

TIBBERTON PARISH COUNCIL

MINUTES OF ANNUAL PARISH COUNCIL MEETING TUESDAY 16th MAY 2023, 7.30PM at TIBBERTON PARISH HALL, PLOUGH ROAD, TIBBERTON

Council Members present: Cllr Margaret Rowley*, Chairman for agenda item 1
Cllr Robbie Hazlehurst, Chairman from agenda item 2
Cllr Sarah Harfield, vice-Chairman from agenda item 6
Cllr Trevor Knight

Council Members absent: Cllr Liz Morton, Cllr Helen Savage, Cllr June Woodland.

In attendance: Worcestershire County Councillor, Bowbrook division, Marc Bayliss
*Wychavon District Councillor Margaret Rowley (same person, two hats)
25 members of the public
Gill Lungley, Acting Clerk/Support Officer

- 1. Election of chairman and declaration of acceptance of office to the chair.**
Following the election on 04/05/2023, six new members had been elected to office. In her role as Chairman to the previous council, Cllr Margaret Rowley welcomed all to this meeting and asked for nominations to the office of Chairman.
Following unanimous vote, it was:
AGREED to elect Cllr Robbie Hazlehurst to the office of Chairman.
The outgoing Chairman stepped down from the chair and the incoming Chairman took over the role by signing the declaration of acceptance of office to the chair, paying tribute to the outgoing council and looking forward to the next four years.
- 2. To record completion of all members' declaration of acceptance of office forms.**
The Acting Clerk confirmed all members, including those not present at this meeting, had signed their declaration of acceptance of office following election to the council.
- 3. Apologies.** To receive apologies for absence.
Apologies for absence had been received from Cllr Liz Morton, Cllr Helen Savage and Cllr June Woodland.
- 4. Declarations of interest.** None
- 5. Written requests for dispensation.**
No requests for dispensation had been received.
- 6. Election of vice-Chairman.**
Following unanimous vote, it was:
AGREED to elect Cllr Sarah Harfield to the office of vice-Chairman.

7. Public forum.

- a) Members of the public commented as follows:
- i. Request to the new council to consider future events in their plans.
 - ii. Request for publication of the External Auditor's report for the 2021/22 AGAR.
 - iii. Comment about the recent road closure and lack of information about it.
 - iv. Request for progress to be made on the parish hall / village hub plans.
 - v. Request for grass verge cutting, specifically to Hillside and the layby.
 - vi. Concern that the vehicle automated sign is not working; would solar powered VAS be a better option?
 - vii. Who is responsible for cutting the grass at the community orchard?
 - viii. Concerns about the plastic supports around newly planted tree saplings.
 - ix. What is happening about the appointment of a new parish clerk?
- b) Division and ward representatives:
- Worcestershire County Councillor Marc Bayliss –
- i. WCC is looking at trialling better public transport services, such as Dial-A-Ride, throughout the county.
 - ii. In keeping with the new council year, all county council members have received a new year's divisional fund. It was suggested Tibberton may benefit from funds put towards a solar-powered VAS.
- Wychavon District Councillor Margaret Rowley –
- i. Re-elected to serve the Bowbrook ward for another four years.
 - ii. Whilst the number of WDC members has reduced from 45 to 43, the Conservatives remain the majority party.
 - iii. The date of the planning appeal for the development of land off Plough Road, to the rear of Speed The Plough, has been changed to 08/08/2023 and the case officer has also changed; although the date by which comments are required remains the same, ie 15th June. The application is expected to be considered by the WDC Planning Committee prior to the appeal hearing and the result will be known by 23/09/2023.

8. **To confirm the accuracy of the minutes** of the council meeting held 26th April 2023, to be signed as a true record by the Chairman.

AGREED The minutes of the meeting held 26/05/2023 were confirmed accurate and were signed by the Chairman.

9. **To receive the minutes of the inquorate Finance Committee meeting of 04/04/2023.** These minutes were noted for their relevance to ongoing business.

The following 14 items are annual arrangements:

10. To review delegation arrangements to committees, if any, staff and other local authorities.
- a. To agree Terms of Reference for delegation arrangements.
 - b. To appoint members to committees and Chairman of such if applicable.

It was agreed to defer a and b to the next meeting.

11. Review and adoption of appropriate Standing Orders and Financial Regulations. Subject to the re-siting of all of the current paragraph 1 'Rules of Debate' to Appendix 1, and replacing paragraph 1 with the following:

1. RULES OF DEBATE AT MEETINGS

a Detailed rules of debate at meetings are appended to these Standing Orders as Appendix 1 and will be followed when requested by a member of the council at the start of a new agenda item.

b Any request to follow the rules of debate at meetings as contained within Appendix 1, will be accepted without a vote and in accordance with the Chair's final decision.

It was **AGREED** to adopt the revised Standing Orders.

12. Review of arrangements with other local authorities and not-for-profit bodies.

It was **AGREED** to continue with the existing arrangements:

- Lengthsman scheme via Worcestershire County Council.
- New Village Hall in partnership with Tibberton Community Land Trust
- Parish Hall in partnership with the Hall management committee.

13. Review of representation on or work with external bodies and arrangements for reporting back.

It was agreed to defer this item.

14. Eligibility to exercise the General Power of Competence (GPoC) in the future.

It was noted that the council has met the criteria that requires at least two thirds of members to be elected. If the new Clerk does not have the CiLCA qualification, then the council will support the appropriate training to ensure the GPoC can be exercised, and to achieve Quality status.

15. Review of inventory of land and other assets including buildings and office equipment.

This is ongoing.

16. Confirmation of arrangements for insurance cover in respect of all insurable risks

It was noted the insurance cover had been reviewed by the previous council in the last month by way of a new insurance broker.

17. Review of the council's and staff subscriptions to other bodies.

It was **AGREED** to continue to subscribe to Worcestershire County Association of Local Councils (WorcsCALC) and to support the clerk's membership of the Society of Local Council Clerks (SLCC).

18. Review of the council's complaints procedure.

It was agreed to revise the procedure to cover the possibility of complaints against the Clerk and/or members of staff.

19. Review of the council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation.

Awaiting drafts.

20. Review of the council's policy for dealing with the press/media.

Awaiting draft.

21. Review of the council's employment policies and procedures.

Awaiting drafts.

22. Review of expenditure incurred under Local Government Act 1972, s137.

It was noted the council may spend up to £5,322.48 during 2023/24 financial year on doing something that will benefit the community where there is no statutory authority that would otherwise allow it to be done eg purchase of commemorative mugs.

The amount that can be spent in one year is set by the government and is currently £9.93 per elector.

23. Determining the time and place of ordinary meetings of the council up to and including the next annual meeting of the council.

It was **AGREED** to consider this in more detail when staffing arrangements are known. The next council meeting would be on 6th June.

24. FINANCE:

- a. **To note the bank reconciliation to 9th May 2023.**

TPC Bank Reconciliation to 09/05/2023		
Opening bank balances 01/04/2023	£62,903	+
Add receipts for year to date	£19,138	+
Less payments for year to date	£10,123	-
Cashbook balance as at 09/05/2023	(A)	£71,918
Bank balances as at 09/05/2023		
Unity Trust Bank	+£67,525	
Cambridge Building Society	+£6,310	+£73,835
Less unpaid allocations (External Audit)	-£1,917	-£1,917
Total held in bank, as at 31/03/2023	(B)	£71,918
Reconciliation balance should be nil. A-B = £0.00 = balance.		

- b. **To note the budget comparison to 9th May 2023 – see next page.**

- c. **To approve payments.**

The following payments were approved; it was noted the payment to External Audit is not a duplicate but is the correct amount after that reported at the previous meeting which was approved for payment but not paid whilst invoice was awaited.

Invoice ref	Payee	Reason for payment	Gross amount £.p	VAT re-claimable
-0025	E-ON Next	Village Hall energy, March	223.98	10.67
LCO02863	BHIB	Annual insurance cover	1,536.81	0.00
24-TIB04	Mrs G Lungley	Admin support services, April	1,197.00	0.00
-0026	E-ON Next	Village Hall energy, April	192.49	9.17
9143	WorcsCALC	Annual subscription, inc NALC	465.94	70.76
WO0144	PKF-Littlejohn	External Audit 2021-22	2,157.00	359.50

- d. **To agree changes to the bank mandate, to include addition of all new council members and removal of ex-council members.**

It was **AGREED** to add all the new council members to the bank mandate to allow them to view the account and authorise online payments; following which the names of previous members will be removed.

- e. **To receive the External Auditor's report to the 2021/22 accounts.**

The conclusion of the accounts for the financial year 2021/22 has been published to the council's website and notice board.

The External Auditor's comments are appended here at appendix 1.

- f. **To note the 2022/23 accounts have been approved for publication by the council; the Internal Auditor's report is awaited.**

The internal audit report has been received and the Chairman gave a flavour of the 14 issues highlighted. The council now needs to review it in detail.

BUDGET COMPARISON AT 09/05/2023			
Tibberton Parish Council	Actual 2022/23 to 31/03/2023	Budget 2023/24	Actual 2023/24 to date
RECEIPTS			
Precept	36,509.00	35,993.00	17,997.00
Council tax support grant	711.00	711.00	356.00
Community Infrastructure Levy (CIL)*			694.97
Lengthsman Scheme grant	2,478.75	1,850.00	90.00
Interest received	175.24	30.00	
Miscellaneous	350.00		
WCC divison member's grant			
From reserves			
Total receipts	40,223.99	38,584.00	19,137.97
PAYMENTS			
Chairman's allowance	-	-	-
Public Works Loan Board repay	13,654.50	14,000.00	-
Audit	75.00	800.00	1,597.50
Bank Charges	323.08	80.00	-
Staffing, salary costs	9,404.44	7,800.00	-
Admin expenses	3,025.65	700.00	2,700.66
Lengthsman	1,365.00	1,850.00	150.00
Training, staff and councillors	-	500.00	-
Elections	50.00	2,000.00	-
Equipment	766.83	300.00	-
Insurance	2,466.79	2,600.00	352.39
Subscriptions	377.84	600.00	-
Hire of meeting room	-	150.00	-
Village Hall energy	2,840.99	1,000.00	90.47
Village Hall landlord obligations	697.00	500.00	89.00
Village Hall equipment	-	-	-
Village Hall contingencies	-	1,000.00	-
Professional services	2,650.00	2,000.00	-
VAS equipment and road safety	-	500.00	2,825.18
Grants and donations	600.00	600.00	1,350.00
Contingencies	-	1,554.00	-
s137	-	50.00	-
subtotal	38,297.12	38,584.00	9,155.20
VAT	878.37		968.20
Capital Expenditure from reserve			
Total payments	39,175.49	38,584.00	10,123.40

Additional information:

- VAT refund expected of £62,746.46 for years 2019 – 2022.
- County Councillor's divisional fund grant for white gates expected £2,733.68.

25. Planning

a) Wychavon District Council had consulted on the following application:

Application Number	W/23/00888/FUL and Associated Ref: 21/02434/FUL
Location:	The Croft, Plough Road, Tibberton, Worcestershire, WR9 7NJ
Description of Proposal:	Demolition of existing bungalow and garage and replacement with a new dwelling and car port (Variation to Condition 2 Ref.: 21/02434/FUL) To replace 'surface water soakaway' with attenuation tanks.
TPC Comment	The parish council is in favour of this variation and would recommend approval.

b) To note decisions to previous consultations.

Notification had been received relating to reference no. W/22/01565/OUT the outline planning application for up to 100No. dwellings, to include green infrastructure, car parking, drainage works and other associated infrastructure works (all matters reserved except access) at land off Evelench Lane, (Os 9075 5799)

The applicant has submitted an appeal to the Planning Inspectorate due to non-determination within the statutory time period.

It was **AGREED** to call a public meeting with residents and representatives of Wychavon District Council to explain why the application was not determined within the appropriate timeframe and to explain the absence of responses to the questions put by the Highways Authority; to then move forward with positive ideas on how to fight the appeal and convince the Planning Inspector to dismiss it.

26. Forward planning / action plan.

The council is committed to supporting the parish residents and has plans to liaise via newsletters and meetings with residents on a quarterly basis.

The lease for the new village hall is uppermost in the plan and is currently still with the legal teams for the parish council and the community land trust.

The search is ongoing for a Lengthsman.

Two possible candidates are to be interviewed for the Clerk's role.

27. Date of Next Meeting

The next meeting of Tibberton Parish Council will be held on Tuesday 6th June 2023 at 7.30pm in Tibberton Parish Hall.

The Annual Parish Meeting is to be held on Tuesday 23rd May 2023, at 7.30pm.

This meeting ended at 9.05pm.

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Signed as a true record of the meeting by the Chairman.

Date.....

External auditor report 2021/22

On 27 September 2022, we issued a report detailing the results of our limited assurance review of Sections 1 and 2 of this authority's Annual Governance & Accountability Return for the year ended 31 March 2022. We explained that we were unable to certify completion of the review at that time. We are now in a position to certify completion of the review.

The external auditor report given in Section 3 of the Annual Governance & Accountability Return requires amendments as follows:

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

- 1) The smaller authority has disclosed that it made proper provision during the year 2021/22 for the exercise of public rights, by answering 'Yes' to Section 1, Assertion 4. However, as was reported last year, we are aware that it failed to do this and therefore should have answered 'No' to this assertion. It has also disclosed that it took appropriate action on all matters raised in reports from internal and external audit, by answering 'Yes' to Section 1, Assertion 7, which, on the basis of the above, is not correct.
- 2) The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR.
 - Following a review carried out after the year end, the smaller authority has identified various errors in the accounts for the current and prior year relating to timing differences in respect of un-presented cheques on the bank reconciliations and misallocations of certain payments between Boxes 4 and 6. The smaller authority has provided the corrected figures for the AGAR. The prior year figures in Boxes 1, 4, 6, 7 and 8 should read £80,156, £5,518, £46,163, £54,322 and £54,322 respectively. The current year figures in Boxes 1, 4, and 6 should read £54,322, £6,031, and £11,436 respectively. We have not carried out any detailed work to verify the corrections of the timing differences between years but confirm that the figure in Section 2, Box 8 for the 2021/22 year agrees to the bank reconciliation.

Other matters not affecting our opinion which we draw to the attention of the authority:

- 1) We note that concerns have been raised by residents regarding the lack of transparency in respect of the accounts for 2019/20 when the majority of the expenditure on the new Village Hall was incurred. The smaller authority did not have a limited assurance review on the 2019/20 AGAR as a public interest report (PIR) was issued in respect of that year due to non-response prior to the accounts being approved almost a year late, in June 2021. We would recommend that the smaller authority publish a more detailed set of accounts for 2019/20 to provide more transparency over the income and expenditure relating to this major project. We note that, in a meeting on 28 November 2022, the smaller authority resolved to put measures in place to ensure that the circumstances leading to the receipt of the PIR do not recur. We also note that the statutory recommendation and PIR issued to the smaller authority in respect of the 2019/20 AGAR do not appear to have been moved across to the new website and the smaller authority should ensure that those documents are re-published as soon as possible.
- 2) We received challenge correspondence in relation to the 2021/22 AGAR which we considered before completing our work. The authority will receive an invoice in relation to this additional work.

External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance & Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

PKF Littlejohn LLP

PKF Littlejohn LLP

25/04/2023