

# Whittington Parish Council

---



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

**Email** whittingtonpc@live.co.uk: **Tel** 07513 122918

**Website** worcestershire.gov.uk/myparish **facebook**.com/whittingtonpc

**Meeting of Whittington Parish Council on  
Tuesday 13<sup>th</sup> November 2018 at 19:30 at Whittington Village Hall**

## Minutes 11/18

**Present:** Susan MacLeod (Chair), Steve Brooker, Steve Burrows, Dan Bayliss, Tracey Peters (left at 21:58PM), Jenny Knights (from 19:34PM), Robert Stepniewski (from 19:34PM)

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

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

No apologies were received.

Rob Adams (County Councillor) had confirmed that he would be late to the meeting.

### **2. Co-option**

Applications had been received from Jenny Knights and Robert Stepniewski.

It was unanimously agreed to co-opt both Jenny Knights and Robert Stepniewski and they joined the meeting from 19:34PM.

### **3. Declarations of Interest**

Dan Bayliss declared a Disclosable Pecuniary Interest in item 11.2 (allotments).

### **4. Dispensations**

Nil received.

### **5. Open session**

*The meeting was adjourned for the open session.*

#### **1. District Councillor**

Rob Adams provided a report on the District Council.

#### **2. County Councillor**

Rob Adams provided a report on the County Council:

- Locations for the Whittington village signs had been reviewed.
- There was a review of library service provision.
- There was a consultation on the South Worcestershire Development Plan.

#### **3. Whittington Village Hall**

Malcolm MacLeod provided a report. The proposals for the new village hall were progressing. The Legacy Grant Scheme expression of interest had been successful; a full submission was now needed by January 2019. There was a focus on community engagement to get a steer on how to further develop the proposals. A number of communication methods had been utilised to reach as much of the parish as possible.

It was estimated that the project would cost in the region of £450k. In addition to the Legacy Grant Scheme application a variety of other funding sources were being explored.

#### **4. Police**

The Clerk would circulate a report after the meeting.

#### **5. Whittington Church**

No report available.

#### **6. Whittington School**

Dan Bayliss would endeavour to secure a report for future meetings.

#### **7. Brethren Church**

No issues were raised.

#### **8. Public participation**

No issues were raised.

### **6. To consider and adopt the minutes from the Parish Council meeting on the 23<sup>rd</sup> October 2018.**

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

#### **7. Progress reports:**

##### **1. Councillor vacancies and co-option**

Following the co-option of Jenny Knights and Robert Stepniewski there were now no vacancies on the Parish Council.

##### **2. Clerk vacancy and recruitment**

One application had been received from David Hunter-Miller (interim Clerk) and it was resolved to appoint him as Parish Clerk and Responsible Finance Officer for Whittington Parish Council, with immediate effect.

##### **3. Lengthsman vacancy**

One application had been received from Sam Joyner Garden Services and it was resolved to engage him as Lengthsman under a contract for services. The Staffing Committee and Clerk would liaise with Sam Joyner to agree the hourly rate.

It was hoped that his remit could be extended to cover maintenance work on the allotments, as required.

The Parish Council's VAS (Vehicular Activated Sign) and charger would be collected from the previous Lengthsman.

##### **4. Notice board installation**

It was confirmed that the notice board had been installed.

##### **5. Whittington signs**

Locations for the Whittington village signs had been reviewed. Concern was raised that some properties in the parish might be not covered by the new signs and that introduction of further 'Whittington' signs might be confusing to delivery drivers.

It was resolved that up to £300.00 (per sign) could be utilised for the provision of the signs. If the signs were ordered it was resolved to write to those properties not encompassed by the new signs to explain the situation.

## **6. Parking restrictions**

The County Council had provided a suggested plan to resolve some of the long term parking problems in the village. It was proposed to introduce a short term parking restriction in the middle of the day to stop extraneous long term parking.

It was resolved to support the introduction of the proposed parking restrictions with the following hours of operation 11AM to Midday, Monday to Saturday. The Parish Council would need to organise a resident's survey to gauge local opinion before the proposals would be taken forward by Worcestershire County Council.

It was resolved to approve up to £50.00 printing costs for the residents survey.

The Parish Council extended their thanks to Rob Adams and Steve Brooker for their work on the project.

## **7. WDC Legacy Grant Scheme**

It was resolved that the Parish Council would apply for the use of available S106 funding to support the village hall project. Enquiries would be made to see if further S106 contributions would be available in future.

It was resolved to transfer up to £19,020 of budgeted reserves to support the village hall project.

It was resolved that the Parish Council would, if necessary, explore the use of a Public Works Loan to make up any potential shortfall of funding.

## **8. Correspondence**

### **1. Worcestershire Regulatory Services: Consultation on the Statement of Licensing Policy 2019/2024.**

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

### **2. Worcestershire County Council: To note invitation to a Libraries Member Briefing at Pershore Library, 3PM Friday 9th November.**

The libraries briefing was noted.

### **3. South Worcestershire Development Plan Review: Issues and Options paper public consultation.**

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

## **9. Planning Applications**

### **1. None.**

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

### **1. Website**

It was resolved that the Clerk would obtain further information and quotes for the provision of a new website for the Parish Council.

### **2. Standing Orders**

It was resolved to adopt NALC's 2018 Model Standing Orders.

### **3. General Data Protection Regulation**

It was resolved that that Clerk would review, for the next meeting, the draft Privacy Notice and Declaration of Confidentiality with a view to incorporating these into a suite of documents that would allow the Parish Council to meet the requirements of the GDPR.

#### **4. Highway maintenance**

It was noted that Persimmon Homes had not progressed the adoption of the roads on the Wildmoor estate. It was resolved to write to the County Council to enquire about progress and to see what additional pressure could be applied to expedite adoption.

### **11. Committee and Working Group reports**

#### **1. Staffing Committee**

One application had been received from David Hunter-Miller (interim Clerk) and it was resolved to appoint him as Parish Clerk and Responsible Finance Officer for Whittington Parish Council, with immediate effect.

#### **2. Allotments Working Group**

A letter had been sent to existing tenants and those properties that overlook the allotments to set up a Working Group. Steve Burrows and Dan Bayliss would sit on the Working Group and five responses from tenants and residents had been received so far.

It was hoped that the inaugural meeting of the Working Group would be coordinated before the New Year.

#### **3. Highways and Byways**

No further matters to report.

#### **4. PACT/Neighbourhood Watch**

No report available.

### **12. Finance**

#### **1. To consider and approve additional bank signatories**

It was resolved to add Dan Bayliss and Steve Burrows as signatories on the Parish Council's bank mandate. David Hunter-Miller would be added as secretary (for the mailing address).

Tracey Peters left the meeting at 21:58PM.

#### **2. To consider and approve budget expenditure**

It was resolved to approve the budget expenditure.

#### **3. To consider and approve the bank reconciliation**

It was resolved to approve the bank reconciliation.

#### **4. To review balances and reserves**

The Parish Council's budgeted reserves were considered and noted.

#### **5. To consider a draft budget and precept requirements for 2019/20**

It was resolved to adopt the budget for 2019/20 and to set the precept at £11,900.

#### **6. David Hunter-Miller (Clerk cover) - £349.52**

#### **7. Midwest Landscaping Limited (notice board installation) - £630.00**

#### **8. Worcestershire CALC (training) - £30.00**

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

### **13. Communications**

It was resolved to publicise the appointment of a new Clerk and the co-option of two new councillors on Facebook and in the newsletter.

### **14. Councillors' reports and items for the next agenda**

The following items were agreed for the next agenda:

- Whittington Village Hall project
- Lengthsman
- Whittington village signs – update
- Parking restrictions – update
- Website
- General Data Protection Regulation
- Wildmoor Road adoption

### **15. Date of Next Meeting**

It was resolved to change the scheduled regular meeting date to the fourth Tuesday of every other month; the next meeting would therefore be at 7:30PM on Tuesday the 22<sup>nd</sup> January 2019.

*The meeting closed at 22:34PM.*

---



*David Hunter-Miller  
Clerk and RFO*