

LITTLE WITLEY PARISH COUNCIL

Draft Minutes of the Meeting held on Monday 14th November 2016 in Little Witley Village Hall at 7.45pm.

Councillors Present:

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

In Attendance:

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

1. Public Participation:

The non attendance of the rural crime officer at a Parish Council meeting was raised and this is to be chased up by the Chairman. The lack of volunteers to carry out litter picking was also discussed together with the refurbishment of the bus shelters and phone kiosk. The Chairman stated that it was likely the Parish Council would have to employ someone to paint the bus shelter. The identity of some vehicles parked on highways land was noted, although no immediate action by the Parish Council is required.

2. Apologies:

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

3. Declarations of Interest:

Cllr. Mr P Cumming; Standing Declaration of Interest relating to all planning matters.

4. Minutes of Previous Meeting held on the 05/09/16:

The minutes were amended at Item 2 Apologies, to insert the word 'Late' at the start of the sentence. The minutes were then approved and signed by the Chairman.

5. Progress Reports:

Cllr. Lowe reported that 'Airband' was working without major issue; however there was still no progress with Superfast Broadband for the area. Councillors discussed the location of the nearest BT cabinets and the potential to supply fibre cable to the village.

6. Finance.

6.1 The Chairman confirmed receipt of the 2nd Precept Payment for 2016/2017 of £2500 and will produce the budget for the next meeting to agree a Precept request for 2017/2018 from MHDC.

The signed audit report from the external auditors Grant Thornton has been received and displayed on the website.

6.2 **Bank Signatories and Online Banking - To agree the process to enable payments to be made online:** Councillors discussed the proposal put forward by the Chairman that the Clerk raises payment requests by email and sends this for approval to the Chairman and one other Councillor. Once this is approved, provided it is possible, the Chairman will make the payment electronically. Councillors unanimously agreed to the proposal.

6.3 The following payments made during October and November 2016 were ratified:

6.3.1 Clerks Salary September 2016	£173.34
6.3.2 Clerks Office Expenses September 2016	£20.00
6.3.3 Lengthsman for work during August 2016 £144 plus £24 Strimming	£168.00
6.3.4 Clerks Salary October 2016	£173.34
6.3.5 Lengthsman for work during September 2016 £120 plus £24 Strimming	£144.00

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

6.4.1 Clerks Office Expenses October 2016 (including Data Protection Registration) £55.00

6.4.2 Lengthsman for work during October 2016 £78 plus £24 Strimming £102.00

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

The Clerk also confirmed that no information on a staging date from the Pensions Regulator had been received to date.

7. Highways, Speeding and Hedges:

- Councillors discussed the unsatisfactory results from the speed survey carried out in September and the Clerk reported on a site meeting (11/11/16) with Mr G Brienza, Highways liaison officer with the County Council, to agree where a new speed survey should take place. The speed wires will be at both ends of the village on the A443 again, but will be at the more critical points on the main road.
- The Chairman reported that he and Cllr. Buggins have spoken to the owners of overgrown hedges in the village; however there seems to be a general reluctance to do anything. They will continue to monitor the situation and pass onto the County Council if necessary.
- The Clerk is to report a problem with a manhole cover outside Rock Cottage and Councillors discussed the prospect of the County Council adopting the 'old road' by the garage which is need of resurfacing. The Clerk confirmed the damaged sign in Church Lane is to be repaired and the Grit Bins are full.

8. Parish Council Assets – Quotes for Refurbishment/Replacement Notice board:

The Chairman reported that he was still waiting to obtain the professional quotations for painting/staining the bus stop and this was not likely to happen until the New Year now. However the quote for the notice board was due imminently from Bill Dallow of Bills Garden Gates, Great Witley. It was agreed that provided the quotation is for less than £500, this can be ordered by the Chairman.

9. Website:

The Chairman and Cllr. Lowe reported on a meeting with Mr K Rivers who created the Village Hall website. The initial set up cost is approximately £250 and it was unanimously agreed, that provided the costs were no more than this, the Chairman will instruct Mr Rivers to go ahead. The Chairman will also discuss a 'village database of emails with Neighbourhood Watch Co-ordinator, Mrs J Mills.

10. Worcestershire CALC Transparency Fund:

The Chairman is to liaise with the Clerk regarding an application for this funding from NALC, towards the cost of equipment and website facilities for the parish.

11. Correspondence for information:

- Notification of Consultation on the Wychavon District and Malvern Hills District Draft Shop Front Design Guide Supplementary Planning Documents (September 2016)
- SWDP Adoption of Supplementary Planning Documents (SPD); Affordable Housing Supplementary Planning Document (SPD) and Developer Contributions Supplementary Planning Document (SPD)
- MHDC Refuse and Waste - Christmas Collection Schedule
- Information on Smaller Authorities Transparency Code

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12. Reports of meetings attended and items for future agenda:

The Clerk reported on attendance at MHDC Parish & Town Council Conference on the 17/10/16.

13. District and County Councillors' reports:

Cllr. Cumming reported that work was about to begin on the District Council's budget and that a new computer system for the planning department was being considered to help with the backlog of work.

County Cllr. Pollock was unable to attend the meeting but sent a written report, copied to Councillors, which included an update on the rapid progress that Tesco's are making in the building of their supermarket that could see the store open at the end of February 2017.

Public Realm works that will run from the bridge to the Regal cinema will not start until the New Year, so not to disrupt Christmas trade and festivities.

An artist's impression of the new Eastham Bridge has been published. The width will be the same as with the original, meaning there will be no footway or pedestrian refuges. This means that the bridge can be built immediately without planning permission under permitted development, and avoid the long process of an environmental impact assessment.

Recognising the importance of the condition of the highways, the County Council has decided to increase the number of liaison officers from four to five. As a result Gerry Brienza has been redeployed to cover all of Wychavon and Malvern Hills will now be the territory of Roy Fullee.

Cllr. Pollock still has some money in the Divisional Fund and would be pleased to hear about potential proposals for projects that serve the community.

14. Planning:

14.1 To confirm Malvern Hills District Council Decision Notice for Application 16/00910/HOU
Applicant: Mr O Ridgway Proposal: Single storey rear extension. Location: The Laurels, Church Lane, Little Witley. WR6 6LP
MHDC Decision Notice: Approval

14.2 To note the following new Applications 16/01115/HOU and 16/0116/LBC
Applicant: Mr & Mrs C Pearce 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. Location: The Wain House, Bank Road, Little Witley, WR6 6LS
Parish Council Comment: Recommend Approval

15. Any other business and consideration of items for the next meeting (9th January 2017):

The Clerk is to ensure that Cllr. Owens name is on the minutes and pass on the contact details of the new highways liaison officer, Mr Roy Fullee to Cllr. D Buggins.

The Chairman is to ask 'Bill the Gate' about the cost of a bench for the bus shelter and following a brief discussion regarding litter and the problem of illegal fly-tipping around the village raised by Cllr. Wilson, it was unanimously agreed that the Chairman will order a litter bin at a cost of £297 plus £140 for a concrete base from the District Council.

The Chairman thanked everyone for their attendance and closed the meeting at 9.00pm.