

# Whittington Parish Council



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## Minutes of the meeting of Whittington Parish Council held on Tuesday 10 May 2016 at 19.30 at Whittington Village Hall

### Democratic Period

#### Those Present:

Chairman: Cllr S Macleod  
Councillors: Cllr Clark, Cllr A Guy, Cllr F Richards, Cllr R Pearce  
Clerk: Carol Chambers

#### 1) Election of Chairman for the year 2016 – 2017

*Cllr SM stood down as Chairman.*

It was moved by Cllr AG, seconded by Cllr FR and **RESOLVED** that Cllr S Macleod be the elected Chairman of Whittington Parish Council for the year 2016-2017.

Cllr S Macleod took the Chair

#### 2) Apologies - None

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

a To receive declarations of Personal (non prejudicial) Interests in items on this Agenda. Cllr Clark declared an interest in agenda item 12 Whittington Village Hall as his wife worked at the Nursery. It was also moved and seconded that the Council as a whole declare a non prejudicial interest in agenda item 12 Whittington Village Hall as they are Trustees of the Village Hall.

b To receive declarations of Prejudicial Interests in items on this Agenda and their nature. **None.**

c Ethical Matters. **None.**

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

The minutes of the Council meeting held on 8 March 2016 had been circulated with the agenda. It was moved, seconded and **RESOLVED** that including the amendments to agenda item 7 and agenda item 10 that the minutes be adopted as a true record.

#### 5) Appointment/Election of Council Representative(s) to Committees for the year 2016 – 2017

**Vice Chairman** It was moved, seconded and **RESOLVED** that Cllr Richards be Vice Chairman  
**WPC Staffing Committee** It was moved, seconded and **RESOLVED** that Cllr Richards and Cllr Guy and the Chairman be on the WPC staffing Committee.

Envirosort Site, Norton (CMRF) Liaison: It was moved, seconded and RESOVED that no representative be appointed as the Council would request written updates from envirosort.  
West Wychavon PACT:/ neighbourhood watch It was moved, seconded and **RESOLVED** that Clerk to write to Julie Pardo to get an update on PACT also write to Police Crime Commissioner to congratulate him on the post.

Worcestershire CALC: It was moved, seconded and **RESOLVED** that Cllr Richards be the CALC representative.

Whittington School: It was moved, seconded and **RESOLVED** that Cllr Clark be Whittington School representative.

Whittington Village Hall: It was moved, seconded and **RESOLVED** that Cllr Richards, Cllr Pearce be Whittington Village Hall representatives.

Neighbourhood Watch: It was moved, seconded and **RESOLVED** that Cllr Pearce representative of neighbourhood watch and combine the duty with PACT.

Whittington Church It was moved, seconded and **RESOLVED** that Cllr Clark be Whittington Church representative.

**6) District and County Councillors' Report. None.**

**7) Finance.**

- a. Receipts: The Clerk had circulated with the agenda a report which listed the receipts for whole year from 1 April 2015 to 31 March 2016, it was moved, seconded and **RESOLVED** that all receipts listed be approved.
- b. Payments: The Clerk had circulated with the agenda a report which listed the payments for whole year from 1 April 2015 to 31 March 2016, it was moved, seconded and **RESOLVED** that all payments listed be approved.
- c. **Bank Reconciliation**: The Clerk had circulated with the agenda the bank reconciliation up to 31 March 2016. The 3 accounts showed the overall balance as at 31 March 2016 was £30,698.92. it was moved, seconded and **RESOLVED** that the bank reconciliation as at 31 March 2016 be approved.
- d. **Payments made in April/May 2016.**  
The Clerk had circulated with the agenda a report which listed the payments made in April and in early May, it was moved, seconded and **RESOLVED** that all payments listed which totalled £993.00 be approved.
- e. **Proposals for Expenditure.** The Clerk had requested a refund of £72.39 which had purchased flowers, troughs and compost for the village gates. The original receipts were available at the meeting. it was moved, seconded and **RESOLVED** that the Council refund £72.39 to the Clerk. Whittington Church additional grant application for Queens Birthday Community Lunch, see agenda item 12 Whittington Church.
- f. **Receipts 2016/2017**  
The Clerk reported that the first instalment of WPC precept of £3,484 had been received, plus £192 support grant. **Noted.**

g. **Whittington Parish Council 2015/2016 Budget Analysis -Year End Report**  
The Clerk had circulated with the agenda the following report.

**Receipts**

- 1) **Interest** - WPC had received an additional £35 over the budgeted income.
- 2) **Lengthsman Scheme** - incomewas on target, a receipt for March invoice was expected in April.
- 3) **NHB** - WPC had budgeted for £718 - £512 drawn down this was the amount available at the time for the new notice board.

**Payments**

- 1) **Lengthsman Scheme** - over budget this is because of the overlap from last year March 2015 invoice was paid in 2015/16.
- 2) **Property and Equipment** - over budget £1,055 was spent for the purchase of the new notice board plus £150 for the installation. total £1,205, less the amount from new homes bonus of £512. The balance of the overspend is £693 had been compensated for by the underspend on other budget headings.
- 3) **Village Hall** - £400 underspend - this amount would be used to pay for Solicitor fees.

**OVERVIEW** - the closing balances as at the end of March 2016 were £30,698.92, £2,537 more than the same time last year.

h. **Internal Audit Report - Year End 2015/2016**

The Clerk advised Members that the Internal auditors report for the year ending 2016 would not be available due to, the internal Auditor high work load.

i. **Annual Return Year End 2015/2016**

The Clerk advised Members that the Internal auditor had not returned the WPC Annual return due to the internal Auditor high work load.

j. **Whittington Parish Council Asset Register.**

The Clerk had circulated with the agenda a copy of WPC Asset Register (annexed). Following discussion it was agreed to defer to the next meeting as to how the Village Hall is recorded.

k. **Review of Whittington Parish Council Financial Regulations.** The Clerk had circulated with the agenda a copy of WPC's Financial Regulations. It was moved, seconded and **RESOLVED** that due to the size of the document WPC's Financial Regulations would be deferred to the next meeting.

## 8) Planning Applications

- a) **W/16/01014/CU** - Mr J Pugh, Pond Farm, Church Lane, Whittington -  
Proposal :Change of use of existing agricultural building to an after school and holiday club facility for children and development of educational farm and rural crafts learning centre in existing agricultural buildings. Variation of condition 12 of planning application W/01/01703/CU to extend the hours of use.  
It moved, seconded and RESOLVED to recommend that the application be approved.

b. **Other planning matters** – None at time of printing.

## 9) Highways & Byways.

To receive reports of Highways (Roads & Pavements) & Byways (bridleways & footpaths).  
No reports were received from highways but Members asked the Clerk to report various pot holes around the village.

10) **Training, meetings and seminars To receive reports of relevant training, meetings and seminars attended or offered to the Council and to consider attendance by Members and or the Clerk. None.**

11) **Police Report - For Information.** Email report from PCSO Julie Pardoe;  
*We have two incidents to report for the last 2 months.*

*The first relates to an incident at Church Farm, this is similar to one reported in January. Offenders have accessed the barn and once again thrown bales of hay around. They have then pushed a pregnant ewe to the ground and then jumped on it before it had chance to stand up. Residents may have seen the article in the Worcester News including still pictures. Unfortunately we have had nobody come forward with any identification for the males involved. Enquiries are ongoing.*

*On the 15th April we had a report of cones which had been stolen from outside a properties driveway.*

*If anyone has any queries or information please do not hesitate to contact us.*

## 12) Reports by Councillors, and Items for Future Agendas.

To receive the reports of Committees and Working Groups and of Councillors representing the Council on outside bodies

WPC staffing Committee None

Envirosort Site, Norton (CMRF) Liaison: None. No Representative elected.

West Wychavon PACT: None. to be combined with Neighbourhood Watch.

Worcestershire CALC: All information had been previously emailed

Whittington School: Cllr Clark reported that WS would be happy for WPC to use their notice board for WPC agenda.

Whittington Village Hall: Minutes of the WVHMC had been requested and to date none had been received. it was moved, seconded and **RESOLVED** that the Clerk instruct WPC's Solicitor Mr Hancox to write to the VHMC.

PACT/Neighbourhood Watch: None.

Whittington Church: Extract from email from Whittington Church Committee

### **Request for Additional Funding/Grant for Queens Birthday Celebration Lunch**

*The Parish Council were kind enough to award us a grant of £150 towards the Celebration Lunch we are planning for June 12th. We have been thinking about this in more detail and have decided upon a*

*Union Jack theme with (hand) flags, tablecloths and streamers along with bunting and any other decorations that come to mind! Indeed if any members of the Council have any ideas, or such decorations and/or dress we would be glad to know about them. You have been involved in some of these discussions and could perhaps explain more if necessary.*

*As you also know we are not planning to charge for the lunch or drink (though we may ask for donations on the day to help), and we have now found that we will need to make a donation to the Village Hall Management Committee for the use of the Hall on both Saturday and Sunday. Our costs will be considerably increased therefore and we would be very grateful if it were possible to increase the grant by a further £200 for this and other costs, making a total of £350 in all. I'm sure we all want to make the most of the day both in celebration, in bringing the local community together and of course in meeting our new Vicar! The Council's support and contribution is a most important part of this whole venture.*

### **Elizabethan Room Development Group Update**

*On a separate issue the work of the Elizabethan Room Development Group goes on and we are close to our first main funding target of £100,000. We have applied to the National Churches Trust for grant but matching funds are required for that and therefore this will be delayed for the time being until we reach the required amount (£125,000). Other avenues are being explored particularly the Heritage Lottery. A more comprehensive report will be prepared for your next meeting.*

**13) Items for the Parish Magazine.** Clerk to send list of elected Members.

**14) Correspondence & Council Consultation.** None.

**15) IT - Facebook & Communication.** None.

**16) Enhancement.** None.

**17) Date of Next Meeting.**

The date of the next Ordinary Meeting of the Council will be Tuesday 12<sup>th</sup> July 2016 at Whittington Village Hall.

There being no further business, the meeting closed at 9.45pm.

Councillor S Macleod  
Chairman