

Abbots Morton Parish Council



Clerk to the Council Kerry Williamson

Email clerk@abbotsmorton-pc.gov.uk Tel 07721 889703 Website www.abbotsmorton-pc.gov.uk

Councillors are summoned to The Annual Meeting of Abbots Morton Parish Council at 8:00PM on Thursday 14th May 2026 in Abbots Morton Village Hall

Press and public are cordially invited to attend

Agenda 05/2026

1. **Election of a Chairman** and signing the Declaration of Acceptance of Office.
2. **Election of a Vice-Chairman**
3. **Apologies for absence:** To receive apologies and to approve reasons for absence.
4. **Declarations of Personal and Prejudicial Interest**
 - 4.1. **Register of Interests:** With reference to items on the agenda members are reminded of their responsibility to declare interests and to update their register of interests as required. *Failure to register or declare an interest may result in the commission of a criminal offence.*
 - 4.2. **Disclosable Pecuniary Interests:** To declare any Disclosable Pecuniary Interests in items on the agenda and their nature. *Councillors with a Disclosable Pecuniary Interest must leave the room for the relevant items.*
 - 4.3. **Other Disclosable Interests:** To declare any Other Disclosable Interests in items on the agenda and their nature. *Councillors with an Other Disclosable Interest may need to leave the room for the relevant items.*
 - 4.4. **Dispensations:** To consider any written dispensations from members who have declared an interest but wish to stay in the meeting during that time to aid discussion / speak / vote.
5. **Open Session:** *The meeting will be adjourned for the open session.*
 - 5.1. **District Councillors:** To receive a report.
 - 5.2. **County Councillor:** To receive a report.
 - 5.3. **Village Hall Committee:** To receive a report.
 - 5.4. **Footpaths Officer:** To receive a report.
 - 5.5. **Public participation:** At the discretion of the Chairman members of the public will be invited to speak and/or question the Parish Council on issues relating to this agenda or raise issues for future consideration. *Maximum duration 5 minutes per person and 15 minutes in total.*
6. **To consider and adopt the minutes** from the Parish Council meeting on the 19th March 2026.
7. **Planning:** The following planning applications are to be considered or pending decision.
 - 7.1. **W/26/00336/AGR:** New House, Abbots Morton Road, WR7 4NA. Prior Notification for a new Agricultural Building. Wychavon District Council confirmed prior approval is not required.
 - 7.2. **W/26/00120/HP:** Mulberry House, Abbots Morton Road, WR7 4NA. Replacement of dilapidated existing wall/fence with boundary wall (part retrospective) - (VARIATION OF CONDITION 1 REF W/24/00713/HP). Application approved by Wychavon District Council.
 - 7.3. **W/26/00177/FUL:** Yew Tree Cottage, Gooms Hill, Abbots Morton, WR7 4LT. Replace existing septic tank with underground sewage treatment plant. Application approved by Wychavon District Council.

- 7.4. **W/25/01521/FUL:** Long Acres, Abbots Morton Road, Abbots Morton, Worcester, WR7 4NA. Retrospective development for an extension to an existing agricultural building. To note comment submitted between meetings and to receive any update.
- 7.5. **NSIP Arrow Valley Solar - Planning Inspectorate Reference: EN0110033.** Scoping Opinion on Environmental Statement (pre-application stage). To note comments submitted and to receive any update.
8. **Public Rights of Way and Highways**
 - 8.1. **PROW maintenance and obstruction issues:** To consider and review.
 - 8.2. **Lengthsman Scheme:** To receive update and to consider items for the Lengthsman's work schedule.
 - 8.2.1. **The Chalet Hedgerow** – to consider overgrown hedgerow growing into road (reported by the Lengthsman).
 - 8.3. **Flooding:** Update on the flooding issues within the Parish.
9. **Progress reports**
 - 9.1. **Speeding & Road Safety:** to receive an update on the petition to reduce the speed limit on the Alcester Road.
 - 9.2. **Devolution/Unitary authority:** to receive an any updates.
 - 9.3. **Arrow Valley Solar Farm:** to receive any update.
10. **Parish matters for discussion/decision**
 - 10.1. **Local Council's Insurance** – to consider insurance quotes and decide policy provider.
 - 10.2. **Parish Priorities** – to consider the Parish's policing priorities for Q2 & Q3.
11. **Annual business as per Standing Orders**
 - 11.1. **To review the following policies and procedures**
 - 11.1.1. Balances and Reserves Policy
 - 11.1.2. Biodiversity Policy
 - 11.1.3. Clerk, Parish, Councillor Protocol
 - 11.1.4. Code of Conduct
 - 11.1.5. Complaints Procedure
 - 11.1.6. Disciplinary Procedure
 - 11.1.7. Equal Opportunities Policy
 - 11.1.8. Financial Regulations
 - 11.1.9. GDPR Data Privacy Policy
 - 11.1.10. GDPR Data Protection Policy
 - 11.1.11. GDPR Data Security Incident Procedure
 - 11.1.12. Grants and Donations Policy
 - 11.1.13. Grievance Procedure
 - 11.1.14. IT Policy
 - 11.1.15. Press and Media Policy
 - 11.1.16. Protocol for Planning Site Visits
 - 11.1.17. Publication Scheme
 - 11.1.18. Retention Policy
 - 11.1.19. Risk Management Policy and Risk Register
 - 11.1.20. Standing Orders
 - 11.1.21. Training and Development Policy
 - 11.2. **To review insurance, risk and assets**
 - 11.2.1. Risk Management Policy and Risk Register
 - 11.2.2. Insurance cover
 - 11.2.3. Inventory of Assets
 - 11.3. **To review appointment to committees, working groups and external bodies**
 - 11.3.1. Village Hall Committee
 - 11.4. **To review the meeting schedule for the year ahead**
12. **Finance**
 - 12.1. **2025-26 Accounts:** To consider and approve the end of year accounts.
 - 12.2. **Certificate of Exemption:** To self-certify exemption from external audit.

- 12.3. Annual Internal Audit Report:** To note report from the Internal Auditor.
- 12.4. Annual Governance Statement:** To consider and approve.
- 12.5. Accounting Statements:** To consider and approve.
- 12.6. Dates for the Exercise of Public Rights:** To set the dates.
- 12.7. Bank mandate:** To review bank signatory arrangements.
- 12.8. 2026-27 Budget expenditure:** To consider and approve.
- 12.9. 2026-27 Bank reconciliation:** To consider and approve.
- 12.10. Invoices:** To approve the following invoices for payment:
 - 12.10.1.** Kerry Williamson (salary and expenses)
 - 12.10.2.** Paula Gittoes (salary and expenses)
 - 12.10.3.** HMRC PAYE
 - 12.10.4.** Jeremy Moore (Lengthsman)
 - 12.10.5.** Local Council's Insurance (Agenda item 10.1)
 - 12.10.6.** Iain Selkirk (internal audit)
 - 12.10.7.** Worcestershire CALC (annual subscription)
 - 12.10.8.** Abbots Morton Village Hall (meeting room bookings)
 - 12.10.9.** Abbots Morton Village Hall (Health & Wellbeing divisional fund – Cllr Bell)

13. Correspondence

- 13.1. Worcestershire CALC:** CALC Subscription Invoice.
- 13.2. Worcestershire CALC:** For Councillors – What Matters this week
- 13.3. Worcestershire County Council:** Adopted SWDP Review 2021-2041
- 13.4. West Mercia Police:** Parish Priorities
- 13.5. West Mercia Police:** Article for Council Magazine – Future Policing Consultation
- 13.6. Zurich Insurance:** Policy Renewal.
- 13.7. PKF Littlejohn:** 2025/26 AGAR External Auditor Instructions.
- 13.8. Arrow Valley Solar:** Project Briefing
- 13.9. Arrow Valley Solar:** Briefing Slides and Webinar Link
- 13.10. Neighbouring Parish Councils:** Arrow Valley Solar Farm

- 14. Councillors' reports and items for the next agenda:** To provide an opportunity for councillors to report minor matters of information not included elsewhere on the agenda and to raise items for future meetings. *Councillors are respectfully reminded that this is not an opportunity for debate or decision making.*

15. Date of the next meeting.

EXCLUSION OF PUBLIC & PRESS: At this point in the meeting, it is possible Councillors will pass the following resolution: "that in accordance with the provisions of the Public Bodies (Admission to Meetings) Act, 1960, as amended by the Local Government Act 1972, the public and press be excluded from the remainder of the meeting owing to the confidential nature of the business to be transacted" agenda item 16, Clerk Recruitment.

16. Clerk Recruitment

Dated 8th May 2026

*Kerry Williamson
Clerk and RFO*