

# LEIGH AND BRANSFORD PARISH COUNCIL

[www.leighandbransford.org.uk](http://www.leighandbransford.org.uk)

Clerk: A Briggs  
24 End Hill Way  
Malvern, WR14 1FW

(07941 177575)  
clerk@leighandbransford.org.uk

22<sup>nd</sup> May 2024

Dear Councillor,

You are duly summoned to attend the Annual Meeting of Leigh & Bransford Parish Council at **7.00pm** on **Tuesday 28<sup>th</sup> May at Leigh & Bransford Memorial Hall.**

## AGENDA

1. Election of Chair for 2024/25 and signing of Acceptance of Office.
2. Election of Vice Chair for 2024/5.
3. To receive and consider apologies for absence from Councillors. Cllr McNally (in advance).
4. To consider applications for co-option to the Parish Council.
5. a) Declarations of Disclosable Pecuniary Interests and any Other Disclosable Interests in items on the agenda (Personal and Prejudicial)  
b) Register of Interests. Councillors are reminded of the need to submit their Register of Interests.  
c) To consider any written requests from Councillors to Grant a Dispensation (S33 of the Localism Act 2011) relating to items on the agenda
6. Public Participation  
Residents are invited to address the council on any local matters and agenda items.
7. Reports of District and County Councillors
8. To consider and approve the minutes of March 26<sup>th</sup> Parish Council Meeting.
9. Progress reports on items from the previous meeting not otherwise listed on the agenda.
10. Governance and policy review  
a) To note Parish Council Standing Orders (Model Standing Orders approved July 2022)  
b) To note the Financial Regulations which were last updated and approved September 2023.  
c) To note Parish Council Policies and procedures including Complaints procedure, Freedom of Information policy, Data Protection policy, Press and Media policies and consider review at a later meeting if required.
11. Planning
  - a) To elect a chair of the planning committee
  - b) To confirm membership of the planning committee
  - c) To consider and approve the minutes of the Planning Committee Meeting held Tuesday 23<sup>rd</sup> April 2024
  - d) Updates on ongoing planning matters
  - e) Planning applications for consideration.

MHDC Reference	Location	Proposal
M/24/00445/CU	Bluebell Cottage, Dragons Lane, Leigh Sinton, Malvern, WR13 5EB	Retrospective change of use of land from meadow/garden area to holiday accommodation consisting of 3 x wooden 2 berth pods, 1 x 2 berth

		Shepherd Hut and 1 x Communal shower/toilet block and kitchenette. Within the meadow area there is also a wooden gazebo
M/24/00355/FUL.	Land At (Os 7680 5325), Leigh	New vehicular access; installation of two storage containers to house tractor, trailer and associated machinery/equipment; Reinstatement of existing track.
M/24/00280/CU	The Low Barn Dingle Road Leigh Worcester WR6 5JX	Change of use of agricultural land to a site for five glamping pods and creation of associated access and facilities
M/24/00580/FUL.	Coopers Cottage, Sandlin, Leigh Sinton, Malvern, WR13 5DN	Engineering works to widen the driveway and changes to adjoining embankment (retrospective)
M/24/00587/RM	Land At (Os 7826 5083), Leigh Sinton	Details relating to appearance, landscaping, layout and scale of the approved 52 residential units following outline consent reference M/23/00320/OUT.

Additional applications received prior to the start of the meeting may be considered to meet response deadlines.

f) To note planning decisions received.

M/23/00027/FUL at Crowcroft House Farm Crowcroft Leigh Sinton Malvern WR13 5ED – **PLANNING APPEAL set for 19/06/2024**

M/22/00187/OUT Land Partnership Developments (Leigh Sinton) Ltd Proposal: Location: Reserved matters application for 52 residential units following outline approval M/22/00187/OUT to include details of Layout and Scale. Land At (Os 7826 5083), Leigh Sinton – **APPROVED**

M/23/01783/LB - Hill House Brockamin Lane Leigh Worcester WR6 5JZ - Removal of small plain clay tiles to roof [due to sprayed loft insulation] and replacement with new Sandtoft Goxhill handmade plain clay tiles. Location: Hill House, Brockamin Lane, Leigh, Worcester, WR6 5JZ – **APPROVED**

M/24/00070/FUL - Change of use of land and lake for wellness and leisure activities including installation of bridge and timber frame canopy, alterations to existing building, and siting of container for office/ refreshment facilities, and mobile sauna. Location: Riverlands Farm, Teme Lane, Leigh, Worcester, WR6 5JY - **APPROVED**

## 11. Finance

- a) To review and approve the Annual Governance Statement for 2023/24
- b) To review and approve the Annual Accounting Statements for 2023/24
- c) To confirm existing signatories for cheques and online banking
- d) To appoint an additional signatory to the parish council bank account
- e) To note and/or review the inventory of land and assets
- f) To note and/or review the risk assessment plan and insurance cover for 2024/25
- g) To confirm the appointment of Duffy Regan as the internal auditor for 2024/25
- h) To appoint a Parish Council Member auditor
- i) To approve schedule of accounts payable

12. To nominate councillor representatives as follows:
  - a) Memorial Hall Committee
  - b) Play areas and outside areas maintenance.
  - c) Lengthsman scheme
  - d) Parish footpaths
  - e) Road safety and VAS/SID
  - f) Worcestershire CALC meetings
13. To elect ad hoc/partnership group representatives as follows:
  - a) Leigh & Bransford United Charities
14. To review the council's and clerk's memberships of other bodies.
15. Any other reports and items for future consideration.
  - a) School Uniform Bank
  - b) Changes to the waste and recycling industry
  - c) Atlas Mobile Communications
  - d) E-bikes for Parish
16. To set dates and locations of Parish Council meetings for 2024/2025  
Parish Council Tuesdays 23rd July, 24th September, 26<sup>th</sup> November, 28<sup>th</sup> January 2025, 25<sup>th</sup> March 2025  
Planning Committee (if required) Tuesdays 25<sup>th</sup> June, 27<sup>th</sup> August, 22<sup>nd</sup> October, 25<sup>th</sup> February 2025.  
All meetings 7pm at Leigh & Bransford Memorial Hall

*A Briggs*

Clerk – Leigh & Bransford Parish Council

The public and press and invited to attend.