

HARVINGTON PARISH COUNCIL.

Clerk Mrs. N. Holland – Tel: 07746948392

Morton Wood Farmhouse, Abbots Morton, WR7 4LU.

Email: clerk@harvington-pc.gov.uk Website: <https://www.harvington-pc.gov.uk/>

The Annual Parish Council Meeting will be held on Wednesday 14th May 2025 at 7.45 pm to be held in the Village Hall, Harvington. The meeting is open to the press/members of the public to raise questions or concerns regarding matters on this agenda or for future consideration.

1.	Election of Chairman: an annual requirement; the appointed member to sign the Declaration of Office.
2.	To consider apologies and to approve reasons for non- attendance.
3.	Election of Vice-Chairman.
4.	<u>Interests/Dispensations:</u> a) <u>Register of Interests:</u> Councillors reminded of the need 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. d) <u>To consider dispensations received.</u>
5.	<u>Annual business as per Standing Orders:</u>
5.1	<u>Appointment of Committee and Working Groups:</u> a) <u>Staffing Committee:</u> Issues relating to employee. Appoint 3 members plus 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>Harvington Neighbourhood Plan Working Group:</u> To appoint 4 members to review the Plan. d) <u>Play Refurbishment Group:</u> To appoint 4 members. <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)Avon & Arrow Greenway Project (1) f)Perkins Educational Foundation (1) g)Flood Wardens (2) h)Weekly Inspection of Jubilee Orchard (1) i) Co-Ordination of Village Newsletter.(1) <u>Finance:</u> a) To agree Annual Subscription to Worcestershire CALC of £1253.44 inc VAT. b) To agree signatories for Accounts 2025-26.
6.	To consider apologies and to approve reasons for non- attendance.
7.	To receive reports from County Cllr; District Council and Neighbourhood Watch.

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.

8. Minutes. To consider the adoption of the minutes of the Ordinary Parish Council meeting held on 12.04.25.

9. Clerk's report:

- a) Restoration and works to the ditch and verge adjacent to Leys Road to take place as from 28th April to the 2nd May 2025. Traffic Management will be in place.
 - b) Meeting with Highways Officer re Anchor Lane Trees. Most require work; Officer to contact the owner of the land. Also noted work has been marked for attention along the bridge/road over the A46.
 - c) Playing Field: Contractor carried out a pre inspection survey prior to the Annual Play Inspection. Reported that his team will be repairing the hole on the rubber matting below the right hand swing.
 - d) Right of Way Path, Meadow Walk: Reports from parishioners at the Annual Parish Meeting re the yellow covering has been reported to the Rights of Way team at Worcestershire County Council.
 - f) Trees: Limebridge will remove and dispose of the fallen tree branch ASAP in the Orchard. The Lime Tree Canopy reduction, reported by the Tree Warden, will be carried out when they have time but could be later in the year.
- Tarmac in the Orchard Car Park: Limebridge to look at the surface as soon as they can; to attend to trimmings along the fencing.

10. Cycleway Report: Cllr. Ms. Smith.

11. Council Matters: For consideration:

- 11.1 To consider placing bleed control kits in the defibrillators. (Kyle Hotchkins, Claus for a Cause will be in attendance to answer questions).
- 11.2 Play Refurbishment: To review plans for the refurbishment of the Playing Field area and to consider quotes x 6 received.
- 11.3 Quote for work to assess the Playing Field equipment prior to Annual Play Inspection in June.
- 11.4 Review of the Retention, Records and Disposal Policy.
- 11.5 Bus Infrastructure: Highways Officer has confirmed that all Bus Shelters are the responsibility of the Parish Council. Following email received from Highways and Transport Systems Development and Data Engineer, they are now asking if these are currently maintained and how often? If they are cleaned, and how often?

12. Finance & General Purpose Meeting Notes received, following to be considered:

12.1 Annual Polices for review: Financial Bank Internal Controls; Financial Control Statement; Financial Regulations; Training and Risk Assessment Log.

13. Financial matters: To consider the following:

- 13.1 To receive and approve the Internal Auditor AGAR report for 2024-25.
- 13.2 External Auditor Documents for 2024/25:
 - a) Section 1: Annual Governance Statement.
 - b) Section 2: Accounting Statements.
 - c) Explanation of variations to accounts 2024-25.
 - d) Proposed Dates for Exercise of Public Rights.

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13.3	To approve: a) Schedule of payments and expenses and summary of accounts to 12.05.25. b) Transfer of £2895 from reserves for the Solar Defibrillator Cabinet, Battery and Pads.
13.4	Review of Balances & Reserves Policy.
13.5	Repayment to Norton & Lenchwick Parish Council £500 donated towards the project.
13.6	Grant Application: Request from Harvington 1 st Guides and Rangers for £1100 towards Tents for Guides, Rangers and Youth Leaders.

14. Planning.

14.1	Harvington Neighbourhood Plan: a) To consider contracting a Planning Consultant to assist in the review. b) Consider applying to Locality for Funding towards the review.
14.2	To consider commenting on additional information received for the following application: W/24/00656/FUL – Land rear of Sefton, Station Road, Harvington. Amendments to the site layout and additional landscape, transport and flooding technical information.

15. Correspondence circulated to members:

a)	PCC newsletter - April 2025- Emailed 30.04.25.
b)	Chief executive's bulletin - 24 April 2025. Emailed 25.04.25.
c)	Monthly Fraud Bulletin from West Mercia Police - Economic Crime Unit. Emailed: 06.05.25

Circulation: All members of the Parish Council; District & County Councillors.

Signed: Mrs. N. Holland (Clerk). Dated: May 7th 2025.

Supporting note to agenda for meeting plus Meeting notes attached.

<u>Min: No:</u>	<u>All documents marked* in Dropbox File circulated.</u>	<u>Position</u>
Agenda No: 5.a,b,c,d	Appointment Working Groups & Committees	For consideration.
Agenda No: 5 a to i	Appointments and representations	For consideration.
Agenda No: 5	Finance.	For consideration.
Agenda No: 8	Draft Minutes April meeting.*	For approval.
Agenda No: 11.2	Plans Playing Field	For consideration.
Agenda No: 11.3	Quotes for work required PF prior Annual Insp.	For consideration.
Agenda No: 11.4	Review of Retention, Records and Disposal Policy	For consideration.
Agenda No: 12.1	F&GP Notes + Policies x 4	For consideration
Agenda No: 13.1	Internal Audit report.*	For consideration.
Agenda No: 13.2	External Audit Documents x 4.*	For consideration.
Agenda No: 13.3	To be emailed 12.05.25.	For consideration
Agenda No: 13.4	Balances & Reserves Policy.	For consideration
Agenda No: 13.6	Grant application x 2 documents.	For consideration.
Agenda No: 14.2	NB: Note email sent 06.05.25	For consideration

