

LITTLE WITLEY PARISH COUNCIL
Draft Minutes of the Annual General Meeting of Little Witley Parish Council
Held on Tuesday 2nd May 2017 in Little Witley Village Hall at 8.55pm.

Councillors Present

Mr P Cumming (Chairman), Mrs P Cumming , Mr D Lowe, Mr P Owen, Mrs F Wilson and Mrs K Wilson.

In Attendance

Mrs A Watson (Clerk)

1. Election of Chairman and Signing of the Declaration of Acceptance of Office.

Cllr. Mrs K Wilson proposed Cllr. Mr P Cumming and this was seconded by Cllr. Mrs F Wilson. The Clerk and Councillors thanked Cllr. Cumming for all his hard work during the year and he was duly elected Chairman and signed the Acceptance of Office.

2. Apologies for absence were received and accepted from:

County Councillor Dr K Pollock and Mr P Hill.

3. Election of Vice Chairman.

Cllr. Mrs K Wilson was elected Vice Chairman. Proposed by Cllr. Mr P Cumming and seconded by Cllr. Mrs F Wilson.

4. Declarations of Interest

There were no declarations of interest.

5. Suspension of the meeting for Public Question Time.

There were no members of the public present.

6. Minutes

The minutes of the meeting held on the 13/03/17 and the Annual Parish Meeting of the 09/05/16 were approved and signed by the Chairman.

7. Matters arising and progress reports.

7.1 The Chairman confirmed the appointment of Mr C Bunn as Parish Lengthsman from the 24/04/17.

8. Election of Officers and allocation of duties.

8.1 Website: Cllr. Mr D Lowe

8.2 Lengthsman Scheme: Cllr. Mrs F Wilson

8.3 Neighbourhood Watch: Cllr. Mrs P Cumming

8.4 Village Hall Committee: Cllr. Mr P Owen

8.5 Highways and Footpaths: Carried forward to next meeting.

8.6 Broadband: Carried forward to next meeting.

9. Finance

9.1 The following payments, to be paid electronically, were approved:

9.1.1 Bill's Garden Gates - for new Notice board	£370.00
9.1.2 Worcestershire CALC subscription	£174.63
9.1.3 Cllr. Mr P Cumming for Litter Picking Stick and notice board sundry items	£28.77
9.1.4 Clerks Salary April 2017	£173.34
9.1.5 Clerks Office Expenses April 2017	£20.00

9.1.6 Councillors also agreed to the electronic payment of the Clerk's salary and expenses for May 2017, totalling £193.34, which will be paid on the 01/06/17.

9.2 The Chairman confirmed receipt of Worcestershire CALC Smaller Authority Transparency Code Grant of £1495.00. These funds will be used to allow the Parish Council to comply with the code.

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Chairman – Little Witley Parish Council

LITTLE WITLEY PARISH COUNCIL

9.3 To approve Little Witley Parish Council Annual Accounts for 2016/2017.

The Councillors unanimously approved the annual accounts and noted the annual internal audit had been completed by Mr P Galvin without comment.

10. Annual Audit – The Councillors unanimously approved the Grant Thornton Annual Return for 2016/2017 which was signed as follows;

10.1 The Chairman read out and Councillors unanimously approved Section 1 – The Annual Governance Statement 2016/17. This was signed by the Chairman and the Clerk/RFO.

10.2 The Chairman read out and the Councillors unanimously approved Section 2 - Accounting Statements for 2016/17. This was signed by the Chairman and the Clerk/RFO.

10.3 As at 9.3 the Chairman confirmed the Annual Internal Audit had been undertaken by Mr P Galvin. The Chairman also stated that Mr Galvin had requested that his fee of £50 be donated to charity.

10.4 Councillors approved the Notice of Date of Commencement of Period for the Exercise of Public Rights for Accounts Year Ended 31st March 2017, as commencing on 05/06/17 until 14/07/17.

This information will be displayed on the parish notice board and website www.littlewitleyparish.org.uk.

11. Correspondence for information.

The Clerk reported on correspondence from County Highways Liaison Engineer, Mr G Brienza regarding speeding and 'Village Gates'. It was agreed that the Clerk will make arrangements to meet Mr Brienza and look at possible locations. The Clerk also confirmed that she was also waiting for a response from the Safer Roads Partnership regarding the speed surveys.

12. Planning

12.1 Planning Application Number: 17/00347/HP and 17/00348/LB

Applicant: Mr & Mrs Waltier. Location: Bank House, Bank Road, Little Witley, WR6 6LR. Proposal: Single storey side extension to replace conservatory, and two storey rear extension.

Parish Council Comment: Recommend Approval

12.2 To note comments from Planning Officer regarding Application Number: 17/00166/FUL

Applicant: Mr & Mrs Clarke. Location: Land at Little Witley, WR6 6LN. Proposal: Polytunnel to be used as livestock housing and general agricultural storage and the creation of a small area of hard standing to extend a pre existing yard area.

12.3 Planning Application Number: 17/00507/HP

Applicant: Mr & Mrs Fitch. Location: Tinkers Cottage, 2 The Square, Bank Road, Little Witley, WR6 6LS. Proposal: Single storey side extension to replace a previous single storey extension.

Parish Council Comment: To be advised at next meeting.

13. Any other business and consideration of items for the next meeting.

13.1 To confirm the date of next Parish Council meeting as Monday 10th July 2017. It was also agreed that the Clerk will book the Village Hall for Parish Council meetings for the next 12 months.

13.2 The agenda for the next meeting will include Parish Council Risk Assessments for approval.

13.3 The Chairman will liaise with the Clerk regarding advertising the co-option of a parish councillor. It was agreed in principle, that applications should be made in the first instance to the Chairman.

13.4 Cllr. Lowe raised the problem of drainage and sewage in the village. Cllr. Lowe is to report the problem to the Council again and contact environmental health.

13.5 Cllr. Lowe very kindly offered to purchase wood and repair the bench in the village. Councillors agreed to a budget of £60.

The Chairman thanked everyone for their attendance and closed the meeting at 9.55pm.

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Chairman – Little Witley Parish Council