

**Annual Meeting of Feckenham Parish Council**

**Back Room, Feckenham Village Hall.**

**To all Members of Feckenham Parish Council.**

**In- attendance:** Cllr Alan Smith, Cllr Ian Bellion, Cllr Erice Guise, Cllr Karen Reynolds, Cllr Jacqui Barrett-Meade.

**AGENDA**

**1. ELECTION OF CHAIR AND SIGNING OF DECLARATION OF OFFICE.** Cllr Alan Smith was elected as Chair. Declaration of office signed, dated, and witnessed.

**2. ELECTION OF VICE CHAIR.** Cllr Ian Bellion was elected as vice-chair. Declaration of office signed, dated, and witnessed.

**3. APOLOGIES.** Cllr Paul Downes (accepted reason), Cllr Rob Oaten (accepted reason), Cllr Roger Bennett (RBC &WCC), Cllr Sue Eacock (WCC), Cllr Brandon Blayton, Cllr Craig Warhurst.

**4. DECLARATIONS OF INTEREST AND DISPENSATION.**

a) To receive declarations of interest from councillors on items on the agenda. None.

b) To receive written requests for dispensations for disclosable pecuniary and non-pecuniary interests (S33 of the Localism Act 2011) which are to be with the clerk as soon as possible prior to a meeting.

c) TO CONSIDER GRANTING REQUESTS FOR DISPENSATION None.

Requests for dispensation must be made on an individual basis.

**OPEN FORUM**

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The Parish Council meeting will be suspended for 15 minutes. 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 Chairperson.

Members of the public may not take part in the Parish Council meeting.

No public in attendance.

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**5. TO NOTE CLERK’S DELEGATION SCHEME FOR PAYMENTS, PLANNING AND APPOINT THREE MEMBERS TO THE DELEGATION**

The Council adopted this scheme at the September 2007 Meeting, and the scheme was re-adopted at the March 2026 meeting to read as follows:

- a) All planning application consultations whose deadlines expire after the next scheduled meeting will be considered in Council.

- b) The Clerk will endeavour to obtain extensions for planning applications due before the next council meeting.
- c) The Council delegates all planning application consultations not considered in the above clauses (1 & 2) to the Clerk in consultation with one or more named Councillors decided by the Council.
- d) Consultation may be by correspondence, including email, or in person.
- e) The Clerk will email planning consultation notices to the named Councillors. Planning applications can be viewed online at the local authority's website. Comments should be returned as soon as possible to the Clerk for determination of the Council's response within the prescribed consultation period.
- f) Decisions made under delegation will be reported to and minuted at the next Council meeting.
- g) Under this delegation, and in particular with regard to controversial or major development proposals, the Clerk in consultation with the Chairman of the Council, may decide that a Parish Meeting and/or an Extraordinary Meeting of the Council be called to consider the matter or that the matter be referred to the next Council Meeting, whichever is appropriate.

**The parish council elected Cllr Ian Bellion, Cllr Karen Reynolds, and Cllr Alan Smith to the clerk's delegation scheme. All in agreement.**

#### **6. TO NOTE CLERK'S FINANCE CONSULTATIVE GROUP AND APPOINT MEMBERS.**

**The Council resolved to form a Clerk's Finance Support Group at the May 2008 Meeting.**

- ✦ the council will appoint two councillors (who will not be bank signatories) to form the finance group.
- ✦ The finance group will monitor financial records, bank reconciliations, budgetary control and other internal financial control measures.
- ✦ The finance group will monitor the work of the internal auditor.
- ✦ The finance group will support the clerk in making recommendations to council regarding:
  - Budget planning
  - Financial regulations
  - Appointment of RFO and internal auditor
  - Risk management
  - Insurance review

Internal and external auditors' reports

**Cllr Erica Guise and Cllr Rob Oaten were elected to form the finance group, all in agreement.**

**7. TO NOTE EMERGENCY DECISION MAKING SCHEME & CONSIDER IF CHANGES ARE REQUIRED.**

At the September 2007 Meeting the Council adopted this scheme. The scheme was amended at the July 2015 meeting to read as follows:

Urgent decisions needed between scheduled meetings of the Council are delegated to the Clerk in consultation with the Chairperson of the Council. The Clerk is allowed urgent expenditure up to £500 including VAT per month to be made without a formal decision to do so in a Council Meeting. Two Councillors are needed signatories, and all spending must be reported at the next meeting of the Council. Decisions made under this delegation will be reported to and minuted at the next council meeting. Under this delegation, where appropriate, the clerk may decide that an extraordinary meeting of the council be called to deal with the urgent matter.

**Agreed and adopted.**

**8. TO NOTE CHAIRMAN'S ALLOWANCE At the September 2007 Meeting the Council adopted a chairman's allowance.**

This amount can be spent by the Chair with prior approval of the Council and is reimbursable upon presentation of a receipt/invoice.

- a. For the 2026/27 year this amount will be £450.

**Agreed and adopted.**

**9. TO APPOINT INDIVIDUALS TO THE FOLLOWING POSTS**

- a. Footpath officer: Cllr Jacqui Barrett-Meade.
- b. Two calc area representatives: Cllr Erica Guise & Cllr Ian Bellion.
- c. Square management comm: Cllr Ian Bellion & Cllr Alan Smith.
- d. Standards committee: Cllr Alan Smith
- e. Parish Lengthsman Liaison Officer: Cllr Paul Downes.
- f. Village Hall Liaison. Cllr Ian Bellion.

**12. MINUTES:** To consider the approval of the Minutes of the meeting held 2<sup>nd</sup> April 2026.  
**Agreed and accepted as a true representation of the meeting.**

**13. COUNTY COUNCILLOR(S) REPORT. None.**

**14. BOROUGH COUNCILLOR(S) REPORT None.**

**15. PLANNING**

**Planning comments given since last meeting:** 26/00383/EOR Arrow Valley Solar Ltd- This is not a planning application but is an environmental impact assessment.

**For Council Consideration: 26/00395/FUL Old Yarr. Repair & alteration to stables. The PC objected to the planning application. The details can be found online or by contacting the clerk on 01527 892522.**

**b. RBC Approvals:** 26/00038/PIP Land adjacent to Rockhill Farm (5 dwellings). **Noted.**

**c. RBC Refusals:** None.

**d. RBC Pending:** None.

24/01057/scop EIA Scoping opinion Innova Renewables Ltd

25/00628/FUL BESS Greenergy Renewables Ltd

25/00888/FUL BESS Wheaten Hill Boom Energy

21/00249/FUL. Land North of Droitwich Road.

24/00604/FUL 43 Alcester Road for a Domestic garage to front of main property and associated landscaping work.

24/00604/FUL 43 Alcester Road.

24/00538/FUL Access on land south of Astwood Lane.

25/01232/LBC & 25/01231/FUL Old Berrow Farm.

26/00091/FUL Q21. The Cottage, Trickses Lane.

**e. RBC Withdrawn:** None.

**f. RBC Appeals:** None.

## 16. FINANCE

As the Parish Council now have accounts package you will find the latest figures added to the agenda / minutes which will show all payments and account balances.

**All payments agreed and accepted. Reconciliation figures in agreement with bank.**

## 17. ANNUAL ACCOUNTS 2025-2026.

- a) Internal Audit – to receive the report from the Internal Auditor. Noted and agreed.
- b) To Complete Section 1 of the Annual Governance Statement 2025/26. **Section 1 of the annual governance statement approved by full council. Signed by Chair and Clerk/RFO.**
- c) To Complete Section 2 of the 2026 Annual Accounting Statements. **Section 2 of the annual governance statement approved by full council. Signed by Chair and Clerk/RFO.**
- d) Electors' Rights – to note the dates of the Exercise of Public Rights as Tuesday 3<sup>rd</sup> June 26 to Monday 14<sup>th</sup> July 26. **Noted and agreed by Council.**

- e) To note variances report. See attached print out and online. **Noted and accepted by Council.**
- f) To accept Budget figures for 2026-2027. **Final Budget figures for 26/27 agreed and accepted by full Council.**
- g) To note reconciliation figures **Feckenham Parish Council Bank Reconciliation:** The attached document details the parish council's financial reconciliation for the period of April 1, 2025, to March 31, 2026. **Reconciliation figures agreed and accepted.**
- h) **Opening Balance:** The council started with **£55,771.06** in cash as of April 1, 2025. **Noted and agreed.**
- i) **Receipts:** The total income received during the year was **£68,824**, bringing the available funds to **£96,951.11**. **Noted and agreed.**
- j) **Payments:** Expenditures for the same period totalled **£35,597.32**. **Noted and agreed.**
- k) **Closing Balance:** After payments, the remaining cash in hand on March 31, 2026, was **£88998.09**. **Noted and agreed.**
- l) **Bank Account Balances:**
  - a. Current account: **£3196.55**
  - b. Savings account: **£85801.54**
  - c. No petty cash or other accounts were listed.
- m) **Reconciliation Check:** The adjusted bank balance matches the recorded cash in hand, confirming accuracy in the financial records. **Noted and agreed.**

This reconciliation ensures that the council's financial transactions align correctly with their bank statements. The accounts are as yet unaudited by the External Auditor PKF Littlejohn. The accounts have been inspected by the internal auditor who is independent of the parish council and has found no errors.

The closing balance of **£88998.09** shows a stable financial position for Feckenham Parish Council. **Noted and agreed.**

**Sustained Reserves:** The council has kept a similar level of cash from the previous year, which suggests prudent monetary management and careful budgeting.

- **Balanced Income & Spending:** While the receipts totalled £ 68,824.35, the payments were slightly lower at £35,597.32, but the overall cash in hand stays strong.
- **Liquidity & Stability:** With no outstanding debts or unrepresented transactions affecting the balance, the council is in an acceptable position to cover future expenses.
- **Savings for Future Projects:** The bulk of the funds (**£85801.54**) is held in savings, which means the council may be preparing for upcoming investments or ensuring financial security.

## 18. NEW AGENDA ITEMS

- a. **Standalone Feckenham in Bloom** and accumulated funds. The working party have requested they become a standalone group within Feckenham and separate to the parish council. Until the group have opened a bank account the

PC will continue to deal with any payments. The group are advised to consider insurance. There is the sum of £3712.15 within Parish Council funds which can be transferred or reimbursed by cheque. The group are aware they can apply to the parish council for a grant which will be considered but not guaranteed.

**Agreed by Council, with thanks to the group who have worked incredibly hard on some difficult projects. Their hard work is very much appreciated.**

- b. **Flood alleviation project.** Despite best efforts the plan is currently on hold. It is hoped this will be reconsidered in the near future. There will be another meeting in late June to discuss options.
- c. **To consider a request to pilot the co-design of a Nature Action Plan with Worcestershire Wildlife Trust Project.** The PC decided they would not put themselves forward to be the pilot of the scheme as the PC does not own land. They wish to be kept informed and once the scheme is rolled out will reconsider.
- d. **Feckenham parish council Investment policy.** Postponed, this will be trans to the June meeting.

## 19. CLERK'S UPDATE

A. Schedule of Correspondence for Consideration (not already noted) The clerk has been trying to arrange a cpr/defib course but no response as yet. The clerk has spoken with the lengthsman who confirmed there were no changes to his hourly rate or expenses. This will be reviewed in 2027. The clerk forwarded the contract for serves for his signature and agreement.

B. Schedule of Tabled Correspondence Received (not already noted)

C. Schedule of Correspondence Sent (not already noted).

## 20. PROGRESS REPORTS.

- a. **Parish Neighbourhood Plan.** No update from Redditch Borough Council as to Feckenham's request for a standalone page in the new local plan.
- b. **Update on litter pick** 16th May 12 -2pm. The litter pick will go ahead on Saturday.
- c. **Feedback from Feckenham Energy Action Group.** No update.
- d. **To open a higher interest account.** See June meeting.
- e. **FVAT update.** The allotments now have a new Chair; the existing Chair will remain as Vice-Chair.
- f. **Winfield's Site. No update.**
- g. **Traffic Meeting/ Speed Reduction Measures.** The clerk had spoken with Safer Highways regarding Astwood Lane. After the last speed test which showed speeds were reduced and so community speed watch could be considered. Works ongoing.
- h. **The PC have asked for the Highways planning Team** to attend the next Highways / Flood meeting.
- i. **Astwood Lane Community Speed Watch.** The police have confirmed Feckenham residents could take part.
- j. **Volunteer Parish Path Warden.** The parish are pleased to announce a potential volunteer has come forward but there appears to be an issue with arranging their training with WCC. Paul F has kindly agreed to help out until the training is arranged.
- k. **Project Gigabit.** No update.
- l. **Healthy Worcestershire.** Cllr Eacock advised there may be an update after April.

- m. **Unitary Authority.** No update.
- n. **Feckenham Emergency Plan.** Awaiting the initial report/feedback from the Borough Council.
- o. **Jislon Satellite and Milestone Islands. The parish council purchased 10 new covers to improve visibility.** There is a meeting in June to see if WCC can fit or to ask the lighthouseman.
- p. **Update on Bridge repairs on B4090.** No update.
- q. **Update on adding Feckenham Digital Archive and Feckenham Archaeology to FPC website.** The digital archive is available on the parish council website as is the information on BESS and solar proposed developments. Information still awaited from the Archaeology group.

## **21. COUNCILLORS REPORTS & FUTURE AGENDA ITEMS**

Councillors may use this opportunity to report matters of information not included elsewhere on the agenda and to raise items for future agendas.

### **DATE & VENUE OF NEXT MEETING**

**7:30pm on 4<sup>th</sup> June at Feckenham Village Hall.**

**All welcome to attend.**