

# LITTLE WITLEY PARISH COUNCIL

Draft Minutes of the Meeting held on Monday 9<sup>th</sup> January 2017 in Little Witley Village Hall at 7.45pm.

## Councillors Present:

Mr P Cumming (Chairman)  
Mrs P Cumming  
Mr D Lowe  
Mr P Owen  
Mrs F Wilson

## In Attendance:

Mrs A Watson (Clerk) and 1 member of the public.

### 1. Public Participation:

Mr P Hill, on behalf of Friends of St Michaels Parish Church, raised a query regarding donations made by the Parish Council. Following a short discussion it was clarified that the Parish Council had donated £250 for the 2014 financial year which was paid out in 2015. Councillors had also previously agreed to a donation for the 2015 financial year, but this had not been paid to date. It was agreed that at this meeting a cheque would be paid for £250 to cover the donation for 2015 and that the Clerk will agenda for the next meeting, a request for a donation towards the 2016 financial year.

### 2. Apologies:

Apologies were received and accepted from Parish Councillors; Mr D Buggins, Mrs K Wilson and County Councillor Dr K Pollock.

### 3. Declarations of Interest:

Cllrs. Mr P Cumming and Mrs P Cumming; Standing Declaration of Interest relating to all planning matters.

### 4. Minutes of Previous Meeting held on the 14/11/16:

The minutes were approved and signed by the Chairman.

### 5. Progress Reports:

- Broadband – The Chairman reported there was still no response from Airband whatsoever and that BT were indicating a possibility of providing broadband to the centre of the village.
- Speed Survey – The Clerk is to chase this up as no new survey has been carried out to date. Although an email from the Highways Liaison Officer, Mr G Brienza on the 03/01/17, stated that the surveys are in hand.
- Highways – The problem manhole cover outside Rock Cottage on the A443 and the damaged sign in Church Lane have both been repaired.
- Noticeboard – The Chairman confirmed the replacement will be delivered in February.
- Website – Mr Ken Rivers has done a draft that will be considered by the Chairman and Cllr. Lowe.
- Welcome Letter – The Chairman stated that in future new parishioners will be given a simple welcome letter referring them to the website for up to date information.
- Litter Bin by Bus Shelter – The Chairman confirmed that this had been ordered and would be installed shortly; the effectiveness of the litter bin would be monitored before any additional bins were considered. Cllr. Cumming also agreed to make a contribution towards the cost of this bin from the District Councillor's Ward Budget.

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## 6. Finance

### 6.1 Update on current financial position and to agree the Budget 2017-2018.

The Chairman provided Councillors with a copy of the Income and Expenditure Accounts at 31/12/16, and a budget analysis which was agreed.

### 6.2 To agree the Precept request 2017-2018 and submit to Malvern Hills District Council by 31/01/17.

The Chairman proposed that the Precept should remain the same as the previous year at £5000. This was seconded by Cllr. Lowe and unanimously agreed. The Clerk will inform MHDC.

### 6.3 The following payments made during December 2016 and January 2017 were ratified:

6.3.1 Clerks Salary November 2016	£173.34
6.3.2 Clerks Office Expenses November 2016	£20.00
6.3.3 Lengthsman for work during November 2016 £204 plus £24 Strimming	£228.00
6.3.4 Clerks Salary December 2016	£173.34
6.3.5 Clerks Office Expenses December 2016	£20.00

### 6.4 The following accounts were approved for payment at the meeting by cheque:

6.4.1 Lengthsman for work during December 2016	£132.00
6.4.2 Donation to Friends of St Michaels Church (2015 Financial Year)	£250.00

6.5 The Chairman confirmed that the internet banking facility was now set up. In order for approval of payments in future, the Clerk will send out an email with the request that 2 Councillors approve by return on the same email, to maintain a true record of transactions.

### 6.6 The following payments to be made at 01/02/17 were approved;

6.6.1 Clerks Salary January 2017	£173.34
6.6.2 Clerks Office Expenses January 2017	£20.00

**Proposed Cllr. Mr P Owen seconded Cllr. Mrs F Wilson.**

## 7. Highways and Speed Survey:

As per Item 5. The area of highway outside the old garage on the A443 was discussed and the Chairman recommended that the owners of the neighbouring properties contact the County Council Highways department regarding the process for adoption of the road.

## 8. Parish Council Assets – update on Notice board and Bus Shelter refurbishment.

In addition to the information provided at Item 5 regarding the Noticeboard, Councillors discussed refurbishment of the Bus Shelter later in the spring. One parishioner has kindly volunteered to help and Cllr. Lowe is to get another quote to do the work.

## 9. Worcestershire CALC Transparency Fund.

It was agreed that the Clerk will put forward an application for this funding via CALC.

## 10. Correspondence for information:

- MHDC Planning Training Section 106 and CIL Presentation Slides – emailed to Councillors.
- SWDP Consultation – Planning for Health in South Worcestershire – emailed to Councillors.
- Worcestershire County Council budget consultation meeting on Thursday 19/01/17 at 6:00pm.
- Notification of Clifton-upon-Teme Neighbourhood Plan Consultation.
- Notification of Worcestershire County Council's Local Transport Plan consultation open online until 17/03/17. [www.worcestershire.gov.uk/LTP](http://www.worcestershire.gov.uk/LTP)
- Notification of MHDC Public Space Protection Order pursuant to Dog Control consultation open online until 26/02/17. [www.malvern hills.gov.uk/public-notice-consultations](http://www.malvern hills.gov.uk/public-notice-consultations)

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### 11. Reports of meetings attended and to confirm Parish Council meeting dates 2017:

There were no reports. Meeting dates were agreed as follows and the Clerk is to book the Village Hall;

#### 2017

13 March

8<sup>th</sup> May

10<sup>th</sup> July

11<sup>th</sup> September

13<sup>th</sup> November

#### 2018

8<sup>th</sup> January

12<sup>th</sup> March

### 12. District and County Councillors' reports.

Cllr. Cumming reported on more pressure on the District Council from the Government to save money and this will be raised with the local MP, Harriet Baldwin at a meeting in February. Changes to the offices at Malvern are in place which will result in a proper reception for the Council Chamber; however approval is still required from Historic England before they can go ahead. A new planning system is going on line shortly which should provide more up to date information on when planning decisions are made. The Clerk then read out a written report from County Cllr. Pollock, a copy of which is available on the parish website [www.littlewitley.org.uk](http://www.littlewitley.org.uk).

### 13. Planning - To confirm Malvern Hills District Council Decision Notices:

#### 13.1 APPROVAL - Application 16/01115/HOU and 16/0116/LBC

Applicant: Mr & Mrs C Pearce.

Location: The Wain House, Bank Road, Little Witley, WR6 6LS

Proposal: Proposed removal of extension in front of former Wain House opening, new side extension, 3 No. new roof lights and reduction in size of 2 No. existing roof lights.

#### 13.2 APPROVAL - Application Number: 16/01018/FUL

Applicant: Mr & Mrs Hall.

Location: Land at (OS7848 6240) Ockeridge, Wichenford.

Proposal: Proposed change of use of land for the stationing of two shepherds huts and one log chalet for holiday use.

- The Chairman gave a short report on the number of conditions the planning committee had attached to this approval, some of which had not been correctly adhered to by officers following the meeting. This had been raised by the Chairman who was confident that the issue would be dealt with by the Planning Officers and any mistakes would be amended.

### 14. Any other business and consideration of items for the next meeting (9<sup>th</sup> January 2017):

- The Clerk is to provide details of a Lengthsman's risk assessment form for the next meeting.
- The Chairman has started a list of people who want to be notified of meetings by email.
- Cllr. Lowe requested the Council purchase 4 litter pickers and it was agreed that these could be purchased within a budget of £50. Cllr. Owen offered to provide black bin bags.
- Following notification of the Dog Fouling consultation, the Chairman is to raise the issue of where dog owners dispose of 'dog-faeces' bags with MHDC.

The Chairman thanked everyone for their attendance and closed the meeting at 9.15pm.