

To all members of Little Witley Parish Council; Cllrs Paul Cumming (Chair), Kay Wilson (Vice-Chair), Colin Bexley, Pam Cumming, Jon Geach, Phil Owen, Louise Slater

Dear Councillor,

You are summoned to attend an ordinary meeting of the Parish Council to be held on Wednesday 24th July at 7.30pm at Little Witley Village Hall, Little Witley.

The business to be transacted is set out in the agenda, which is detailed below.

K D Wild

K D Wild (Mrs)
Parish Clerk and Responsible Financial Officer
18th July, 2019

AGENDA

PC 19/59 – PC 19/83

Fire Procedure

PC 19/59 To receive apologies for absence

A record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded.

[Local Government Act 1972 s12]

PC 19/60 Declarations of Interest.

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by [Little Witley Parish Council Code of Conduct for Members \(P19/43\)](#)

[Localism Act 2011]

Note: Members should leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest. Requests for dispensations must be in writing, addressed to the Parish Clerk and received as soon as possible before the meeting.

PC 19/61 Applications for Dispensations Received

- i. Applications for Dispensations received by the Clerk
- ii. To note that Cllrs Paul Cumming and Pam Cumming are able to act as members of the parish council when comments are invited on a planning application, but will not normally participate in the final decision. (*Society of Local Council Clerks Advice Note: The Role of Parish Councils In Planning – 22/08/12*).

Adjournment for Public Question Time.

Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. The period of time, which is at the Chair's discretion, for public participation shall not exceed 15 minutes. Questions/comments shall be directed to the Chair.

- PC 19/62 Public Notice Board Renovation (Well Lane) (PC19.14b)**
To note the completion of the renovation work to the Public Notice Board in Well Lane. The Clerk has written a letter of thanks to the resident who completed the works to the board and the immediate surroundings.
- PC 19/63 Chairman's Announcements**
- PC 19/64 County Councillors Report**
- PC 19/65 District Councillors Report**
- PC 19/66 Full Council Meeting Minutes**
To receive, approve as a correct record and sign the minutes of the Council meetings held on 11th June 2019. *[Local Government Act 1972 s12 para 41 (1)]*
- PC 19/67 Standing Orders, Financial Regulations and Risk Assessment Annual Review. (PC19/57)**
To receive the working party's report and consider their recommendations on the annual review of the Parish Council's;
- a. Standing Orders,
 - b. Financial Regulations
 - c. Risk Assessment.
- PC 19/68 Councillor Responsibilities [PC19/47]**
[Revised paper PC19/47.1 refers]
- PC 19/69 Cross Parish Working [formerly item 065-12/11/18]**
Verbal update on progress (Cllr Bexley)
- PC 19/70 Official Representation on outside bodies.**
To appoint official representatives to the following;
- a. The Little Witley Village Hall Committee, by invitation
 - b. WorcCALC, by entitlement
- Those appointed to report back to meetings of the Full Council.
- PC 19/71 Councillor Training (PC19/50)**
1. Report from Cllr Bexley on his recent attendance at the MHDC organized P&TC Planning training event.
 2. Current training opportunities
 - i. Introduction to Local Council Administration (iLCA) – SLCC
 - ii. WORCALC organized events
- PC 19/72 Worcestershire County Council's Passenger Transport Strategy Consultation**
To agree the Parish Council's response to this consultation.
- PC 19/73 Litter Pick(s)**
Clerks Paper PC19/76 refers
- a. To set the dates for Litter Picks (July 2019 to May 2020).
 - b. Consideration be given to the purchasing of volunteer litter picking kits (Paper PC 19_73 a and b)
- PC 19/74 Defibrillator Emergency Reference Cards**
To consider a request from the Village Hall Committee and other parishioners to fund a one-off print run of emergency defibrillator reference, cards to be delivered 1 no. to every household in the parish. [Formerly P19/55 (Cllrs Paul Cumming & Philip Owen)].

PC 19/75 Report on the Jo Cox Memorial Community Fun Day

- a. To receive the debrief report on the Jo Cox Memorial Community Fun Day held on Sunday 23rd June, 2019.
- b. To appoint a member to represent the Parish Council on the multi-group team putting together the 2020 Little Witley Community Fun Day.

PC 19/76 Worcestershire County Council's Community Solutions Fund

To consider setting up a working group to both scope potential project(s) and draft funding application(s) as appropriate.

Any application for funding being made in the Council's name will require approval by Full Council at an extraordinary meeting to take place ahead of the application close 5pm 8th September 2019.

PC 19/77 Planning

- a. To note Malvern Hills District Council decision on planning application.

Ref No	Location and Description	MHDC decision
19/00592/FUL	Little Witley Parish Hall, Bank Road WR6 6LS Replacement of wooden shed with metal storage container. Parish Council Supported	Approved

- b. Members are to consider the Council's formal response to planning application.

Ref No	Location and Description	Proposal
19/00920/OUT	The Lodge, Little Witley WR6 6LL Erection of 1 dwelling and associated works (all matters reserved except for access) Consultation deadline extension until 25/07/19	Outline application

PC 19/78 Staffing Matters

- a. Clerks Contract.
To finalise transfer of the Clerks contract of employment onto the NALC model contract (amended), to ensure compliance with current employment legislation
- b. To schedule the Clerks annual performance appraisal and salary review for October 2019.

PC 19/79 Financial

- a. To note the exemption certification receipt from Messrs PKF Littlejohns for the Financial Year 1st April 2018 to 31st March 2019 (PC19/56 f.)
- b. To note the upcoming completion of the Notice of the period for the exercise of public rights and other information for the Financial Year 1st April 2018 to 31st March 2019 which will occur on Saturday 27th July 2019. (PC19/56 g.)
[Regulation 15 (2) Accounts and Audit Regulations 2015]
- c. Internal Auditor
To consider the appointment of the Council's internal auditor for the Financial Year 1st April 2019 to 31st March 2020.
- d. Financial Year 1st April 2019 to 31st March 2020
 - i. Bank Account Reconciliations/ Bank Statement signature (01/04/19 to 30/06/19)
 - ii. Accounts for Scrutiny (01/04/19 to 30/06/19)
 - iii. Ledgers Report (01/04/19 to 30/06/2019)
 - iv. Performance Against Budget (01/04/19 to 30/06/19)

- e. Petty Cash
To consider the Clerk/Responsible Financial Officers request that the Parish Council operates a petty cash system with a float of £50.00 for the purchase of small expenditure items such as stamps, printing, minor repair/maintenance items.
- f. Budget Preparation Financial Year 1st April 2020 to 31st March 2021
To note this item will be a standing item until Precept is made upon Malvern Hills District Council in January 2020. This is to enable any member wishing to bring to Council items for consideration, to so do.
- g. Financial Management Strategy
To consider the Clerks Paper PC19/79 g. regarding financial management of reserves in the short and mid-term.

PC 19/80 Insurance Policy 2019-2020

To note that Zurich has put the Council's standard Insurance Policy on risk (expires 31/05/2019) and that this also includes the Employer's Liability Insurance.

PC 19/81 Assets Maintenance Programme 2019-2020

- a. Replacement of the Bank Lane bench
To set up a working party to scope the entire specification for this project and report back to Council on September 25th 2019.
- b. Renovation of the K6 unit (Telephone Kiosk)
 - i. To delegate authority to the Clerk to manage works on this project.
 - ii. To appoint a liaison with local land owner(s) to ensure all vegetation is cut back sufficiently prior to work commencing.
- c. Grit Bin Replacement (Bank Lane by Haven Nurseries)
 - i. To consider the estimates for replacement of the damaged grit bin
 - ii. To consider options to remove and dispose of the damaged grit bin.
 - iii. To delegate authority to the Clerk to incur costs in ii. above (limit to be set).
 - iv. To request that once the new bin is set up that it is filled with grit from the local store site (Cllr Owen).

PC 19/82 Correspondence Received

PC 19/83 Items for next Agenda(s)

Members are invited to put forward items for discussion at the next scheduled meeting(s).