

## BROOME PARISH COUNCIL

### Minutes of the Annual Meeting of Broome Parish Council held on Wednesday 8<sup>th</sup> May 2024, 7.30pm, Broome Village Hall.

**Present:** Cllrs A Allen - Chair (AA), M Billingham (MB), D Billington (DB), S Riding (SR) and M Whitehouse (MW).

**Also present were:** The Clerk Mrs B J Drew (BD), District Councillor Mr I Hardiman (IH), Alice Owen-Jones (AOJ) and Nicky Thomas (NT), West Mercia Police.

**1. Election of Chair:** It was proposed by SR, seconded MB, and unanimously agreed that Cllr Amanda Allen be elected as Chair.

**2. Election of a Vice-Chair:** It was proposed by MB, seconded SR, and unanimously resolved that Cllr Don Billington should continue as Vice-Chair.

**3. Apologies:** District Cllr. Mr R M Drew and County/District Cllr. Mr M J Hart.

**4. Declarations of Interest and dispensations:**  
DB in village hall as members of the committee.

**5. To consider filling by co-option casual vacancies for a Councillor:**  
AA advised Clerk received one application for the casual vacancies from Lorraine Hill. This had been circulated. It was proposed AA, seconded SR and unanimously agreed to co-opt Lorraine Hill onto the Parish Council. She duly signed her declaration of acceptance of office.

**6. Public Question time:** None

**7. Minutes of the last meeting held on 31<sup>st</sup> January 2024:** These were duly approved and were signed by the Chairman as a true record.

**8. To approve appointment of Lengthsman:**  
AA reported that Russell Peach has been appointed as Parish Lengthsman. He is a Lengthsman for other Parishes so has the necessary equipment and has undertaken the mandatory training course required by Worcestershire County Council. He has signed his contract for 24-25 and his hourly rate is £17.00ph.

**9. To approve appointment of Contractor for Bin Emptying:**  
Russell Peach is happy to empty the litterbin once a week and litter pick around it and it was agreed to pay him one hour per week to do this. The rubbish will be taken to the Wyre Forest District Council bin by Churchill and Blakedown Sports Pavillion.

**10. District / County Councillors Reports:**  
District / County Councillors Report previously appended to minutes.

Cllr Hardiman was asked to liaise with Cllr Hart for an update on speeding issues at Hackman's Gate, blocked drains on the A450 and an explanation for the extortionate quote of £1263.78 for a sign for Yieldingtree.

### **11. Police Report:**

Written Report previously circulated;

00024\_I\_03042024 – At 0130hrs on 3rd April a vehicle was seen driving around a field near to Redhall Farm acting suspiciously. Officers attended however the vehicle had left prior to arrival.

00006\_I\_26042024 - We are appealing to the Broome community for information following an Attempted burglary at a home on Broome Lane. The attempt occurred just after midnight on 26th April. Residents spooked a male suspect who had climbed onto a flat roof outside an open window and the suspect has then left via fields at the back of the property. No property was stolen from the address.

We received a report regarding a suspicious vehicle on the 28th April however following checks we would like to reassure residents that this vehicle was in order. The team continue to patrol the area and would like to thank and encourage residents to continue to phone in any suspicious incidents.

As there seem to be more incidents lately in Broome AA suggested the Police be invited to attend the next meeting 30 minutes to invite Broome residents to make them feel more secure and advise them on how to report any suspicious behaviour or actual incidents. AOJ will check diary and confirm if they can attend.

AOJ will send the Clerk a paragraph to go onto the website on “how to report”.

### **12. Planning Report:**

The Planning Spreadsheet had been previously circulated. Clerk reported on Planning since last meeting:

The Planning Sub Committee was agreed as MB, DB, AA, SR

### **13. To re-appoint trustees to Broome United Charities:**

It was unanimously agreed to re-appointment Nicola Speakman for a further 4 year period September 2024 to September 2028 and Diana Pheysey May 2024 to May 2028.

### **14. To appoint representative to Chaddesley Corbett Educational Foundation:**

AA advised that the representative was Sherida Breeden who has now left the Parish Council. Lorraine Hill offered to take on this role. Clerk to provide her details to the Secretary to Chaddesley Corbett Educational Foundation.

### **15. To note adopted Code of Conduct:**

Noted

### **16. To review the adopted Financial Regulations:**

The Clerk advised that new model Financial Regulations have just been circulated by CALC. AA/BW to review and circulate to all Councillors. Until these are approved the current Financial Regulations will remain.

**17. To review the Standing Orders:** The model Standing Orders 2018 (England) - Version two (April 2022) were adopted by the Parish Council.

**18. To approve the Risk Review Log:** The Risk Log was discussed, agreed and signed by the Chairman.

### 19. To note the Insurance Requirements:

Clerk had circulated the renewal which was unanimously approved.

### 20. To review Internal Audit Report:

Clerk had circulated the report which was noted.

### 21. To review Fixed Assets Register:

Noted

### 22. Financial Matters

#### a) Adoption of the Accounts and Approval of Annual Return.

To approve the accounts for the year 1st April 2023 – 31st March 2024, firstly (a) the certificate of exemption, secondly (b) the annual governance statement and lastly (c) the annual accounting statements.

(i) It was proposed MB, seconded SR to unanimously approve (a) the Certificate of Exemption,

(ii) It was proposed MB, seconded SB to unanimously approve (b) the annual governance statement.

(iii) It was proposed MB, seconded AA to unanimously approve (c) the annual accounting statements.

#### b) To consider bank reconciliation and bank statements since last meeting.

Cash book had been circulated.

Bank Balance as at 31<sup>st</sup> March 24 - £12,833.04.

Bank Balance 30<sup>th</sup> April 24 - £4,574.42 (Treasurers Account) £11,402.79 (Savings Account)

#### c) To approve schedule of Accounts for Payment.

Already Paid;

ICO	£35.00
William Waldron	£68.00
Print Serve Ltd	£15.00
Parchment Paper	£31.98
William Waldron	£119.00

For Approval;

Mr W Waldron – Litter	£360.10
DM Payroll Services	£70.00
Mrs B J Drew – Paper	£21.50
Worcs CALC	£271.02
Lengthsman	£285.60
Norton Anti-Virus	£20.00
Zurich Municipal	£241.00

### 23. Adoption of Biodiversity Policy

Policy has been circulated and it was unanimously agreed to adopt it. Clerk to put on the website.

**24. Date of Next Meetings.**

**Broome Village Hall**

4<sup>th</sup> September 2024, 4<sup>th</sup> December 2024,

Clerk to check availability for 2025 meetings.

Meeting closed at 8.15 pm.

Signed..... Amanda J Allen (Chairman)

Date.....