

# Whittington Parish Council

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## Minutes of the meeting held on 9 January 2018 at 19.30 at Whittington Village Hall

**Democratic Period** - Mr Chestney updated the Council on Whittington Church extension his report is attached to this report.

### Those Present:

**Chairman:** Cllr S Macleod  
**Councillors:** Cllr Boase, Cllr Richards  
**Officers:** Mrs C Chambers (Parish Clerk)  
**Attendees:** Cllr Adams and 4 Parishioners

### 1) Apologies - None

The Chairman announced that she had received the resignations from Cllr A Guy, and Cllr Pearce. She thanked them for their contribution to the Parish and their time and experience that they had brought to the Council.

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

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

**3)\*** Minutes of Previous Meetings of the Council. The minutes of the meeting held on 14 November 2017 had been circulated to all Members with the agenda, it was moved, seconded and **RESOLVED** that the minutes be adopted as a true record.

### 4) \* Finance.

#### a. Receipts and Payments:

The Clerk had circulated with the agenda a list of the receipts and payments for November and December 2017. Original Receipt and Payment invoices were available to view at the meeting. It was moved, seconded and **RESOLVED** that the receipts and payments for November and December 2017 be approved. Full list is annexed to this report.

b.\* **Bank Reconciliation** The Clerk had circulated with the agenda the bank reconciliation for November and December 2017. Original copies of HSBC Bank Statements were available to view at the meeting. It was moved, seconded and **RESOLVED** that the bank reconciliations for November and December 2017 be approved. The bank reconciliation are annexed to this report.

c. **Proposals for expenditure:** No proposals for expenditure were submitted when the agenda was published. Mr Chestney in his report (see agenda item10 the report is attached) requested that a grant be made to Whittington Church for a WW1 event, it was moved, seconded and **RESOLVED** that a grant of £300 be made.

d. **Review of WPC Financial Regulations**

The Clerk had circulated WPC Financial Regulations with the agenda. It was moved, seconded and **RESOLVED** that the Financial Regulations be adopted. It was moved seconded and **RESOLVED** that due to the resignation of Cllr Guy the additional signatory for Whittington Parish Council's HSBC Bank account be Cllr Boase.

e.\* **Budget 2018/2019.** The Clerk had circulated a report with the agenda which listed the current years Actual - v- Budget figures up to September 2017 (half year) which had previously been circulated at the meeting held on 14 November 2017. The Clerk also circulated a draft budget for 2018/2019 members were asked to consider any new projects that may need to be budgeted for and to consider how much budget to set against the existing or new budgets headings for 2018/2019. Following discussion adjustments were made to the following budgets headings Wages, insurance, Community grants/events, allotments and enhancement. It was moved, seconded and **RESOLVED** to set the Precept at £11,974, an increase of 2.67% which would be an increase of 0.65pence. Band D would be £25.21 compared with the current year of £24.56. Budget for 2018/2019 is annexed to this report.

*Clerks Note; Julie Jones (Mrs) BA (Hons) MAAT, Senior Accountancy Assistant, Wychavon District Council had confirmed the tax base for 2018/19 as £459.69.*

5) **Planning Applications**

**Application Number:** 17/02437/LB <http://bit.ly/2CBmnbD>  
Associated Ref:17/02436/FUL <http://bit.ly/2E0KXi8>

**Location:** Church Farm, Church Lane, Whittington, Worcester, WR5 2RQ

**Description of Proposal:** Minor amendment to planning permission W/15/01936/PN - **see WPC comments below** and Listed Building Consent W/15/01937/LB allowing conversion of the existing barn and oast house to a new dwelling.

**Applicant:** Mr & Mrs L Patrick

**Application Number:** 17/02436/FUL <http://bit.ly/2E0KXi8>  
Associated Ref:17/02437/LB <http://bit.ly/2CBmnbD>

**Location:** Church Farm, Church Lane, Whittington, Worcester, WR5 2RQ

**Description of Proposal:** Conversion of barn and oast house to dwelling (amendments to approved scheme W/15/01936/PN)- **see WPC comments below**

**Applicant:** Mr & Mrs L Patrick

**Extract of the Minutes of the meeting held on 8th September 2015**

W/15/01936/PN & W/15/01937 -Resubmission of application W/15/01207 & W/15/01208 Church Farm, Church Lane, Whittington, Applicant - Trustees of the Berkeley Settlement Proposal - Barn conversion to residential use. <http://bit.ly/1LOyIlf> & <http://bit.ly/1N5LxLP>  
The Clerk advised that at the Extra Ordinary meeting held on 1 July 2015 WPC commented on the pre planning application submitted by Angela Cornell of Fisher German LLP on behalf of the Trustees of the Berkeley Settlement. Extract of the Minutes: Following discussion it was moved, seconded and **RESOLVED** that WPC provisionally support the applications, but the Council requested that more information was needed as the plans currently state there would be an additional access, this would

reduce the layby which was used as a passing point for vehicles and for off road parking. Further clarification on the access and egress of the conversion should be done before resubmission of the applications. The comments as above had been forwarded to Wychavon DC, The Clerk asked if any further comments on the application would like to be made. It was **RESOLVED** that no further comments be made.

**January 9 2018 Comments** - It was moved, seconded and **RESOLVED** that no further comments be made as Councillors were unable to view the latest amendments. Mr Chestney on behalf of Whittington Church expressed concern at the loss of the lay-by which was used for parishioners visiting the church.

**\*13/00656/OUT** The Clerk had tabled at the meeting the comments WPC had made in 2013 for the development of 2204 dwellings on land to the south of the city of Worcester, Bath Road, Broomhall. (which are annexed to this report) It was moved, seconded and **RESOLVED** that additional barriers be erected on Crookbarrow Way.

**6) Police Report from West Mercia Police** - PC Tinkler had emailed the Clerk to inform the Council that the Police had nothing to report

**7) Highways & Byways.**

The Clerk reported that the Swinesherd Sign had been installed in Swinesherd Village.

**8) Training, meetings and seminars. None.**

**9) District and County Councillors' Report.**

The Chairman welcomed Cllr Adams to the meeting, he reported that Mr Paul Robinson would be the new Chief Executive County Council. Cllr Adams confirmed that the County Council were responsible for the bollards on Church Lane by the Village Hall and would be replaced, he also added he would continue to pursue Highways, it was commented that S106 monies could be used for additional safety barriers down the length of Crookbarrow Way, Cllr Adams would look into this possibility. Double yellow lines are to be placed on the left hand corner on the turning past the pub, he also confirmed that the TPOs had been put in place. He reminded Members of the Ward Walk/Meet your Councillor on Tuesday 23 January 2018 at 10.30-11.30 the Allotments, Honeywood Place and 12.00-13.00 at Whittington Village, he confirmed that Jem teal and Gay Lloyd was be on the ward walk. The Chairman thanked Cllr Adams for his report.

*Clerks note, Sally Griffiths BA(Hons) Dip LA MLI, Tree and Landscape Officer, Wychavon District Council had confirmed that the TPOs are permanent and not temporary.*

**10) Reports by Councillors, and Items for Future Agendas.**

WPC staffing Committee: Staff review to be arranged

Worcestershire CALC: The Clerk would forward Calc emails

Whittington School: Mr Chestney reported that the school were disappointed in the recent OFSTED Report and they were working towards changing their approach to address that report. They are looking to become an academy he added that pupils of the school were from outside the parish but with the new developments more pupils would be from the immediate area.

Whittington Village Hall: Cllr Richards reported on a meeting held on 30th November with the Management Committee of Stoulton Village Hall, he reported that they were very helpful and gave WVHMC an insight into the work involved over approx 4 years, they offered practical advice and offered to visit Whittington Village hall to give guidance, Cllr Richards thanked them for their guidance. He also confirmed that the AGM would be in February and the full accounts would be presented to the committee before they are to be independently audited. He added that he would meet with Jem Teal of WDC and Stoulton VH Team and report at the AGM.

PACT/Neighbourhood Watch: None

Whittington Church: See attached report.

Brethren Church: David Ball gave an update from Brethren Church.

Allotments: The Clerk read out a letter from the Wright & Hassall & Co WPC's Solicitors which stated that Bloor's solicitor had provided a draft indemnity policy. Wright & Hassell advised WPC to obtain additional indemnity insurance policy and to obtain a separate indemnity from Bloors under the terms of the proposed transfer. This would ensure that you had further protection should any claim arise in the future under the 1964 Conveyance (and if for any reason the indemnity insurance policy does not pay out) It was moved seconded and **RESOLVED** that WPC instruct Wright & Hassell solicitors return to Bloors homes solicitors to gain additional indemnity insurance from Bloor homes as advised.

**11) Correspondence & Council Consultation.**

Charles Berkeley wrote to the Council and thanked them for letter of condolence on the passing of Mr John Berkeley passing.

**12) IT - Facebook & Communication**

**Council website was not up to date Susan to have access to Facebook she will update it**

**13) Enhancement - None.**

**14) Allotments - See agenda item 10.**

**15)\* Footpath and Bridleway Diversion Orders**

The Clerk had circulated with the agenda a report with maps of the proposed diversion of Footpath numbers 505-506-589 and Bridleway Diversion Orders bridleways numbers 507-508-509-510 It was moved, seconded and **RESOLVED** that the Councils comments be forwarded to Wychavon DC as detailed below.

**The proposed diversion of public bridleways WT-507, WT-508, WT-509 and WT-510.**

It was noted that the proposed diversion of the footpaths would be parallel to the motorway, WPC expressed concern for the Health & Safety of the Horse and Rider and requested that the proposed pathway be repositioned away from the motorway into the field to increase the barrier between the footpath and the motorway with additional hedging/fencing to secure the safety of the footpath users. Map of location of footpath is annexed to this report.

**The proposed diversion of public bridleways WT-505, WT-506 and WT-589**

WPC had no objection to this diversion. Map of location of footpath is annexed to this report.

**16) Date of Next Meeting.**

The date of the next Meeting of the Council will be held on Tuesday 13th March 2018 at Whittington Village Hall.

## Whittington Parish Council

### Receipts

Date	Chq Details	Precept	Lengthsman		Total
			Scheme Grant	Deposit A/c	
30.09.17	Interest			0.71	0.71
31.10.17	Interest			0.74	0.74
01.11.17	Worcestershire CC		146.10		146.10
05.12.17	Worcestershire CC		231.00		231.00
31.12.17	Interest			1.27	1.27
				<b>379.82</b>	

### Payments

Date	Minute Ref	Details	Wages	Lengthsman Payments	Church Grant	IT	Enhancement	Signage	VAT	Gross
20.11.17	17	Modem Router C Chambers				54.16			10.83	64.99
20.11.17	18	Enhancement C Chambers					24.85		4.97	29.82
24.11.17		C Chambers	202.64							202.64
24.11.17		HMRC	50.60							50.60
03.12.17	19	S Gwilliam November		132.00						132.00
03.12.17	20	Worecstershire CC - Signage						497.40	99.48	596.88
03.12.17	21	Whittington Church Grant			150.00					150.00
28.12.17		HMRC	50.60							50.80
28.12.17		C Chambers	202.44							202.44
28.12.17	22	S Gwilliam December		132.00						132.00
										<b>1832.17</b>

**Whittington Parish Council**  
**Bank Reconciliation**  
**as at 31 December 2017**

Balance as per Statement	31.10.17		Current a/c	£16,713.97
Balance as per Statement	31.10.17		Deposit a/c	£21,638.92
<b>Total</b>				<b>£38,352.89</b>
<b>Plus Receipts</b>				
	Sept Interest	0.74		
	Oct Interest	0.71		
	Nov	146.10		
	Dec	232.27		£379.82
<b>Total Receipts</b>				<b>£38,732.71</b>
<b>Less Payments</b>				
	Nov	568.05		
	Dec	1,264.12		
				£1,832.17
			<b>Balance</b>	<b>£36,900.54</b>
Balance as per Statement	31.12.17		Current a/c	£15,258.90
Balance as per Statement	31.12.17		Deposit a/c	£21,641.64
				<b>£36,900.54</b>

# Whittington Parish Council Budget

## Budget for 2018/2019

Heading	Receipts		Payments	
	Budget Current Year	Budget	Budget Current Year	Budget
	2017/2018	2018/2019	2017/2018	2018/2019
<b>RECEIPTS</b>				
Precept	£9,897			
Support Grant	£383			
Neighbourhood Dev Plan				
Interest	£60			
V.A.T.				
Lengthsman Scheme Grant	£1,815	£1,815		
New Homes Bonus	£722	£981		
<b>PAYMENTS</b>				
Wages inc pension			£3,040	£3,940
Lengthsman Payments			£1,800	£1,800
Administration			£1,250	£1,250
Insurance			£300	£420
Allowance			£100	
Enhancement			£1,000	£1,000
Community Grants & Events			£500	£1,300
Allotments/Water Charges		840	£0	£1,600
Training			£200	£200
Election Expenses (R)			£0	
Property & Equipment			£200	£200
Churchyard			£150	£150
Charitable Donations			£50	£50
Local Transport			£0	
Speedsign & Maintenance			£300	£300
Neighbourhood Watch			£0	
Neighbourhood Plan			£0	
Contingency			£1,087	£1,000
<b>SPECIAL PROJECTS CAPITAL APPROPRIATIONS &amp; RESERVES</b>				
<b>Village Hall</b>			£2,400	£2,400
<b>To other Capital Reserves</b>			£500	£0
Election Fund (R)				
<b>Totals</b>	<b>£12,877</b>	<b>£3,636</b>	<b>£12,877</b>	<b>£15,610</b>
<b>Precept required for 2018/2019 Approved 9th January 2018</b>		<b>£11,974</b>		

**WHITTINGTON PARISH COUNCIL**

**FINANCIAL REGULATIONS**

**Reviewed at the Meeting Held on 13 May 2014**

**Adopted at the Meeting Held on 8th July 2014**

**Reviewed at the Meeting Held on 12 May 2015**

**Reviewed at the Meeting Held on 13 September 2016**

**Reviewed at the Meeting Held on 9 January 2017**

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These Financial Regulations were adopted by the Council at its Meeting held on 8 July 2014

## 1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders<sup>1</sup> and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
  - for the timely production of accounts;
  - that provide for the safe and efficient safeguarding of public money;
  - to prevent and detect inaccuracy and fraud; and
  - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. A breach of these Regulations by an employee is gross misconduct.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. [The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.]
- 1.9. The RFO;

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<sup>1</sup> Model standing orders for councils are available in Local Councils Explained © 2013 National Association of Local Councils

- acts under the policy direction of the council;
  - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the council its accounting records and accounting control systems;
  - ensures the accounting control systems are observed;
  - maintains the accounting records of the council up to date in accordance with proper practices;
  - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
  - produces financial management information as required by the council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations<sup>2</sup>.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
  - a record of the assets and liabilities of the council; and
  - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
  - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
  - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;

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<sup>2</sup> In England - Accounts and Audit (England) Regulations 2011/817  
In Wales - Accounts and Audit (Wales) Regulations 2005/368

- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (Council Tax Requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the power of well-being; and
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full council only.

1.14. In addition the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £1,500; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant Committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils– a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC) or *Governance and Accountability for Local Councils in Wales - A Practitioners' Guide*, available from the websites of One Voice Wales (OVW) and SLCC as appropriate.

## **2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)**

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- ~~2.2.~~ On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman or a cheque signatory shall be appointed to verify bank reconciliations for all accounts produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
  - be competent and independent of the financial operations of the council;
  - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
  - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - have no involvement in the financial decision making, management or control of the council.

- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
  - initiate or approve accounting transactions; or
  - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

### **3. ANNUAL ESTIMATES BUDGET AND FORWARD PLANNING**

- 3.1. Each committee (if any) shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of September each year including any proposals for revising the forecast].
- 3.2. The RFO must each year, by no later than November prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the council.
- 3.3. The council shall consider annual budget proposals in relation to the council's revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

#### **4. BUDGETARY CONTROL AND AUTHORITY TO SPEND**

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £1,500;
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £500.

Such authority is to be evidenced by a Minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually in September for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,500. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless

the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £100 or 15% of the budget.
- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

## **5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS**

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency. The council may seek credit references in respect of members or employees who act as signatories.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council Meeting.

- 5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council];
  - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council; or
  - c) fund transfers within the councils banking arrangements up to the sum of £1,500, provided that a list of such payments shall be submitted to the next appropriate meeting of council.▬
- 5.6. For each financial year the Clerk as RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any Policy statement approved by council. Any Revenue or Capital Grant in excess of £1,500 shall before payment, be subject to ratification by resolution of the council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.



## **6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS**

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk as RFO shall give instruction that a payment shall be made.
- ~~6.3.~~ All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of Council
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council in accordance with a resolution instructing that payment. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that Councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council at the next convenient meeting.
- 6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the council at least every two years.
- 6.8. If thought appropriate by the council, payment for certain items (principally Salaries) may be made by Banker's Standing Order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a Banker's Standing Order shall be renewed by resolution of the council at least every two years.
- 6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are

retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

- 6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.15. Where internet banking arrangements are made with any bank, the Clerk [RFO] shall be appointed as the Service Administrator. The Bank Mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and

supported by hard copy authority for change signed by two members. A programme of regular checks of standing data with suppliers will be followed.

- 6.18. Any Debit Card issued for use will be specifically restricted to the Clerk as RFO and will also be restricted to a single transaction maximum value of £1,500 unless authorised by council or finance committee in writing before any order is placed.
- 6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk as RFO and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.21. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk as RFO (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.]

## **7. PAYMENT OF SALARIES**

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council or relevant committee.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is

not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any councillor who can demonstrate a need to know;
  - b) by the internal auditor;
  - c) by the external auditor; or
  - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff the council must consider a full business case.

## **8. LOANS AND INVESTMENTS**

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for Borrowing Approval, and subsequent arrangements for the Loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal Borrowing Approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. The council will arrange with the council's Banks and Investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.
- 8.4. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with council policy.

- 8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.6. All investments of money under the control of the council shall be in the name of the council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

## **9. INCOME**

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that

there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

- 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting(see also Regulation 16 below ).

## **10. ORDERS FOR WORK, GOODS AND SERVICES**

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11 (l) below.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

## **11. CONTRACTS**

- 11.1. Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
  - i. for the supply of gas, electricity, water, sewerage and telephone services;
  - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
  - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
  - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
  - v. for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
  - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where it is intended to enter into a contract exceeding £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall invite tenders from at least three firms to be taken from the appropriate approved list.
- c. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- d. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- e. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- f. If less than three tenders are received for contracts above £60,000 or if all the tenders are identical the council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.

- g. Any invitation to tender issued under this regulation shall be subject to Standing Order or the terms of the Bribery Act 2010. [
- h. When it is to enter into a contract of less than £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.
- k. The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2006 and the Utilities Contracts Regulations 2006 including thresholds shall be followed.

## **12. [PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS**

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.]

## **13. STORES AND EQUIPMENT**



- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.]

#### **14. ASSETS, PROPERTIES AND ESTATES**

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed [£250].
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law, In each case a Report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a Report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a Report in writing shall be provided to council with a full business case.

- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

## **15. INSURANCE**

- 15.1. Following the annual risk assessment (per Financial Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers-The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.2. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 15.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council.

## **16. CHARITIES**

- 16.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.]

## **17. RISK MANAGEMENT**

- 17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

- 17.2. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

## **18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS**

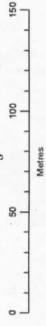
- 18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.
- 18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

\* \* \*

**Proposed Diversion of  
Public Bridleway  
WT-507, WT-508, WT-509 & WT-510  
at Land East of A4440, Swinesherd  
Way, Worcester**

- Existing Public Bridleway to be Diverted
- - - Proposed Public Bridleway

Drawn by Andy Frost 08/12/2017. Verified by Ted Rogers 08/12/2017



Scale 1:2,500 at A3 size

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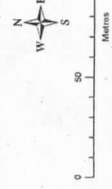


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**Proposed Diversion of  
Public Footpath  
WT-505, WT-506 & WT-589  
at Land East of A4440,  
Swinesherd Way, Worcester**

- Existing Public Footpath to be Diverted
- - - Proposed Public Footpath

Drawn by Andy Frost 08/12/2017. Verified by Ted Rogers 08/12/2017



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## Whittington Parish Council

### Report from Whittington Parish Church January 2018

#### 1. The Extension.

We have been waiting since May for the Chancellor of the Worcester Diocese to give his final judgement on the Faculty for the NW Extension. Previously he has said that there has been an impasse because of the different views of the Church Building Council, a national body, and the Diocese. He delivered his final judgement in November, after visiting the site, turning down our request for a Faculty on the grounds that it may adversely affect the "venerable" yew.

The effect of this very disappointing judgement is that it sets us back 4 years in our quest to replace the Jubilee Room and its facilities. The planning permission for the extension runs out in May and the Jubilee Room is tied in to that permission, meaning that we have to find a way of keeping it going until we can find a suitable replacement.

We have met our architect and the Diocesan Advisory Committee and identified a new site for a building to the west of the proposed extension, still connected to the church by a covered way. The next step will be an early meeting with the local authority, Historic England and all other interested parties to progress as quickly as possible. Most importantly we keep our vision for the provision of a meeting room and attendant facilities which will serve the church and the local community bringing growth and ultimately the spread of the Gospel.

#### 2. Community Lunch.

We plan to have our Harvest Community Lunch in October as usual on the second Sunday and to make this a special celebration this year for the end on the First World War. We would theme this accordingly with table and other decorations with appropriate music. The second Sunday is also the day for the afternoon Tea Dance and it may be possible to tie this in as well.

To help with this celebration we would like to request a grant, similar to the one for the celebration lunch in 2016 which was very successful. There are considerable costs involved including the use of the Hall for the weekend and we would suggest a figure of £300.

#### 3. Footpath alongside Church Lane.

We understand there may be a proposal to introduce a footpath in the verge between the Hall and Church Farm and if this were to be put forward then we would strongly support it as it would enable people to walk much more safely between the Hall and the Church. The Hall is used regularly for parking for larger services and gatherings and a path would make a big difference both to convenience and safety.

DC January 2018

**Planning Committee, Thursday, 8 February 2018, 2.00 p.m.**

**Planning Application Ref 13-00656-OUT (please note this is a Malvern Hills District Council planning application ref number).**

MAJOR APPLICATION 8. Planning Application Ref 13-00656-OUT (please note this is a Malvern Hills District Council planning application ref number). Worcester Urban Extension, Norton Road, Norton, Worcester. Outline planning application, including approval of access (appearance, landscape, layout and scale reserved) for a mixed-use development with local centre to the south of Worcester including demolition of existing buildings and the construction of up to 2204 dwellings including affordable housing (Use Class C3) and up to 14ha of employment land. The development to also include: Hotel (Use Class C1); Elderly Persons Accommodation (Use Class C2); Business (Use Classes B1, B2 and B8); Retail (Use Classes A1, A2, A3, A4, A5); NonResidential Institutions (including; Health (Use Class D1) Primary School (Use Class D1)); Assembly and Leisure (including: Indoor Leisure (Use Class D2), Outdoor Sports and Leisure (Use Class D2)); Landscape, Public Realm, Open Space, Allotments and Orchards; Associated infrastructure and Off-site Highways Works, part of which is within the administrative districts of Malvern Hills District Council, Worcester City Council and Wychavon District Council. Welbeck Strategic Land LLP (Pages 47 - 202) Recommendation: That the Planning Committee i) delegates its decision making authority in respect of the mixed used development set out in application Ref:13/00656/OUT to Malvern Hills District Council; and ii) raises no objection to the application, subject to the conditions recommended in the appended report and the applicant and all persons having an interest in the land entering into an agreement under Section 106 of the Town and Country Planning Act in accordance with the proposed Heads of Terms set out in the report to Malvern Hills District Council's Northern Area Planning Committee on 7 March 2018. iii) that Wychavon District Council is consulted on any major changes that in the opinion of the Head of Housing and Planning Services raise issues not already covered in the report to Malvern Hills District Council's Northern Area Planning Committee on 7 March 2018.

**Whittington Parish Councils Comments in 2013**

*Whittington Parish Council The proposed development would greatly impact on Whittington Parish and Whittington Parishioners at St Peter's. The Council's view is that until comprehensive provision is made to relieve the considerable traffic congestion on the existing Southern Link Road, A4440 from Whittington Roundabout, Crookbarrow Way and over Carrington Bridge there would be total gridlock, it is therefore imperative that the Highway Authority conduct a transport assessment before any development starts in order to ensure that the road network is capable of sustaining more traffic on an already congested road system, which at peak times struggle to keep the network open particularly to and from junction 7 of the M5 motorway in all directions. Whittington Parish Council acknowledges that the development is part of the South West Development Plan and should be in accordance with that policy and not overdeveloped to the detriment of existing homes and business in the area.*