

Whittington Parish Council



Clerk to the Council David Hunter-Miller, 35 Benbow Close, Malvern Wells, WR14 4JJ

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**Meeting of Whittington Parish Council on
Tuesday 22nd January 2019 at 19:30PM at Whittington Village Hall**

Minutes 01/19

Present: Susan MacLeod (Chair), Dan Bayliss, Jenny Knights, Steve Brooker, Steve Burrows, Robert Stepniewski

In attendance: David Hunter-Miller (Clerk), Malcolm MacLeod (Chair Village Hall Committee), members of the public, Rob Adams (District and County Councillor)

1. Apologies for absence

It was noted that Tracey Peters had resigned from the Parish Council; the Clerk would prepare the necessary vacancy notice.

2. Declarations of Interest

Dan Bayliss declared a Disclosable Pecuniary Interest in item 10.1 (allotments).

3. Dispensations

Nil received.

4. Open session

The meeting was adjourned for the open session.

1. District Councillor

Rob Adams provided a report. Wychavon District Council had received the Parish Council's Legacy Grant application.

2. County Councillor

Rob Adams provided a report.

An extra £7 million would be provided to build three bridges across the A4440 where dualling work had been carried out over the past year.

Councillors requested an update regarding outstanding street lighting work at Walkers Lane junction with Swinesherd Way.

3. Whittington Village Hall

A Legacy Grant application for £300,000.00 had been submitted to Wychavon District Council on 18th January 2019. Wychavon would be in touch if further detail was required and the Parish Council would be informed of the decision by the 21st March 2019.

4. Police

The Police provided a report as follows:

On the 10/12/18 an office at Spetchley Road had been broken into and tools stolen from within.

5. Whittington School

No report was available.

6. Whittington Church

No report was available.

7. Brethren Church

A representative was in attendance, no issues were reported.

8. Public participation

A member of the public spoke regarding the proposed parking restrictions in Whittington; it was felt that the proposals might displace parking to other parts of the village and might make parking difficult for residential carers.

A member of the Allotments Working Group was in attendance and spoke in supportive of the recommendations and proposals detailed in item 10.1.

A member of the public reported issues with litter in the village; it was resolved to write to the School to ask them to raise awareness of this issue with their pupils.

The meeting resumed following the open session.

5. To consider and adopt the minutes from the Parish Council meeting on the 13th November 2018

It was resolved to adopt the minutes as a true record and these were signed by the Chair.

6. Progress reports:

1. Lengthsman vacancy

It was noted that the Lengthsman had signed a contract for services and had in place the necessary public liability insurance. Before commencing duties in the public highway the Lengthsman would need to attend training provided by Worcestershire County Council (currently planned for March 2019).

It was resolved to ask the Lengthsman to undertake litter picking whilst undertaking his other duties, it was noted that this would not be reimbursed by the County Council.

It was resolved to ask the Lengthsman to attend to the flower troughs, with up to £50.00 available to spend.

2. Vehicular Activated Sign

It was noted that the batteries may need replacement and a new trickle charger might be required. It was resolved that the Clerk would liaise with the Lengthsman to confirm if a charger was required and, if necessary, to allow up to £50.00 for the purchase of a charger.

3. Whittington signs

It was noted that two new 'Whittington' village signs had been ordered (£520.80 inc. VAT). Those properties not encompassed by the new signs had been sent a letter to explain the situation.

4. Verge damage / trip rail installation

It was noted that Worcestershire County Council had agreed to install a trip rail around the entrance to Old Road, Whittington, to prevent vehicles parking on and damaging the verge. It was anticipated that this would be installed within the next three months.

5. Parking restrictions

An update was circulated regarding the proposed parking restrictions in Whittington. Results were summarised as follows:

64 questionnaires had been delivered and 51 returned (80%)
47 support the proposal (73%)
4 do not support the proposal (6%)
13 no response (20%)
47 support plus 13 no response = 60 (94%).

Highways had indicated that a response in excess of 50% supporting the proposed parking restrictions would be required to progress further. A full report would be produced and circulated to Parish Councillors, Rob Adams and Worcestershire County Council Highways department.

6. Legacy Grant Scheme application

An update had been received under item 4.3.

7. Wildmore road adoption

It was noted that some remedial work had been undertaken during December 2018 but further work was still required. It was resolved to ask for an update from Worcestershire County Council.

7. Correspondence

1. Wildmore: To consider the recent notice board installation

Correspondence had been received regarding the notice board installation; it had been requested that one side was unlocked for use by the public (as agreed at a previous Parish Council Meeting).

It was resolved that there was no need to make alterations to the notice board as the current arrangements for posting public notices were working satisfactorily. The Parish Council would advertise the facility on the Parish Council's Facebook page/website.

2. Swinesherd Way: To consider concerns over vehicle Speeds and anti-social driving

Concerns had been raised regarding vehicle speeds and anti-social driving. It was noted that there had been a gathering of modified cars at the Bluebell Pub.

It was resolved to report these issues to the Police and to publicise on the Parish Council's Facebook page/website and to ask residents to report any issues to the Police.

Steve Brooker and Steve Burrows offered to work with Rob Adams to review the issue.

3. Wychavon District Council: Taxi and Private Hire Licensing Consultation

It was resolved to write in support of the proposals.

4. Worcestershire County Council: Budget Engagement meeting 23/01/19

The invite was noted.

5. Worcestershire County Council: 'Natural Network' Event 31/01/19

The invite was noted.

6. Wychavon District Council: PAS Enforcement Summit 31/01/19

The invite was noted.

7. Wychavon District Council: Nominations for the Community Recognition Awards

Nominations would be considered.

8. Wychavon District Council: Community Grants Scheme

It was noted that £50,000.00 could be applied for under the Community Grants Scheme.

9. Wychavon District Council: Election Candidates Seminar 28/02/19

The Election Candidates Seminar was noted.

10. Wychavon District Council: Uncommitted New Homes Bonus funding

It was noted that there was currently £1137.00 uncommitted New Homes Bonus Funding.

8. Planning Applications

1. Nil.

No applications had been received.

9. Parish matters for discussion/decision

1. Website

It was resolved to appoint Eyelid Productions to produce a new Wordpress website for the Parish Council.

2. General Data Protection Regulation

The Parish Council considered the impact of the GDPR and resolved to adopt the following policies and procedures:

- Data Privacy Policy
- Data Protection Policy
- Data Security Procedure and log
- Data Protection Impact Assessment
- Subject Access Form and Guidance
- Contract Clauses templates
- Privacy Notice templates
- Documentation of personal data
- Email signature

3. Tree Management Policy

It was noted that the parish used to have a Tree Warden; it was resolved to ask the ex-Tree Warden if they would consider resuming their duties.

It was resolved to review the trees on the village hall site to determine if a Tree Management Policy and Inspection regime was required.

4. Village Hall donation

There were suggestions for a fun run, film night and quiz night in addition to a music/dance night. It was resolved to approve a donation of £500.00 to support a future community event at the village hall.

5. Standing Orders

It was resolved to increase the maximum expenditure under the Clerk's delegation to £1500.00.

6. Communications

It was hoped that the new Parish Council website would be up and running before the next meeting.

It was resolved to advertise the Councillor vacancy on the Parish Council's Facebook page/website.

10. Committee and Working Group reports

1. Allotments Working Group

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

It was resolved that the revised Tenancy Agreement be adopted with effect from 01/04/19.

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

It was resolved that the revised Terms and Conditions be adopted with effect from 01/04/19.

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.

It was resolved that the Allotments Working Group Terms of Reference 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.

It was resolved to initiate the Annual Maintenance Plan and supporting budget with delegation 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.

It was resolved that the Lengthsman be directed, and paid additionally, to perform any maintenance required in respect of discharging Council responsibilities and that 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.

It was resolved to advertise the vacant plots immediately 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.

It was resolved 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.

It was resolved that the Clerk take appropriate action to advertise plots that will become vacant on 01/04/19.

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

It was resolved that a budget be established for maintenance of the allotments, using the total 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.

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

2. Highways and Byways

A complaint had been received regarding the traffic queue onto The Swan roundabout (southbound on the Whittington Road) at peak times and the attendant increase in 'rat running' through Whittington village via Walkers Lane and Church Lane.

It was resolved to highlight these concerns with Worcestershire County Council and also to review Walkers Lane and Church Lane to identify any edge of carriageway or verge damage that could be reported.

3. PACT/Neighbourhood Watch

No report available.

11. Finance

1. Balances and Reserves

It was resolved to adopt a balances and reserves policy.

2. Budget expenditure

It was resolved to approve the budget expenditure.

3. Bank reconciliation

It was resolved to approve the bank reconciliation.

4. Bank mandate

It was resolved to approve the new bank mandate forms and these were duly signed.

5. Invoices

- 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**

It was resolved to settle the above invoices and cheques were duly signed.

6. Clerk's Delegation

- 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**

The above payments made between scheduled meetings were noted.

12. Councillors' reports and items for the next agenda

Thanks were extended to Steve Burrows for his work on the allotments, Malcolm MacLeod for his work on the Village Hall Legacy Grant application and Steve Brooker and Jenny Knights for their work on the parking survey.

It was resolved to add the following items to the next agenda:

- Arrangements for the Annual Parish Meeting and Annual Meeting of the Parish Council
- Review of Clerk's working hours
- Review of Parish Council storage / files
- Legacy Grant application (update)
- Lengthsman (update)
- Parking restrictions (update)
- Website (update)

13. Date of Next Meeting

The next scheduled meeting of the Parish Council is at 7:30PM on Tuesday 26th March 2019.

The meeting closed at 22:11PM



David Hunter-Miller
Clerk and RFO