

TIDBURY GREEN PARISH COUNCIL

**Clerk: Mrs Charlotte Kirby
Tidbury Green Parish Council
Tidbury Green Village Hall
Dickens Heath Road
(On Tidbury Green School Site)
Solihull, West Midlands B90 1QW**

**E-mail: tidburygreenpc@googlemail.com
Tel: 07832 925080**

To: – Councillor M.Reohorn (Chairman), and C.Farr, C.Fergusson D.French & S.Kirby of Tidbury Green Parish Council.

You are hereby summoned to attend the Parish Council's Annual Meeting to be held in Tidbury Green Village Hall on Wednesday 17th May 2023 at **7:00pm** for the purposes of transacting the following business.



Charlotte L Kirby
Clerk to the Council

Dated this 10th May 2023

Please note that due to the large quantity of matters to discuss and the anticipated time for a number of key agenda items, some agenda items below, may be delayed until the next Parish Council Meeting. The agenda items that are highlighted in grey are those that may be delayed. However, if a member(s) of the public requests that any of these items be discussed the Parish Council will ensure that they are considered during the meeting.

Please arrive at 6:50 PM to sign your Declarations of Acceptance of Office.

AGENDA

- 1. Election of Chairman**
- 2. To receive the Chairman's Declaration of Acceptance of Office**
- 3. Election of Vice-Chairman**
- 4. To receive the Vice Chairman's Declaration of Acceptance of Office**
- 5. Record of members present**

6. Apologies and reasons for Absence

7. To confirm whether all Councillors have signed “Declarations of Acceptance of Office” and to put forward a motion to permit any Councillor not present to complete a “Declarations of Acceptance of Office” in the prescribed form before or at the next meeting of the Parish Council.

8. Declarations of Interest and Dispensations

- To receive Declarations of interest from councillors on items on the agenda
- To receive written requests for dispensations for disclosable pecuniary interests
- To grant any requests for dispensation as appropriate.

9. Introduction and Welcome to New Councillors

- To circulate any relevant information
- To discuss training
- To share contact details
- To discuss any further relevant matters

10. Tidbury Green Parish Council Code of Conduct / Civility & Respect

- To discuss requirements
- To arrange for code of conduct forms to be provided to Councillors, read, signed and returned to the clerk

11. Councillor M. Reohorn – priorities and objectives for the term of office and update on current work within the Parish.

12. Councillor C.Farr – priorities and objectives for the term of office and update on current work within the Parish.

13. Councillor C.Fergusson – priorities and objectives for the term of office and update on current work within the Parish.

14. Councillor D.French – priorities and objectives for the term of office.

15. Councillor S. Kirby – priorities and objectives for the term of office.

16. To review Councillors’ Declaration of Interests

- To agree protocol around the conflict of interest arising around the election of Councillor S.Kirby and the marital relationship with the Clerk of the Council. Namely protocol on agreeing the Clerk’s pay, conditions, performance review and duties.

17. To appoint a Responsible Financial Officer

18. To agree dates of and venue for Council Meetings for the year

19. To appoint representatives for:-

- a) Solihull Area Committee
- b) Allotment Association

20. Review Tidbury Green Village Hall's accounts and risk assessment programme

21. Councillor M. Reohorn -cost saving proposal.

22. To consider existing cheque signatories on bank mandate

23. General Power of Competence

- Review the required criteria and consider / confirm Tidbury Green Parish Council's eligibility to adopt the General Power of Competence.
- Consider adoption of the General Power of Competence for Tidbury Green Parish Council.

24. To approve following accounts for payment

- HMRC Payments
- Annual subscription to WALC
- Insurance premium
- Internal Auditor's fee
- External Auditor's fee
- Annual subscription to SLCC
- The Information Commissioner – Data Protection Fee
- Clerks pay
- Technical support, Hosting & Anti-Virus for PC website
- Anti-Virus and Health check for PC laptop
- Training costs

25. To consider Members Allowances.

Ordinary Agenda Items

26. Open Forum

- Parishioners of Tidbury Green are invited to address the Parish Council on any relevant matter for a maximum of three minutes.
- Consider opportunities for Parishioners to provide support on issues of concern.

27. To Approve the Minutes

- To approve the Minutes of the meeting held on 15th March 2023 (attached are unconfirmed).

28. TPO Appeal at 176 Norton Lane

29. To consider the following planning matters

New Planning Applications

- PL/2023/00577/PPFL - Palmers Farm Industrial Estate Valley Road
- PL/2023/00770/PPFL - Woodfield Farm Norton Lane
- PL/2023/00609/MINFHO - 160 Tilehouse Lane
- PL/2023/00592/MINFHO - Fulford Hall Lodge Fulford Hall Road
- PL/2023/00465/MINFHO - 408 Tilehouse Lane
- PL/2023/00465/MINFHO PL/2023/00499/PPFL - Cleobury Barn Cleobury Lane
- PL/2023/00614/PN - Land At Lady Lane Farm Lady Lane

Planning Decisions by Solihull Borough Council

- PL/2023/00367/MINFHO - 22 Fulford Hall Road - **Approved**
- PL/2023/00184/MINFHO - Fulford Hall Farm Fulford Hall Road - **Approved**
- PL/2023/00172/MINFHO – Pinewood – 62 Shutt Lane - **No Response Submitted. - Approved**
- PL/2022/02432/PPFL - Fulford Hall Farm Cottage Fulford Hall Road - **No Response Submitted. – Approved**
- PL/ 2022/02298/MINFHO - 52 Fulford Hall Road - **No Representation - via delegated authority - Approved**

Ongoing matters

- PL/2023/00404/MINFHO - Rumbush House 174 Rumbush Lane
- PL/2023/00078/PPFL - Land Off Wood Lane - **No Response Submitted.**
- PL/2022/02545/PPFL - 172 - 174 Tilehouse Lane -**No Response Submitted**
- PL/2022/02481/VAR - Bowyer Farm Lady Lane Earlswood Solihull -**No Response Submitted**
- PL/2022/02094/MINFHO – Serendipity Wood Lane - **No Response Submitted**
- PL/2022/01898/PPFL – 60 Lowbrook Lane - **Objection Submitted**
- PL/2021/02477/PPOL – Land Encompassing 146 and 150 Tilehouse Lane. **No Response Submitted.**
- PL/2021/00046/PPTREE – Open Space off Cherry Tree Drive - **Objection Submitted via delegated authority. Objection due to the absence of any evidence of damage/disease to tree.**

30. Financial Matters

- Invoices Received – to consider for payment those items listed in the May 2023 Agenda Appendix 1.
- Payments Received – First Precept payment 2023-24 – £16,500.00
- Income and Expenditure Budget Year to 31st March 2023.
- Update on Bank Reconciliations

31. Internal Audit

- Review and consider the Annual Internal Audit Report Findings (Previously circulated) and agree corrective actions to be taken and the Parish Councils response to the report.
- Review Internal Auditors report on the 2022/23 AGAR

32. External Audit 2022/23

- Review and consider for approval Section 1 (Annual Governance Statement) of the 2022/23 Annual Governance & Accountability Return (AGAR).
- Review and consider for approval Section 2 (Accounting Statements) of the 2022/23 Annual Governance & Accountability Return (AGAR).
- Discuss and agree further tasks and timescales for meeting External Audit/ Annual Return requirements, including submitting and publishing the Annual Return and agreeing the inspection period, which must include the first 10 working days of July, inclusive, i.e. 3rd – 14th July 2023

33. Parish Council Vacancies

- Consider potential candidates for the 2 Casual Vacancies
- If required consider how the Casual Vacancies will be advertised.

34. Parish Council Management and Planning

- Discuss the best approach to consider and agree objectives, resourcing and task allocation and management.

35. Annual Parish Meeting

- To discuss any relevant updates relating to the 2023 Annual Parish Meeting.

36. Revised Standing Orders

- Consider for approval the revised Parish Council Standing Orders.

37. Calendar of Actions

- Review Disaster Recovery Policy
- To receive a report on the Allotment Association's insurance cover
- Review Clerk's pay
- Review TGPC Social Media Policy
- Future meetings timings & policy
- Arrange Allotment Association Tree Survey
- Engagement / Parishioner Queries Process
- Update Calendar of Actions
- Items of expenditure over £100.00 on PC website.
- Review of documents for Chairman's Black Box
- Review "Actions taken against Objectives" for the previous year

38. Community Infrastructure Levy (CIL) Funding

- Discuss the current position with delivering CIL projects. i.e. speed reduction measures and public infrastructure.

Village Hall

- To receive an update regarding the handover of the Village Hall to the Chair of Tidbury Green Parish Council.
- To discuss management of the Village Hall going forward.
- To receive an update in relation to the PC's banking mandate for account signatories.
- To receive and discuss any further relevant updates.

39. Update from Parish Clerk

- To receive updates on progress and any relevant issues

40. Correspondence

- Update on correspondence, where required.

41. Propose agenda items for next meeting

Date of the next meeting: Wednesday 12th July 2023

Councillors are reminded of their legal duty to consider all aspects of equal opportunities, crime prevention, unlawful discrimination and other best practices when making decisions at the meeting.

THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

TIDBURY GREEN PARISH COUNCIL

May 2023 Agenda Appendix 1

Invoices Received

Invoice & Cheque No.

- | | |
|--|---|
| 1. Clerk's Pay – March 2023 (C Kirby) - £537.04
Standard Contracted Hours
<i>Paid in Advance of the Meeting</i> | Invoice No: 2023/05
Cheque No: 100683 |
| 2. HMRC - £952.96 (£579.74 - Employee Tax & NI -
Deducted from Clerk's pay - £373.22 Employers NI)
<i>Paid in Advance of the Meeting</i> | Invoice No: Quarter 4 2022/3
Cheque No: 100684 |
| 3. Clerks 2022/23 Accrued Holiday Pay-
£1,998.83
(Entitlement - As per NJC Agreement)
<i>Paid in Advance of the Meeting</i> | Invoice No: 2023/06
Cheque No: 100688 |
| 4. Clerk's Pay – April 2023 (C Kirby) - £601.30
Standard Contracted Hours | Invoice No: 2023/07
Cheque No: |
| 5. Clerk's Expenses (C Kirby) - £196.47
May 2023 - Phone & Mileage, Paper, ink
McAfee Annual Fee | Invoice No: 2023/07
Cheque No: |

Cheque 100686 – Cancelled – Due to Error

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|---|---------------------------------------|
| 6. WALC - £639.00
WALC/NALC -Annual membership
<i>Paid in Advance of the Meeting</i> | Invoice No: 195
Cheque No: 100687 |
| 7. PROTEC ENGINEERING SERVICES
(BHAM) LTD - £744.00 – Installation of
Litter Bins (CIL Funded)
<i>Paid in Advance of the Meeting</i> | Invoice No: 4723
Cheque No: 100684 |

Payments received

Cheque & Bank Credit No.

- | | |
|---|----------------------------------|
| 1. First Precept payment 2023-24 – £16,500.00 | Cheque No:
Payment Ref: 83262 |
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May 2023 Appendix 1 invoices and payments approved as correct:-

Signed..... Date.....

Agenda for 17th May 2023 - Tidbury Green Parish Council Annual Parish Council Meeting