

Little Witley Parish Council

Draft Minutes of the Meeting held on Thursday 5th May 2016 in Little Witley Village Hall at 7.30pm.

Councillors Present

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

In Attendance

Mrs A Watson

1. Public Participation

There were no members of the public present.

2. Apologies

There were no apologies.

3. Declarations of Interest

As a member of Malvern Hills District Council Executive Committee, Cllr. Mr P Cumming announced a Standing Declaration of Interest relating to all planning matters. Cllr. Mr P Cumming will not participate in any planning decision at any stage.

As a member of Malvern Hills District Council Executive Committee, Cllr. Mrs P Cumming also announced a Standing Declaration of Interest relating to all planning matters. Cllr. Mrs P Cumming will not participate in any planning decision at any stage.

4. Minutes

The minutes of the meeting held on the 24th March 2016 (including one amendment to the date of the next meeting) were taken as read, approved and signed by the Chairman.

5. Progress reports

The Chairman reported that he now has access to the parish website to enable changes to be made and will send a note of the web address to all Councillors. Cllr. Lowe agreed to look at what improvements could be made.

6. Co-option of New Members

The Chairman welcomed Mrs Kay Wilson and Mrs Fiona Sinclair to the meeting. Following short introductions, Councillors agreed to their co-option to Little Witley Parish Council. Mrs Wilson and Mrs Sinclair duly signed their Declaration of Office and completed the Register of Members Interest forms which the Chairman will pass onto Electoral Services at MHDC.

7. Consideration of appointment of Clerk

The Chairman explained that the Parish Council has been without a Clerk for 18 months and introduced Mrs Anne Watson as a potential candidate. Mrs Watson outlined her background as a Clerk for other parishes and it was agreed that the Chairman and Cllr. Owen will look at a job description and contract of employment, with a view to Mrs Watson being appointed at the beginning of July.

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8. Finance

8.1 The following accounts were approved for payment:

8.1.1 Lengthsman for work during March 2016	£240.00
8.1.2 Lengthsman for work during April 2016	£168.00
8.1.3 Zurich – Parish Council Insurance (£251.85 - £5 overpayment from previous year)	£246.85
8.1.4 Worcestershire CALC Subscription	£159.31

8.2 To consider arrangements for payments between meetings

Councillors agreed that due to some small invoices having to wait an unacceptable length of time for payment, provision be made for cheques to be paid out between meetings. These will have two signatories and be up to the value of £200 and presented for ratification at the next meeting.

8.3 To consider the annual return for the year to 31st March 2016

The Chairman read out the 2015/2016 Annual Governance Statement. Cllr. Mrs Cumming proposed approval, seconded by Cllr. Sinclair and passed unanimously. In addition, the Chairman gave details of the current asset register which needs updating. In order to assess current values, the Chairman will email a copy of the list to all Councillors for consideration at the next meeting.

8.4 To consider the approval of the accounts for the year to 31st March 2016

The Chairman gave a detailed explanation of the year's accounts, prior year adjustments, grants, bank balances and audit arrangements. The Chairman proposed approval of the accounts, seconded by Cllr. Owen and passed unanimously.

8.5 Update on bank signatories and consideration of internet banking

As HMRC now insist that all Clerks are employees of the parish council, Mrs Watson will look at PAYE registration, internet banking and standing order arrangements for monthly salary payments from July.

8.6 Update on current financial position

The Chairman reported that the accounts are balanced; all payments and receipts are up to date including the Lengthsman and VAT reimbursements. The 3 cheque signatories remain as the Chairman, Cllr. Mrs P Cumming and Cllr. Mr P Owen.

9. Lengthsman's contract

The Chairman reported that the Lengthsman's grant from Worcestershire County Council for 2016/2017 is £1786; however the parish council do make payments for additional work when required. It was resolved that the Chairman will sign the agreement with WCC. It was also noted that areas around some road signs in the village needed strimming. The Chairman asked Cllr. Buggins to liaise with the Lengthsman regarding this request.

10. Correspondence for information

10.1 The Chairman advised that information on shed alarms had been received from the Police and this will be discussed at the Annual Parish Meeting.

10.2 Parishioners comments regarding the notification panel in the bus shelter were noted.

10.3 A letter received from a resident regarding the Telephone Kiosk and bus shelter will be raised at the Annual Parish Meeting.

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10.4 The Chairman reported on correspondence with the company who own the phone mast in the village and confirmed he has made a request for this to be repainted a more appropriate colour in future.

10.5 Rural road sweeping – this will include the loop from the A443 to Well Lane, part of Bank Road and Church Lane.

10.6 Malvern Hills District Council Planning Training Events – Councillors were invited to inform the Chairman if they wish to take part. Cllr. Lowe to attend.

11. Reports of meetings attended and items for future agenda

There were no reports. The Chairman will include Notice boards as an item for the next agenda.

12. District and County Councillors' reports

The Chairman will give his District Council report to the Annual meeting on Monday 9th May 2016.

It was noted that there is still a problem with drainage in Church Lane and Cllr. Lowe reported that this was being investigated.

13. Planning applications

16/01049/FUL Applicant: Mr P Clarke. Proposal: Erection of a general purpose agricultural building. Location: Land adj Field House, Well Lane, Little Witley, Worcestershire, WR6 6LN

Parish Council Comment: Recommend Approval

14. Dates of meetings 2016/2017

Monday 11th July

Monday 5th September

Monday 14th November

Monday 9th January

Monday 13th March

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15. Any other business

Cllr. Lowe raised the question of parish problems with broadband provision, particularly from Airband. Councillors discussed poor download speeds, engineers, access points and masts. It was agreed that the Cllr. Lowe will be put forward as the parish representative to attend Broadband meetings at Worcestershire County Council.

Councillors also agreed, that for ordinary meetings of the Parish Council, they are content to use the 'back room' of the Village Hall in view of the level of public attendance last night.

The Chairman thanked everyone for their attendance and closed the meeting at 8.50pm.

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