

**MINUTES of the ANNUAL MEETING of the OVERBURY AND CONDERTON PARISH COUNCIL held on Monday 16 May 2022 at 6.15pm in Overbury Village Hall**  
(following the Annual Parish Meeting, which was not attended)

**PRESENT:** Mrs G Milway  
Mrs R Darling  
Mrs Steff Lemarechal  
Mr Stephen Voysey

**1. ELECTION OF CHAIRMAN**

Councillor Steff Lemarechal proposed that Councillor Georgina Milway be re-elected as Chairman of the Parish Council; this was seconded by Councillor Ruth Darling and agreed.

**2. APOLOGIES FOR ABSENCE**

Councillor Richard Southby had sent his apologies due to continuing medical treatment. This was accepted by the Councillors present.

**3. ELECTION OF VICE CHAIRMAN**

No Vice Chairman was elected.

**4. DECLARATIONS OF INTEREST**

Councillors were reminded of the need to keep up to date their Register of Interests, and to declare any Personal Interest or Prejudicial Interest relating to any items on the Agenda. There were no Declarations of Interest for this Meeting.

**5. REVIEW OF FINANCIAL REGULATIONS, RISK ASSESSMENT AND INSURANCE REQUIREMENTS**

(a) Financial Management and Risks

The Clerk reported that there have been no changes to the Parish Council's financial arrangements during the year and noted the following:

The Parish Council does not have a petty cash account.

The Clerk is not a signatory to the bank account, which requires the signatures of two Councillors.

There are currently no capital investments or loan commitments.

The Parish Council does not own any land or property, apart from the swings and matting on the sports field and some street furniture.

It was agreed that the Clerk's finance report, which is circulated with the agenda for each Parish Council meeting and confirms the bank balance brought forward and the bank balance carried forward after the agreed further transactions, is an acceptable check on the financial circumstances of the Parish Council.

(b) Risk Assessment and Insurance Requirements

It was agreed that the cover offered by the current Zurich Policy remains sufficient and the renewal premium has been paid. It was noted that the main risk items are street furniture, e.g. notice boards, benches, waste bins and the defibrillator, and the two swings on the sports field. The swings and surrounding field furniture are checked annually by Playsafety Ltd, and a copy of the annual Safety Inspection Report is sent to the Cricket Club and Zurich Insurance. It is the responsibility of the Parish Council regularly to check the condition and safety of the swings, and this is carried out by the Clerk.

**6. APPOINTMENT OF VILLAGE HALL MANAGEMENT COMMITTEE and BREDON HILL CONSERVATION GROUP Representatives**

(a) Village Hall Management Committee

Councillor LeMarechal agreed to continue as the Parish Council's representative on the Village Hall Management Committee.

(b) Bredon Hill Conservation Group

Councillor Darling had agreed to continue to represent the Parish Council on the Bredon Hill Conservation Group Committee.

## 7. MINUTES OF THE PREVIOUS MEETING

The Clerk reported that an amendment had been made to the circulated draft Minutes of the previous meeting held on Monday 21 March, 2022. This was under item 11. Finance and was due to her error in calculation. A replacement page was then circulated to Councillors and the revised Minutes were then approved and signed as correct by the Chairman.

## 8. PROGRESS REPORTS

- (1) Overbury Footpath Surface Repair The Chairman reported that a date for this work has not yet been arranged.
- (2) Possible purchase of Defibrillator for Conderton The Clerk reported that the location in Conderton was still under discussion.
- (3) RoSPA Safety Survey of Cricket Field and Swings The Safety Survey dated 22 March 2022 has been received. Nothing requiring immediate action was reported, but the advice was to replace/repair of the matting under the swings as soon as possible, and the general wear and tear of the swing components should continue to be monitored.
- (4) An extra waste bin for Pigeon Lane This has been purchased and placed next to "Michael's seat". At the same time, the bin attached to the wall at the Red House in Overbury has been moved and attached to the pole of the 30mph sign above the village hall.

## 9. WYCHAVON DISTRICT COUNCIL

- (1) Wychavon Strategy 2020 – 2024 The Strategy identifies the following three priorities – Supporting People; Strong Economy and Places; Sustainable Environment.
- (2) Planning Applications for 500 houses with a school and infrastructure on land east of Bredon Road/Tewkesbury Road at Bredons Hardwick. There have been many objections and protests against the project, and at the last Planning meeting it was Resolved that the application should be refused.

The following information has also been circulated to Councillors:

Carbon cutting fuels trials; "Ticket to Ride" community transport event; Speech & Language Project to improve children's communication skills; Covid-19 Community Recovery Fund; Energy Bills Rebate scheme; the regular Parish Matters and Business News e-mail newsletters.

## 10. WORCESTERSHIRE CALC

- (1) Letter from the Executive Officer, Christopher Wayman, with regard to the elections for all Councils in 2023, and the importance of convincing the next generations that local councils can be a vehicle for change and encouraging them to participate.
- (2) 20's plenty for Worcestershire This is a "not for profit" organisation campaigning for a speed limit of 20mph to be the normal on residential streets and in town and village centres. A survey to assess our residents' support for this campaign will be circulated in the parish and the suggested Motion will be on the agenda for the Parish Council's next meeting.

## 11. SOUTH WORCESTERSHIRE DEVELOPMENT PLAN (SWDP)

There is further delay to the publication of the Plan as more time is required to finalise the Infrastructure Development Plan and to agree the Proposals for the Throckmorton site.

## 12. WEST MERCIA POLICE and NEIGHBOURHOOD WATCH

Regular Newsletters and Security Alerts are received and circulated to Councillors.

## 13. FINANCE

|   | £              |
|---|----------------|
| <u>Current Position</u>   |                |
| Balance brought forward from 21 March meeting per Minutes         | 7576.10        |
| Adjustment ref Clerk's wages est £150 actual £149.90 – Difference | 0.10           |
| <b>Revised balance brought forward</b>                            | <b>7576.20</b> |

### Receipts since March meeting:

|   |         |
|---|---------|
| WDC First half Precept & Grant (£1353 + £148) | 1501.00 |
|---|---------|

**Payment approved at March meeting not yet dr to a/c:**

|   |  |                |
|---|--|----------------|
| Village Hall hire charge                |  | 85.00          |
| <b>Balance at Bank</b>                  |  | <b>9162.20</b> |
| <b>Payment made since March meeting</b> |  |                |
| WDC dog bin cleaning etc                |  | 186.22         |
|   |  | <b>8975.98</b> |

**Bills now due for payment**

|                                |        |        |
|--------------------------------|--------|--------|
| Worcestershire CALC membership | 168.87 |        |
| Zurich Municipal – insurance   | 352.95 |        |
| Playsafety Ltd                 | 84.00  | 605.82 |

**Balance carried forward** **8370.16**

**AUDIT for year ending 31 March 2022**

The Clerk reported that the internal audit must be completed before the end of June this year so that the required documents can be published on the Parish Council website before 1 July. As neither the annual gross income nor the annual gross expenditure exceeded £25,000 during the year, the Parish Council will again submit a Certificate of Exemption to certify the Parish Council as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. The Certificate of Exemption was then signed by the Clerk as Responsible Financial Officer and the Chairman and will be submitted before 30 June.

**14. CLERK'S REPORT ON URGENT DECISIONS SINCE THE LAST MEETING**

No urgent decisions had been taken since the last meeting.

**15. COUNCILLORS' REPORTS AND ITEMS FOR FUTURE AGENDA**

There were no Councillors' Reports or Items for future Agenda

**16. DATE OF NEXT MEETING**

It was agreed to hold the next meeting of the Parish Council at 6.15pm on Monday 27 June 2022 at Overbury Village Hall.

There being no further business, the Meeting closed.