

HARVINGTON PARISH COUNCIL.

Clerk Mrs. N. Holland – Tel: 07746948392
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Councillors are summoned to the Annual Parish Council meeting on Wednesday 22nd May 2024 at 7.45 pm to be held in the Village Hall, Harvington. The meeting is open to the press and members of the public to put questions or raise concerns regarding matters on this agenda or for future consideration.

1.	Election of Chairman: an annual requirement; signing the Declaration of Office.
2.	To consider apologies and to approve reasons for non- attendance.
3.	Election of Vice-Chairman - not a requirement but advisory to stand in when Chairman is absent.
4.	<u>Interests/Dispensations:</u> a) <u>Register of Interests:</u> Councillors reminded to update their register of interests. b) <u>To declare any Disclosable Pecuniary Interests</u> in terms on the agenda and their nature. c) <u>To declare any Other Disclosable Interests</u> in items on the agenda and their nature. Councillors who have declared a Disclosable Pecuniary Interest, or any other Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the code of conduct, must leave the room for the relevant items. NB: Written requests for the Council to grant a dispensation (S33 of the Localism Act 2011) are to be with the Clerk at least four clear days prior to a meeting. d) <u>To consider dispensations received.</u>
5.	Annual business as per Standing Orders:
5.1	<u>Appointment of Committee and Working Groups:</u> a) <u>Staffing Committee:</u> issues relating to employee. To appoint 3 members plus the Chairman. b) <u>Finance & General Purposes Working Group:</u> issues relating to budget preparation and all matters relating to financial governance/policies. To appoint 2 members. (Chair/Vice-Chair ex officio members). c) <u>Appointments and representations:</u> a) Wychavon CALC representative (1) b) Weekly Playing Field Inspection (1) c) Asset check quarterly. (1) d) Village Hall Committee (1) e) Cycleway Project (2) f) Perkins Educational Foundation (1) g) Flood Wardens (2) h) Weekly Inspection of Jubilee Orchard (1) i) Playing Group Refurbishment programme.(3) j) Neighbourhood Plan Review Working Group (3)
5.2	<u>Governance Review:</u> a) <u>Review and adoption</u> of Standing Orders. b) <u>Delegation</u> to the Clerk as per statement in Standing Orders. c) <u>Review and adoption</u> of Financial Regulations -deferred until June meeting so Finance & General Purposes can review the document. d) <u>Review of Assets Register.</u> e) <u>Review of Council Risk assessment.</u> f) <u>Review of Risk Management Policy.</u> g) <u>Review of the Statement of Financial Internal Control and Internal Controls Policy.</u> h) <u>Bank Mandate:</u> to review bank signatories.

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5.3	Appoint Internal Auditor for 24/25.
5.4	To consider Annual Subscription to Worcestershire CALC of £1191.62 (inc VAT).

6.	To receive reports from County Cllr., District Cllr. and Police.
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Public Question Time: The meeting will be adjourned for Public Question Time. Residents are invited to give their views and question the Parish Council on issues on this Agenda, or issues for future consideration at the discretion of the Chairman. Members of the public **may not take part** in the Meeting. This period is not part of the formal meeting; brief notes will be appended to the minutes.

7.	Minutes: to consider the adoption of the minutes of the Ordinary Parish Council meeting held on 10.04.24.
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8.	<p>Clerk's report:</p> <p>a) <u>Contract signed</u> by both parties in relation to contract work for Amenity Cuts, Playing Field and Orchard maintenance.</p> <p>b) <u>Parish Lenghtsman/Flood Alleviation</u> contracts signed.</p> <p>c) <u>Litter Bin</u> installed at the top of Shakespeare Lane.</p> <p>d) <u>Perkins Educational Awards for Academic Year 2024-25:</u> Applications open for young people aged 17 – 25 to assist with expenses in course studies in further and higher education. Deadline for applications 15th October 2024. Notices placed in all Notice Boards and on the Parish Council website.</p> <p>e) <u>Update on application to Wychavon Rural Fund.</u></p> <p>f) <u>Annual Play Inspections:</u> Company apologies for delay in carrying out the two inspections.</p>
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9.	Cllrs reports: Progress on Playing Field refurbishment project. (Cllr. Mr. Herdman).
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10.	Council Matters - to consider/note:
10.1	<u>Playing Field:</u> To consider quote received, report from contractor and replacement with a composite bench.
10.2	<u>BT Kiosk:</u> Quotation for installation of defibrillator supply and lighting in the Leys Rd phone box.
10.3	<u>Request from Festival Group</u> to use the Community Land on the Meadow Way development.
10.4	<u>Public open spaces</u> and sports field restoration.

11.	To receive notes from Finance & General Purposes Group Meeting and to consider the following:
11.1	Adoption of Civility & Respect Pledge.
11.2	Request from MP to place articles in the Newsletter.

12.	Financial Matters.
12.1	To receive Internal Auditor updated report.
12.2	<p><u>External Auditor Documents for 2023/24 for consideration:</u></p> <p>a) <u>Section 1:</u> Annual Governance Statement.</p> <p>b) <u>Section 2:</u> Accounting Statements.</p> <p>c) <u>Explanation</u> of variations to accounts 2023-24.</p> <p>d) <u>Annual Internal Auditor report</u> for AGAR.</p> <p>e) <u>Approval of Proposed Dates</u> for Exercise of Public Rights.</p>
12.3	To approve schedule of payments and expenses and summary of accounts to 16.05.24.

13.	Planning Matters.
13.1	To consider correspondence received from: Castlethorpe Homes in relation to Planning application -Land at Crest Hill.
13.2	To consider the following application:

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	W/24/00656/FUL Land Rear of Sefton, Station Road Harvington. Proposal: Erection of up to 58 residential dwellings with associated open space, landscaping and infrastructure.
13.3	<p>To note correspondence received from the Planning Authority:</p> <p>a) W/23/00729/FUL Land at (OS 0525 4944) Village Street Harvington. Proposal: Outline consent for 1 no. dwelling. Permission: Granted. Planning Inspectorate APP/H1840/W/23/3329208: The appeal is allowed, and planning permission is granted for the Erection of a dwelling at Land to the rear of 95 Village Street Harvington WR11 8PQ in accordance with the application W/23/00729/FUL dated 5 April 2023 and the plans submitted with it subject to conditions on the schedule.</p> <p>b) W/24/00574/AGR Rosteven, Leys Road, Harvington. Proposal: Prior notification for erection of an agricultural building. Application approved.</p> <p>c) W/24/00529/OUT Land at (OS 0468 4955), Leys Road, Harvington. Proposal: Outline consent for 1 no. dwelling. Application withdrawn.</p> <p>d) W/23/01908/LB - Harvington Lodge, Alcester Road, Harvington. Proposal: Replacement of like-for-like windows to east and south elevations. Permission: Granted.</p>
13.4	<p>Harvington Neighbourhood Plan (HNP) Review:</p> <p>a) To receive notes from meeting held on the 18th April 24.</p> <p>b) <u>Progress Report</u> Cllr. Smith.</p> <p>c) <u>Parish Council required to approve the following:</u></p> <p>i) Regulation 16 submission.</p> <p>ii) Recommendation for the Parish Council to approve the revised HNP under Section 15 to be submitted to Wychavon District Council (WDC).</p> <p>iii) Approval for the Working Group, in consultation with the Chair and Vice Chair, to amend the document following any amendments made by WDC under Regulation Section 16 consultation.</p>
14.	<p>To agree dates of Finance & General Purposes Group: Tuesday 4th June 5pm; Monday 1st July 4pm ; 4pm on 2nd September; 30th September; 4th November; 2nd December; 6th January 25; February 3rd 25 and March 3rd 2025.</p>

Circulation: All members of the Parish Council; District /County Councillors and Police.

Dated: May 16th 2024.

Signed: Mrs. N. Holland (Clerk).

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Supporting note to agenda for meeting plus Meeting notes attached.

<u>Min: No:</u>	<u>All documents marked*can in Dropbox File circulated.</u>	<u>Position</u>
Agenda No: 5.2a,c,d,e,f	Governance Review Documents.*	For consideration.
Agenda No: 7	Draft Minutes April meeting.*	For approval.
Agenda No: 9c	Cycleway Report – waiting on.	For consideration.
Agenda No: 10.2	Financial policies x 2.*	For consideration.
Agenda No: 10.3	Internal Audit report.*	For consideration.
Agenda No: 10.4	Documents x 4.*	For consideration.
Agenda 12.3	Annual Play Inspection reports x 2.*	For consideration
Agenda No: 12.5	F&GP Notes*	For consideration