

At the Annual Meeting of Whittington Parish Council held at Whittington Village Hall on Tuesday 10th May 2011, at 19.30 Hrs.

Democratic Period/ Question Time: One member of the Public was present but did not wish to speak

The Clerk reported that all elected Councillors had signed their Declarations of Acceptance of Office.

2011.50 Election of Chairman.

Following a brief farewell speech in which he thanked his fellow Councillors and the Clerk for their support, the outgoing Chairman sought nominations.

S.L. Brooker nominated S. MacLeod and P.J. Wood indicated that he was prepared to second the nomination. However due to pressures of work S. MacLeod was unable to accept the nomination and nominated S.L. Brooker, who reluctantly accepted nomination. P.J. Wood seconded the nomination and there being no other, S.L. Brooker was elected unopposed.

He signed a Declaration of Acceptance of Office and took the Chair. M. Baker withdrew to the public seating.

The new Chairman thanked Members for their confidence in him and on behalf of the Council thanked M. Baker for his past service - which was echoed by all.

2011.51 Attendance.

Present: M. Baker (for Item 2011.50 only), S.L. Brooker, S. MacLeod, P. Wood.

In Attendance: P.S. Roe, Clerk; District & County Councillor R.C. Adams.

Apologies: M. Hallmark.

2011.52 Declarations of Interest and Ethical Matters.

- a. There were no declarations of Personal (non prejudicial) Interests in items on this Agenda.
- b. There were no declarations of Prejudicial Interests in items on this Agenda.
- c. Ethical Matters. The Clerk reminded Members that they would be required to submit new entries to the Register of interests held by WDC Monitoring Officer. He undertook to supply forms and inform further re details

2011.53 Minutes of Previous Meetings of the Council.

Minutes of the meeting of the Council held on 8th March 2011, having been previously distributed were taken as read, and adopted (SLB/SM) without amendment.

2011.54 Co-option to fill vacancies.

No one had applied for co-option to fill the two vacancies, although two names had been suggested to the Clerk. The Chairman hoped that the geographic base of the Council might be extended to the less well represented areas of the Parish. New candidates would be sought.

2011.55 Election/Appointment of Officers, Internal Auditor & Representatives.

The following were agreed

Vice Chairman: S. Macleod was elected (SLB/PJW) unopposed.

Responsible Financial Officer: Clerk to continue.

Appointment of Independent Internal Auditor: R. Warner being content to continue was re-appointed (SLB/SM).

Parish Paths Representative: To liaise with WCC & their appointed PPW on behalf of the Parish Council. A. Lodge was re-elected (SLB/SM) unopposed

Parish Trees Warden: M. Hallmark was in post in this WCC appointment.

CALC Representative: Left in abeyance to future meeting.

Review of Internal Audit Arrangements: Left in abeyance to future meeting.

Representative on West Wychavon PACT: S.L. Brooker volunteered and was elected (SM/PJW) to this position

Community First - Voting Representative: Presently Chairman ex-officio, no change was proposed.

Village Hall Representative: To be the Council's liaison with and Representative on the VHMC. P.J. Wood was elected (SLB/SM)-

Envirosort Site, Norton (CMRF) Liaison Group: M. Baker was keen to continue in this capacity & report back to the Council at/in time for its meetings. The Chairman sought the advice of the County Councillor who chaired the committee who explained that this was actually a Parish appointment, not a Parish Council one and would be quite acceptable. Members agreed (SLB/PJW) to this arrangement

Others: The Clerk's authorisation to attend any meetings to represent the Council as long as this did not preclude a Councillor's attendance was reviewed and confirmed.

2011.56 Appointment of Committees and Working Groups.

Staffing Committee: The terms of reference of the previous Staffing Committee (i.e. all matters relating to staffing) were confirmed and previous Committee members M. Hallmark, A. Lodge, and S. MacLeod were elected (SLB/PJW).

Others: None.

2011.57 Correspondence & related duties.

The following apportionment of responsibilities for specific areas of Council responsibility & activity were agreed.

Planning: It was agreed (SLB/PJW), following the request to return to the previous meeting based procedure that S. Macleod would be responsible for holding Application papers locally prior to the meeting so that Councillors could review them. With all members being web-enabled they could still review the plans on the website as the Clerk would send details of new applications to Councillors, including the WDC website address.

Highways: To act as the Council's eyes and ears in relation to Highway Matters. S.L. Brooker (SM/PJW).

Byways: To advise the Council when appropriate and to act as liaison point for the Clerk in connection with such matters. A. Lodge was re-elected as "Byways correspondent"(SM/SLB)

Health & Safety: To advise the Council on any Health and Safety matters which fall within the responsibility of the Parish Council or which may impact on the Council". S.L. Brooker was willing to continue pro-tem (PJW/SM).

Emergency Planning: To act as an initial point of contact for the Emergency Planning Authority (WCC) in event of a local or national emergency. PJW was elected (SLB/SM).

Neighbourhood Watch: To act as the Council's liaison with the Neighbourhood Watch co-ordinators in the Village. M. Hallmark was re-elected (SM/SLB).

School: To act as the Council's liaison with the School and its Governing body. SLB offered himself and was appointed (SM/PJW)

Submissions to Parish Magazine: To prepare and submit the Council's entry to the Parish Magazine. S. MacLeod and A. Lodge (backup) were re appointed (SLB/PJW). The Chairman indicated that he would like to consider greater Parish Council involvement at a future meeting.

Principal Authorities: To be the Council's representative to, and liaison with, Principal Authorities when necessary. To remain the Chairman (ex Officio).

2011.58 Amendment of Standing Orders & Financial Regulations.

There were no proposals for amendment of the Council's Standing Orders or Financial Regulations.

The Clerk reminded Members that revision remained outstanding, and recommended that a small working group be set up to undertake review to report back with recommendations to Council at a future meeting.

The IIA had pointed out some matters in the Council's Financial Regulations that required consideration

2011.59 Planning.

- a. **New and Unresolved Planning Applications:** To consider those planning applications submitted to the Council prior to commencement of the meeting for consultation, and to determine the Council's response.

Application Number: W/11/00786/LB

Applicant: Mr & Mrs Guy

Location: The Elms, Walkers Lane, Whittington, Worcester, WR5 2RE

Proposal: Erection of a rear extension to provide a garden room.

WPC Response: Members had no concerns about the proposals.

- b. **Previous consultations:** None.

- c. **Planning Decisions:** None.

- d. **Other Planning Consultations:** None.

- e. **Other Planning Matters:**

Wychavon D.C.: The Clerk reported WDC's intention to send out details of applications received electronically, on CD's, and the opposition by some Parish Councils to this mode of operation.

Members considered the intention and saw advantages and disadvantages to both systems, but were especially concerned that with large plans and diagrams electronic facilities available to Parish Councillors were inadequate. The Clerk was instructed to respond asking that the option for Parish Councils to be provided with hard copy information where necessary should remain.

2011.60 Progress Reports/Updates on Matters Previously Resolved.

None.

2011.61 Finance.

The Clerk reported as follows: -

- a. Receipts: Totalling £3261.95 including the first half precept.
- b. Payments: Invoices and requests for payment totalling £1192.55, some had been paid. Payment of all was approved (SLB/SM).
- c. Proposals for Expenditure: An approach from CAB Evesham, requesting financial support of £500 was considered but as Whittington Residents looked towards Worcester could not be justified as S137 expenditure, the sum of £500 being considered excessive S137 expenditure for a small village, in any case.
The Clerk asked that a new S.O. Mandate be signed for his salary, as per Staffing Committee Meeting 29/3/2011 to reflect the enhanced responsibility he had been asked to assume. This was agreed (SM/SLB).
- d. Accounts for the year 2010-2011:
After explanation by the Clerk members approved (SLB/SM) the Council's accounts for the year 2010-2011 as prepared by the RFO. These were signed by the Chairman
Thereafter Members reviewed the draft of the Annual return and accompanying Notes. The note relating to the increase in precept required amendment, which the RFO agreed, there having been no increase this year. Subject to this amendment Members approved (SLB/SM) the Annual Return which the Chairman signed.
The Clerk reported comments of the internal auditor, noting the matter of HMRC's requirement for the Council to register as an employer and operate PAYE.
- e. The Council's Fixed Term Deposit Bond: this matured on 26/5/2011. Members agreed (SLB/PJW) that the bond should be renewed for a further 6 months.
- f. New signatories to Council's a/c's: Following the retirement of the previous Chairman the Council would need to appoint additional signatory/ies to the bank accounts. SLB and PJW were both known to HSBC and were willing to be signatories. The Clerk was to prepare the necessary paperwork for the next meeting.

2011.62 Highways & Byways.

a. Highways Matters:

General.

The Lengthsman Scheme was due for renewal. Council instructed (SLB/PJW) the Clerk to renew the contracts with WCC & the Lengthsman.

The Clerk sought instruction regarding the continuing lack of substantive response to the meeting with Highways personnel in November. It was agreed that he should write to the Chief Executive of WCC.

M5 Noise:

The Chairman advised that the response to the Parish Plan questionnaire indicated that this was still an issue for Parishioners.

Maintenance:

Works for the Lengthsman: The Clerk reported the overgrown "hedge" alongside Old Road/Church Lane which he had instructed the lengthsman to cut back, Council approved this instruction.

Previous Matters:

None raised.

New Matters: None

Traffic Management:

Previous Matters:

Additional signage to enhance "Access Only" Order signs. The Council's request had been refused BY WCC Gateway on B4084 nr J7 Roundabout - "Highways" were looking into what could be done to protect the footway etc. in this area.

New Matters: None.

b. Byways:

General:

Members looked forward to hearing AL's report following her "survey" of the Parish's Public Rights of Way.

Bridleways & Footpaths: No specific issues were raised.

2011.63 Training.

WDC "Code of Conduct/Standards regime" 9th June 2011, 18:30 to 20:45, free. It was agreed that the Clerk attend, others wishing to do so were to contact the Clerk to make arrangements.

CALC training - Chairmanship (1/6/2011) and Councillor Training (15/6 & 12/7). SLB expressed interest in attending the Chairmanship session on June 1st and was to check his diary and advise the Clerk; PJW wished to attend the session on 12th July and was to confirm this to the Clerk: attendance was agreed (SM/SLB) the clerk to make arrangements as necessary.

2011.64 Parish Plan.

SLB reported that he was still in process of analysing responses.

2011.65 Changes to Bus Services and Schedules in Worcestershire - WCC Consultation.

As Whittington was unaffected and the point regarding "creeping" reductions had been made, no further response to WCC Consultation was considered necessary.

2011.66 District and County Councillors' Report – For Information.

County and District Councillor Adams, who had not been aware of M. Baker's retirement from the Council, recorded his appreciation of the courtesy, co-operation, and support he had received from the previous Chairman.

He asked if the Parish Council had been consulted by Worcester City Council about the new Plymouth Brethren Gospel Hall at Swinesherd which had been given Planning Permission very near the boundary of Whittington Parish. It had not - the Clerk and most Members being unaware of the development.

He reported on the stage by stage progress toward the grant of full planning consent for the J6 Worcester Bosch development, landscape approval had been given.

He reported on the makeup of the new District Council following the recent election (preponderantly Conservative) and was to consult with those concerned at WDC about simplifying the "nil return" for Parish candidates' election expenses.

He closed by drawing attention to the anticipated bringing forward of the SWDP which he expected to be progressed rapidly, and Parish Councils needed to watch closely.

2011.67 Police Report - For Information.

No representative of West Mercia Police was present.

2011.68 Reports by Councillors, and Items for Future Agendas.

- a) Reports of Committees and Working Groups and of Councillors representing the Council on outside bodies:
Envirosort Site, Norton (CMRF) Liaison Group: The Chairman asked M. Baker if he had anything to report. M. Baker advised a new manager had been appointed, that following a recent meeting WDC were to undertake monthly sweeping of the B4084 road, and Envirosort would continue to sweep the footway monthly. The situation was to be monitored further especially on the Southern verge, and action was being taken to reduce emissions.
West Wychavon PACT: No report.
Worcestershire CALC: A. Lodge was not present.
- b) Reports of Councillors on other matters. None
- c) Items for future agenda: remaining organisational details, Parish Plan, S.O.'s and F.R.'s, Bank Mandate,

2011.69 Inclusion of items in the Parish Magazine.

Items to be included this month were discussed and agreed. They included: a farewell to the Vicar, the new P.C., vacancies for co-option, update on Parish Plan progress, the Parish Meeting.

2011.70 Correspondence.

A note of correspondence received had been periodically sent out to Members under the "Clerk's Digest" since the last meeting. Attention was drawn to correspondence from P. Luff MP; a letter (22/3/2011) from WDC re Members' Allowances; and the invitation to CPRE Worcester Branch AGM on 19/6 (Sunday) p.m. @ Worcester University.

2011.71 Date of Next Meeting.

The date of the next Ordinary Meeting of the Council would be Tuesday 12th July 2011, at Whittington Village Hall. If June meeting was needed it would be scheduled if possible for 14th.

The Meeting closed at 21:35 Hrs.