

Minutes of the Annual Meeting of the Parish Council of Little Witley  
Held at Little Witley Village Hall on 14<sup>th</sup> May, 2018  
Following the Annual Meeting of the Parish of Little Witley

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Present: Cllrs Paul Cumming, Kay Wilson, Colin Bexley, Pam Cumming, Philip Owen, Louise Slater

In attendance: Clerk, four members of the public

The meeting was formally opened and then moved straight to item 1.

001 Adjournment

The meeting was adjourned for Public Question Time

Members of the public raised their concerns about speeding in and around the village, most particularly on the A443 and requested that Vehicle Activated Signs (VAS) be installed to modify driver behaviours (i.e. to slow down the speed at which they drive their vehicles). They also asked how the village can prevent speed.

The example from neighbouring villages (eg Great Witley), shows that Permanent VAS units are not effect. This position is supported by the report from the Transport Research Laboratory (TRL) 2016/17. However the TRL note that "random" traffic calming attempts have a higher success rate in behaviour modification. They consider that unpredicted (and safe) activites (i.e. occasional, varied so that drivers do not become familiar with them) do have an effect.

An example of this sort of activity is where villagers whose properties are located along the problem areas could have a wooden figure dressed in a high visibility tabard in their gardens. This figure would need to be regularly moved around to bring the "randomness" into play. Currently there are individuals in a nearby parishes who have variations on this idea in their gardens.

The excellent idea of driver, country-wide being required to attend and complete a speed awareness course every 5 years was greeted with great enthusiasm, as it is the consistent reminder of the dangers of speeding that would most likely have a positive effect on driver behaviour.

Cllr Cumming outlined the community speed watch idea, in which parishioners can act in a co-ordinated group but cautioned that the only penalties that the Police service can enter into is to send a letter to the owner of the vehicle.

002 The meeting was resumed under the temporary chairmanship of the 2017-18 Chair Cllr Paul Cumming, pending item 4.

003 Apologies

There were no apologies

004 Elections

The outgoing Chairman stepped down from office. The Clerk thanked the 2017-18 Chairman for his work in the role and then called for nominations for the 2018-19 Chairmanship.

Cllr Paul Cumming was nominated and seconded. This being the only candidate, the Clerk called for the vote. Cllr Cumming was unanimously voted back into office for the period May 2018 to elections in May 2019.

Chairman ..... Date 16<sup>th</sup> July 2018

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004 Elections (Cont)

**Resolved** Cllr Paul Cumming, Chair of the Parish Council of Little Witley (May 2018 to elections in May 2019)

The role of Vice Chairman was put to Kay Wilson who confirmed her agreement to continue. She was nominated and seconded. All Cllrs voted for the appointment.

**Resolved** the role of Vice Chairman of the Parish Council of Little Witley (May 2018 to elections in May 2019) would be undertaken by Kay Wilson.

005 The Annual Meeting was formally opened by the new Chair, Cllr Paul Cumming and business was resumed.

006 Declarations of Interest

All Cllrs were reminded of the need to declare any interests (DPI or ODPI) in items on the agenda. None were declared, and the Clerk confirmed that no requests to grant a dispensation had been received.

007 Minutes

The minutes of the meetings of 12<sup>th</sup> March 2018 and the extraordinary meeting held on 23<sup>rd</sup> April, 2018 were confirmed as accurate and were **adopted**.

008 Meeting Schedule 2018 to 2019

The Clerk was asked to confirm the availability of the small meeting area at the back of the hall for the following dates.

2018 – 16<sup>th</sup> July, 10<sup>th</sup> September, 12<sup>th</sup> November

2019 – 14<sup>th</sup> January, 11<sup>th</sup> March, 13<sup>th</sup> May (Annuals), 8<sup>th</sup> July, 9<sup>th</sup> September, 11<sup>th</sup> November

These being the dates of the meeting of the Parish Council.

009 Responsibilities

1. Cllr Colin Bexley confirmed his willingness to continue to manage issues involving Highways and the Parish Lengthsman
2. Cllr Jonathan Geach confirmed his willingness to oversee (with the support of the Clerk) compliance with the new GDPR legislation.
3. The Village Hall Committee had requested that a second Cllr join the committee to represent the Council's interest. No candidate made themselves known.

010 Planning

There were no new items to be raised under this heading.

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011 Finance

1. Financial Year 1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2018

Councillors **agreed**

- a. That the accounts, as audited by Paul Galvin FCMA, be adopted, in line with his statement of the Annual Internal Audit Report.
- b. That Section 1 of the Annual Governance Statement was approved.
- c. That Section 2 of the Accounting Statements be completed.

The Clerk was instructed to comply with the directions given in the “Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual Governance and Accountability Return 2017/18 Part 2.”

2. That publication of the following documents be made by the Clerk in accordance with the appropriate regulations and guidance notes.

- a. Certificate of Exemption
- b. Annual Internal Audit Report 2017/18
- c. Section 1 – Annual Governance Statement 2017/18
- d. Section 2 – Accounting Statements 2017/18
- e. Analysis of Variances
- f. Bank Reconciliation
- g. Notice of the period for the exercise of public rights and other information required by Regulation 15 (2) Accounts and Audit Regulations 2015.

3. The Clerk was requested to make arrangements for payments for the following items.

011.3.a	Invoice	WORC CALC and NALC Membership	£186.81
011.3.b	Invoice	Zurich Insurance	£257.60
011.3.c	Timesheet	Lengthsman Mr Chris Bunn (In2Out)	£144.00
011.3.d	Grant	St Michaels Church (first stage payment of £50.00, leaving £70 to pay)	£50.00
011.3.e	Internal Auditors Fee	Paul A Galvin FCMA – The internal auditor requests that his fee be donated directly to the <b>Nora Parsons Day Centre</b>	£50.00
011.3.f	Reimbursements to Kym Wild	Purchase, on behalf of Little Witley Parish Council of ACER Laptop and MC Office 365 Licence package for the use of the Parish Council’s Clerk(s)  Purchase had been made from the Transparency Grant Funds already received.  The Clerk was instructed to instigate the VAT element reclamation process.	£763.83

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012 Telephone Kiosk Project

The Clerk has arranged for the following

- First stage clearance of the surrounding under and over growth that covered the kiosk
- A restoration specification for the repair/repainting of the kiosk
- A discount package for the purchase of the recommended British Standard code paint (Post Office Red) from Johnson Ltd and options for the detailing on the crown emblems.
- The specification would be circulated to three appropriate contractors for quotations
- The Clerk and Peter Hill, parishioner, would arrange to meet at the Kiosk to clean the site further ready for work to start later in the year.

Following renovation, the Clerk proposed that local businesses with goods to sell on the Honesty Box system be approached to use the box on an occupation and maintenance basis.

This matter was to be progressed by The Clerk and the Council was to be updated on a regular basis.

013 GDPR

1. Cllr Geach would be working on this item with the support of the Clerk. Places had been reserved for the Clerk and Cllr Geach on the WORC Calc "GDPR and the Parish Council" to be held on 23<sup>rd</sup> May, 2018 at 7pm in the main chamber of County Hall.

014 Councillors Items

1. Website. Cllr Geach reported that the new website was well underway and a call for illustrative photographs for the parish was made.

015 Clerks Items

The Clerk brought to the attention of the meeting the following items.

1. Disclosure of Interest Forms  
A reminder to update all DoI forms on a regular basis. The Clerk would circulate an electronic copy of the DoI for Councillors to have on hand.
2. Gifts and Hospitality  
A reminder of the protocol for accepting gifts and hospitality.  
  
The Clerk would circulate the full protocol to all councillors as it contained a number of different guidances relating to the value of gifts, hospitality and the nature of their giving.
3. Clerks & Council Direct (May 2018 issue 117)  
Article "Rights of way and rights of access: what local councils need to know" The Clerk would circulate a copy of this article to all councillors for their information.

016 There being no other business to transact, the meeting was closed.

Chairman ..... 16<sup>th</sup> July, 2018