

## Little Witley Parish Council

Clerk and RFO Carole Hirst, 1a Church Walk, Stourport on Severn,  
Worcestershire. DY13 0AL

### **To Members of Little Witley Parish Council**

You are duly summoned/required to attend the annual meeting of Little Witley Parish Council which immediately follows the Annual Parish Meeting to be held at 7.30pm on Monday 13th May 2024 at Little Witley Village Hall.

### **Agenda**

- 1. To appoint a Chair to commence the meeting prior to appointing the new Chair for 2024/25.**
- 2. To consider apologies and to approve reasons for absence.**
- 3. Election of chairman and signing of declaration of acceptance of office and Election of vice chairman.**
- 4. Declarations of Interest:**
  - a) Register of Interests: Councillors are reminded of the need to update their register of interests.
  - b) To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
  - c) To declare any Other Disclosable Interests in items on the agenda and their nature.
  - c) Written requests for the council to grant a dispensation (S33 of the Localism Act 2011) are to be with the clerk at least four clear days prior to a meeting.

Councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the code of conduct, must leave the room for the relevant items.

Failure to register or declare a Disclosable Pecuniary Interest may be a criminal offence.

#### **The meeting will be adjourned for Public Question Time**

The time allocated is at the discretion of the council/chairman. Residents are invited to give their views and question the parish council on issues on this agenda or raise issues for future consideration at the discretion of the chairman. Members of the public may not take part in the parish council meeting itself. This period is not part of the formal meeting; brief notes will be appended to the minutes as an aide memoire.

5. To consider any requests for the council to grant a dispensation.
6. To approve the minutes of the previous parish council meeting held on 8<sup>th</sup> January 2024.
7. To note Standing Orders, Financial Regulations, Risk Assessment, Asset Register, Elected Members Code of Conduct and Dark Skies Policy and to consider a schedule for their review if required.
8. To consider the council's scheme of delegation to appoint members to the following:
  - a) Staffing Committee: Proposed Cllrs Paul Cumming and one other
  - b) Planning Committee: Proposed Cllrs Paul Cumming and Kay Wilson

## 9. FINANCE.

### To approve the Audited accounts & Annual Governance and Accountability Return for 2023/24:

- A** (i) To Approve the Annual Audited Accounts from April 1<sup>st</sup>, 2023 to 31<sup>st</sup>, March 2024 as Audited by Internal Auditor Mrs Diane Malley.
- (ii) Proposal to consider Section 1: Annual governance statement 2023/24
- (iii) Proposal to consider Section 2: Accounting statements 2023/24
- (iv) To consider and confirm that the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000 during 2023/24 and agree that the Certificate of Exemption can be signed as part of AGAR.
- (v) To Consider the Internal Auditor's Report & Recommendations
- (vi) To consider the period of dates for the Exercise of Public Rights 2023/24. The Parish Council to agree that the period of dates for the Exercise of Public Rights be set as Monday 5 June – Friday 14 July 2024.
- B** To consider Receipts, Payments from 8<sup>th</sup> January to 13<sup>th</sup> May 2024.
- C** To note the Bank Reconciliations at 31<sup>st</sup> March 2024 and 3rd May 2024
- D** To note the Budget year to Date update report at 3rd May 2024.
- E** To note the impact of the Precept on Council Tax Band D for 2024/25
- F** To consider request from the Lengthsman to increase hourly rate from £15 to £16.50 from April 1<sup>st</sup> 2024.

**G To consider to write off the balance of £2.61 held in an old disused Barclays Bank Current Account.**

**10. Planning**

- **M/24/00137/OUT Land At (Os 7817 6272) Little Witley-** Live /work unit. Outline application with all matters reserved- CONSULTATION to 4<sup>th</sup> April 24.
- **M/24/00308/FUL Witley Park House, Worcester Road, Great Witley, Worcester-** Erection of two holiday cabins- CONSULTATION to 18<sup>th</sup> April 24.

**11. To appoint individual councillors to the following roles:**

- a) Financial Management, Planning & Airband: Proposed Cllr Paul Cumming
- b) Planning: Proposed Cllr Kay Wilson
- c) Asset Maintenance: Proposed Cllr Philip Owen
- d) Neighbourhood Watch with Link: Proposed Cllr Pam Cumming
- e) Highways, Footways & Lengthsman's Scheme: Proposed Cllr Colin Bexley
- f) Community Engagement and Communications: Proposed Cllr Jon J E Geach.

**12. To nominate councillors to the following outside bodies:**

- a) Two councillors to the Worcestershire CALC Area Meeting

**13. Councilors' reports and items for future agenda:** Councilors may use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise future items for future agendas.

**14. Date of next meeting to be held at Little Witley Village Hall on Monday 12<sup>th</sup> August 2024 at 7.30pm**

Signed Carole Hirst

Dated 5<sup>th</sup> May 2024