

**Minutes of the Parish Council meeting held on Wednesday 25th September 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

In Attendance: Kym Wild (Parish Clerk and Responsible Financial Officer)
1 Member of the Public

The Fire Procedure was read to all present

PC 19/84 Apologies
Cllr Philip Owen

Additionally, County Councillor Dr Ken Pollock had notified his apologies to the Clerk and provided his report in advance.

PC 19/85 Declarations of Interest
No declarations of interest were made

PC 19/86 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 19/87 County Councillors Report
County Councillor Dr Ken Pollocks report had been circulated to members.

PC 19/88 District Councillors Report
District Councillor Paul Cumming updated members with the remaining consultation time frame for the South Worcestershire Development Plan. The Malvern Hills District Council (MHDC) Climate Emergency motion passed earlier this year has resulted in a team putting together practical proposals which are planned to be placed before MHDC in December 2019

PC 19/89 Confidential Business
IT WAS RESOLVED to exclude Public and Press from item PC 19/99 as this involves staff related matters.

PC 19/90 Minutes
The minutes of the meeting of 24th July 2019 were amended at item PC19/77 b., to read no objection and PC 19/81 a., to read Councillors Colin Bexley and Jon Geach were to report back to the Council with their recommendations on September 25th, 2019. **IT WAS RESOLVED** to receive the amended minutes and approve as a correct record.

The Chairman signed the minutes.

- PC 19/91 Reports From Outside Bodies**
There were no reports from outside bodies.
- PC 19/92 South Worcestershire Development Plan**
District Councillor Paul Cumming referred to his update under PC 19/88. The report on the preferred sites will be made public in early October 2019. A briefing event would be held on Wednesday 6th November 2019 for Councillors from across the County and all members were free to attend.
- PC 19/93 Report from the 2020 Community Fun Day Team**
No meeting has been held at this time.
- PC 19/94 Repairs and Renewals**
1. Bank Road Bench
Members discussed the options recommended by Cllrs Bexley and Geach from within the designs available from supplier David Ogilvie. Whilst a general consensus was arrived at that the Farmyard design was acceptable, the colour needed to be agreed.

The Clerk was instructed to pull together provisional costs and order information which was to be circulated to all members.

IT WAS RESOLVED to make the final decision on the replacement bench within a time scale that would allow for any order to be placed for delivery after 1st April 2020.
- PC 19/95 Defibrillator Emergency Reference Cards**
Members discussed this matter and the Clerk was instructed to obtain information on different production options.
- PC 19/96 Finance**
- i. Bank Account Reconciliations / Bank Statements (01/07/19 to 30/08/19)
IT WAS RESOLVED that Cllr Bexley would check and sign the Bank Account Reconciliations for the months of July and August 2019. This was completed.
 - ii. Accounts for Scrutiny (01/07/19 to 30/08/19)
Noted
 - iii. Performance Against Budget to date
Noted
 - iv. Budget Preparation Financial Year 1st April 2020 to 31st March 2021
Members put forward their ideas for the next financial year.
IT WAS RESOLVED that a working party formed of Cllr Paul Cumming and Cllr Colin Bexley, assisted by the Clerk put together a draft budget for review at the meeting scheduled for Wednesday November 27th 2019.

PC 19/97 Correspondence Received

Call for potential Pollinator sites from the MHDC Environment Policy Development Panel. **Noted**

PC 19/98 Items for the next Agenda and date of next meeting

- 2020/21 Budget

The next meeting will be held at 7.30pm on Wednesday 27th November, 2019 at Little Witley Village Hall.

In accordance with item PC 19/89 the Public and the Press were requested to withdraw.

PC 19/99 Clerks Contract (item 19/78 bought forward from Wednesday 24th July 2019)

- a. Clerks Contract

IT WAS RESOLVED to transfer the Clerks contract of employment onto the NALC model contract as amended, noting the alterations between the original and NALC model.

- b. Clerks Annual Performance Appraisal and Salary Review

IT WAS RESOLVED that, in the absence of the Vice Chairman, Cllr Louise Slater would join with Cllr Paul Cumming to conduct the annual performance appraisal and salary review for October 2019

All business having been successfully transacted the meeting was closed at 9pm.