

NEEN SAVAGE PARISH COUNCIL

Clerk: Mrs D McBride

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The Willows
Cleobury Mortimer
Kidderminster
DY14 0HB

16th May 2019

**To: All Parish Members
The Public
The Press**

Members are summoned to attend the Parish Council Meeting being held on Wednesday 22nd May 2019 in Neen Savage Parish Hall commencing at 7.30pm for the transaction of business as set out in the Agenda below.

Yours Sincerely



Clerk to the Council

AGENDA

- 334/01 Election of Chairman and receive signed Declaration of Acceptance of Office.
- 334/02 Election of Vice-Chairman and receive signed Declaration of Acceptance of Office.
- 334/03 Apologies
To receive and accept apologies and reasons for absence from Members.
- 334/04 Declarations of Interest
Disclosable Pecuniary Interests – *Members are reminded that they must not participate in the discussion or voting on any matter in which they have a Disclosable Pecuniary Interest and should leave the room prior to the commencement of the debate.*
- i) To declare any Disclosable Pecuniary Interests.
 - ii) To declare any non-pecuniary Interests.
- 334/05 Public Participation session.
- 334/06 Approval of Minutes
To confirm the Minutes of the Parish Council meeting held on Wednesday 24th April 2019.
- 334/07 Matters Arising/Clerk and Councillor Reports
- i) Clerk's Progress Report.
 - ii) Cllr Sales - Place Plan Meeting Report.
- 334/08 Annual Review of Council Appointments, Policies and Procedures
- i) To review councillors' roles, appointment to committees and representatives to outside bodies.
 - ii) To set dates for Parish Council meetings for the forthcoming year.
 - iii) To review Standing Orders, Financial Regulations and other Council Policies.
 - iv) To consider Insurance requirements in conjunction with Asset Register.

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334/09 Financial Matters

- i) To note receipt of Precept - £5411.00 and Neighbourhood Fund - £515.40
- ii) To confirm no conflict of interest with PKF Littlejohn LLP.
- iii) To receive and note Internal Auditor's report.
- iv) To consider and approve AGAR Section 1 – Annual Governance Statements
- v) To consider and approve accounts and bank reconciliation for year ending 31st March 2019.
- vi) To consider and approve AGAR Section 2 – Accounting Statements 2018/19
- vii) To resolve to certify the Parish Council's exemption from a limited assurance review and complete the Certificate of Exemption.

334/10 Payments

- (a) To approve the following payments and sign cheques:
 - i) Mrs D McBride – Wages (May) – £180.30
 - ii) D M Payroll Services – Internal Audit Fee - £90.00
 - iii) Came & Co – annual insurance £387.42 (£370.55 for 3-year agreement)

334/11 Planning Matters

- (a) Planning Applications
 - i) Reference: 19/01816/FUL (validated: 18/04/2019)
Address: Landscape Plants Cleobury Limited, Six Ashes Nursery, DY14 8JF
Proposal: Erection of an extension to Cafe to comprise of a house plant display area linked to the current nursery sales area.
Applicant: Mr P Underhill (Six Ashes Nursery, Cleobury Mortimer, DY14 8JF)

334/12 Place Plan Review

To review updated Place Plan and consider additional infrastructure requirements.

334/13 Unitary Councillors' Reports

To receive Unitary Councillors' Reports.

334/14 Parish Matters / Highways

- i) To discuss highways issues and monitor progress.
- ii) To consider request from WI to plant commemorative tree.

334/15 Future Agenda Items

334/16 To confirm the date and time of the next meeting:

Wednesday 26th June 2019, 7.30pm at Neen Savage Parish Hall.