

# LITTLE WITLEY PARISH COUNCIL

Parish Office  
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20<sup>th</sup> January 2020

To all members of Little Witley Parish Council;

Cllr Paul Cumming (Chair),  
Cllr Kay Wilson (Vice-Chair),  
Cllr Colin Bexley,  
Cllr Pam Cumming  
Cllr Jon Geach  
Cllr Phil Owen  
Cllr Louise Slater

Dear Councillor,

You are summoned to attend an ordinary meeting of the Parish Council to be held on Wednesday 25<sup>th</sup> March 2020 at 7.30pm at Little Witley Village Hall, Little Witley.

The business to be transacted is set out in the agenda, which is attached and in accordance with **Standing Orders Clause 3. x.** a meeting shall not exceed a period of 2 hours.

*K D Wild*

K D Wild (Mrs)  
Parish Clerk and Responsible Financial Officer

## **PANDEMIC – INFECTION MANAGEMENT**

**Will all attending members of the Council, the Public and the Press please observe the recommended infection management precautions and ensure that they sit an appropriate distance apart.**

### **FILMING AND RECORDING OF COUNCIL MEETINGS**

Members of the public are permitted to film or record meetings to which they are permitted access, in a non-disruptive manner. Whilst those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 1998.

A specific area for the filming and recording of meetings will be identified for your use.

# AGENDA

PC 20/017 to PC 20/026

## Fire Procedure

### PC 20/017 To receive apologies for absence

*[Local Government Act 1972 s12]*

A record is to 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.

### PC 20/018 Declarations of Interest

*[Little Witley Parish Council Code of Conduct]*

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda.

*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 20/019 Applications for Dispensations Received

#### Adjournment for Public Question Time.

*Standing Orders Clause 3 (e,f,g & h)*

*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 20/020 Chairman's Announcements

### PC 20/021 Full Council Meeting Minutes

*[Local Government Act 1972 s12 para 41 (1)]*

To receive, approve as a correct record and sign the minutes of the Council meetings held on 18<sup>th</sup> February 2020.

### PC 20/023 Planning

To consider the formal response to the Statutory Consultation invitation on the following Planning Application from Malvern Hills District Council.

1. [20/00086/FUL](#) Full Planning Permission  
The Laurels, Church Lane, Little Witley, WR6 6LP  
Change of use of converted garage to short term holiday let.

**PC 20/024 Committees and Project Team**

1. To assist Parish Council operations during the pandemic management situation Members are to consider the creation of the following committees and project team.

a. Planning Committee

- a.1. To agree membership
- a.2. To agree Terms of Reference

b. Finance, Risk and Asset Management Committee

- b.1. To agree membership
- b.2. To agree Terms of Reference

c. Clerk/RFO Recruitment Project Team

- c.1. To agree membership
- c.2. To agree Remit / Operations and extent of powers

**PC 20/025 Reports - County Councillor and District Councillor**

Written reports will be circulated to Members when available.

**PC 20/026 Items for next Agenda(s) and date of next meeting**

Members are invited to put forward items for discussion at the next ordinary meeting.

Items to include

- Members Code of Conduct
- Community Engagement

**Date of next meeting.**

*To comply with HM Government's current advice to minimise social contact during the time of pandemic, the next meeting of the Parish Council will be announced to the public via the Parish Council Notice Board (Village Hall) and the website, once it is scheduled.*