



Present: Cllr. Tassell (Chairman), Cllr. Ballard, Cllr. Birchall, Cllr. Doyle, Cllr. Eberlin; Cllr. Eden, Cllr. Field, Cllr. Juckes and Cllr. Oakes.

In Attendance: (Carole Hirst), Clerk and 2 members of the public.

Minute Reference	
906	Apologies. Cllr. Paul. Cumming MHDC; Cllr. Pam Cumming MHDC; Cllr. Justin Bowen WCC.
907	a) The Clerk took over as Chair for this part of the meeting until the new Chair was appointed. Appoint Chair and signing of Declaration of Office as Chair. Cllr. Libby Tassell confirmed her interest to stand as Chair. Cllr. Field Nominated Cllr. Libby Tassell and Proposed and Cllr. Ballard Seconded that Cllr. Libby Tassell be elected as Chair. All in favour. Cllr. Tassell was duly elected as Chair and signed the Acceptance of Office form 2025. Cllr. Tassell took over as Chair. b) Appoint Vice-Chair Cllr. Tassell Proposed and Cllr. Ballard Seconded that Cllr. Field be elected as Vice Chair. Cllr. Field indicated her willingness to stand. All in favour.
908	Declarations of Interest: None.
	Democratic Period/ Public Time – No questions asked
909	Adoption of the Minutes for 19th March 2025 Cllr. Tassell Proposed and Seconded by Cllr. Eden that the Minutes of the 19th March 2025 were a true record, and all agreed to adopt the minutes of the meeting. The Chairman duly signed them as a true record.
910	Council's Policy Documents. (A) To note Standing Orders, Financial Regulations, Risk Assessment, Asset Register, Councillors Code of Conduct. All documents were circulated. None of the policies required amendment except the Financial Regulations. A review of the Financial Regulations will take place prior to the next meeting and the new version of Financial Regulations will be adopted at the July PC meeting. (B) To note the Terms of Reference for the Finance Committee. A copy of the Terms of Reference for the Finance Committee was circulated. Councillors noted with no amendments.
911	1. Appointments to Sub-Committees. a. 2025/26 Planning Committee Cllr. Field (Chair of Planning), Cllr. Tassell, Cllr. Doyle, Cllr. Eberlin and Cllr. Birchall. Cllr. Tassell Proposed and Cllr. Field Seconded that all appointments be agreed. All in favour. b. 2024/25 Finance Committee Cllr. Tassell (Chair of Finance), Cllr. Eden, Cllr. Field and Cllr. Ballard and Cllr. Birchall. Cllr. Tassell Proposed and Cllr. Field Seconded that all appointments be agreed. All in favour.



	<p>c. Lengthsman Co-ordinator – Cllr. Birchall will stand down as Lengthsman Co-ordinator following appointment to Planning and Finance Cttees. Cllr. Tassell Proposed and Cllr. Birchall Seconded that Cllr Ballard take over as Lengthsman Co-ordinator for the PC.</p> <p>d. Police Co-ordinator. Cllr Tassell Proposed and Cllr. Field Seconded that Cllr Ballard take over as Police Co-ordinator for the PC.</p>																																																																														
912	<p>Finance</p> <p>a) A Bank Reconciliation as of 31st March 2025 6th May 2025 were circulated and it was agreed that the accounts were reconciled. Noted.</p> <p>b) A list of payments and receipts to 21st May 2025 was circulated prior to the meeting for approval. Cllr. Tassell Proposed and Cllr. Field Seconded that all payments be approved, and all receipts noted. All in favour.</p> <table><tr><td colspan="3">Payments list 21st May 2025</td></tr><tr><td>C Hirst March Pay</td><td></td><td>£ 732.20</td></tr><tr><td>HMRC March tax and employer NI</td><td></td><td>£ 204.69</td></tr><tr><td>Abberley Parochial Church Council-Grant</td><td></td><td>£ 600.00</td></tr><tr><td>Abberley Village Green Trust - Grant</td><td></td><td>£ 400.00</td></tr><tr><td>IN2OUT March Lengthsman</td><td></td><td>£ 231.00</td></tr><tr><td>Abberley Village Hall</td><td></td><td>£ 29.75</td></tr><tr><td>Meadowmania</td><td></td><td>£ 425.98</td></tr><tr><td>HMRC APRIL TAX and EMPLOYER NI</td><td></td><td>£ 257.73</td></tr><tr><td>C HIRST CLERK PAY APRIL</td><td></td><td>£ 732.20</td></tr><tr><td>CALC Subs 2025/26</td><td></td><td>£ 603.53</td></tr><tr><td>G Lungley internal audit 2024/25</td><td></td><td>£ 178.60</td></tr><tr><td>In2Our April Lengthsman</td><td></td><td>£ 202.12</td></tr><tr><td>BWP Creative Ltd - website hosting</td><td></td><td>£ 252.00</td></tr><tr><td>C Hirst - clerk expenses to 21st May</td><td></td><td>£ 54.00</td></tr><tr><td>C Hirst May Salary</td><td></td><td>£ 732.20</td></tr><tr><td>HMRX May tax and employer NIC</td><td></td><td>£ 257.73</td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td>£ 5,893.73</td></tr><tr><td></td><td></td><td></td></tr><tr><td colspan="3">RECEIPTS upto 21st May 2025 not previously reported</td></tr><tr><td>WCC Lengthsman March</td><td></td><td>£ 231.00</td></tr><tr><td>New CiL funding received</td><td></td><td>£ 16,657.69</td></tr><tr><td>WCC Lengthsman April</td><td></td><td>£ 202.12</td></tr><tr><td>MHDC Precept 1</td><td></td><td>£ 12,926.00</td></tr><tr><td>TOTAL RECEIPTS</td><td></td><td>£ 30,016.81</td></tr></table>	Payments list 21st May 2025			C Hirst March Pay		£ 732.20	HMRC March tax and employer NI		£ 204.69	Abberley Parochial Church Council-Grant		£ 600.00	Abberley Village Green Trust - Grant		£ 400.00	IN2OUT March Lengthsman		£ 231.00	Abberley Village Hall		£ 29.75	Meadowmania		£ 425.98	HMRC APRIL TAX and EMPLOYER NI		£ 257.73	C HIRST CLERK PAY APRIL		£ 732.20	CALC Subs 2025/26		£ 603.53	G Lungley internal audit 2024/25		£ 178.60	In2Our April Lengthsman		£ 202.12	BWP Creative Ltd - website hosting		£ 252.00	C Hirst - clerk expenses to 21st May		£ 54.00	C Hirst May Salary		£ 732.20	HMRX May tax and employer NIC		£ 257.73						£ 5,893.73				RECEIPTS upto 21st May 2025 not previously reported			WCC Lengthsman March		£ 231.00	New CiL funding received		£ 16,657.69	WCC Lengthsman April		£ 202.12	MHDC Precept 1		£ 12,926.00	TOTAL RECEIPTS		£ 30,016.81
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c) Summary of Income and Expenditure Year to Date to 6th May 2025. Noted.

d) To consider the Annual Accounts & Annual Governance and Accountability Return Part 3: from April 1st 2024 to 31st March 2025

(i) To Approve the Annual Audited Accounts from April 1st, 2024 to 31st, March 2025 as Audited by Internal Auditor Mrs Gill Lungley.

Cllr. Tassell Proposed and Cllr. Field Seconded that they be approved. All in favour.

(ii) Proposal to consider Section 1 Annual Governance Statements 2024/25.

Cllr. Tassell Proposed and Cllr. Field Seconded that these be approved. All in favour.

(iii) Proposal to consider Section 2 Annual Accounting Statements 2024/25. Accounts & Audit regulations 2015

Cllr. Tassell Proposed and Cllr. Field Seconded that these be approved. All in favour.

(iv) Consider Internal Auditor's Report & Recommendations 2024/25 (circulated)

Comments:

"The council's attention is drawn to clause 10 in the adopted Financial Regulations, specifically clause 10.4: "A member may not issue an official order or make any contract on behalf of the council." Review of the paid invoices shows that not all orders have been placed by the Clerk/RFO and expenditure is made prior to full council approval. Despite this, payments are supported by invoices (except for grant payments which have been separately minuted). VAT has been appropriately accounted for."

"Review the procedures for receipt of invoices, agreement of invoice detail and confirmation of goods / services delivery and approval for payment: ideally, a suitably designed certification stamp should be in place providing for evidencing of these checks and payment authorisation".

Cllr. Tassell Proposed and Cllr. Field Seconded that the Internal Audit Report be accepted and all matters acknowledged with a clear plan going forward. A Dropbox folder shared for all legal documents, quotes, tenders etc be shared. Tenders be sought for Grounds Maintenance of Apostles Meadow, an item added to all PC meeting agendas to consider any urgent items of finance arising between meetings where decisions are discussed between the Chair and Clerk and the Clerk making all decisions for the PC. All orders to be raised and authorised by the clerk with supplied quotes where required and all urgent orders to be detailed in the minutes of the next Ordinary Parish Council meeting. All in favour.

(v) To consider the period of dates for the Exercise of Public Rights 2024/25. The Parish Council agreed that the period of dates for the Exercise of Public Rights be set as Tuesday 3 June – Monday 14 July 2025

Cllr. Tassell Proposed and Cllr. Field Seconded that the dates be approved. All in favour.



	<p>(vi) To note the CiL report for 2024/25 and display on PC Website. Noted.</p> <p>e) To consider a rise for the Lengthsman from £16.50 to £17 per hour from May 1st 2025. Cllr. Tassell Proposed and Cllr. Field Seconded that the increase to £17 be approved with affect from 1st May 2025. All in favour.</p> <p>f) Urgent financial decisions taken since the last Parish Council meeting To purchase seed from "Meadowmania" for Apostles Meadow funded through Section 106 which needed to be sown early April. £425.98. Decision taken by the Chair and Clerk.</p>
913	<p>Planning</p> <ul style="list-style-type: none">• M/25/00451/FUL Wind Ward, Reynolds Lane, Abberley - Removal of agricultural occupancy condition 2 on planning permission MR 231/67 - agricultural bungalow – WITHDRAWN• M/25/00646/LB Stockingfield Barn, Abberley- Replacement of oil-fired boiler and heating system with Air Source Heat Pump and the installation of underfloor heating throughout the ground floor to replace ground floor radiators (Listed Building Consent)- CONSULTATION to 4th June• M/25/00647/HP Stockingfield Barn, Abberley- Replacement of oil-fired boiler and heating system with Air Source Heat Pump and the installation of underfloor heating throughout the ground floor to replace ground floor radiators- CONSULTATION to 4th June 25• M/25/00645/HP.- Stockingfield Barn, Abberley- Installation of Solar Panels to Roof of Garage- CONSULTATION to 5th June 25
914	<p>Any urgent items not covered elsewhere on the agenda.</p> <p>Cllr. Eberlin – Apostles Meadow – Natural Networks Funding</p> <p>I have filled in the expressions of interest form to allow us to apply for funding for ecotone planting and further felling. Contributions may be less than 70% as they have less money, might go back to 50%, so we would have to supply remainder of funding unless I could get some money from other sources. I'll have a look at other schemes- also attached.</p> <p>Doesn't look like we can get money for furniture ie gate from this source. I've asked about a sign as that could be educational....</p> <p>I'll get some more quotes now for next phase of tree planting.</p> <p>I would expect our volunteer group to do the planting and we can hopefully achieve funding for the whips/shrubs and agree a design.</p> <p>Programme likely to be autumn 25.</p>



	<p><u>Community Report</u></p> <p>We are pleased to report good progress on improving the land bought for the community with Section 106 money for Community Open Space. We were successful in gaining an additional grant with 70% contribution for some tree felling and bird and bat boxes. The King's Coronation Fund provided all the Orchard trees, a variety of Worcestershire and Herefordshire heritage trees, which the community planted. The Coronation Fund also funded the whips and trees for the long hedge and shrubby areas.</p> <p>We have completed a safety survey on the 3-acre woodland area adjacent to the field, and some selective felling of ash trees with ash dieback. Nature Networks has provided advice and support on how best to recover the field to improve biodiversity and reduce flooding risk. We have sown some grass and clover mix to try to reduce thistle and ragwort dominance. The plan is to keep cutting the meadow to keep the unwanted species down until we can sow wildflower mix. Local contractors have planted three crescent shaped shrubby habitat zones to provide a shelter belt and some privacy for homeowners as well as good habitat for wildlife and potential picnic spots. The hedge has some oaks and lime trees interspersed which are being watered by a local for us.</p> <p>The community turned out to plant the Orchard trees and help with woodchip spreading (there's more to do!) to suppress weeds/grass around the whips. The next phase will be to complete the Ecotone planting along the top of the field and do the next phase of selective ash felling subject to obtaining more grant funding From Nature Networks.</p> <p>Thank you to everyone for your support and interest.</p> <p>Anyone can join the WhatsApp Apostle's meadow Volunteers group. Just contact the clerk or Cathie Eberlin.</p>
915	<p>Councillors reports and items for future agendas.</p> <ul style="list-style-type: none">• Flooding on Suffolk Lane- next agenda.• WCC Highways issue with pavement on A443 near to the shop.• Litterbin required at the shop next to the bus stop.
916	<p>Date of Next Meeting - 16th July 2025 at 7.30pm</p>

The Meeting closed at 8.15 pm