

**MINUTES of Offenham Parish Council meeting
held at Offenham Village Hall on Monday 12th May 2025**

Parish Councillors: Ian Graham, Chairman

As per attendance register: Sheila Briers Matthew Rea Marcus Taylor
Marc Farmer Samatha Muxworthy

In attendance: District Councillor, Aaron Powell
County Councillor, Hannah Robson

25/023 Apologies

Cllrs Moclair, Penny & Allen. The clerk was unable to attend for health reasons.

25/024 To receive Declarations of Interest updates to Members' Register

None

25/025 Open Forum

Appended to the minutes

25/026 Meeting re-opened and the minutes of the previous meeting were considered.

The minutes of the Parish Council meetings held on 7th April 2025 were accepted as a true record and signed by the Chairman.

25/027 To be advised of any urgent matters not herewith included (at the Chairman's discretion)

- Cllr Penny is unable to attend the meeting tonight and has supplied an update on the progress of the Neighbourhood Plan. He has requested that it should be considered to continue with membership of Parish Online after the free trial ends as this service is useful in producing the plan. The cost is £110 plus vat (£132.) Proposed MF & Seconded MR

25/028 To receive Clerk's report and progress updates on current issues

Offenham Rovers FC

- The manager of Offenham Rovers has advised that they have played the last game of the season. He stated that the safety netting will be installed ready for the start of the next football season.

Internal Audit

- The clerk delivered the accounts to Malvern for Iain Selkirk to undertake the internal audit. The accounts were ready for collection 2 days later.

Bleed Control kits

- Kyle Hotchkins from the Claus for a Cause has offered to supply kits to be kept with the defibrillator in case of an emergency. This is currently being looked into and we await further information from Mr Hotchkins.

Offenham Wake

- Sue Rogerson from the Wake Committee has asked if the Parish Council would like a stall again this year. Two councillors have so far confirmed that they would be happy to attend but further confirmation is required before attendance can be confirmed to the Wake Committee.

Defibrillator

- The clerk was notified that the defib had been removed and possibly used however the Chairman inspected the cabinet and found that the defib had been returned unused.

Smartcut Ltd

- The clerk has had to contact Smartcut because there has been an area close to the village hall that they have failed to cut. This has now been rectified but requires ongoing monitoring.

Clerk

- 2 applications have been received for the post of clerk. It is proposed that interviews will take place at 6pm on the 19th May in the village hall.

5.

25/029 To receive correspondence.

Emails forwarded to councillors as received and distributed prior to this meeting.

25/030 To consider any updates received for the Parish Council website.

None to date, the clerk will be liaising with Will Saunders.

25/031 To receive update of community speedwatch scheme

Cllr Rea advised that there was no progress to report at this time other than 4 vetting forms had been sent to West Mercia police. 2 additional forms have now been completed and will be sent. Cllr Rea has suggested that the PC consider buying 2 further VAS batteries for ease of moving VAS equipment between sites.

25/032 To consider actions required regarding the replacement of retiring clerk.

The clerk had advised that as at 5pm this afternoon two completed application forms had been received for the position of clerk. As the hall may have availability for hire on the 19th it was suggested that this date could be considered for interviews. The clerk will contact the applicants.

25/033 To consider the request from the Maypole Club for a donation.

A letter has been received from Mrs Peters on behalf of the Maypole Club requesting a donation towards their outing which costs £550. The Maypole Club had not approached the PC for some years so it was agreed to donate £300. Proposer SB Secunder MT

25/034 To consider actions required for PC attendance on Wake Day.

Cllr Rea advised that he would not be available this year but is happy to supply the gazebo as in previous years. Cllrs Graham, Muxworthy, Briers, Taylor, Moclair and Penny have all agreed to cover the stall, time and pairings can be agreed at the next meeting.

25/035 To consider annual renewal of insurance

It was agreed to renew the insurance policy unchanged. The cost is £1949.45. Proposed IG Seconded MR

25/036 To consider continued membership of Worcestershire CALC

It was recognised that it was essential to continue with membership. It was agreed to continue membership of Worcestershire CALC at a cost of £1016.18 plus vat (£1198.48). Proposed IG Seconded MR.

25/037 To consider actions required for this year's Garden and Hanging Basket & Container competition.

Cllrs Briers and Muxworthy agreed to judge the garden and basket and container competition this year, judging to take place early August.

25/038 To consider inclusions for monthly Parish Magazine.

- Inclusion of the Chairman's Report from the Annual Parish Meeting.

25/039 Member & committee reports:

Report from Footpath Warden – None

Report updates on Rural Communities – Offenham Wake will be held on the 14th June.

VHC - None

Disaster Emergency Plan (only if updates have taken place) – None

6.
25/040 **To receive financial update and approve bills for payment etc**

At bank:

Current account 0649818	£ 5338.52	as at 17.04.2025
Deposit account 7277881	£53011.89	as at 17.04.2025
FTD 3 months	£10000.00	

Bills for payment:

<u>V no</u>	<u>Chq no</u>	<u>Payee & reason for payment</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
5	002136	Citizens Advice Service Worcestershire	500.00		500.00
6	002137	Worcestershire CALC	1016.18	182.30	1198.48
7	002138	Smartcut Ltd	690.00	138.00	828.00
8	002139	Smartcut Ltd	345.00	69.00	414.00
9	002140	Prees Heath Forest Nurseries	355.96	64.72	420.68
10	002141	Iain A Selkirk	150.00		150.00
11	002142	Offenham Village Hall	30.0		30.00
12	002143	Diane Cox – Admin	55.99		785.19
13		- Mileage	59.40		
13		- Salary	669.80		
Total			3872.33	454.02	4326.35
14	002144	Local Authority Technology CIC	110.00	22.00	132.00

25/041 **To receive report from Iain Selkirk, Internal Auditor**

All councillors present confirmed receipt of the report, no issues found.

25/042 **To approve the Annual Governance Statement**

It was agreed to approve the Annual Governance Statement. Proposed SB Seconded MR.

25/043 **To approve Accounting Statements for 2024/25**

It was agreed to approve the Accounting Statements for 2024/25. Proposed SB Seconded MR

25/044 **To be advised of planning matters including:**

Applications:

W/25/00882/PIP Land Between Hawthorn Villa And 1 Linwood Cottage, Station Road, Offenham
Permission in Principle for up to 2 dwellings
OPC comment: No objection

Decisions:

W/25/00498/HP Windy Hollow, 3 Bennetts Hill, Offenham
Single storey rear extension. – **Approved**

25/045 **To advise items for the next meeting.**

- Community Speedwatch
- Consider 2x additional solar batteries for VAS
- Neighbourhood Plan progress report
- MUGA Event
- To consider a pétanque court in the recreation ground

25/046 **To consider date and time for next meeting** – The Parish Council meeting will commence at 7.30pm on Monday 2nd June 2025 to be held at Offenham Village Hall.

Meeting closed at 9.15pm

Signed
Chairman, Offenham Parish Council

Date.....

Open Forum

Report from County Councillor

- Hannah Robson introduced herself as the newly elected County Councillor. She is obviously new to the position but stated that she had received a comprehensive hand over from Alastair Adams. She was asked about the hedge near Aldington and stated whilst it was not her area she would contact the relevant councillor.

Report from District Councillor, Aaron Powell

- Cllr Powell advised that there was little to report currently due to the election.

Mr Keitley attended the meeting and advised that he would cut back the overgrown hedge at the Cross.