



**MINUTES OF THE MEETING OF ROMSLEY PARISH COUNCIL HELD ON
TUESDAY 16TH MAY 2023, 7.00PM AT ST KENELMS CHURCH HALL**

PRESENT: Cllr. Carr, Cllr. Gray, Cllr. Shaw, and Cllr. Strain, Cllr. Swift and Cllr. Weston

ALSO, PRESENT: Ruth Mullett, Clerk, and 3 members of the public

1. ELECTION OF CHAIRMAN

1.1 It was **RESOLVED** to election Cllr. Weston as Chairman and he duly signed his Declaration of Acceptance of Office.

2. APOLOGIES

2.1 None.

3.1. ELECTION OF VICE CHAIRMAN

3.1 It was **RESOLVED** to elect Cllr. Swift as Vice Chairman.

4. DECLARATIONS OF INTEREST

4.1 Chairman asked all members present to declare any personal or prejudicial interest on any items on the agenda.

Other Disclosable Interest

Cllr. Swift and Cllr. Shaw – member of the Severn Trent Residents Working Party

THE MEETING WAS ADJOURNED TO ALLOW FOR PUBLIC QUESTION TIME, THIS DOES NOT FORM PART OF THE MINUTES.

5. INSURANCE

5.1 It was confirmed all insurance arrangement cover is in place in respect of all insurable risks.

6. ASSET REGISTER

6.1 Asset Register is up to date with regards the Council's assets and has been reviewed by the Internal Auditor.

7. POLICIES AND PROCEDURES

7.1 All council policies, procedures, and practices in respect of its obligations under the Freedom of Information, GDPR and data protection legislation were reviewed, and adequate policies are in place.

ROMSLEY PARISH COUNCIL

May 2023

Signature

8. **STANDING ORDERS**

8.1 Standing Orders were noted with no amendments.

9. **CODE OF CONDUCT**

9.1 All Councillors were reminded of the continual adherence to the Code of Conduct.

10. **FINANCIAL REGULATIONS**

10.1 Financial Regulations were noted with no amendments.

12. **RISK ASSESSMENT AND INTERNAL CONTROL POLICY**

12.1 It was unanimously **RESOLVED** to approve the Risk Assessment and Internal Control Policy for 2023-24.

13. **GENERAL POWER OF COMPETENCE**

13.1 As the Parish Council adheres to all the requirements it was unanimously **RESOLVED** to adopt the General Power of Competence.

14. **MINUTES OF THE PREVIOUS MEETING**

14.1 It was unanimously **RESOLVED** that the minutes of the meeting held on 26th April 2023 be signed as a correct record with one amendment to remove "The repeater signs in Putney Lane are to be replaced".

15. **FINANCE**

15.1 **Accounts for payment** - it was unanimously **RESOLVED** to approve the following payments. Cllr. Carr and Cllr. Gray to approve the online payments.

HMRC	Payroll Taxes Due	£319.61
Ruth Mullett	Meeting refreshments	£11.90
E-on	Feeder pillar	£88.85
Lesley Gray	Trees for Hillcrest	£131.95
Ray Carr	DJ for Coronation Event	£220.00
Jimmy Macks	Afternoon teas Coronation Event	£770.00
Paul Shakespeare	Elvis for Coronation Event	£250.00
Vision ICT	Subscription	£108.00
JRB Enterprises	Dog gloves	£592.80
Andyloos	Romstock	£1608.05
ICO	Subscription	£35.00
BDC	Premises licence	£70.00
BDC	Dog and litter bins	£1254.00
John Benner	Internal Audit	£200.00

15.2 **Bank Reconciliation Statement** – this will be forwarded to all councillors once year-end had been closed off on QuickBooks.

15.3 **Internal Audit Report** – it was unanimously **RESOLVED** to approve the Internal Audit Report produced by John Benner for 2022/23.

- 15.4 **Annual Governance and Accountability Return 2022-23** - To approve Section 1 of the Annual Governance and Accountability Return, the Annual Governance Statement for financial year to 31/03/2023. - Councillors reviewed S1 AGAR, the Annual Governance Statement which had been issued in advance of the meeting and responded 'YES' to each of the first eight assertions, 'N/A' to the ninth assertion. It was unanimously **RESOLVED** that the Chairman and Clerk sign.
- 15.5 To approve Section 2 of the Annual Governance and Accountability Return, the Annual Accounting Statements for the financial year to 31/03/2023. Councillors reviewed S2 AGAR, the Accounting Statements 2022/23 which had been circulated as part of the agenda. It was unanimously **RESOLVED** that the Chairman and Clerk/RFO sign.

16. PLANNING MATTERS

16.1 District Council Decisions

Application Type:	Full Application
Planning Reference:	22/01444/FUL
Proposal:	Replacement porch with larch cladding, part larch cladding to rear and side elevations, render on side elevation and replacement of roof and addition of solar panels
Location:	79 Waverley Crescent, Romsley
Decision:	Granted

Application Type:	Full Application
Planning Reference:	23/00056
Proposal:	Extension to dwelling
Location:	76 Bromsgrove Road, Romsley
Decision:	Application withdrawn

16.2 Planning Applications for Parish Council Comments

Application Type:	HHPRIO
Planning Reference:	23/00510/HHPRIO
Proposal:	Creation of additional storey to bungalow
Location:	Hillside, Shut Mill Lane, Romsley
Decision:	No objections

- 16.3 **Appeals**
Nothing to report.

17. PLAYING FIELD/COMMUNITY AREAS/MARLHOLE

- 17.1 **Play area upgrade and grants** – it was agreed to set up a Working Group consisting of Cllr. Weston, Cllr. Swift, Cllr. Shaw and Cllr. Gray to look at ways of taking this project further.

18. WINWOOD HEATH ALLOTMENTS

- 18.1 Maintenance are currently in the process of clearing the site of debris and overgrown plots and it was agreed to hire a skip to take the rubbish away.

19. ROADS/FOOTPATHS/TRAFFIC/HIGHWAYS

- 19.1 Nothing to report

20. PARISH LENGTHSMAN/MAINTENANCE

- 20.1 Lengthsman's report – no report
20.2 Maintenance – no report

21. COMMUNICATION

- 21.1 **To receive update on website enhancements** – Cllr. Strain confirmed he was still working on the accessibility of the new website to ensure it meets regulations.

22. EVENTS PLANNING

22.1 Romstock –

- The Events Working Group have a meeting arranged with Mark Moran to discuss the final line-up for the bands.
- It was agreed to order four new banners.
- Ticket prices have now been increased to £17.50.
- Shaun Bolar has confirmed he will continue helping with Romstock.
- The Communications Working Group will meet to draft a post promoting Romstock and outlining the Terms and Conditions.

- 22.2 **St Kenelm's Day** – Clerk confirmed everything is booked and in place for the event.

23. DISTRICT AND COUNTY COUNCILLORS

- 23.1 **Cllr. May** – gave her apologies

23.2 Cllr. Nock –

- Congratulated the Parish Councillors on their election.
- Bromsgrove District Council has no overall majority and Cllr. May is working with members to try and form a coalition.
- The Cabinet system is going to have to change to a Committee system and there will be a twelve month consultation before the new system comes into effect.
- The Parish Council is fortunate to have Cllr. May as their District Councillor. She was the only member to increase her number of votes since the last election, and received more votes than any other candidate in the District.

24. **TO RECEIVE CLERK'S REPORT**

- **Romsley and Hunnington Show** – Cllr. Swift confirmed she had contacted the Chairman of Romsley and Hunnington Show and offered her support on behalf of the Parish Council.
- **Email from resident** – a list of actions had been received from a resident and Cllr. Weston agreed to respond on behalf of the Parish Council.

25. **TO RECEIVE REPORT OF PARISH COUNCILLORS**

Cllr. Swift – agenda item on parking issues in the parish.

Cllr. Swift – present a paper on litter picking at the next meeting.

Cllr. Swift – confirmed there had been an interest on social media in setting up Neighbourhood Watch in Dayhouse Bank.

Cllr. Weston – Agenda item on Romsley Together Pledges.

14. **DATE OF NEXT MEETING** – 21st June 2023, 7.00pm at St Kenelms Church Hall, 7.00pm.

Meeting closed at 20.28.