

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**

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To: – Cllr C.Fergusson, Cllr M.Reohorn, Cllr C.Farr, Cllr S.Kirby & Cllr D.Edwards 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 4th October 2023 at **8:00pm** for the purposes of transacting the following business.



Charlotte L Kirby
Clerk to the Council

Dated this 29th September 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.

AGENDA

- 1. Resignation of Chairman Craig Fergusson (Chair role only – i.e. to remain as Parish Councillor)**
- 2. Election of Chairman (& Vice Chairman if required)**
- 3. To receive the Chairman's (& Vice Chairman's if required) Declaration of Acceptance of Office**
- 4. Record of members present**
- 5. Apologies and reasons for Absence**
- 6. Resignation of Councillor Derek French**

7. Parish Council Vacancies

- Consider advertising and communicating with any potential candidates for filling the existing Parish Councillor vacancies, via co-option

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. 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.

10. To Approve the Minutes

- To approve the Minutes of the meeting held on 12th July 2023 (attached are unconfirmed).

11. Code of Conduct

- Review the latest version of Tidbury Green Parish Councils Code of Conduct.
- All Councillors to agree and sign the Code of Conduct

12. Sporting assets & technical communications – (Lead councillor S. Kirby)

13. Community engagement – (Lead councillor D. French)

14. Speed reduction measures – (Lead councillor M. Reohorn)

15. Police engagement / presence – (Lead councillor M. Reohorn)

16. Regency Fields completion – (Lead councillor C. Fergusson)

17. Additional Zebra crossing – (Lead councillor C.Fergusson)

18. Litter Picking, bins, fly tipping etc. (Lead Councillor D. Edwards).

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

20. Financial Matters

- Invoices Received – to consider for payment those items listed in the October 2023 Agenda Appendix 1.
- Payments Received – £16,500 - 2nd Instalment of precept 2023/24
- Income and Expenditure Budget to Year 30th June 2023 & 31st July 2023 & 31st August 2023
- Consider the draft budget, reserves and objectives and resource requirements for 2023/24
- Consider the need for a three year financial forecast
- Review use of deposit account.

21. Tidbury Green Parish Council Banking Arrangements

- To receive an update in relation to the PC's banking mandate for account signatories.
- To consider online banking /swapping bank account

22. External Audit / Annual Governance & Accountability Return (AGAR) -2022/23

- To receive an update regarding the current position and future tasks to be completed.

23. TGPC Pension Auto Enrolment Responsibilities

- To receive an update regarding the current position and future tasks to be completed.

24. Parish Council insurance cover

- Review Parish Council's insurance cover
- Agree insurance cover requirements and preferred supplier for 2023/24

25. Village Hall

- 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.
- Review / Approve Village Hall Year End accounts
- To receive an update on the Risk Assessment Programme

26. Review Community Infrastructure Levy.

- Consider CIL Funds available and projects to be delivered.

27. To consider the following planning matters**New Planning Applications**

- PL/2023/01858/PPFL - 30 Fulford Hall Road
- PL/2023/01511/MINFHO - 298 Norton Lane - **No Response Submitted**
- PL/2023/01355/TPO - 37 Farmers Lane - **No Response Submitted**

Planning Decisions by Solihull Borough Council

- PL/2023/01458/MINFHO - 7 Acer Drive - **No Response Submitted - Approved**
- PL/2023/01050/MINFHO – 61 Wood Lane - No Response Submitted - **Approved**
- PL/2023/01241/MINFHO - 160 Tilehouse Lane Resubmitted Previous
PL/2023/00609/MINFHO - No Response Submitted - **Approved**
- PL/2023/01021/MINFHO - 271 Rumbush Lane - No Response Submitted - **Approved**
- PL/2023/01041/MINFHO - Caravan Holly Cottage Braggs Farm Lane - No Response Submitted - **Approved**
- PL/2023/00965/TPO - 8 Pastures Drive - No Response Submitted - **Approved**
- PL/2023/00465/MINFHO - 408 Tilehouse Lane - **Objection Submitted - Approved**
- PL/2023/00577/PPFL - Palmers Farm Industrial Estate Valley Road - **No Response Submitted - Approved**
- PL/2023/00770/PPFL - Woodfield Farm Norton Lane - **No Response Submitted - Refused**
- PL/2023/00609/MINFHO - 160 Tilehouse Lane Resubmitted as
PL/2023/01241/MINFHO - **No Response Submitted - Approved**
- PL/2023/00465/MINFHO - 408 Tilehouse Lane - **No Response Submitted – Approved**
- PL/2022/02481/VAR - Bowyer Farm Lady Lane Earlswood Solihull -No Response Submitted – No longer appearing on SMBC Planning Portal
- PL/2021/02477/PPOL – Land Encompassing 146 and 150 Tilehouse Lane. No Response Submitted - **Approved**

Ongoing matters

- PL/2023/00499/PPFL - Cleobury Barn Cleobury Lane - **No Response Submitted**
- PL/2022/01898/PPFL – 60 Lowbrook Lane - **Objection 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.**

28. Solihull Ward Boundaries Consultation

- To consider the proposals and consultation

29. Christmas 2023 Celebrations

- Consider event(s) that should be subsidised/delivered for the community & if necessary agree preferred supplier, budget and dates etc.

30. Parish Council Newsletter

- To receive an update regarding the position with the latest newsletter.

31. Calendar of Actions

- Transfer of Chairman's Black Box
- Carry out independent review of bank reconciliations
- Review arrangements for Christmas trees/ lighting
- Confirm policy for periodic tree survey on Wood Lane Allotments– Last carried out October 2018)
- Consider Home Worker Risk Assessment Questionnaire
- Review Clerk's pay
- Receive and discuss initial proposals from Councillors for objectives and expenditure on projects for the following financial year.
- Review TGPC Social Media Policy

32. Parish Council Communications & Delegation

- To consider decision making and communications outside of Parish Council Meetings

33. Crimes/ Anti-Social Behaviour in Tidbury Green

- Discuss and consider any recent crimes reported in the area.
- Consider options for reducing crime in the area.
- To receive updates on progress and any relevant issues

34. Update from Parish Clerk**35. Correspondence**

- Update on correspondence, where required.

Private Section**36. Annual review, consideration of Clerk's pay, hours, tasks and contract****Date of the next meeting: Wednesday 6th December 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

October 2023 Agenda Appendix 1

Invoices Received	Invoice & Cheque No.
1. Clerk's Pay – July 2023 (C Kirby) – £820.53 (Paid in advance of meeting)	Invoice No: 2023/10 Cheque No:
2. Clerk's Pay – August (C Kirby) - £820.73 Standard Contracted Hours (Paid in advance of meeting)	Invoice No: 2023/11 Cheque No:
3. Clerk's Expenses (C Kirby) - £264.09 Jul/ Aug 2023 – Phone, Mileage, Ink, Stationary, Postage & payment of Cllr S.Kirby's – SLCC - Social Media Training Course, agreed by Councillors (Paid in advance of meeting)	Invoice No: 2023/11 Cheque No:
4. Councillor Mark Reohorn £45.00 Expenses – Mileage	Invoice No: 2023/12 Cheque No:
5. Clerk Annual Office Expenses £ 178.35	Invoice No: 2023/14 Cheque No:
6. Moore - £252.00 -Fixed rate fee for 2022/23 External Auditor's limited assurance review (Paid in advance of meeting)	Invoice No: 319259 Cheque No:
7. Zurich Municipal £373.39 Tidbury Green Parish Council Annual Insurance (Second year of Five year deal)	Invoice No: 526564343 Cheque No:
8. Clerk's Pay – September (C Kirby) - £820.53 Standard Contracted Hours	Invoice No: 2023/15 Cheque No:
9. Clerk's Expenses (C Kirby) - £28.77 Sept 2023 – Phone, Mileage & Postage	Invoice No: 2023/15 Cheque No:
10. HMRC - £497.14 (£261.28 - Employee Tax & NI - Deducted from Clerk's pay & £235.86 Employers NI)	Invoice No: 2023/24Quarter 2 Cheque No:
Payments received	Cheque & Bank Credit No.
1. £16,500 2 nd Instalment of precept 2023/24	Cheque No: Payment Ref: 124531

October 2023 Appendix 1 invoices and payments approved as correct:-

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