

Whittington Parish Council



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**Councillors are summoned to a meeting of Whittington Parish Council on
Tuesday 22nd January 2019 at 19:30PM at Whittington Village Hall**

Press and public are cordially invited to attend

Agenda 01/19

1. **Apologies for absence:** To receive apologies and to approve reasons for absence.
2. **Declarations of Interest:** With reference to items on the agenda members are reminded of their responsibility to declare interests and to update their register of interests as required.
3. **Dispensations:** To consider any written dispensations from members who have declared an interest but wish to stay in the meeting during that time to aid discussion/speak/vote.
4. **Open session:** *The meeting will be adjourned for the open session.*
 1. **District Councillor:** To receive a report.
 2. **County Councillor:** To receive a report.
 3. **Whittington Village Hall:** To receive a report.
 4. **Police:** To receive a report.
 5. **Whittington School:** To receive a report.
 6. **Whittington Church:** To receive a report.
 7. **Brethren Church:** To receive a report.
 8. **Public participation:** At the discretion of the Chairman members of the public will be invited to speak and/or question the Parish Council on issues relating to this agenda or raise issues for future consideration.
5. **To consider and adopt the minutes** from the Parish Council meeting on the 13th November 2018.
6. **Progress reports:**
 1. Lengthsman vacancy
 2. Vehicular Activated Sign
 3. Whittington signs
 4. Verge damage / trip rail installation
 5. Parking restrictions
 6. Legacy Grant Scheme application
 7. Wildmore road adoption
7. **Correspondence:** To consider correspondence received.
 1. **Wildmore:** To consider the recent notice board installation.
 2. **Swinesherd Way:** To consider concerns over vehicle Speeds and ant-social driving.
 3. **Wychavon District Council:** Taxi and Private Hire Licensing Consultation.
 4. **Worcestershire County Council:** To note invite to Budget Engagement meeting 23/01/19.
 5. **Worcestershire County Council:** To note invite to 'Natural Network' Event on 31/01/19.
 6. **Wychavon District Council:** To note invite to the PAS Enforcement Summit on 31/01/19.
 7. **Wychavon District Council:** To consider any nominations for the Community Recognition Awards.
 8. **Wychavon District Council:** To note available funding under the Community Grants Scheme.

9. **Wychavon District Council:** To note Election Candidates Seminar on 28/02/19.

10. **Wychavon District Council:** To consider uncommitted New Homes Bonus funding.

8. Planning Applications

1. Nil.

9. Parish matters for discussion/decision

1. **Website:** To consider a new Parish Council website.

2. **General Data Protection Regulation:** To consider the impact of the GDPR on the Parish Council and to approve relevant policy procedures.

3. **Tree Management Policy:** To consider the need for a tree management policy and inspection regime.

4. **Village Hall donation:** To consider a donation of £500.00 to support a community event organised by the Village Hall Committee.

5. **Standing Orders:** To consider increasing maximum expenditure under the Clerk's delegation to £1500.00.

6. **Communications:** To consider actions in respect of Facebook, parish magazine, email and website.

10. **Committee and Working Group reports:** 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.

1. Allotments Working Group

1. It is proposed that the revised Tenancy Agreement be adopted with effect from 1/4/2019

2. It is proposed that the revised Terms and Conditions be adopted with effect from 1/4/2019

3. The Council note the formation of the Allotments Working Group and it is proposed that the Terms of Reference for the group be adopted with immediate effect.

4. It is proposed that the Annual Maintenance Plan and supporting budget be initiated, and delegated to the Clerk and Lead Councillor with immediate effect.

5. It is proposed that the Lengthsman be directed, and paid additionally, to perform any maintenance required in respect of discharging Council responsibilities. The Clerk is given delegated authority to manage this process.

6. It is proposed that a strategy for advertising vacant plots be created by the Clerk and Lead Councillor and put into effect immediately in order to 'Tenant' the vacant plot and create a 'Waiting List' to be managed by the Clerk.

7. It is proposed that the Clerk should write to all existing Tenants, enclosing the new Tenancy Agreement and Terms and Conditions, and enquiring whether they intend to renew. Subsequent action by the Clerk as appropriate to advertise plots that will become vacant on 1/4/19.

8. It is proposed that a budget be established for maintenance of the allotments, using the total Tenant rental monies received each year.

9. It is proposed that £750.00 from the current year's budget be put aside to complete the remedial work required.

2. Highways and Byways

3. PACT/Neighbourhood Watch

11. Finance

1. **Balances and Reserves:** To consider and adopt a policy.

2. **Budget expenditure:** To consider and approve.

3. **Bank reconciliation:** To consider and approve.

4. **Bank mandate:** To approve and sign new bank mandate and signatory arrangements.

5. **Invoices:** To approve the following invoices for payment:

1. David Hunter-Miller (salary and expenses): £360.46

2. HMRC (PAYE): £86.60
3. Worcestershire County Council Pension Fund: £155.54
4. Whittington PCC (room hire): £20.00
5. Worcestershire CC (contribution to signage): £520.80
6. Plancopy and Print Services Ltd. (letter drop): £35.96

6. Clerk's Delegation: To note the following payments made between scheduled meetings:

1. David Hunter-Miller 13/12/18 (salary and expenses): £342.70
2. HMRC 13/12/18 (PAYE): £68.80
3. Worcestershire County Council Pension Fund 13/12/18: £120.97

12. Councillors' reports and items for the next agenda: Councillors may use this opportunity to report minor matters of information and to raise items for future agendas.

13. Date of Next Meeting

Dated 17th January 2019



David Hunter-Miller
Clerk and RFO