

Whittington Parish Council



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MINUTES of the meeting of Whittington Parish Council held on 12 November 2013 at 19.30 at Whittington Village Hall

Democratic Period/ Question Time:

Roger Philips – Whittington Village Hall Committee Chairman reported to the Council on the ongoing meetings with local land owners with and the possible relocation of the new village hall on the site of the old Dutch barn.

Those present:

Chairman: Cllr S Brooker
Vice Chairman: Cllr S Macleod

Councillors: Cllr P Wood, Cllr A Guy, Cllr J Chamberlain, Cllr M Baker

Officers: Mrs C Chambers (Parish Clerk)

Democratic Period/ Question Time:

1) Attendance and Apologies

Cllr C Smith and PCSO Julie Pardoe

2) Declarations of Interest and Ethical Matters.

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

Cllr Brooker declared that as this was a public meeting and in the interests of both the Freedom of Information Act and the Data Protection Act, no recordings were taken on his laptop, Cllr AG confirmed likewise in respect of his lap top.

3) Minutes of Previous Meetings of the Council.

- a The Minutes of the Parish Council Meeting held on 10th September 2013 had been circulated to all Members with the agenda. An amendment was moved by Councillor AG, seconded by Councillor JC upon being put to the vote it was **RESOLVED** that the minutes be adopted (with no amendment) as a true record.

b The Minutes of the Parish Council Meeting held on 8th October 2013 had been circulated to all Members with the agenda. It was moved by Councillor PW, seconded by Councillor MB and **RESOLVED** that the minutes be adopted as a true record.

4) Planning Applications & decisions

- a. To consider new planning applications –
- b. Previous consultations - None
- c. Planning Decisions –WDC Approved application no W/13/01893/CU
- d. Other planning matters - None

5) Finance.

a. **Receipts:** The Clerk had circulated with the agenda a list of receipts from 1st September to 31 October 2013, it was agreed that the receipts for the 2 month period which totalled £3,713.01 (excluding refund of S/O) of which included £3,349 Precept from WDC be **APPROVED**.

b. **Payments:** The Clerk had circulated with the agenda a list of payments from 1st September to 31 October 2013, it was agreed that the Lengthsman invoice for October of £176 which was tabled at the meeting be paid by BACS and that the payments for the 2 month period which totalled £1,590.50 (excluding payment of S/O) be **APPROVED**.

Bank reconciliation up to 31st October was circulated with the agenda. Bank statements and supporting documentation was tabled at the meeting for Members to inspect.

c. **Proposals for expenditure:** Clerk informed Members of the following forthcoming payments to be made. WPC grant to Whittington DCC for the maintenance of the Churchyard and Administration expenses of £31 payable to the Clerk were **Approved**. Signage for Grove Cottages which was considered under agenda item 6 (b) for £129.50, it was moved by Cllr MB, seconded by Cllr PW and **RESOLVED** that the signage be purchased. Purchase of a Lap Top Computer for Council use was considered under agenda item 17 up to a maximum of £400, it was moved by Cllr SB, seconded by Cllr MB that a Lap Top Computer be purchased.

d 2014/2015 Budget.

The Clerk explained to the Council that Wychavon DC had advised Parishes that the Government's decision was to replace council tax benefit with local schemes of council tax support. This meant that a 'top up' grant was needed from Wychavon DC to compensate for the loss/shortfall. WDC had advised that more significant changes to the tax support scheme were to be considered. If the changes did come into effect from April 2014 then the 'top up' grant could be removed from 2014/15. Final decision would take place in December 2013. Copy of WDC letter was attached to the agenda for further details. She also explained that if the support grant was removed the shortfall would have to be found by WPC and this would impact on WPC precept. Each budget heading was discussed in detail, new budget headings were added and cost cutting measures would be implemented. It was agreed in principal to support the outline budget with the changes that had been discussed. It was agreed that the budget be postponed until Wychavon District Council advised the Council of outcome of the support grant. The budget would be finalised at the meeting to be held on 14th January 2014.

e Receipt of the 2nd instalment of Whittington Parish Council's precept - **NOTED**

f Interim Internal Audit Report

The Clerk had circulated with the agenda a copy of the interim Internal report from Mr Bradley. The Chairman thanked Mr Bradley for his comprehensive report, it was **Agreed** to implement his recommendations and that a review of WPC financial Regulations and a Health and Safety Policy be implemented.

6) Highways & Byways.

a The Clerk had circulated with the agenda a copy of a letter from Jonathan Fraser WCC Highways which detailed the updates of the ongoing highway matters within the parish. The Council thanked Mr Fraser for his report. The report was generally **NOTED** with the request that the Clerk follow up on item 7.1 of the report with regards to the removal of trees on the access road near the Swan. **Action the Clerk.**

b Signage – For Grove Cottages – Narrow Walk

At the meeting held on 10th September 2013 a request was made to look into the possibility of a street sign for house numbers 1 -7 Grove Cottages. The Clerk had circulated a letter with the agenda from Sara Stojanovic Senior Corporate Database Officer Wychavon District Council which advised that they were unable to supply a sign for Grove Cottages as this name was technically a house name. The Clerk contacted WDC Street Sign Contractor, Vaughan Hopkins, he had advised that they could supply an aluminium 'die-pressed' wall mounted sign charged @ £69.50 plus Wall Mounted Installation @ £60.00. It was moved by Cllr MB, seconded by Cllr PW and **RESOLVED** that a new street sign be purchased and mounted under the Narrow Walk sign.

c Walkers Lane Street Naming

The Clerk had circulated with the agenda an email from Deb Sollis of Wychavon District Council to advise that they proposed to number the new properties on Walkers Lane. They had checked with Royal Mail and there were no even numbers on that road only odd numbers on the opposite side that fell within Worcester City's District. They proposed that the new properties be numbered 2 - 34 Walkers Lane. Following discussion the proposal was **Approved** with the suggestion that the address be so that they differentiate from the Whittington Village Walkers Lane.

7) Training, meetings and seminars

Chairman reported on a meeting he attended about the Community Infrastructure Levy, he explained that CIL would increase whilst the Section 106 would be reduced and that CIL would be more flexible. He added that if a Neighbourhood Development Plan was in place WPC could get 25% or 15% if there was no plan.

Clerks note: PW left the meeting

8) Neighbourhood Development Plan – New Homes Bonus – Section 106

a WNDP Project Mangers verbal report – Update

The Project Manager Cllr SB told the Council that whilst he believed he had the support of the majority of Councillors he felt that he had not had the support, confidence and trust of all Parish Councillors and felt that his position as Project Manager of the NHDP was being undermined to the extent that the NHDP was unable to move forward. In this respect he doubted the successful outcome to the NHDP and due to the amount of work and potentially substantial costs – both Parish Council funds and Govt funding/grants- involved, he was not prepared to sacrifice his time and effort to a project that the outcome of which was in doubt. He believed that he could not foresee a change to the extent that the NHDP could move forward, Cllr SB told the Council that

he was stepping down from the role of Project Manager. He advised that the Parish Council need to consider how to take the project forward.

Clerks note – The meeting was closed for 10 minutes to receive comments from the floor.

Cllrs MB and SM thanked Cllr SB for all his work and dedication to the WNDP and asked Cllr SB to reconsider his resignation as WNDP Project Manager. Following discussion it was **Agreed** to discuss the way forward at the next WPC meeting.

Section 106 – The Chairman reported that the allotment documents had been received for the Council to sign. The allotments were originally discussed in the meeting held on the 9th July and generally noted, following discussion it was moved by Cllr SB, seconded by Cllr SM and **RESOLVED** that the agreement to be signed.

Clerks Note: The documents for the allotments were signed by the Chairman Cllr SB, the Vice Chairman Cllr SM and the Clerk CC.

b WNDP Funding

The Clerk had circulated with the agenda a report from Andrew Ford of WDC which contained the details of neighbourhood plan funding which would be available to WNDP project.

9) District and County Councillors' Report – For Information.

Cllr Adams thanked Cllr SB for his work and dedication he had put to the WNDP. He also advised caution with WPC Budget until WDC advised of the outcome of the support grant. Cllr RA left with the Chairman a DVD 'We Did Our Bit' that relates stories from 11 veterans who fought in World War Two and live in Worcestershire. This DVD is available to individual and organisations to view. Contact either the Parish Chairman or Parish Clerk.

10) Police Report - For Information.

The Chairman read out a police report from PCSO Simon Williams which stated that there was 1 theft reported. Figures comparative to the same period as last year 2012 5 crimes were recorded.

11) 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: Moved to a Agenda Item 17.

Envirosort Site, Norton (CMRF) Liaison: Next meeting to be arranged in the new year.

West Wychavon PACT: Next meeting is to be arranged.

Worcestershire CALC: Cllr JC reported on several matters that were of interest. The Calc update had been previously circulated by email.

Whittington School:

Cllr PW reported that the hedge cut on the entrance to the School had been paid for by Whittington School and that the hedge on the opposite side by the phone box had not been cut and the footpath was overgrown. It was **Approved** that the Clerk write to the land owners to request that Whittington School be refunded the cost of the hedge cutting and to cut back the overgrowth.

Whittington Village Hall:

Neighbourhood Watch: Cllr JC updated the Council on the NW.

Whittington Village Parking

Members expressed concern on the continuing problem of parking within the village. Parishioners reported on inconsiderate parking across drive ways and blocking parishioners entering and exiting the village and their properties. Residents also reported on the abusive behaviour of some of the 'parkers' when residents reminded them that it was an access only area. It was agreed that the situation was becoming more problematic and the police should be more pro active. It was agreed that the Clerk write to the Police to the monitor the situation.

Action the Clerk.

12) Items for the Parish Magazine. None.

13) Correspondence.

The Clerk had circulated with the agenda a response from Worcestershire Regulatory Services in regard to complaints the Council had received about live music late at night at The Swan Public House at Whittington, to which they had explained that *'The Live Music Act 2012 permits all pubs to stage outdoor events where amplified music is permitted from 0800hrs to 2300hrs for up to 200 people. Regardless of whether or not the Premises Licence allows this permission'*. The letter was **NOTED.**

14) IT

a **Facebook and Cloud** - No items were discussed under this agenda item.

15) Communication - No items were discussed under this agenda item.

16) Date of Next Meeting.

The date of the next Ordinary Meeting of the Council will be Tuesday 14th January 2014 at Whittington Village Hall.

17) Public Bodies (Admission to Meetings) Act – Staff Review

Under the provisions of the above Act, the press and public were asked to leave the meeting pending the discussion of a confidential item.

WPC Staffing Committee report was attached to this agenda. The report and Minute had been removed under the above Act.

Under the closed meeting Members agreed that the Clerks 6 month probation period had ended. And that following a successful probationary period the Clerk was confirmed in the role.

There being no further business the meeting closed at 10.20pm.

Councillor Steve Brooker
CHAIRMAN

Signed