

## WHITTINGTON PARISH COUNCIL

Minutes of the **PARISH MEETING of WHITTINGTON** held in St Philip & St James Parish Church at 17.30 on **TUESDAY 21 MAY 2013.**

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

### **2013-81 Election of Chairman of the year 2013-2014**

*SB stood down as Chairman.*

SM took the Chair

It was moved by MB seconded by SM and **RESOLVED** that S Brooker be the elected Chairman of Whittington Parish Council for the year 2013-2014.

### **2013.79 Annual Election of Officers for 2013-2014**

**Deputy Chairperson:** It was moved by MB seconded by PW and **RESOLVED** that SMacleod be Deputy Chairperson.

**Neighbourhood Development Plan Forum Chairperson:** It was moved by AG, seconded by MB and **RESOLVED** that S Brooker be the Neighbourhood Development Plan Forum Chairperson

**WPC Staffing Committee:** It was moved by SB, seconded by SM and **RESOLVED** that A Guy, S Macleod and P Wood be on the Staffing Committee

**Envirosort Site, Norton, Liaison:** It was moved by SB, seconded by AG and **RESOLVED** that M Baker continues as Envirosort Site Liaison.

**Wychavon PACT representative:** It was moved by SB, seconded by PW and **RESOLVED** that C Smith, M Baker be Parish representatives.(whilst not baring any Parish Councilor from attending is they wish to do so)

**Worcestershire CALC representative:** It was moved by SB, seconded by SM and **RESOLVED** J Chamberlain be CALC representative.

**Whittington School Liaison:** It was moved by SB, seconded by S M and **RESOLVED** P Wood be the Whittington School Liaison.

**Whittington Village Hall representative:** It was moved by SB, seconded by CS and **RESOLVED** P Wood be Whittington Hall representative.

**Internal Auditor:** The Clerk advised Members that Mr R Warner had resigned as Whittington Parish Council's internal auditor. It was **RESOLVED** that the Clerk source suitable candidates for Members to appoint a new internal auditor for Whittington PC.

Action Clerk.

**2013.78 Attendance. Those present:-**

Chairman: S Brooker  
Councillors: M Baker, S Macleod, C Smith, P Wood, J Chamberlain, A Guy  
Officers: C Chambers and District & County Councillor R.C Adams

**Apologies**

Apologies were received from Ben Allchurch Community Support Officer

**2013.80 Declarations of Interest and Ethical Matters.**

a) Declarations of Personal (non prejudicial) Interests in items on this Agenda and their nature.

AG declared an interest in agenda item 2013.83 planning application W/13/00685/PP Orchard House and MB declared an interest in agenda item no 2013.83 planning application W/13/00533/PP Grove Cottage.

b) Declarations of Prejudicial Interests in items on this Agenda and their nature.

No declarations of prejudicial interest were declared

c) Ethical Matters.

No ethical matter were declared

**2013.81 Minutes of Previous Meetings of the Council.**

The Minutes of the Parish Meeting held on 9 April 2013, copies of which had been circulated to all Members it was considered that agenda item no 2013.67 paragraph 2 was to be amended to 'it was RESOLVED to send the minimum documents not including the constitution'. It was moved by M B seconded by CS and RESOLVED that the minutes with the inclusion of the amendment be adopted as a true record.

**2013.82 Appointment of Whittington Parish Council Clerk and Responsible Financial Officer.**

Formal confirmation of appointment following report to councillors by Staffing Committee (Interview Panel) and subsequent decision of the Parish Council in closed session (due to respect for personal information) on the 24<sup>th</sup> of April 2013) it was RESOLVED that C Chambers be appointed as Clerk and Responsible Financial Officer (RFO) for Whittington Parish Council.

**2013.83**

**a. Planning Applications**

W/12/02045 Uffnells farm. Parish of Whittington. (Unresolved)

Following a query by AG, the Chairman reminded Members that WPC had forwarded its comments to the Planning Authority and that the application was to be put before the WDC Planning Committee. The Parisher want to preserve their rural identity and therefore the development should be seen to be part of Whittington Parish. Section 106 money would be essential for infrastructure, and added that WPC would follow the proceedings. Following discussion The Council agreed that Cllr R Adams would arrange a meeting between WPC and the planning officer at WDC and a representative from Bloor Homes-if at all possible.

Action Cllr R Adams.

W/13/00685/PP - Orchard House, Walkers Lane, Whittington. - Walkers Lane. (New)

It was moved by CS and seconded by SB and RESOLVED to recommend that the application be approved by WPC, with concern expressed by 2 Councillors in respect of the detached garage sited in the front garden whilst acknowledging the presence of a substantial hedge bordering the property from Walkers Lane.

**Amendments to Applications:** None

**Appeals:** None

**b. Planning Decisions received from Wychavon District Council**

W/13/00533/PP Grove Cottage. Church Lane, Whittington. Planning Approved. Subject to conditions

**Other Planning Matters:**

The Chairman read out a letter from Head of Housing and Planning Services dated 3.5.2013. It advised that from 1 September no more hard copies of plans would be sent to the Council and that all plans would be available online. It was moved by SB and seconded by JC to write to the head of housing and planning services Giorgio Framalico that whilst acknowledging the need to reduce cost of paper copies, but request that an exception be made in respect of large plans. For example large developments such as Uffnells Farm were difficult if not impossible to read electronically.

Action Clerk

**2013.84 Finance.**

The Clerk had tabled a report at the meeting which advised Members of the collection of all records that belonged to Whittington Parish Council took place on Saturday 18 May, She reported on her initial investigation that all files and paperwork had been stored and filed in order and in good condition and thanked the former Clerk Mr Peter Roe for his help. She also reported that the Annual return had been completed for the year 2012 – 2013 and had been signed off by the internal auditor. An email on the internal auditor comments were annexed to the report. The notice of the elector's right to inspect the accounts had been placed on the village notice boards. Mr Roy Warner had written to the former Clerk to advise the Council of his resignation as Whittington Parish Council's internal auditor. A copy of the letter was annexed to the report. It was RESOLVED that the Clerk find a suitable replacement and then report to Council on possible candidates to fill the position. She also advised that the Mandate for the Councils HSBC day account and investment account should be signed as soon as possible upon appointment of the Chairman and a second authorised signatory and the new Parish Clerk. The Clerks initial inspection of the accounts found that all good accounting procedures had been followed and all receipts and payments were traceable. The computerised accounts were entered into several comprehensive spreadsheets and reported that the system was detailed and adequate for its purpose. All online accounts would be contacted to reflect the change of the Clerk. The Clerk advised the Council that a new email address was required, it was RESOLVED that AG would set up an online 'Cloud' with a new email. Due to the short notice the Clerk had to inspect the Council's papers and after further discussion it RESOLVED that the Clerk report to the next Council meeting.

Action AG (email & Cloud) Done

Clerk finance report

## **Receipts and Payments**

The Council agreed to carry the finances over to the next meeting to consider payments. If interim payments need to be made the Clerk would to be given delegated authority to raise a cheque(s) for payments that were due, it was moved by PW seconded by JC. RESOLVED.

Action Clerk

### **2013.85 Highways & Byways.**

#### **a. Highways:**

##### **General**

The Chairman read out a letter from Mr Peter Blake, head of Transport at WCC. Mr Blake addressed the issues that were raised in a letter from WPC on the 24 April 2013. (both letters can be seen on application to the Clerk). Both the WPC and Mr Blake see the matters raised as ongoing and further updates anticipated. The Chairman read out an email from Mr Roy Fullee which advised that he would be stepping down as Wychavon District Council's highways liaison engineer and advised that all defects be reported to the Worcestershire Hub, he assured the Council that all information and ongoing enquiries would be passed onto and managed by other highway officers. The Council agreed a reply to thank Mr Fullee for his help and ask for the name of the new contact.

Action Clerk

##### Maintenance:

Work for the Lengthsman: None

Litter picking dual carriageway inquiries is to be made to the highway authority.

##### Traffic Management:

##### *Previous Matters:*

Following discussion in respect of policing regarding speeding, breach of access order and community support officers powers (or lack of) it was initially agreed that SB write to Chief Constable. However after further discussion it was RESOLVED to invite the Police and Crime Commissioner to a future Whittington Parish Meeting.

Action Clerk

*DFS: None*

#### **b. Byways:**

Parish Path Warden - Following discussion it was agreed that SB would contact WCC for details of the new Parish Path Warden.

Action SB

Bridleways: None

Footpaths: None

### **2013.86 Training, meetings and seminars**

It was reported that a Clerk's gathering at WCC would take place on Thursday 23 May. It was agreed that the Clerk attend.

### **2013.87 Parish/Neighbourhood Plan.**

An application for designated status had been sent to Wychavon District Council, the Chairman read out points from a letter that accompanied the application for designated status that had gone to the planning committee for approval. The Chairman read out an email from the Localism Panel who met on 20 May and considered WPC application and confirmed that they would recommend the application to go the Executive Board. He explained that local authorities are required to publish a 6 week public consultation beginning 10 June ending 22 July and representation be reported to the Planning Committee in September and then the Executive Board on 15 October 2013. The Chairman reminded WPC that all parishioners had to be engaged. This would be via letter, email and leaflet outlining the importance of the NP, the future development of their area and invite parishioners to contribute. This motion was agreed.

Action SB

### **2013.87 Amendment to Standing Orders.**

It was moved by JC, seconded by CS that Councillors be given limited delegated authority with all correspondence to be copied to the Clerk and the Chairman. It was considered that an amendment to the standing orders to allow Chair, Vice Chair and heads of committees within their responsibilities be given delegated powers of the Council to respond in writing, sending and receiving communications relating to Council business. Councillors agreed if an individual councillor exercised his or her rights in this respect they should avoid making decisions on behalf of the Council were normally full Council's consent would be required. Additionally this should be reviewed annually.

### **District and County Councillors' Report – For Information.**

The Council welcomed Councillor R. Adams to the meeting and congratulated him on his re-election. Cllr Adams explained that the next 4 years would be a challenge and explained that the political landscape has changed with varying political groups in the County. He reassured the Council that he would represent the Village and would make every effort to be involved in any planning matters.

### **2013.88 Police Report - For Information.**

A report by PCSO Ben Allchurch had been sent to the Council. Chairman read out the report and reported only minor crime in the area. 17 May 2012 18 May 2013.

### **2013.89 Reports by Councillors, and Items for Future Agendas.**

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

WPC staffing Committee: None

Envirosort Site, Norton (CMRF) Liaison: None

West Wychavon PACT: MB attended a PACT meeting 18 May. Police reported they will not enforce the speed limit on the B4084, they did not consider the unlawful parking in Berkley Close dangerous therefore will not enforce this.

Worcestershire CALC: None

Whittington School: None

Whittington Village Hall: None

**2013.90 Items for the Parish Magazine.**

The dead line for the June magazine had elapsed, items to be included in the July issue are; appointment of the Clerk and a new email address for Whittington Parish Council.

Action SM

**2013.91 Correspondence.**

The Chairman read out a letter from Hon Peter Luff MP dated 22<sup>nd</sup> April 2013, in which he advised that he had received a letter from Merton College's Land Agent, which was tabled at the meeting for information. Merton College had advised that they had acquired 236 acres the land known as Woodhall Farm, Norton adjacent to the M5. They advised that a programme of refurbishment to update existing farm buildings was to take place. There are no plans for further development at this stage other than 1 field the bulk of this property is outside the parish boundary.

**2013.92 Date of Next Meeting.**

The date of the next Ordinary Meeting of the Council will be Tuesday 9<sup>th</sup> July, 2013, at Whittington Village Hall. If an extra (June) meeting is required the "normal" date would be Tuesday 11<sup>th</sup> June 2013.

There being no further business the meeting closed at 10.15pm

Councillor S Brooker  
CHAIRMAN

Signed .....