestershire Fire and Rescue Service and representatives from the council to cover such areas as highways and the digital switchover.
Contact details for Worcester Birmingham Canal Society have been received.
Correspondence received and circulated to members:
Weekly planning updates for the Bromsgrove district.
Training opportunities for councillors and clerks
Ready-to-fly flags for upcoming events (commercial circular)
Worcs CC Local Nature Survey, now closed.
Monthly Fraud Bulletin from West Mercia Police
Bromsgrove and Redditch WorcsCALC area meeting held 17/04/2024 (late notice)
WorcsCALC update 24-02
Worcs CC Air Quality Survey , online. Closes 12/05/2024.
Drainage report, feedback from WorcsCC – system overwhelmed; gully cleaning ongoing.
Free training from Citizens Advice Bromsgrove to local volunteers and staff who usually assist and support people within the Bromsgrove community.

10. To consider and decide upon the following:

a) Review of lease arrangements at Penmanor Recreation Ground

It was **agreed** to approve the following changes to the proposed lease arrangements:

- Registered address is Finstall Village Hall.
- The signatures to the lease will be as stipulated in the Standing Orders 23, any two councillors, and it was agreed they would be the Chairman and vice-Chairman.

- Regarding removal of the equipment if the agreement is to end after 15 years, this can be removed provided it was purchased by the parish council and was not bought using Section 106 money or in any way funded by the landlord. If the parish council removes items of play equipment at the end of the term or at any time during the term, everything associated with the equipment must be removed from the site and the ground reinstated back to grass.
- The latest RoSPA report (April 2024) will be included in the agreement as the schedule of condition.

b) To appoint a contractor to undertake the tree survey at Penmanor Recreation Ground.

It was **agreed** to appoint the Acorn Group to undertake the tree survey.

c) To consider adopting the Civility and Respect Pledge.

It was **agreed** to produce a Dignity at Work Policy and adopt the Civility and Respect Pledge, as promoted by the National Association of Local Councils.

d) To consider contributing Fininstall news to The Village magazine.

The Village magazine would welcome the inclusion of Fininstall News, but members **agreed** to continue to produce and deliver the Fininstall Focus.

11. Members to raise items for discussion at next meeting.

- It was noted the untidy grass verge on Fininstall Road was being improved.
- For the next Annual Parish Meeting, exhibitors would be encouraged to provide handouts for attendees sitting down.
- It was noted the Rugby Club appear to be holding weekly car boot sales.
- New Reister of Interest forms are needed by some of the members.

12. Date, time and venue of next meeting:

- Tuesday 4th June 2024, 7.30pm at Fininstall Village Hall.

The meeting's Chair declared the meeting closed at 9.48pm.

Signed..... Date

Chairman, Fininstall Parish Council