

**HUNNINGTON PARISH COUNCIL  
MINUTES OF THE ANNUAL COUNCIL MEETING OF HUNNINGTON PARISH  
COUNCIL HELD ON  
WEDNESDAY 15<sup>TH</sup> MAY 2024, 7.00PM AT ROMSLEY CHURCH HALL**

**Present: Cllr. Myatt (Chair), Cllr. G Goodwin, Cllr. Payne, Cllr. Seeley and Cllr. McGregor**

**Also Present: Clerk**

**1. ELECTION OF CHAIR**

- 1.1 It was unanimously **RESOLVED** to elect Cllr. Myatt as chairman and he duly signed his Declaration of Acceptance of Office.

**2. APOLOGIES**

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

**3. ELECTION OF VICE CHAIR**

- 3.1 It was unanimously **RESOLVED** to elect Cllr. McGregor as Vice Chairman.

**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. Myatt – has a development business in Redhill Place.

Cllr. Payne – member of Romsley and Hunnington Cricket Club.

Cllr. G Goodwin – member of Cannon Clay Shooting Club.

**5. DISTRICT COUNCILLOR'S**

- 5.1 Cllr. May gave her apologies.

- 5.2 Cllr. Nock gave his apologies.

**6. COUNTY COUNCILLOR**

- 6.1 Cllr. May – as 5.1 above.

**7. INSURANCE**

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

**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**

- 9.1 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.

## 10. SCHEME OF DELEGATION

10.1 It was unanimously **RESOLVED** to adopt the Scheme of Delegation.

## 11. EMPLOYMENT PROCEDURES

1.1 All employment procedures were reviewed and are in place.

## 12. STANDING ORDERS

12.1 Standing Orders were noted with no amendments

## 13. CODE OF CONDUCT

13.1 Councillors were reminded of continued adherence to the Code of Conduct

## 14. FINANCIAL REGULATIONS

14.1 New Financial Regulations were received prior to the meeting. It was agreed for the Finance Working Party to arrange a meeting to review them.

## 15. RISK ASSESSMENT

15.1 It was unanimously **RESOLVED** to approve the Risk Assessment and Internal Control Policy for 2024-25.

## 16. MINUTES OF THE PREVIOUS MEETING

16.1 It was unanimously **RESOLVED** that the minutes of the meeting held on 22<sup>nd</sup> April 2024 be signed as a correct record, the Chair duly signed.

## 17. FINANCE

7.1 It was unanimously **RESOLVED** to approve the following payments.

Ruth Mullett	Expenses	£55.00
HMRC	Payroll taxes	£167.50
Richard Poole	Maintenance	£340.00
Candoo Web Design	Website Hosting	£585.00
John Benner	Internal Audit	£100.00
To confirm receipt of:-		
HMRC	VAT refund	£147.80
Worcestershire CC	Lengthsman Grant	£529.50
Worcestershire CC	Lengthsman Grant	£477.00

17.2 Quarterly Bank Reconciliation Statement approved by all Councillors and it also agreed to nomination a councillor for financial internal controls to be placed on the next agenda.

17.3 **Internal Auditor-** it was unanimously **RESOLVED** to approve the Internal Audit Report produced by John Benner for 2023/24 with no actions arising from the report.

17.4 **Annual Governance and Accountability Return 2023/24 -** To approve Section 1 of the Annual Governance and Accountability Return, the Annual Governance Statement for financial year to 31/03/2024. - 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.

- 17.5 **Annual Governance and Accountability Return 2023/24** - To approve Section 2 of the Annual Governance and Accountability Return, the Annual Accounting Statements for the financial year to 31/03/2024. Councillors reviewed S2 AGAR, the Accounting Statements 2023/24 which had been circulated as part of the agenda. It was unanimously **RESOLVED** that the Chair and Clerk/RFO sign.
- 17.6 It was unanimously **RESOLVED** to agree the dates for the Public Inspection of the Accounts commencing on 3<sup>rd</sup> June 2024 to 12<sup>th</sup> July 2024. Clerk to place a copy on the noticeboard and website.
- 17.7 As the council's higher gross income did not exceed £25,000.00 in the year to 31<sup>st</sup> March 2024 it was unanimously **RESOLVED** to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities Regulations) 2015.

## 8. **PLANNING MATTERS**

### 8.1 **District Council Decisions**

Nothing to report.

### 8.2 **Planning Applications for Parish Council Comments**

Nothing to report.

### 8.3 **Appeals**

Nothing to report.

### 8.4 **Bluebird Factory –**

- Dog waste bin and 30mph signs had been removed when the frontage was landscaped, this has been reported to Bellway and they have been notified to return them to their original location. They have confirmed they will be installing new signage and bin.
- There has been further incidences of rats, Bromsgrove District Council have been informed and more poison has been put down.

### 8.5 **Balmoral –**

- Have confirmed that building is now above the dampcourse.
- Building work is expected to be complete by quarter 3.
- Hardcore has now been installed on the frontage which should help with the mud situation.

### 8.6 **Grenenergy Goodrest Farm Battery Storage Project Introduction –**

Parish Council are awaiting the planning application but Grenenergy have been invited to our next parish council meeting.

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

- 9.1 Worcestershire County Council Section 278 – A4551 Bromsgrove Road, Romsley – new signalised crossing opposite St Kenelms Primary School – it was **RESOLVED** to agree to this recommendation.

## 10. **PARISH LENGTHSMAN/MAINTENANCE**

- 10.1 Nothing to report.

## 11. **CLERKS' REPORT**

- 11.1 A request had been received from Romsley Parish Council to site a VAS sign on the boundary of the two parishes and this was agreed by all councillors.

## 12. **TO RECEIVE REPORTS OF PARISH COUNCILLORS**

KP – residents have reported cars and activity in The Close at night.  
KP – an incident of a drunken male approaching a young girl was reported to the Police.

13. **DATE OF NEXT MEETING** – 15<sup>th</sup> May 2024, 7.00pm at St Kenelms Church Hall.

Meeting closed at 8.12pm.

Signed .....  
Chair, Hunnington Parish Council