

Whittington Parish Council



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Minutes of the Annual meeting of Whittington Parish Council held on 12 May 2015 at 19.30 at Whittington Village Hall

Agenda 05/15

Democratic Period/ Question Time: None

Those present:

Chairman: Cllr S Macleod
Vice Chairman:
Councillors: Cllr S Brooker, Cllr A Guy, Cllr M Baker, Cllr F Richards
Officers: Mrs C Chambers (Parish Clerk)

1) **Election of Chairman for the year 2015 – 2016**

SM stood down as Chairman.

It was moved by Cllr MB seconded by Cllr FR unopposed and **RESOLVED** that Cllr S Macleod be the elected Chairman of Whittington Parish Council for the year 2015-2016.

2) **Attendance and Apologies**

Apologies were received from Councillor R Adams and P Wood

3) **Declarations of Interest and Ethical Matters.**

- a To receive declarations of Personal (non prejudicial) Interests in items on this Agenda.
None received
- b To receive declarations of Prejudicial Interests in items on this Agenda and their nature.
None received.
- c Ethical Matters. None received.

4) **Minutes of Previous Meetings of the Council.**

- a The Minutes of the Parish Council Meeting held on 10 March 2015 had been circulated to all Members with the agenda. It was **RESOLVED** that the minutes including amendments to agenda item 9a (SWDP Hearing) report by Cllr AG be adopted as a true record.
- b The minutes of the Extra Ordinary meeting held on 29 April 2015 had been circulated to all Members with the agenda it was **RESOLVED** that the minutes be adopted as a true record.

5) **Appointment/Election of Council Representative(s) to Committees for the Year 2015/2016**

Deputy Chairperson: it was moved and seconded and **RESOLVED** that Cllr Richards be Vice Chairman.

Note: Cllr SB arrived at meeting and gave apologies for lateness.

WPC Staffing Committee: it was moved and seconded and **RESOLVED** that Cllr FR and Cllr SB be on WPC Staffing Committee with Chairman Cllr S MacLeod.

Envirosort Site, Norton (CMRF) Liaison: it was moved and seconded and **RESOLVED** that Cllr MB be Liaison to Envirosort Site, Norton.

West Wychavon PACT representative: it was moved and seconded and **RESOLVED** that Cllr MB be WPC Representative to West Wychavon PACT.

Worcestershire CALC Representative: it was moved and seconded and **RESOLVED** that Cllr SB be WPC representative to Worcestershire CALC.

Whittington School Liaison: it was moved and seconded and **RESOLVED** that Cllr FR be Whittington School representative.

Whittington Village Hall Representative: it was moved and seconded and **RESOLVED** that Cllr PW be WPC Whittington Village Hall representative.

Note. Cllr PW would confirm his appointment at the meeting to be held on 14 July 2015.

Neighbourhood Watch: it was moved and seconded and **RESOLVED** that Cllr AG be Neighbourhood Watch representative.

Whittington Church: it was moved and seconded and **RESOLVED** that Cllr FR be Whittington Church representative.

Parish Magazine: it was moved and seconded and **RESOLVED** that the Clerk write the Parish Magazine.

Declaration of Acceptance of Office was signed by all Members present.

Dispensation form was signed by all Members present.

6) District and County Councillors' Report . None

7) Finance.

a. **Receipts:** The Clerk had circulated with the agenda a report which listed the Whole year receipts from 1 April 2014 to 31 March 2015 of which included February & March 2015 receipts which had not previously been presented to the Council. It was moved by Cllr SM, seconded by Cllr FR and **RESOLVED** that all receipts for 2014/2015 be approved.

b. **Payments:** The Clerk had circulated with the agenda a report which listed the Whole year payments from 1 April 2014 to 31 March 2015 of which included February & March 2015 payments which had not previously been presented to the Council. It was moved by Cllr SM, seconded by Cllr FR and **RESOLVED** that all payments for 2014/2015 be approved.

c. **Proposals for expenditure:** The Clerk reported that the following items be considered.

1) St Philip & St James Parish Church Whittington - A payment for £150 was budgeted for in 2014/2015, the Clerk reported that this payment had not been made and requested authority

for the payment to be made. It was **RESOLVED** that the payment of £150 be made to St Philip & St James Parish Church Whittington.

2) The Internal Auditor's (Mr Bradley) invoice for £95 had been submitted a copy of which had been circulated with the agenda, the Clerk request authority for the payment to be made It was **RESOLVED** that Mr Bradleys invoice be paid.

3) The Clerk reported that she had paid the Lengthsman invoice for works completed in April for £139.50 (including weed killer). **Noted**

4) The Clerk reported that the Whittington Parish Lengthsman Mr Gwilliam had reported that the batteries used to operate the DFS were not holding there charge, he recommended that new batteries be brought. The Clerk reminded Members that the Council had recently purchased a new battery for the DFS in January 2015 for £80.00 plus VAT. It was recommended that a further 3 new batteries were purchased, this would enable 2 batteries to be charged whilst the other two were working the DFS. It was **RESOLVED** that 3 new batteries be purchased. It was also agreed that the clerk investigate/quotes for a new DFS.

d. **Year End Report 2014/2015/Budget Analysis** The Clerk had circulated with the agenda WPC year end Bank Reconciliation, an income and expenditure account and total list of payment and receipts from 1 April 2014 to 31 March 2015. She also circulated with the agenda the Budget –v- Actual report for the year 2014/2015, total income had a surplus of £247 on what was budgeted and expenditure compared with budgeted figures showed an underspend. It was **RESOLVED** that the report be noted and approved.

e. **Internal Audit Report - Year End 2014/2015** The Clerk had circulated with the agenda a copy of the Internal auditors report for the year ending 2015 the report contained a thorough review of the Councils accounts and procedures, following discussion it was **RESOLVED** that the report be approved. It was noted in the report that the VAT for the year 2012/2013 had not been reclaimed, also that the Clerks salary increment had not been reported to the council. It was **RESOLVED** that the Clerk claim the VAT for the 2012/2013 and agreed that the Clerks salary be reported at the next meeting. The Clerk reported £160.70 had been refunded by HMRC for VAT for year 2013/2014.

f. **Annual Return Year End 2014/2015** The Clerk had circulated with the agenda the completed Annual Return which had been signed by the internal auditor, it was moved by Cllr SM and seconded by Cllr AG and **RESOLVED** that the annual return be approved. The Chairman signed Sections 1 and 2 of the annual return at the meeting.

g. **HSBC Deposit account**

The Clerk has circulated a report with the agenda which advised that HSBC had written to the Council to advise that they would no longer support the Deposit account which held £18,000 of WPC funds they also advised that the Deposit account would be closed. HSBC had offered a new account with the same benefits as the Deposit account. The Clerk informed Members that she had instructed HSBC to reinvest the £18,000 into the new account for the minimum of 3 months up to 22 July 2015 at the interest rate of .35%. Following debate it was agreed that Cllr FR

investigate different investment accounts which would be reviewed at the meeting to be held on 14 July 2015.

h. **Whittington Parish Council Asset Register.** The Clerk had circulated with the agenda a copy of the asset register, it was noted that the DFS had been omitted. Following discussion it was **RESOLVED** that the asset register with the amendment be noted.

i. **Review of Whittington Parish Council Financial Regulations.** The Clerk had circulated a copy of the Financial Regulations with the agenda. she reported that the Financial Regulations had last been reviewed at the meeting held on 8 July 2014 and had to be reviewed on a regular basis. It was moved by Cllr SB and Seconded by Cllr FR and **RESOLVED** that the Financial Regulations be adopted.

8) Planning Applications & decisions - To consider new planning applications

a) Application Number : W/15/00955/AA
Location : Land Adjacent Kilbury Drive off, Spetchley Road, Spetchley
Description of Proposal :1 Advertisement signs to support the current development at Land Adj Kilbury Drive, Applicant : Mr J Bryan, Bloor Homes Western House Tewkesbury, Gloucestershire, GL20 8UR.
It was **RESOLVED** that the application be supported

b. Other planning matters – None

9) Highways & Byways.

Public Footpath/Bridleway Order The Clerk had circulation with the agenda a report which advised Members of an application from Worcestershire County Council of a Public Path Creation Order, Bridleway SG-506. A location map was attached to the agenda for Members information. It was **RESOLVED** that the application be supported.

Narrow Walk Flooding of Footpath - Cllr MB reported on the ongoing discussions and meetings with WDC & WCC. He reported that the gully on the road outside the village had been power washed and the drains in the village has been jet washed. To date Cllr MB had no response from Highways with regards to flooding of Narrow Walk. Cllr MB will report on the forthcoming meeting he had arranged with the land owner regarding access to Whittington Tump.

10) Training, meetings and seminars - None

11) Neighbourhood Development Plan – New Homes Bonus – Section 106

The Clerk advised Members that Mr Andrew Ford of Wychavon District Council had confirmed he would attend the next Council meeting to be held on 14 July 2015 to advise the Council on Whittington Parish Neighbourhood Plan. **Noted**

12) Police Report -All email correspondence had been previously circulated

13) Reports by Councillors, and Items for Future Agendas.

a) To receive the reports of Committees and Working Groups and of Councillors representing the Council on outside bodies, to ask relevant questions, and to consider appropriate action.

WPC staffing Committee: The Staffing Committee reported that they had held a positive review with the Clerk Carol Chambers.

Envirosort Site, Norton (CMRF) Liaison: Cllr MB would invite a representative to Annual Parish Meeting.

West Wychavon PACT: Cllr MB reported that he would write to PACT coordinator as there had been no response to his request to set up a PACT meeting.

Worcestershire CALC: All information had been previously emailed.

Whittington School: None.

Whittington Village Hall: Cllrs SM and SB reported on WVH Annual meeting which was held on 28th April 2015, they added that the VH committee had been re-elected, they had reported that they had installed a new window and window blinds and would repaint internal walls the yearend accounts were positive.

Neighbourhood Watch: None.

14) Items for the Parish Magazine.

15) Correspondence & Council Consultation

16) IT - Facebook & Communication

17) Enhancement

a. The Clerk had circulated with the agenda a quote for flower tubs and baskets for village enhancement. It was **RESOLVED** that flower troughs be ordered to be hung on the white gates at both village entrances.

b. The Clerk had circulated with the agenda a quote for a new notice board. It was **RESOLVED** that a new notice board be ordered to replace the existing notice board situated next to the phone box.

18) Date of Next Meeting.

Whittington Annual Parish Meeting 2015 will be held on Tuesday 26 May 2015 at 19.30 At Whittington Village Hall, Whittington.

The date of the next Ordinary Meeting of the Council will be Tuesday 14th July 2015 at Whittington Village Hall.

There being no further business, the meeting closed at 9.35pm.

Councillor S Macleod
Chairman