

# Whittington Parish Council



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**Meeting of Whittington Parish Council on  
Tuesday 11<sup>th</sup> September 2018 at 19.30 at Whittington Village Hall**

## Minutes 09/18

**Present:** Susan MacLeod (Chair), Steve Burrows, Tracey Peters, Daniel Bayliss, Stephen Brooker

**In attendance:** David Hunter-Miller (Interim Clerk to the Council), Rob Adams (District and County Councillor), members of the public

### **1. Attendance and Apologies**

Apologies were received from Richard Boase.

### **2. Declarations of Interest**

Daniel Bayliss declared a Disclosable Pecuniary Interest in items 6e and 8f (Uffnell's Allotments).

### **3. Dispensations**

Nil received.

### **4. Open session**

*The meeting was adjourned for the open session.*

#### **a. To invite Whittington Village Hall Committee to discuss plans for the future of the hall**

Members of the Whittington Village Hall Management Committee (VHMC) attended the meeting and an update was given on the proposals to rebuild the village hall. An architect had been appointed to produce plans for the new hall that would offer additional functionality and energy efficiency. The VHMC had worked with Community First and neighbouring parishes to get advice on developing/rebuilding the hall. It was hoped to hold a community exhibition to showcase the plans.

It was noted that the Parish Council could apply for Wychavon District Council's Legacy Grant Funding. Stage one would be an expression of interest to Wychavon District Council by 23<sup>rd</sup> November 2018, followed by an application by 18<sup>th</sup> January 2019, with funding potentially available by March 2019.

A councillor queried the proposed location of the hall, in particular whether it would be better sited on the newer parts of the village; the VHMC had considered this but funding would potentially be an issue, as relocating the hall to a new site would entail significant additional costs. It was suggested that a rebuild on the current site would cost in the region of £350k.

Plans showing the proposed village hall were circulated and discussed.

#### **b. To receive a report by the District Councillor**

Rob Adams provided a report.

#### **c. To receive a report by the County Councillor**

Rob Adams provided a report as follows:

- An update was given on the nearby road works and traffic management arrangements.
- Pedestrian 'near misses' had been reported at the Norton traffic island and enquiries were ongoing.
- An MP constituency boundary review was being considered and Whittington might be moved into the Worcester constituency. District and County boundaries would remain unchanged.
- On Friday 14<sup>th</sup> September there would be The Band of the Grenadier Guards Concert at Worcester Cathedral.

A councillor requested an update on the proposed trip rail at the entrance to the village to protect the verge from parking.

**d. To receive a report by the Police**

The Police had forwarded the following crime report:

- Damage to a vehicle parked on walkers lane 09/09/18
- Theft from the construction site 01/08/18

**e. Public participation**

No additional questions were received.

*The meeting resumed following the open session.*

**5. To consider and adopt the minutes from the Parish Council meeting on the 8<sup>th</sup> August 2018.**

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

**6. Progress reports:**

**a. Clerk's position and recruitment**

It was noted that the closing date for applications was the 1<sup>st</sup> October 2018.

**b. Notice Board**

It was confirmed that the notice board had been delivered. Permission had been secured from Wychavon District Council and Bloor Homes for the installation. It was resolved to obtain a quote from Midwest Landscapes for the installation.

**c. Whittington Signs**

It was resolved to ask Rob Adams to obtain a quote for the supply and installation of the proposed new village gateway signs before proceeding further. It was believed that Worcestershire County Council may fund 50% of the costs; this would be confirmed.

**d. Meeting with Wychavon District Council regarding New Homes Bonus/WDC Legacy Grant Scheme**

The Chair had attended a meeting with Wychavon District Council. The feedback from Wychavon District Council in respect of the VHMC's plans for the rebuild of the hall was very positive.

**e. Water leak at Uffnell's Farm Allotments**

It was noted that the water leak had been fixed.

## **7. Correspondence**

### **a. Offer of volunteer assistance**

It was resolved to contact the resident to thank them for the offer of assistance and to discuss further.

## **8. Parish matters for discussion/decision**

### **a. Whittington Village Hall Project**

It was resolved to submit an expression of interest to Wychavon District Council's Legacy Grant Scheme for funding for the proposed village hall rebuild. It was noted that the VHMC had already drafted much of the paperwork required.

### **b. Frequency of Council meetings**

The frequency of council meetings was considered and it was felt that there was not a need for monthly meetings and it was so resolved to continue with meetings every other month.

### **c. Lengthsman vacancy**

It was resolved to advertise the Lengthsman vacancy through the website, on Facebook and in the noticeboards. Additional enquiries would be made in the parish and also with Rob Adams.

### **d. Parking restrictions**

Proposals had been submitted by Worcestershire County Council to manage parking. There were concerns that the proposed parking restrictions would not be a good fit with the needs of residents and businesses.

It was resolved to write to Worcestershire County Council to thank the Highway's Officers for their suggestions and positivity and to ask for further discussions to be opened to explore alternatives. It was resolved to arrange another meeting with Steve Brooker, Rob Adams and Worcestershire County Council.

### **e. Uffnell's Farm Play Area Waste Bins:**

- 1. It is proposed that Whittington Parish Council's Clerk writes to Bloor Homes asking them to increase the frequency of bin emptying to weekly.**

It was resolved to write to Bloor Homes to request either weekly bin emptying or a larger bin.

- 2. It is proposed that Whittington Parish Council's Clerk writes to Wychavon District Council explaining that the current size of bins appears to be inadequate for a fortnightly collection cycle and asking them to ask Bloor Homes to install larger bins.**

It was resolved to write to Bloor Homes to request either weekly bin emptying or a larger bin.

### **f. Uffnell's Gardens Allotments:**

- 1. Further to the minutes of 10/07/18 it is proposed that Resolution (2), of item 9, 'that allotment holders may place their own small sheds on the Communal Allotment (no size was specified), and the Council to pay for the communal plot to be slabbed', be rescinded.**

It was resolved to rescind the previous motion.

- 2. Further to the minutes of 10/07/18 it is proposed that resolution (3) of item 9, 'that tool boxes of approximate size of 105 x 55 x 45 would be allowed on individual plots', be rescinded.**

It was resolved to rescind the previous motion.

- 3. It is proposed that the Council prohibits sheds from being erected anywhere on Uffnell's Allotment Gardens.**

The motion was lost and no amendments were proposed.

- 4. It is proposed that the Council makes the current communal plot, (plot 16), available for rent to a private tenant.**

It was resolved to make the current communal allotment plot available for rent to a private tenant.

- 5. It is proposed that any structure placed on individual plots must be no higher than 85cm, with the exception of standard sized water butts and compost bins.**

The motion was lost and no amendments were proposed.

- 6. It is proposed that tool boxes of approximate size 150cm (Wide) x 85cm (High) x 60cm (Depth) would be allowed on individual plots'.**

The motion was lost and no amendments were proposed.

- 7. It is proposed that the Council purchases and installs two wall-mounted hose reels, (one next to each tap) each with a 40m hose.**

The motion was lost and no amendments were proposed. However, it was considered that if an Allotment Working Group was formed then the proposal could be revisited.

- 8. It is proposed that the Council explores the options for sustainable self-management of the allotments together with appropriate linkages to the Council.**

It was resolved that the formation of an Allotment Working Group would be supported by the Parish Council.

- 9. It is proposed that the guidelines be reviewed to reflect the new and amended resolutions.**

It was noted that current allotment holders had already signed a tenancy agreement until 31<sup>st</sup> March 2019. It was therefore resolved that the Clerk would add the above approved amendments to the allotment tenancy agreement with a view to implementing 1<sup>st</sup> April 2019.

- 9. Communications: To consider actions in respect of Facebook, parish magazine, email and website.**

It was resolved that councillor email addresses would not be required as all official communication from the Parish Council should come from the Parish Clerk. The Clerk suggested that official Whittington email addresses might give the erroneous impression that individual councillors were communicating with the authority of the whole council.

An update was agreed for the parish magazine.

It was resolved that the Chair would continue management of the Parish Council's Facebook account until such time as a permanent Clerk is appointed.

## **10. Planning Applications**

- a. 18/01676/HP: 45 Deer Avenue Worcester WR5 3TS. Two storey extension to include a bedroom, kitchen and family room to the side and rear of the property.**

It was resolved that the Parish Council had no objections or concerns.

## **11. Finance**

### **a. Invoices for payment:**

- 1. Worcestershire CALC (training): £30.00**
- 2. David Hunter-Miller (Clerk cover): £225.54**

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

- 3. Came and Company (insurance 1 year premium): £359.60, or**

It was resolved that the long term premium would be preferable.

- 4. Came and Company (insurance long term premium): £344.12**

It was resolved to settle the above invoice and a cheque was duly signed.

### **b. Bank Mandate**

It was resolved to complete the bank mandate with the following as approved signatories:

- Susan MacLeod (Chairperson) – existing signatory
- Stephen Brooker (Member) – existing signatory
- Daniel Bayliss (Member) – new signatory
- Richard Boase (Member) – new signatory

It was confirmed that David Hunter-Miller was acting as interim Clerk and Secretary to the Council.

## **12. Committee and Working Group reports:**

### **a. Highways and Byways**

It was noted that signs for Swinesherd had been taken down and not replaced and this had been reported to Worcestershire County Council.

It was resolved to send a response to Nigel Huddleston MP thanking him for his input and asking for his continued support in resolving the traffic issues previously raised with him.

It was resolved to work with Worcestershire County Council in publicising the new crossing at Swinesherd.

### **b. WPC staffing Committee**

Updates on the Clerk vacancy and Lengthsman vacancy had been addressed under items 6a and 7c.

### **c. Worcestershire CALC**

It was noted that there was a Parish Conference on the 9<sup>th</sup> October and it was resolved that Daniel Bayliss and Steve Burrows would endeavour to attend. The Clerk would book places accordingly.

**d. Whittington School**

No report available.

**e. Whittington Village Hall**

It was resolved that the Parish Council would pay for hire of the village hall in future (from 19:15 to 22:15).

It was noted that the village hall was used for storing a number of Parish Council files and it was resolved to arrange a date to review the files with a view to archiving and/or destruction.

**f. PACT/Neighbourhood Watch**

No issues reported.

**g. Whittington Church**

No report available.

**h. Brethren Church**

There was an issue with coach access to the Church at Swinesherd; this had been raised with Worcestershire County Council. There was damage to the verge by the Church caused by vehicle overrun; this was also reported to Worcestershire County Council.

**i. Allotments**

It was noted that an oak tree at the play area had suffered the loss of a branch; Wychavon District Council's tree officer was looking into this with Bloor Homes.

**13. Councillors' reports and items for the next agenda**

The following items were agreed for the next agenda:

- The wood at Whittington - advice on management
- Traffic speed sign - maintenance / recharging

**14. Date of Next Meeting**

The next scheduled meeting of the Parish Council is at 19:30 on the 13<sup>th</sup> November 2018 at Whittington Village Hall.

*The meeting closed at 22:00PM*



*David Hunter-Miller*  
*Interim Clerk and RFO*