

# NEEN SAVAGE PARISH COUNCIL

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Clerk: Mrs D McBride

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The Willows  
Cleobury Mortimer  
Kidderminster  
DY14 0HB

18<sup>th</sup> May 2023

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

Members are summoned to attend the Parish Council Meeting being held on Wednesday 24<sup>th</sup> May 2023 in Neen Savage Parish Hall commencing at 7.30pm for the transaction of business as set out in the Agenda below.

Members of the public are welcome to join the meeting but can only speak during the Public Participation Session.

Yours Sincerely

*D McBride*

Clerk to the Council

## AGENDA

- 374/01 Election of Chairman and receive signed Declaration of Acceptance of Office.
- 374/02 Election of Vice-Chairman and receive signed Declaration of Acceptance of Office.
- 374/03 Apologies  
To receive and accept apologies and reasons for absence from Members.
- 374/04 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.
- 374/05 Public Participation session
- 374/06 Approval of Minutes  
To confirm the Minutes of the Parish Council meeting held on Wednesday 26<sup>th</sup> April 2023.
- 374/07 Matters Arising/Clerk and Councillor Reports
  - i) Clerk's Report.
  - ii) Cllr Sales – CrimeWatchNeenSavage WhatsApp group Report.
  - iii) Cllr Tomkinson – Environmental Maintenance Report.
  - iv) Cllr Sales – Parish Hall Report.
- 374/08 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 and Financial Regulations.

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## 374/09 Financial Matters

- i) To note receipt of Precept - £6,000.00.
- ii) To confirm no conflict of interest with PKF Littlejohn LLP.
- iii) To receive and note Internal Auditor's reports.
- iv) To consider and approve AGAR Section 1 – Annual Governance Statement 2022/23.
- v) To consider and approve accounts and bank reconciliation for year ending 31<sup>st</sup> March 2023.
- vi) To consider and approve AGAR Section 2 – Accounting Statements 2022/23.
- vii) To resolve to certify the Parish Council's exemption from a limited assurance review and complete the Certificate of Exemption.

## 374/10 Payments

To approve the following payments and sign cheques:

- i) Mrs D McBride – Wages (May) - £227.40
- ii) HMRC – PAYE (May) - £56.80
- iii) SALC – Annual Affiliation Fees - £202.60
- iv) BHIB Ltd - Annual insurance premium - £468.40
- v) D M Payroll Services - Internal Audit Fee - £90.00

## 374/11 Planning Matters

### a) New Planning Application:

- i) Reference: 23/01473/FUL (validated: 24/04/2023)  
Address: Stone House, Catherton Road, Cleobury Mortimer, Shropshire, DY14 0LF  
Proposal: Conversion of existing outbuilding into home office and holiday let including first floor extension  
Applicant: Ms Sophie Whitworth.
- ii) Reference: 23/01474/LBC (validated: 24/04/2023)  
Address: Stone House, Catherton Road, Cleobury Mortimer, Shropshire, DY14 0LF  
Proposal: Conversion of existing outbuilding into home office and holiday let including first floor extension affecting a Grade II Listed Building  
Applicant: Ms Sophie Whitworth.

### b) Planning Decisions (FOR INFORMATION ONLY):

- i) Reference: 23/00443/LBC (validated: 08/02/2023)  
Address: Lower Neen, Neen Savage, Cleobury Mortimer, Shropshire, DY14 8JU  
Proposal: Works for the installation of 2No rooflights, works to repaint the outer part of the whole rooflight in stain black finish and addition of a vertical bar in same colour affecting a Grade II Listed Building  
Decision: Grant Permission

## 374/12 Unitary Councillors' Reports

To receive Unitary Councillors' Reports.

## 374/13 Parish Matters / Highways

- i) To receive any new Parish Matters.
- ii) To discuss highways issues and monitor progress.

## 374/14 Future Agenda Items

## 374/15 To confirm the date and time of the next meeting:

Wednesday 28<sup>th</sup> June 2023, 7.30pm at Neen Savage Parish Hall.