

At the Annual Meeting of Whittington Parish Council held at Whittington Village Hall on Tuesday 26th May 2009, at 19.30 Hrs.

Democratic Period/ Question Time: No members of the public were present.

2009.58 Attendance.

It was noted that J.W. Stanford had resigned from the Council
Present: M. Baker, M. Hallmark, A. Lodge, S. MacLeod.
In Attendance: P.S. Roe, Clerk; R.C. Adams, District & County Councillor.
Apologies: N. Hodgetts, R.A. Phillips. PCSO Alex Fogwill

2009.59 Election of Chairman.

M. Baker was nominated (AL) & seconded (SM) and elected unopposed. He then signed a Declaration of Acceptance of Office.

2009.60 Declarations of Interest and Ethical Matters.

- a There were no declarations of Personal (non prejudicial) Interests in items on this Agenda.
- b There were no declarations of Prejudicial Interests in items on this Agenda.
- c Members were reminded of the need to keep their Register of Interest entries up to date, and that this is their personal responsibility.

2009.61 Minutes of Previous Meetings of the Council.

Minutes of the meeting of the Council held on 10th March 2009, having been previously distributed, were taken as read, and were adopted (MB/MH) without amendment.

2009.62 Election of Officers Auditor & Representatives.

Vice Chairman: R.A. Phillips being willing was nominated (MB) seconded (MH) and elected unopposed
Responsible Financial Officer: The position being vacant following the resignation of J.W. Stanford R.A. Phillips had indicated willingness to consider this appointment and was nominated (MB) seconded (MH) and elected unopposed.
Appointment of Independent Internal Auditor: There was no proposal for change from Mr R. Warner.
Parish Paths Warden: } N. Hodgetts being unable to continue in these roles, A. Lodge was nominated (MB)
Parish Trees Warden: } seconded (MH) and elected unopposed
CALC Representative: Left in abeyance pending decision at 2009.76
Community First - Voting Representative: Presently Chairman ex-officio, no change was proposed.
Others: The Clerk was authorised to attend any meetings to represent the Council as long as this did not preclude a Councillor's attendance. No change was proposed to this arrangement

2009.63 Appointment of Committees.

Staffing Committee: No amendment to the terms of reference of the previous Staffing Committee (viz. all matters relating to staffing - in accordance with past CALC advice) was proposed M. Baker, M. Hallmark, R.A. Phillips, and S. MacLeod were nominated (AL) seconded (MH) and elected unopposed.

The Clerk advised that a meeting would be needed soon to consider revisions to NALC/SLCC scales etc. & review Clerk's performance.

Other Committees or Working Groups: The Clerk had suggested that it might be appropriate to consider appointment of a finance group/committee to undertake the annual review of the effectiveness of the Council's Internal Audit Arrangements, Insurance Review and other financial matters. However no other Committees or Working Groups were proposed, but, in view of N. Hodgetts' changed circumstances, A. Lodge agreed to undertake the annual review of the effectiveness of the Council's Internal Audit Arrangements. She was formally nominated (SM) seconded (MH) and elected unopposed.

2009.64 Correspondence & related duties.

Village Hall: Liaison and Representative on VHMC. R.A. Phillips was nominated (MB) seconded (MH) and elected unopposed

Planning: All Members presently being "Internet enabled" it was not deemed necessary to make such appointment at present.

Highways: } To act as the Council's eyes and ears in relation to Highway and Byway matters, to advise the

Byways: } Council when appropriate and to act as liaison point for the Clerk in connection with such matters.
} A. Lodge was nominated (MB) seconded (SM) and elected unopposed to these two appointments.

The following were resolved (MH/AL), en bloc:-

Health & Safety: To advise the Council on any Health and Safety matters which fall within the responsibility of the Parish Council or which may impact on the Council. S. MacLeod.

Emergency Planning: To act as an initial point of contact for the Emergency Planning Authority (WCC) in event of a local or national emergency. S. MacLeod.

Neighbourhood Watch: To act as the Council's liaison with the Neighbourhood Watch co-ordinators in the Village M. Hallmark.

School: To act as the Council's liaison with the School and its Governing body. (This is not an appointment as a School Governor) M. Hallmark.

Submissions to Parish Magazine: To prepare and submit the Council's entry to the Parish Magazine. S. MacLeod.

Principal Authorities: To be the Council's representative to, and liaison with, Principal Authorities when necessary. Chairman (ex Officio).

2009.65 Amendment of Standing Orders & Financial Regulations.

The Clerk explained that the Council's Financial Regulations needed amendment re Council's bankers, and supplied draft wordings for consideration. Members preferred the non specific version and appropriate amendments were proposed (MB) - as follows in italics - seconded (SM) and then adjourned to the next meeting in accordance with Standing Orders.

5. Banking Arrangements.

5.1 *The Council's Bankers shall be as appointed by the Council from time to time.*

5.2 *Any Change shall be decided by the Council in full session and shall be properly minuted prior to being effected.*

5.6 *The Clerk may be an additional signatory to the accounts.*

2009.66 Planning.

a. **New and Unresolved Planning Applications:** None.

b. **Previous consultations.** Members noted the Clerk's responses on behalf of the Council, as follows:-

Application Number: W/09/00695/PP

Applicant: R. Webb, 3 Emperor Drive, St Peters. WR5 3TH

Location: 3 Emperor Drive, St Peters. WR5 3TH

Proposal: Amend approved size of extension to increase width and reduce depth of main extension as approved under reference W/08/00609/PP.

WPC Response: No Comment.

Application Number: W/09/00732/PP

Applicant: Mr and Mrs A Guy, The Elms, Walkers Lane, Whittington, Worcester, WR5 2RE

Location: The Elms, Walkers Lane, Whittington, Worcester, WR5 2RE

Proposal: Replacement of pre-fab concrete garages with double garage and dependant relative accommodation.

Remarks: Regrettably the Parish Council was unable to meet to respond to this application but in response to an earlier (similar) application - No W/08/03084/PP - the Council commented: "Councillors had already noted the lack of any Listed Building application, and being aware of the intention to enter into a S106 application regarding the use of the property (Access and Design Statement P2, item 1 b)) made no comment regarding the proposed development."

The situation regarding the Listed Building consent having been answered by WDC I feel it is appropriate for you to regard the Parish Council's response as "No Comment"

c. **Planning Decisions:** None reported.

d. **Other Planning Consultations:** None.

e. **Other Planning Matters:**

City of Worcester: Worcester LDF: The Clerk had received formal notice of adoption of Affordable Housing SPD on 29/1/2009.

SWJCS: SHLAA: P.C.'s had been asked to assist with development by identifying possible housing sites in the parish especially sites for 5-9 dwellings within the settlement boundary. No suggestions were put forward.

Worcestershire County Council: Waste Policy Review previously advised: No comment was made.

Junction 6 Development: A letter from Barton Willmore had been placed in the Circulation file.

The Clerk had attended the meeting called by Tibberton PC on 25th April at which the Parishes of Tibberton, Crowle, Hindlip/Martin Hussingtree/Salwarpe, Salway, Whiteladies Aston, Upton Snodsbury and Whittington were represented. He had supplied a written notes of the meeting to Members, indicating that amongst those present at the meeting the consensus view was strongly opposed to the development on various ground, most citing "Transport/Highways" as their most immediate concern. A strategy of opposition had been put forward, it was accepted that not all parishes would regard the listed matters of similar significance or priority but that it would be useful if all at least made reference to such matters in their response to Planning Consultation.

It had been expected that the Planning Application would be submitted on May 9th, but the Clerk was unable to find any record of it. Members were also not aware of its being submitted. Members indicated agreement with the consensus view put forward and thus the Clerk would be in a position to draft a response should the application be submitted for consultation.

2009.67 Progress Reports/Updates on Matters Previously Resolved.

a. Whittington Parish Meeting 2009. A copy of the draft Minutes having been circulated to Councillors, comments/corrections were sought. There were none.

2009.68 Finance.

The Clerk reported as follows: -

a. Receipts: £126 + £378 from WCC re Lengthsman. VAT recovery £170.36. 1st Half Precept from WDC - £2990

b. Payments: The following payments, invoices and requests for payment were reported/submitted: -

S. Gwilliam - Lengthsman Services for March 2009 Paid	£200.00	£200.00
S. Gwilliam - Litterpicking Services for March 2009 Paid	£35.00	£35.00
S. Gwilliam - Lengthsman Services for April 2009	£132.00	£132.00
S. Gwilliam - Litterpicking Services for April 2009	£35.00	£35.00
S. Gwilliam - S. Tanner Memorial preparation April 2009	£44.00	£44.00

P.S. Roe - Clerking Costs last qtr 2008-2009	£112.79	£114.85
P.S. Roe - Plants re S. Tanner Memorial (£22 less 6 x tomato plants (personal))	£13.91	£16.00
Barclaycard - P.S. Roe purchase of Ink Cartridges (Viking Direct)	£146.64	£168.64
Membership Renewal - Community First (2009-2010)	£38.00	£38.00
Totals	£ 757.34	£783.49

Payment was agreed (MB/AL).

- c. Proposals for Expenditure. To consider proposals for budgeted expenditure.
Concrete base for Aqua Sac storage shed. £250 - see item 2009.75
Request for Financial Contribution Wychavon CAB not actioned as most parishioners would regard Worcester CAB as their local provider.
- d. Banking Arrangements: The Clerk reported the completion of the transfer, the problems experienced and the final closure of the RBS accounts.
- e. Insurance 2009-2010: The Allianz renewal premium was reported as £330.01. The Clerk reported that Came & Co were offering a local council policy with Aviva (NU) at competitive rates. A quotation obtained for Hallow PC had offered a significant saving. It was proposed (AL) and seconded (MB) that the Clerk be instructed to seek an alternative quotation and authorised to take this up if he felt it appropriate.
- f. Payment of Clerk's Salary: The Clerk had changed his banking arrangements and asks that in future his salary be paid to his and his wife's joint account at HSBC. The final 2008-9 rates were slightly above those previously and back pay of £6.60 is owed. However the Clerk proposed to waive this but sought the monthly increment to £187.02 for the future (May salary onward). This was agreed (MB/SM) unanimously.
- g. WPC Accounts & Annual Return for 2008-9. Members approved the accounts and signature of the Annual Return (Sections 1 & 2) as per the drafts submitted to them.

2009.69 Highways & Byways.

a. Highways Matters:

General: None.

M5 Noise: None.

Maintenance:

Previous:

It was noted that some of the potholes in Church Lane had been marked for repair

New: None.

Traffic Management:

Previous: None

New: None

b. Byways Matters:

General: None

Bridleways: None

Footpaths: None.

2009.70 Training.

No proposals. See item 2009.76

2009.71 Annual Parish Meetings.

Members noted that next year's meeting would be held on 27th April (20th not available)

The Chairman expressed his disappointment at the failure of village organisations, such as the School and Playgroup, to participate in the Parish Meeting, and the failure of the Police to attend. Members felt that this was a poor response to the Parish but accepted that there was no way to compel participation. It was agreed that the Chairman would write directly to those concerned expressing this view and encouraging closer participation in future, he asked the Clerk to submit appropriate drafts.

2009.72 Use of Rear Access to Whittington School.

The Chairman reiterated his concerns regarding the use of the rear entrance to the School and the resulting danger to road users - including many small children - resulting from the dropping off and collecting of children at the Church Lane end of School Walk. This concern was felt by all present, but no effective course of action could be identified..

2009.73 Matters arising from the Review of Effectiveness of Internal Audit Arrangements.

As reported at the last meeting N. Hodgetts had carried out the review and reported that for the most part he found the arrangements satisfactory. He had suggested that the Council should consider the following aspects of its responsibilities:

Protection of Assets: With an increased inventory he felt that loss or damage should be considered. Members were unanimously of the view that in the light of the loss history and limited values involved the cost of insurance was not justified.

Education/Training: The Clerk was concerned that he was not always able to keep abreast of development many of which were promulgated via CALC. - See Item 2009.76

Community Safety: The Council had a legal obligation to consider this in all aspects of its operations. The Clerk had expressed concern that it did not obviously do so, and that Members might be unaware of this responsibility. After considerable debate it was agreed that no action be taken as Members had "taken on board" the need for this to be considered in their deliberations.

2009.74 Whittington Parish Council Website.

Members endorsed (MB/SM) the use of the “My Parish” website facility offered by WCC, and instructed the Clerk to do so in future and to cease passing Minutes etc. to the “Whittington Village” website set up by Mr A. Guy.

2009.75 Arrangements for erection of storage facility for Aquasacs at WVH.

As requested the Clerk had obtained a quotation from B. Saunders. He had informed Members and sought response but this was so limited he did not feel able to commission the work.

The Chairman proposed the acceptance of the quotation which was seconded by S. MacLeod. M Hallmark indicated that she felt this cost was excessive and asked that a second quotation be obtained. She suggested R. Lander - a local builder - might be asked to quote. Thus the Chairman revised his proposal (with the consent of the seconder) to instruct the Clerk to obtain a quotation from Mr Lander and accept the lower of the two quotes available. This was agreed.

2009.76 Membership of Worcestershire CALC.

Members considered whether the Council should re-join Worcestershire CALC.

The Clerk advised that the subscription cost for Whittington for 2009-10 would be approximately £182.29

In the light of past experience the Chairman asked the Clerk to advise what had changed to merit reconsideration?

The Clerk explained the changes in senior executive and management style, and explained what he saw as the benefits including updating for himself, keeping more abreast of developments in the Sector, cheaper training (there were a number of “new” Councillors who might benefit from access to CALC training) and a resource for advice in times of need.

After considerable discussion it was agreed (MH/AL) by a majority to rejoin Worcestershire CALC on a trial basis.

The Chairman asked that his disagreement be noted.

2009.77 Litter Clearance.

In the light of the withdrawal of the Village Cleanup Bursary (which it had been agreed would be used to fund “professional” litterpicking) the Clerk sought instruction in respect of the continuing use of the lengthsman. Members considered the situation and the likely future costs and agreed (MB/SM) by a majority to continue the arrangement established with S. Gwilliam for monthly litterpicking.

2009.78 District and County Councillors’ and Police Reports – For Information.

County and District Councillor Adams referred to the Council’s discussion re the School and suggested that the Council might invite the Head Teacher to come to a meeting to establish a dialogue; this was generally viewed as appropriate.

He spoke about highway maintenance and indicated that he had been informed that some repair and resurfacing work was anticipated during the coming year, he also suggested that a meeting with R. Fullee was needed to establish a programme for footway repairs in the parish.

In the light of current developments in regard to MP’s expenses he advised that he had received Councillors’ allowances he had not drawn expenses for over two years.

The Clerk read out the written police report which indicated the incidents experienced since 1st March 2009, and gave an update on parking enforcement.

2009.79 Reports by Councillors, and Items for Future Agendas.

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

Envirosort Site, Norton (CMRF) Liaison Group: The Chairman reported on his attendance at the last meeting and expressed his disappointment that the County Council did not seem to be honouring its undertaking to review the speed limit on the B4084. Based on his experience he felt the existing 40m.p.h. restriction near The Swan should be extended across the M5 at J7 and that on Pershore Road it should be reduced to 30 m.p.h. even before the additional traffic load was imposed. With Council consent he sought Councillor Adams’ comments; he took the view that the best way forward was to ask for a traffic speed survey to identify and quantify the problem, and agreed to liaise with the Chairman over siting this and to ask WCC Highways to implement such a survey.

- b) Reports of Councillors on other matters. None

- c) Inclusion of specific items on a future agenda. S. MacLeod asked that Public Sector Equality Issues be included on the next agenda

2009.80 To recommend items for inclusion in the Parish Magazine.

The following were suggested: casual vacancy, website,

2009.81 Correspondence.

A note of correspondence received had been periodically sent out to Members under the “Clerk’s Digest” since the last meeting.

2009.82 Date of Next Meeting.

The date of the next Ordinary Meeting of the Council would be Tuesday 14th July 2009 at Whittington Village Hall.

The meeting closed at 21.38 Hrs.