PENSAX PARISH COUNCIL

Clerk: Carole Hirst email: clerk@pensaxparish.org

Minutes of the Annual General Meeting of Pensax Parish Council held in Old Chapel Hall, Menith Wood at 7.00pm on Tuesday 12th May 2026

Present: Cllr Andy Gillett (Chairman) Cllr. David Abraham, Cllr. Marc Pedersen.

In Attendance: Clerk – Carole Hirst and Neil Withey (Millennium Green Trust)

1. It was noted that the meeting be chaired by the Clerk of the Council, Carole Hirst, pending item 3a.

2. **Apologies:** To note apologies. Cllr. Douglas Godwin (District Councillor) Cllr. Justin Bowen WCC, Cllr. Stu Meese

3. **Elections.**

a) Appoint Chairman and sign of Declaration of Office. Cllr. Marc Pedersen Proposed and Cllr. Abraham Seconded that Cllr. Gillett be appointed Chair of the Council. There were no further nominations. All in favour. Cllr. Gillett took over as Chair from the Parish Clerk.
Cllr. Abraham asked that a record of thanks be recorded to Cllr. Gillett for his dedicated service as Chair over the past year.

b) Appoint Vice-Chairman. Cllr. Gillett Proposed and Cllr. Abraham Seconded that Cllr. Pedersen be appointed as Vice Chair. Cllr. Pedersen agreed to stand and a vote in favour was declared.

4. Declarations of Interest:

a. To declare any Disclosable Pecuniary Interests in items on the agenda and their nature. **None**
b. To declare any Other Disclosable Interests in items on the agenda and their nature. **None**
c. Written requests for the council to grant a dispensation (S33 of the Localism Act 2011) are to be with the clerk at least four clear days prior to a meeting. **None.**

Democratic Period / Public Time

Residents are invited to give their views and question the Parish Council on issues on this agenda or raise issues for future consideration. Members of the public may not take part in the Parish Council meeting. In accordance with Standing Orders democratic time shall not exceed fifteen minutes nor anyone speak for more than two minutes. All comments are to be directed to the chairman of the meeting.

No questions

5. Approval of the Minutes: Cllr. Gillett Proposed and Cllr. Pedersen Seconded that the minutes of the Ordinary Parish Council held on the 10 March 2026 be approved. All in favour.

6. To note/review Council's Policy Documents.

a) To note Standing Orders, Financial Regulations, Risk Assessment, Asset Register, Code of Conduct, Grants Policy, Investment Strategy, Privacy Policy, IT Policy, Publications Scheme and Accessibility Statement. Noted with a view to the Asset Register being reviewed before the next meeting in July. Cllr. Gillett to speak to Cllr. Meese.

7. Finance.

a) Bank Reconciliations 31st March 2026 and 24th April 2026 – **Noted.**

b) Receipts, Payments up to 12th May 2026. Cllr. Gillett Proposed and Cllr. Abraham Seconded that all Payments be approved and Income noted. All in

PAYMENTS at May 12th 2026		
In2Out March Lengthsman	£	131.75
Post Office Postage	£	10.80
BWP Creative Ltd	£	273.60
Abberley PC - Shared Stationery	£	13.66
c Hirst - Pay april 26 period 1	£	552.72
HMRC - PERIOD 1	£	179.06
Worc CALC	£	255.28
C Hirst Clerk Expenses March to May meeting 2 months includes y/e travel and auditor travel	£	136.20
c Hirst - Pay May 26 period 2	£	552.52
HMRC - PERIOD 2	£	179.26
BWP Creative Ltd - Domain renewal	£	18.00
in2out - Lengthsman April	£	187.00
TOTAL	**£**	**2,489.85**
Receipts not previously recorded		
WCC Lengthsman March	**£**	**131.75**
HMRC VAT RETURN	**£**	**1,238.65**
MHDC PRECEPT 1	**£**	**4,680.00**
TOTAL	**£**	**6,050.40**

c) Summary of Income and Expenditure Year to Date to 24th April 2026. **Noted.**

d) To Approve the Audited accounts & Annual Return for 2025/26: from April 1st 2025 to 31st March 2026 (Part 2) as audited by Mrs Gill Lungley.

Cllr. Pedersen Proposed and Cllr. Abraham Seconded that the Audited Accounts & Annual Return for 2025/26 be approved. All in favour.

(i) Consider Internal Auditor's Report & recommendations 2025/26

Cllr. Pedersen Proposed and Cllr. Abraham Seconded that the **Internal Auditor's Report & recommendations 2025/26 be accepted and reviewed for action.** All in favour.

(ii) Proposal to consider Section 1: Annual Governance Statement 2025/26

Cllr. Gillett Proposed and Cllr. Abraham Seconded that **Section 1: Annual Governance Statement 2025/26 be approved as a true record.** All in favour.

(iii) Proposal to consider Section 2: Accounting Statements 2025/26.

Cllr. Gillett Proposed and Cllr. Abraham Seconded that **Section 1: Annual Governance Statement 2025/26 be approved as a true record.** All in favour.

(iv)To Consider approval the Annual Accounts for 2025/26 year ending 31st March 2026.

Cllr.Gillett Proposed and Cllr. Abraham Seconded that the Annual Accounts for 2025/26 year ending 31st March 2026 be approved. All in favour.

(v) **To note the dates for the period for the Exercise of Public Rights for 2025/26 to set as Wednesday 3 June 2026 to 14 July 2026.** Noted.

(vi) **To Consider the Exemption Certificate for 2025/26 as an Authority whose income and expenditure are under £25,000.** Cllr. Gillett Proposed and Cllr. Abraham Seconded that the Exemption Certificate for 2025/26 as an Authority whose income and expenditure are under £25,000 be approved. All in favour.

e) To consider options for Noticeboard repairs/replacement. Cllr. Abraham agreed to looking into this for the July meeting.

8. **Planning –**

M/26/00140/FUL- Land At (Os 7272 6926), Pensax, Abberley- Erection of 1no. dwelling to replace existing agricultural building- CONSULTATION to 7th April 26

M/26/00426/FUL 3 Hawkley Court, Abberley- Removal of Condition 2 (restriction on use of garage) of planning permission M/24/01429/FUL (Conversion of domestic garage to holiday let)- APPROVED

M/25/01503/FUL - Coppice Barn, Stockton- Proposed change of use of work element of live/work unit to create additional living accommodation- DECISION - REFUSED

South Worcestershire Development Plan Review was adopted by the three South Worcestershire Councils, comprising Malvern Hills, Worcester City and Wychavon, and is now the Local Plan for South Worcestershire.

9. **To allocate roles to Councillors for specific responsibility:** Lengthsman and Noticeboard (Cllr. Abraham); Defibrillator Checks (Cllr. Meese); Memorial Mowing checks (Cllr. Gillett); Finances (Cllr. Gillett); Police Liaison (Cllr. Pedersen).

10. **Councillor reports and items for future agenda.** Each councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

Speed Camera signs – Cllr. Pedersen to contact Cllr. Justin Bowen for advise
Village Gates installation to chase – Cllr. Pedersen to chase Highways.

11. **Date of next meeting:** 14th July 2026 – 7pm - Old Chapel Hall, Menith Wood

The Meeting Closed at 7.45pm

Signed---------- CHAIR Date 14th July 2026