

**Minutes of the Parish Council meeting held on Wednesday 24th July 2019
at 7.30pm in the Village Hall, Little Witley.**

PRESENT: Cllrs Paul Cumming (Chair), Kay Wilson (Vice-Chair), Colin Bexley, Pam Cumming, Jon Geach, Phil Owen

In Attendance: County Councillor Dr Ken Pollock
Kym Wild (Parish Clerk and Responsible Financial Officer)
3 Members of the Public

The Fire Procedure was read to all present

PC19/59 Apologies
Cllr Louise Slater.

PC19/60 Declarations of Interest
No declarations of interest were made

PC19/61 Applications for Dispensations Received
The Clerk confirmed that no applications for dispensation had been received.

The Chair adjourned the meeting for Public Question Time. Nothing being raised, the Chair reconvened the meeting.

PC 19/62 Public Notice Board Renovations, Well Lane (PC19.14b)
Members noted the excellent, voluntary notice board renovations that had been carried out on the Well Lane Notice Board.

PC 19/63 Chair's Announcements
None

PC 19/64 County Councillors Report
Dr Ken Pollock presented his report to the meeting

PC 19/65 District Councillors Report
South Worcestershire Development Plan (SWDP) will go to consultation in November 2019 and District Councillor Paul Cumming will bring any information back to the Parish Council when available.

Malvern Hills District Council have declared a Climate Emergency (meeting 23rd July 2019). There will now be discussions on this motion with a view to action.

PC 19/66 Minutes
IT WAS RESOLVED to receive and approve as a correct record the minutes of the council meeting held on 11th June 2019. The Chairman signed the minutes.

PC 19/67 Annual Review Standing Orders, Financial Regulations & Risk Assessment (PC19/57)
These documents were debated and amendments made to the Standing Orders and Financial Regulations.

IT WAS RESOLVED to adopt the Standing Orders and Financial Regulations as amended.

IT WAS RESOLVED to adopt the Risk Assessment documentation with no further amendment.

PC 19/68 Councillor Responsibilities (PC 19/47)

IT WAS RESOLVED that individual councillor areas of responsibilities would be as follows

Asset Maintenance	Cllr Philip Owen
Community Engagement and Communications	Cllr Jon Geach
Financial Management and Planning	Cllr Paul Cumming
Highways and Footways (inc. Lengthsmans)	Cllr Colin Bexley
Planning and Development (all types)	Cllr Kay Wilson

IT WAS RESOLVED that the next annual review of responsibilities would be scheduled for May 2020.

PC 19/69 Cross Parish Working (item 065 – 12/11/18)

Cllr Bexley gave members his verbal update.

PC 19/70 Official Representation on outside Bodies

a. Little Witley Village Hall Committee

IT WAS RESOLVED that Councillor Jon Geach be the Parish Council representative on the Little Witley Village Hall Committee until further notice.

b. WorcCALC

No representative was appointed.

PC 19/71 Councillor Training (PC19/50)

Members received Cllr Bexley verbal report on his attendance at the MHDC organised Parish and Town Council Planning training event. Information on currently available training was provided.

PC 19/72 Worcestershire County Council's Passenger Transport Strategy Consultation

IT WAS RESOLVED the Cllr Bexley would complete and submit the Council's response to this consultation.

PC 19/73 Litter Pick

a. Next Litter Pick Date

IT WAS RESOLVED that the date of the next Litter Pick was to be 6th October 2019 between 10am to 12pm.

- b. Litter Picking Equipment
IT WAS RESOLVED to fund, from contingency, the purchase of 6 x Adult sized plain high visibility tabards and 6 pairs x Adult sized thick gloves.

PC 19/74 Defibrillator Emergency Reference Cards

The Clerk was instructed to obtain a copy of the current reference information from Cllr Pam Cumming and to obtain printing cost quotations based on a print run of 300 cards.

PC 19/75 Report on the Jo Cox Memorial Community Fun Day (Sunday 23rd June 2019)

Valarie Gorton presented her report on the event and announced the date for the 2020 Community Day as Sunday 28th June

IT WAS RESOLVED that Councillors Jon Geach and Colin Bexley would represent the Parish Council on the planning team for the 2020 event.

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

Noted.

PC 19/77 Planning

- a. The following decision by Malvern Hills District Council was noted.

Ref No	Location and Description	MHDC Approved
19/00592/FUL	<p>Little Witley Village Hall WR6 6LS</p> <p>Replacement of wooden shed with metal storage container. (Parish Council Supported)</p>	Approved

- b. Statutory Consultation

Ref No	Location and Description	Type
19/00920/OUT	<p>The Lodge, Little Witley WR6 6LL</p> <p>Erection of one dwelling and associated works (all matters reserved except for access)</p> <p>Consultation deadline extension granted until 25/07/2019</p> <p>IT WAS RESOLVED to support this application but to add an additional comment noting member’s concerns regarding access and drawing attention to that section of the application.</p>	Outline Application

PC 19/78 Staffing Matters – This matter was moved to the next meeting.

PC 19/79

Financial

For the Financial Year 1st April 2019 to 31st March 2019

- a. Exemption certification receipt (PC 19/56 f.) **Noted.**

- b. Termination of the period for the exercise of public rights Saturday 27th July 2019 (PC 19/56 g.). **Noted.**

- c. Internal Auditor
IT WAS RESOLVED to invite Paul Galvin to be re-appoint as 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

Reporting Period 1st April to 30th June 2019

- i. Bank Account Reconciliations.
Cllr Jon Geach signed the Bank Account Reconciliations

- ii. Accounts for Scrutiny
Noted.

- iii. Ledgers Reports
Noted.

- iv. Performance against budget.
Noted.

- e. Petty Cash
IT WAS RESOLVED that a petty cash float of £30.00 be administered by the Clerk/RFO for small item purchases and that this item become part of the accounting records for inspection and auditing purposes.

- f. Budget Preparation Financial Year 1st April 2020 to 31st March 2021
This item to be a standing item until Precept is made upon Malvern Hills District Council in January 2020. **Noted.**

- g. Financial Management Strategy
IT WAS RESOLVED to move all funds held on deposit with Barclays Bank plc into the Lloyds Bank Deposit account.

IT WAS RESOLVED to close the Barclays Bank plc deposit account.

IT WAS RESOLVED to adopt a policy of monthly sweeping of the Treasurers (chequing) account into an interest earning deposit account. The Chairman and the Clerk are to agree upon the amount to be put onto deposit in line with anticipated expenditure.

PC 19/80

Insurance Policy 2019-2020

This policy is now on risk, expiring 31st May 2020. **Noted**

PC 19/81 Assets Maintenance Programme 2019-2020

- a. Replacement of the Bank Road Bench (new Working Party)
Councillors Colin Bexley and Jon Geach were appointed to the working party to scope the entire specification for this project and to report back to the Council with their recommendations on September 25th 2019.
- b. Renovation of the K6 unit (Telephone Kiosk)
 - i. **IT WAS RESOLVED** that Cllr Paul Cumming be given delegated authority to manage all works on this project assisted by the Clerk.
 - ii. **IT WAS RESOLVED** that Cllr Philip Owen be appointed local landowner(s) liaison to ensure all vegetation is cut back sufficiently prior to works commencing.
- c. Grit Bin Replacement (Bank Road by Haven Nurseries)
 - i. **IT WAS RESOLVED** to fund from contingency the purchase of 1 x 200 litre grit bin in Forest Green from Start Traffic, Droitwich.
 - ii. iii. & iv. **IT WAS RESOLVED** that Cllr Paul Cumming, assisted by the Clerk be given delegated authority to arrange for the removal and disposal of the damaged grit bin and to incur costs if required, to be funded from within the current budget. The Clerk was to notify Cllr Philip Owen that grit would be needed from the local store site as soon as the installation date of the replacement bin was known.

PC 19/82 Correspondence Received

None

PC 19/83 Items for next Agenda(s)

None

Standing Orders Item 3. x. Meeting Time Allocation

IT WAS RESOLVED that the meeting, having lasted the two hours allocated was unable to complete the business on the agenda and item PC 19/78 was to be moved to the next available meeting.

Item 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. Scheduling of the Clerks annual performance appraisal and salary review for October 2019

The meeting was closed by the Chair at 9.30pm