



**MINUTES OF THE ANNUAL MEETING OF ROMSLEY PARISH COUNCIL HELD  
ON TUESDAY 6<sup>TH</sup> MAY 2025, 7.00PM AT ST KENELMS CHURCH HALL**

**PRESENT:** Cllr. Antal, Cllr. Macaulay, Cllr. Powell, Cllr. Shaw, Cllr. Strain and Cllr. Weston

**ALSO, PRESENT:** Ruth Mullett, Clerk, Maintenance and five members of the public

**1. ELECTION OF CHAIR**

- 1.1 It was unanimously **RESOLVED** to elect Cllr. Weston as Chair. Cllr. Weston duly signed his Declaration of Acceptance of Office.

**2. APOLOGIES**

- 2.1 Apologies were received from Cllr. Swift and reason for absence approved by all councillors.

**3. ELECTION OF VICE CHAIR**

- 3.1 It was unanimously **RESOLVED** to elect Cllr. Swift as Vice Chair.

**4. DECLARATIONS OF INTEREST**

- 4.1 Chair 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

Cllr. Swift Governor at St Kenelms School

Cllr. Swift appointed Governor at Clent School

**5. DISTRICT COUNCILLOR'S**

- 5.1 Apologies were received from Cllr. May and Cllr. Nock.

**6. COUNTY COUNCILLOR**

- 6.1 As 5.1 above.

Clerk to obtain from County Councillor attendance records for the Traffic Wardens as requested by a parishioner.

**7. INSURANCE**

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

ROMSLEY PARISH COUNCIL

May 2025

Signature .....

## 8. **ASSET REGISTER**

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

## 9. **POLICIES AND PROCEDURES**

- 10.1 All council policies, procedures, and practices were reviewed, there are some policies to be adopted over the next few months as outlined in the Policy Schedule.

## 10. **STANDING ORDERS**

- 10.1 Standing Orders were noted with no amendments.

## 11. **CODE OF CONDUCT**

- 11.1 Councillor were reminded of continual adherence to the Code of Conduct.

## 12. **FINANCIAL REGULATIONS**

- 12.1 Financial Regulations were noted with no amendments.

## 13. **IT POLICY**

- 13.1 It was unanimously **RESOLVED** to adopt the new IT Policy as advised by the Accounts and Audit Regulations.

## 14. **RISK ASSESSMENT AND INTERNAL CONTROL POLICY**

- 14.1 It was unanimously **RESOLVED** to approve the Risk Assessment and Internal Control Policy for 2025-26.

## 15. **MINUTES OF THE PREVIOUS MEETING**

- 15.1 It was unanimously **RESOLVED** that the minutes of the meeting held on 1<sup>st</sup> April 2025 be signed as a correct record, the Chair duly signed.

## 16. **FINANCE**

- 16.1 **Accounts for payment** - it was unanimously **RESOLVED** to approve the following payments.

Ruth Mullett	Expenses	£26.000
HMRC	Payroll Taxes	£464.57
Andyloos	Romstock Toilets	£1607.58
Worcestershire CALC	Subscription	£1248.68
The WAE Team	Romstock Advertising	£500.00
Betonia IT	Cloud Backup	£186.00
John Benner	Internal Audit	£210.00
J Mcloskey	Leaflet Distribution	£70.00
BDC	Romstock Licence	£180.00
E-on Next	Electricity	£118.99
Npower	Electricity	£628.03
Npower	Electricity	£224.31
Cllr. Weston and Cllr. Strain to approve the online payments.		

**To confirm receipt of: -**

Various Tenants	Allotment Rent	£50.00
HMRC	VAR Refund	£643.91

- 16.2 **Bank Reconciliation Statement** – the bank statement and accounts had been scrutinised by Cllr. Strain as part of the internal control process and all councillors agreed to their accuracy.
- 16.3 **Internal Auditor** - it was unanimously **RESOLVED** to approve the Internal Audit Report produced by John Benner for 2024/25 with no actions arising from the report.
- 16.4 **Annual Governance and Accountability Return 2024/25** - To approve Section 1 of the Annual Governance and Accountability Return, the Annual Governance Statement for financial year to 31/03/2025. - 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 Chair and Clerk sign.
- 16.5 To approve Section 2 of the Annual Governance and Accountability Return, the Annual Accounting Statements for the financial year to 31/03/2025. Councillors reviewed S2 AGAR, the Accounting Statements 2023/25 which had been circulated as part of the agenda. It was unanimously **RESOLVED** that the Chair and Clerk/RFO sign.
- 16.6 It was unanimously **RESOLVED** to agree the dates for the Public Inspection of the Accounts commencing on 3<sup>rd</sup> June 2025 to 14<sup>th</sup> July 2025. Clerk to place a copy on the noticeboard and website.

**17. PLANNING MATTERS****17.1 District Council Decisions**

<b>Planning Type:</b>	Grant of Section 73 Planning Permission
<b>Planning Reference:</b>	24/01287/S73
<b>Proposal:</b>	Variation of Condition 2 attached to planning application 22/00549/FUL (replacement dwelling). Alterations to fenestration, external material changes, alterations to floor plans and internal layouts (as amended by plans received 17.03.25)
<b>Location:</b>	Windyridge, Farley Lane, Romsley
<b>Decision:</b>	Approved

**17.2 Planning Applications for Parish Council Comments**

<b>Planning Type:</b>	Full Application
<b>Planning Reference:</b>	25/00394/FUL
<b>Proposal:</b>	Conversion of former agricultural barn into 5 bed dwelling, car port and store and erection of new car port and store
<b>Location:</b>	Land at Fieldhouse Lane, Romsley
<b>Decision:</b>	No objections

### 17.3 **Appeals**

None

### 18. **PLAYING FIELD/COMMUNITY AREAS**

- 18.1 **Playing Fields Update Plan and Quotations** – following receipt of three quotations it was **RESOLVED** to agree to replace the car park perimeter fencing and remove and reinstate the palisade fencing at the bottom of the playing fields.

Council have applied for a grant from the UK Prosperity Fund for resurfacing the car park and car park borders and we should know the result by the end of the month.

### 19. **WINWOOD HEATH ALLOTMENTS**

- 19.1 The allotments are looking a lot tidier and maintenance was thanked for all his hard work. Clerk to advertise vacant plots.

### 20. **ROADS/FOOTPATHS/TRAFFIC/HIGHWAYS**

- 20.1 Hedge cutting and footpath to be cleared back from the Swallows Nest to the top of the parish.

Clerk to contact WCC to get the drains cleared from Swallows Nest to Putney Lane.

Clerk to request a drop curb to be installed for disability access at the entrance to The Hedgerows.

### 21. **COMMUNICATION**

- 21.1 **Health and Wellbeing Day** – this item was deferred.

- 21.2 **Council Website Proposal from Aubergine** – following a review of quotations it was unanimously **RESOLVED** to move our website provider to Aubergine from 1<sup>st</sup> August 2025.

### 22. **PARISH LENGTHSMAN/MAINTENANCE**

- 22.1 **Lengthsman** – report given at the Annual Parish Meeting.

- 23.2 **Maintenance** – report given at the Annual Parish Meeting.

### 23. **EVENTS PLANNING**

- 23.1 **Romstock**

- Council is still looking at car parking options.
- The event Advance Pack for the bands is nearly complete.
- A meeting to be arranged to understand job roles on the day.
- Clerk to advertise on social media if anyone would like to help litter pick on the day for free entrance.

- 23.2 **St Kenelm's Day**

Still need to source a singer for the second act.

- 23.3 **Severn Trent Volunteer Day** – a meeting was held with Severn Trent, and we are exploring options for a volunteer day at the back end of the summer.

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

24.1 Litter pickers and bags to be provided outside the butchers.

**BT Site as an Asset of Community Value** – research is still ongoing.

**Romsley Fibre** – the limited company has now been struck off and the Government has announced the whole country should be on fibre broadband by 2026.

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

JS – Uffmoor Woods visit to be organised and included on the next agenda.

JS – Proposed Residents Survey on next agenda.

26. **DATE OF NEXT MEETING** – 5<sup>th</sup> June 2024, 7.00pm at St Kenelm's Church Hall, 7.00pm.

**Meeting closed at 20.28.**