

Whittington Parish Council



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MINUTES of the meeting of Whittington Parish Council held on 10th September 2013 at 19.30 at Whittington Village Hall

Democratic Period/ Question Time: No Comments from members of the public were made

Those present:

Chairman: Cllr S Brooker

Vice Chairman: Cllr S Macleod

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

Officers: Mrs C Chambers (Parish Clerk)

Democratic Period/ Question Time:

1) Attendance and Apologies

PCSO Ben Allchurch

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.
None received

3) Minutes of Previous Meetings of the Council.

The Minutes of the Parish Council Meeting held on 9th July 2013 had been circulated to all Members with the agenda. It was moved by Councillor SM, seconded by Councillor CS and **RESOLVED** that the minutes be adopted as a true record.

Items to be Carried forward to the next meeting - Sound Barrier Boards Action SB

To establish the effects if any of sound boards/barriers reflecting sound onto Whittington.

4) Planning Applications & decisions

a) **New Planning Applications** – No new plans were considered under this agenda item

b) **Previous Consultations – Whittington Parish Council Decisions**

W/13/01606/PP – Hill End Coach House, Church Lane, Whittington – Demolition of single storey extension. Erection of two storey extension for new bedroom and dining room. It was agreed that there was no objection to the proposal.

W/10/01603/CU – Land off Church Lane, Whittington – Change of use from agricultural to parking area and new access for domestic use. It was agreed that there was no objection to the proposal.

W/13/01505/CU – Edgefield Old Road, Whittington – Conversion of exiting outbuilding to form ancillary residential accommodation incidental to dwelling known as Edgefield. It was agreed that there was no objection to the proposal.

c) **Planning Decisions: Wychavon District Council**

Wychavon District Council planning decisions 36 Berkeley Close, Whittington, Worcester, WR5 2RF Single storey extension. **APPROVED.**

d) **Other Planning Matters:**

1.1 **Amendments to Applications:** None reported at time of meeting

1.2 **Appeals:** None reported at time of meeting

e) **WPC - Planning Committee**

Wychavon District Council give 21 days for comments to be received from WPC on new planning applications, on occasions this time can be extended but generally WDC consider that 21 days was enough notice for Councils to respond. For plans that fall outside the Parish Councils meeting dates the Council can under Section 101 of the Local Government Act 1972 nominate Councillors to discuss and comment on plans and delegate the Clerk to respond on behalf of WPC. Member's response was sought for a Planning Committee to be formed. It was moved by Councillor SB, seconded by Councillor AG and **RESOLVED** that no less than 3 (three) Members submit their comments to the Clerk to write up their decisions and circulate before being submitted to Wychavon District Council.

5) Finance.

a. **Receipts:** The Clerk had circulated with the agenda a list of receipts from 1st April to 31 August 2013, it was moved by Councillor SB, seconded by Councillor CS that the receipts for the 5 month period which totalled £6,108.35 of which included £2,000 funding for the WNDP from WDC be **APPROVED.**

- b. **Payments:** The Clerk had circulated with the agenda a list of payments from 1st April to 31 August 2013, it was moved by Councillor SB seconded by Councillor MB and **RESOLVED** that the Lengthsman invoice for August of £132 (which was tabled at the meeting) be paid by BACS and that the payments for the 5 month period which totalled £5,580.98 be **APPROVED**.
- c. **Bank Reconciliation:** The Clerk had circulated with the agenda Whittington Parish Council's Bank reconciliation for the period 1st April 2013 to 31 August 2013. **APPROVED**.
- d. **Proposals for Expenditure.** The Clerk informed Members of the following forthcoming payments to be made. Invoices from Calc for £56.25, and Insurance renewal (due 1st October) for £272.74 and a list of administration fees to be refunded to the Clerk of £29.15. It was moved by Councillor SB seconded by Councillor CS and **RESOLVED** that payments which totalled £301.89 be made.
The Chairman reminded members of the meeting held on 29th May with Tom Woof who had completed the Neighbourhood Development Plan for Upper Eden. The meeting was arranged in conjunction with WPC by Mr Hallmark so that benefit could be gained from the experiences of someone who has brought a Development Plan to a successful conclusion and in turn moved the Council forward by the election of a Project Manager. The Chairman also reminded Members that Mr Woof's consultation fee had been paid by Mr Hallmark as the 'front runner' funding for the WNDP from Wychavon District Council had not made available to Whittington Parish Council at that time. It was moved by SB seconded by AG and **RESOLVED** that the Council refund Mr Hallmark. **Action the Clerk**
- e. **Annual Return Audit.** The Clerk had circulated with the agenda a copy of Section 2 of the 2012/2013 Annual Return. The external Auditor, Grant Thornton had requested that Section 2 of the 2012/2013 Annual Return be discussed to consider questions 1 to 9 on page 3. Following discussion it was **RESOLVED** that questions 1 to 8 on page 3 be **Agreed 'Yes'** and question 9 be **NA**.
- f. **Pre Budget Meeting.** The Clerk had requested a pre budget meeting for the forth coming financial year 2014/2015. Following discussion it was agreed that the pre budget accounts for 2014/2015 be discussed at the Council Meeting to be held on 12th November 2013.
- g. **Business High Interest Deposit Bond Account.** The Clerk had reported to Members at the meeting that the high interest deposit account which had been renewed on 18th April 2013 and fixed for 6 months would expire on 18th October 2013. The interest rate on renewal for another 6 months would remain the same. It was **RESOLVED** that the Clerk reinvest the total amount of £18,000 for a further 6 months from 19th October 2013.

6) Highways & Byways.

Footpaths - The Clerk reported at the meeting that Amanda Hill the Countryside access Volunteer Officer at Worcestershire County Council had contacted WPC regarding the overgrowth of public footpaths, she would coordinate the clearance of the public footpaths in Whittington and would provide all the tools and produce a poster to advertise for volunteers and contact the landowners prior to clearance. She expressed the importance of a local footpath warden to keep her informed on

the state of Whittington Parish footpaths. She had no footpath Warden for Whittington Parish on her list. Nominations were sought for a volunteer to be a Public Footpath Warden for Whittington Parish. It was put to the Members that Mrs Elizabeth Brooker would be prepared to do this. Members **RESOLVED** that Elizabeth Brooker be nominated as Whittington Parish Council's Public Footpath Warden.

Highways – Outstanding Matters – The Clerk advised Members at the meeting that she had written a letter to Peter Blake, Head of Integrated Transport at Worcestershire County Hall regarding outstanding Highway Matters in the Parish. At the time of the meeting the Clerk had not received a response, it was **RESOLVED** that the letter be resent with thanks from the Council on the work on the tidying of the verges in the parish. **Action the Clerk.**

Road Signs – Narrow Walk and Grove Cottage – it was reported at the meeting that the signage for Grove Cottages off Narrow Walk were not signposted. This had led to the postage and deliveries going to Grove Cottage and not to numbers 1 to 7 Groves Cottages. Following discussion it was **RESOLVED** that the Clerk write to Wychavon District Council to request a sign for Grove Cottages numbers 1 to 7 to be put next to the Narrow Walk sign. **Action the Clerk**

7) Training, meetings and seminars

No report was made under this agenda item.

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

NDP Project Mangers verbal report – Update

The Project Manager, Councillor SB reported that he had received 8 responses from the WNDP flyers which had been delivered to all households in the parish. He reminded Members that as part of the consultation process, Wychavon District Council had advertised the Designation of a Neighbourhood Area Plan for Whittington. WDC had forwarded a summary of expressions of interest from Natural England, Environmental Agency, Network Rail, Robert Hitchens Developments, Spetchley Estate and Worcestershire CC to which the Project Manager would respond to direct. He also advised that he intended, as part of the consultation process, to hold a public open day with a display which would explain the WNDP and encourage Parishioners to submit their comments.

New Homes Bonus

Wychavon District Council's New Homes Bonus Annual Report was circulated with the agenda for Members information, it was noted by the Council that £307 was available to WPC. The report was **NOTED**. Wychavon District Council had thanked SB for the letter of support he had written to Peter Luff regarding the proposed withdrawal of NHB scheme.

Section 106 – Chairman's verbal report-Bloor Homes Development (Uffnells Farm)

The Chairman Cllr SB reported on the meeting held on 9 September 2013 which he and Cllr AG attended at Wychavon District Council with Vic Allison, Deputy Managing Director. The Chairman reminded Members of the letter that had been previously circulated regarding Whittington Parish allocation of £50k of the section 106 funding. Both councillors expressed to

Mr Allison their disappointment and that the allocation of the funding to WP of £50k out of a £3.3million fund was disproportionate, with the balance of the funding would go to fund schemes outside the parish. Both Councillors had expressed parishioners concerns at the lack of consultation, as both WPC and parishioners had encouraged the new development with enthusiasm as the funding which Whittington Parish were to expect would be used to build a new village hall, and other projects that would be of benefit for both the 'old' and the 'new' communities. Mr Allison also advised the Chairman and Cllr AG that there was no 'appeal' process, they had followed the guide lines and had distributed the 106 funding accordingly. WDC have a fund of up to £25k which WPC would have to request plus an extra £10k from another funding. Following advice, the Chairman had written to Bloor homes to ask for their support regarding WDC distribution of the funds, following discussion it was **RESOLVED** that upon receipt of a reply from Bloor Homes that the Chairman report back to the Council.

Clerks note – Cllr PW left the meeting

9) District and County Councillors' Report Verbal Report

The Chairman welcomed Councillor Rob Adams to the meeting. Cllr Adams Advised Members that a Neighbourhood Planning Seminar would be held on 22 October at WDC. He also expressed his support in New Homes Bonus and Whittington's bid for more 106 funding for the Village Hall. He also asked Members and parishioner to sign a petition that was handed out at the meeting, which, with other parishes would be used to support further funding for the rural communities not to cities. He also commented on how neat the verges were which had recently been cut. The Chairman thanked Cllr Adams for his support.

10) Police Report - For Information.

The Chairman read out a letter from Paul Kinsella Chief Inspector (Safer Neighbourhood Teams) in which the letter acknowledged that the Police were to investigate the Councils report on Track Racers on A4440. He also read out a crime report from CSO Ben Allchurch which stated that there had been 2 crimes since the 1st July 2013 and they were;

1 x criminal damage to a vehicle parked in a lay-by on the B4084.

1 x theft from vehicle where sunglasses and an Apple iPod was stolen.

The report also warned that the dark nights are approaching and they would we see an increase in Oil/heating fuel thefts and recommend evaluating security around fuel tanks.

Chairman thanked PCSO Ben Allchurch for his report and reminded Members and parishioners of the Public meeting at Whittington Village Hall on 8th October which Deputy Police Commissioner Barrie Sheldon would be attending to answer questions on policing issues and the impact and issues particular to Whittington Parish.

11) Reports by Councillors, and Items for Future Agendas.

WPC staffing Committee: The Staffing committee would arrange a meeting in October for the Clerk's 6 months review, in accordance with the Terms and Conditions of Employment Contract. Following an unsolicited Email circulated to all members of the Council, the Chairman reminded all Councillors of their responsibilities as employers with regards to dignity and respect.

Envirosort Site, Norton (CMRF) Liaison:

No report was made under agenda item

West Wychavon PACT:

Cllr MB reported that the next meeting would be on 11th September 2013.

The Chairman advised under this agenda item that PACT meetings had been successful in the past when Senior Officers from the Police and District Council had been involved. He expressed his concern at the lack of Police Officers being present and that it now appears PACTs have been abandoned to CSO's who appear to have little influence outside or within the Police organisation to effect change. The Chairman advised the Council that the Police and Crime Commissioner had now drafted a public consultation strategy that will include reviewing the PACT process.

Worcestershire CALC:

JC reported on a meeting with CALC she explained that Councils are advised to consider Government guide lines on budgets.

In respect of a survey being conducted by JC regarding mandatory training and or qualification for Councillors, the Chairman felt that it should be made known that the survey was being conducted by Cllr JC and not Whittington Parish Council nor were the results the view of Whittington Parish Council. However there appeared to support for this concern from other Councillors and the matter was dismissed.

Whittington School:

Cllr PW reported that the hedges by the post box and opposite had overgrown and was obstructing the footpaths which were not wide enough for children and parents to walk side by side and the overgrowth of the thorns were dangerous. It was agreed that Spetchley Estate be contacted to trim the hedges. MB reported that the hedges by post box had been strimmed but not cut back enough it was agreed that Cllr MB contact Spetchley Estate to cut back the overgrowth.

Whittington Village Hall:

No report was made under this agenda item.

Neighbourhood Watch:

Following a meeting with Adrian Simmons NHW liaison officer for North Worcestershire, Cllr JC reported that there seemed to be no one in charge to coordinate the Neighbourhood Watch Scheme and encouraged parishioners to support her in the setting up of a Neighbourhood Watch Scheme in Whittington. Following discussion it was agreed that the NW be advertised to recruit volunteers.

12) Items for the Parish Magazine.

Neighbourhood Watch

Double yellow lines

No parking on verges

Volunteers for path clearance in coordination with WCC.
Deposit soiled bags in the dog bins

13) Correspondence.

All previous correspondence had been circulated. Other correspondence Council magazines and DFS reports were circulated in the correspondence folder.

14) IT

a Facebook and Cloud

To report on the management of Facebook and Cloud.

The Clerk reported that she had put items onto facebook but had not at that time done anything with Cloud. Following discussion it was agreed to drive communication forward and update facebook with crime reports, updates on the neighbourhood development plan etc.

b Communication

Cllr CS undertook to drive forward, on behalf of the Parish Council, improving community consultation and improved communication.

The Chairman said that the flyer to go out to all parish Households will encourage parishioners to provide an Email address to the Parish Clerk so to improve communication links and reduce the need for time consuming leaflet posting.

15) Public Bodies (Admission to Meetings) Act – Engagement of a new Internal Auditor

Under the provisions of the above Act, the press and public were asked to leave the meeting pending the discussion of a confidential item - the engagement of a new internal auditor. The Clerk had circulated with the agenda to Members only the CV of Geoff Bradley who had put his name forward to be considered for the appointment of Whittington Parish Councils new Internal Auditor. Following discussion it was **RESOLVED** that following the confirmation of his qualifications that Mr Geoff Bradley be appointed as Whittington Parish Councils Internal Auditor.

16) Date of Next Meeting.

The date of the next Ordinary Meeting of the Council will be Tuesday 12th November 2013 at Whittington Village Hall.

AOB

The date of the next Ordinary Meeting of the Council will be Tuesday 12th November 2013 at Whittington Village Hall.

The Parish Council resolved, following complaints, to write to WDC Licensing authority in respect of the Swan Public House regarding loud live music late at night.

Cllr MB raised the matter that of yet ex clerk Peter Roe had not been given his leaving present as agreed by the Parish Council. It was **RESOLVED** that MB to arrange.

Concerns were raised as to the current whereabouts of the Dooms Day Book belonging to Whittington Parish Council. It was RESOVED that MB would make enquiries with ex-Clerk Peter Roe.

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

Councillor Steve Brooker
CHAIRMAN

Signed