

# Beoley Parish Council

Clerk to the Council: Gill Sloan, 62 Gerard Road, Alcester, Warwickshire, B49 6QQ

## To Members of Beoley Parish Council

**You are duly summoned to attend the Meeting of Beoley Parish Council  
to be held on Tuesday 10<sup>th</sup> May 2022 at 7:30 pm  
at the Village Hall, Beoley  
when business referred to below will be brought under consideration**

Photographing, reporting, filming or transmitting the proceedings may occur and therefore all persons participating in the meeting should be aware of this. Members of the public attending the meeting (but are not participating in the meeting) who do not wish to be photographed or filmed in the meeting must state this at the start of the meeting

## **AGENDA**

- 1) **To elect a Chairman and Chairman's Declaration of Acceptance of Office**
- 2) **To elect a Vice-Chairman and Vice-Chairman's Declaration of Acceptance of Office**
- 3) **To receive Apologies and Reasons for Absence (if any)**
- 4) **Declaration of Personal/Prejudicial Interests.**
  - Register of Interests: Councillors are reminded of the need to update their Register of Interests
  - To declare any Personal or Prejudicial interests in items on the Agenda and their nature (Councillors with Prejudicial Interests must leave the room for the relevant items)
  - 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.

**The meeting will be adjourned for Public Question Time (PQT) for a maximum of 10 minutes**

The time allocated is at the discretion of the Chairman, Residents are invited to give their views and question the parish council on issues on this agenda, or raise issues for future consideration at the discretion of the Chairman.

Members of the public can only speak for a maximum of 3 minutes in the PQT and may not take part in the Parish Council meeting itself. This PQT is not part of the formal meeting but brief notes will be appended to the minutes as an aide memoire.

- 5) **Report of County Councillor Luckman – for information only**
- 6) **Report of District Councillor English – for information only**
- 7) **Minutes – To adopt the Minutes of the Previous Meeting (12<sup>th</sup> April 2022). Appendix A**
- 8) **Items from previous minutes b/f:**
  - a) Letter to Headway re litter and parking issues – update from Chairman
  - b) Walnut tree for Queen's Jubilee Canopy – update from Cllr. Urry
  - c) Flags and bunting for Jubilee celebrations – update from Cllr. Urry
  - d) Noticeboards – update on current situation
- 9) **Parish Field – standing agenda item**
- 10) **Planning:**
  - a) Applications, decisions and responses of the Planning Committee; presentation by Cllr. Barry
  - b) Abbey Park/Hither Green Lane proposed development – update from Cllr. Joynes
- 11) **Portway & Hillcrest – update from Cllr. Urry**
- 12) **Highways – update from Cllr. Cook**
  - a) Lengthsman Scheme
  - b) Mowing Contract

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## 13) Finance

- a) To consider payments to be made & to approve the payments – **Appendix B**
- b) Bank Balances as at 30/04/2022 - for information only – **Appendix C**
- c) Payments and receipts during the month – for information only – **Appendix D**
- d) Draft Beoley Parish Council Accounts – **Appendix E**
- e) Update regarding year end and internal audit, including comparison of budget and actual expenditure – **Appendix F**
- f) Insurance renewal

## 14) Meetings 2022/2023

It is recommended that the Parish Council meets on the second Tuesday of the month at 7.30pm at Beoley Village Hall, with the exception of:

- a) 9<sup>th</sup> August 2022 – no meeting
- b) 13<sup>th</sup> December 2022 – no meeting

## 15) Correspondence for information

- a) A list of the items which have been received (and not already distributed) will be available at the meeting for information only

## 16) Councillors' Items – Councillors to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas

## 17) Date of next Meeting 8th June 2022 at 7.30pm, to be held in Beoley Village Hall

Signed

Gill Sloan

Clerk & Responsible Financial Officer to Beoley Parish Council

4 May 2022

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## Appendix A

### Draft Minutes of Meeting of Beoley Parish Council held on Tuesday 12<sup>th</sup> April 2022 at 7.30pm at the Village Hall, Beoley

**Attendees:** Cllr. Bland (Chairman), Cllr. Joynes (Vice Chair), Cllr. Barry, Cllr. Cook, Cllr. Merrell, Cllr. Morgan, Cllr. Urry, District Cllr. English, Gill Sloan (Parish Clerk).

Members of the public attending: 1

- 1. Apologies:** None
- 2. Declaration of Personal/Prejudicial Interests:** None
- 3. Public Questions:** None
- 4. Report of County Councillor Luckman:** update received advising that Worcestershire County Council has agreed to improve the lighting on the zebra crossing outside the school with more powerful Zebra street lighting; more self-lit signage has also been requested
- 5. Report of District Councillor English:** circulated prior to meeting
  - a) BDC received £429,000 Sustainable Warmth funding from the Government to help local property owners increase the energy efficiency of their homes
  - b) BDC has produced a useful report on the support available to residents in fuel poverty. Funding available through the Household Support Fund has enabled fuel vouchers to be issued to eligible residents. Funding allocated to Act on Energy was used to provide vulnerable residents with one off fuel payments, fuel vouchers and replacement/repair of boilers/heating systems
- 6. Minutes of the Previous Meeting (8<sup>th</sup> March 2022) were approved unanimously** and were signed by the Chairman
- 7. Items from previous minutes b/f:**
  - a) Disposal/burning of commercial waste – letters written by the Chairman to the Head of Planning and the Chief Fire Officer but no response received to date
  - b) Flooding at Chapel Lane – Cllr. Cook reported that this has been completely resolved
  - c) Dog bins – District Cllr. English to follow up whether bins already installed are for dog waste and if stickers are available to indicate this
  - d) Queen's Jubilee Canopy – Cllr. Urry reported that a bare root walnut tree has been purchased, complete with stake and protective guard. This will need planting within two weeks. It was agreed that the parish field would be the best site for the tree. Cllr. Urry to prepare site for planting
- 8. Mowing contract** – the Clerk circulated a table summarising the results of the tender process. It was resolved to accept the tender from Bromsgrove District Council at a cost of £3503.50 per annum. After a site visit to Portway by members of the Parish Council, a map was produced detailing a proposed area of verge cutting in this area. It was agreed that a quote should be requested from the new contractor, with a view to adding this work to the existing contract
- 9. Parish Field** – the Chairman reported that he had spoken to the Headteacher at the School who would speak to staff, but no response received to date. Cllr. Joynes reported that he had researched the feasibility of a play area, and that grant funding is available. Discussion followed regarding potential users of the play area, the possibility of installing benches, and enclosing the

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area to keep it dog free. Costs range from £4000 to £25000 for safety surfaces, and insurance is a consideration. It was agreed that Cllr. Joynes would lead on further fact-finding, with input from the Chairman, and that the Clerk would contact Alvechurch Parish Council, which has recently installed a play area.

## **10. Policing Priorities – report from Safer Neighbourhood Team on last quarter’s priorities:**

- a) Speeding – a speed survey conducted on Church Hill on 14/03/22 recorded an average speed of 33.25 mph; more need to be conducted and the issue has been referred to Safer Roads
- b) House burglaries and Vehicle thefts/ASB – no burglaries in the area reported since January. Regular patrols of Beoley have been conducted as indicated on Twitter page.
- c) Priorities for next quarter – it was agreed that speeding is still the main concern; clerk to complete form and return

## **11. Planning: presented by Cllr. Barry:**

- a) No new Planning applications received since the last meeting; updates were discussed and the responses of the Parish Council are detailed in the separate Planning report
- b) Development on the corner of Storage Lane – a planning breach has been logged on behalf of the Parish Council. It was noted that although Ruth Bamford agreed to provide updates on planning breaches nothing has been received to date
- c) Abbey Park/Hither Green Lane proposed development – Cllr. Joynes confirmed that the application is still pending and that 264 objections have been registered. Four weekly steering group meetings are continuing

## **12. Portway & Hillcrest – presented by Cllr. Urry:**

- a) An application has been received from Hillcrest Residents Association requesting funding for towards their Queens Platinum Jubilee Celebrations. It was resolved that a donation of £100 be made. Clerk to draft reply. Following discussion on how the Queens Jubilee could be marked it was resolved that £250 be allocated for the purchase of bunting and flags for the Parish. Cllr. Urry offered to organise the purchase
- b) Headway – there have been many residents’ complaints regarding litter, illegal and dangerous parking and speeding problems. Footpaths are blocked so residents have to walk on the road, and parking on verges means that contractors will be unable to mow these areas. Cllr. Urry to provide details to District Cllr. English. Chairman to draft letter to Headway expressing concerns of Parish Council for Clerk to issue
- c) A planning breach has occurred where a garage added to a house is going to be used as a separate dwelling; Cllr. Urry to provide details to Cllr. Barry so a planning breach can be registered

## **13. Highways – update from Cllr. Cook**

- a) A meeting was held with Worcester Water Management Team regarding the stream – measures are to be put in place to slow the movement of rocks. They will also talk to WCC Highways Department about clearing under the bridge, and the resident near the stream has been asked to do some remedial work
- b) Parish troughs – these have been cleared and cleaned out ready for next season. A budget will be required if the troughs are to be planted again this year, together with volunteers to help with watering. It was agreed that the troughs significantly improve the appearance of the Parish, and draw many positive comments. It was resolved that £250 be made available for expenditure on plants

## **14. Finance:**

- a) Payments of £646.56 listed and bank balances were approved unanimously
- b) Precept – the first payment of £8278.50 was received on 1 April 2022

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- c) Lengthsman Scheme – agreement for 2022-2023 received, signed and returned by Clerk; budget increased to £2629.75
- d) Insurance – notification received from Norris & Fisher that they are no longer able to provide Local Council insurance; clerk to obtain new quotations before renewal date of 1 June 2022
- e) National Pay Award 2021-2022 – the Clerk advised that the National Joint Council for Local Government Services has agreed new rates of pay applicable from 1 April 2021. The increase is 1.75% on all pay points for clerks employed under the terms of the model contract, and should be paid as soon as possible
- f) Fixed Asset Schedule – reviewed and agreed; no land value stated for parish field as this is not an asset that can be sold
- g) Financial Regulations – amendments and revisions reviewed and unanimously approved

## 15. Policies and Procedures

- a) New Statement of Internal Controls – reviewed and unanimously approved
- b) New Complaints Policy – reviewed and unanimously approved

**16. Correspondence:** the Clerk presented a letter received from resident regarding out of date information on the noticeboards. It was agreed that the noticeboards need to be updated; Clerk to prepare list of Councillors and their contact details for display; Cllrs. Bland and Urry agreed to update the boards. Clerk to reply to resident

## 17. Councillors' items:

- a) A local resident has sadly recently passed away; Steve Lewis can be contacted regarding the funeral arrangements
- b) Annual Parish Meeting – meeting to be held immediately before May Parish Council Meeting; usual guests to be invited; Clerk to advertise meeting on website

**18. Meeting ended at 9.45pm**

**19. Date of next meeting – 10<sup>th</sup> May 2022 at 7.30pm, to be held in Beoley Village Hall**

Signed \_\_\_\_\_ (Chairman)

Dated \_\_\_\_\_

## Appendix B Payments – to be authorised

Payments to be considered by members of Beoley Parish Council				
		Date	10th May 2022	
Date	Payee	Description	Total incl Vat	Method
11/05/2022	Worcestershire CALC	Annual Subscription	653.12	Bank Transfer
11/05/2022	Bromsgrove District Council	Lengthsman Services	189.00	Bank Transfer
11/05/2022	Gill Sloan	Clerk salary and expenses	351.98	Bank Transfer
11/05/2022	HMRC	PAYE	82.60	Bank Transfer
<b>Total</b>			<b>1,276.70</b>	

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## Appendix C Bank Balances as at 30/04/22

### Beoley Parish Council

Parish Council Meeting 10/05/2022

Bank Balance as at 30/04/2022

Treasurer account No 1	12,816.32	Beoley Parish Council War Memorial Loan lodged with Bromsgrove District Council
Treasurer account No 2	1,117.00	
Loan Account @ BDC	5,000.00	
<b>Total bank Balance</b>	<b>18,933.32</b>	

**Cash Book/Cleared Balance** 18,933.32

Check - Cashbook 18933.32  
Difference 0.00

LLOYDS BANK 
Our Products and Services v
Cookie Policy
Your Security  
Our Online for Business guarantee

Mrs G. Sloan Settings Log off  
Last logged on 12 April 22 at 04:26 PM

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TREASURERS ACCOUNT 30-96-97 00050229  
 BEOLEY PARISH COUNCIL

£ 12,816.32 Current balance

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## Appendix D Payments and receipts during the month of April 2022

Beoley Parish Council						
Payments in Month						
P01	13/04/22	BP	Npower	Electricity		101.05
P02	13/04/22	BP	Bromsgrove District Council	Lengthsman Services		225.00
P03	13/04/22	BP	Gill Sloan	Clerks salary and expenses		261.76
P04	13/04/22	BP	HMRC	PAYE		59.00
Total						646.81

Receipts in Month						
R01	01/04/22	BGC	Bromsgrove District Council	Precept		8287.50
R02	01/04/22	BGC	Worcestershire County Council	Lengthsman Scheme		132.00
Total						8419.50

## Appendix E Draft Accounts for year ending 31<sup>st</sup> March 2022

Financial Year 2021-2022 ANNUAL RETURN						
Variances						
		Last Year	This Year	Variance £	Variance %	Description of variance >10%
1	Balances brought forward	8,456	8,283			
2	(+) Annual precept	14,176	15,630	1,454	10.3%	Increase in precept as per budget
3	(+) Total other receipts	3,540	1,605	-1,935	-54.7%	Reduced reimbursement from Lengthsman Scheme due to period without Lengthsman; VAT refund lower than previous claim
4	(-) Staff costs	3,955	4,064	109	2.7%	
5	(-) Loan interest/capital repayments	0	0	0	0.0%	
6	(-) Total other payments	13,935	10,293	-3,642	-26.1%	
7	(=) Balances carried forward	8,283	11,161			
8	Total cash & investments	8,283	11,161			
9	Total fixed assets	4,389	4,389		0.0%	
10	Total Borrowings	0	0			

  

Chairman _____	Responsible Financial Officer _____
Date _____	Date _____

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Beoley Parish Council Receipts & Payments for the year ended 31/03/2022		
<b>Receipts</b>	Precept	15630.00
	Interest received	0.00
	VAT received	273.05
	Other	1332.15
		<b>17235.20</b>
<b>Payments</b>	Staff	4063.71
	Chairman allowance	400.00
	Chairmans expenses	99.84
	Administration expenses	1176.32
	Donations	100.00
	Repairs	199.50
	Fixed Assets	0.00
	Smartwater	0.00
	Hall Hire	273.00
	Electricity	186.28
	Insurance	296.11
	S137	0.00
	Subscriptions	591.46
	Lengthsman	1487.90
	Grass Cutting	5000.00
	Audit/Accountancy fees	130.00
	Training	55.00
	VAT recoverable	298.04
		<b>14357.16</b>
	<b>Net receipts less expenses</b>	<b>2878.04</b>
	<b>Opening Balance</b>	<b>8282.59</b>
	<b>Adjusted Opening Balance</b>	<b>8282.59</b>
	<b>Closing Balance</b>	<b>11160.63</b>
	Represented by:	
	Treasurer account No 1	5043.63
	Treasurer Account No 2	1117.00
	Bromsgrove District Council Loan account	5000.00
	<b>Total Funds</b>	<b>11160.63</b>
	<b>Less cheques not presented</b>	<b>0.00</b>
	<b>Net Funds</b>	<b>11160.63</b>

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## Appendix F Comparison of actual expenditure against budget

Financial Year 2021_2022			
Agreed Annual Budget			
	AGREED BUDGET	ACTUAL EXPENDITURE to 31/03/22	
Provisional Budget Allowances	2021-2022	2021-2022	Notes 2021/2022
<b>ADMINISTRATION</b>			
Clerk's Salary	4350.00	4063.71	Under budget due to delay in NJC decision re pay award
Clerk's Expenses (Travelling/Postage etc.)	300.00	229.82	
Councillor's Travelling Expenses	50.00	0.00	
Contribution towards IT costs (Clerk)	200.00	200.00	
Chairman's Allowance	400.00	400.00	
Chairmans Expenses	230.00	119.88	
Audit Fees	150.00	130.00	
Room Hire	510.00	273.00	Under budget due to remote meetings during COVID
Clerk Training	285.00	40.00	
Councillor Training	100.00	15.00	NDP Training
Lengthsman (Non recoverable costs only)	1020.00	440.25	Under budget due to 5 months with no Lengthsman
Advertising/ Village Magazine	0.00	0.00	
Repairs	150.00	194.50	War memorial and computer repairs
<b>SUBSCRIPTIONS</b>			
Worcs. CALC	575.00	663.31	Increase in subscription after 2 years no increase
Domain name renewal		28.78	
<b>ANNUAL PAYMENTS</b>			
Insurance	300.00	296.11	
Footway Lighting	450.00	195.60	Under budget - new supplier at better rate
Mowing (Parish Field and Verges)	4750.00	5000.00	Over budget due to additional parish field cuts
Grit Supplies	200.00	0.00	
Hedgecutting, planters, batteries	170.00	245.86	Includes new troughs and planting
Website Hosting	190.00	216.00	Increase in subscription to include email provision
Wreath - Remembrance day	50.00	18.50	
<b>S137 GRANTS</b>	100.00	0.00	
<b>Donation</b>		100.00	War Memorial
<b>MISCELLANEOUS</b>	100.00	439.19	Stickers for residents' bins and Whatsapp signs
<b>CONTINGENCY FUND (Including Legal Costs )</b>	1000.00	0.00	
<b>TOTAL BUDGET REQUIREMENT</b>	<b>15630.00</b>	<b>13309.51</b>	