

At the Annual Meeting of Whittington Parish Council held at Whittington Village Hall on Tuesday 8th May 2012 at 19:30 Hrs.

Democratic Period/ Question Time: No members of the public were present.

2012.49 Election of Chairman for the year 2012-2013.

S.L. Brooker being willing to stand, was nominated by S. MacLeod, seconded by P.J. Wood and elected Chairman of the Council for the coming year, unopposed.

2012.50 Attendance.

Present: S.L. Brooker, S. MacLeod, C.A. Smith, P.J. Wood.

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

Apologies: A. Lodge. pcso Ben Allchurch.

2012.51 Declarations of Interest and Ethical Matters.

- a. Declarations of Personal (non prejudicial) Interests in items on this Agenda and their nature. S.L. Brooker and P.J. Wood declared interests in respect of item 2012.60.c ii under this heading due to their wives' involvement with the Jubilee Celebrations
- b. There were no declarations of Personal Prejudicial Interests in items on this Agenda.
- c. Ethical Matters. The Clerk reminded Members of forthcoming changes to the ethical regime effective 30/6/2012 and of their personal responsibility to keep their Register of Interest entries up to date.

2012.52 Minutes of Previous Meetings of the Council.

Minutes of the meeting of the Council held on 10th April 2012 having been previously distributed were taken as read, and adopted (SLB/SM) without amendment.

2012.53 Co-option of Members to fill vacancies on the Council.

There were no candidates. The Chairman exhorted Members to use their best endeavours to encourage possible candidates

2012.54 Election/Appointment of Officers, Internal Auditor & Representatives.

The following were nominated by S.L. Brooker, seconded by P.J. Wood and elected unopposed

Vice Chairman: S. Macleod.

Responsible Financial Officer: Clerk.

Appointment of Independent Internal Auditor: R. Warner

Parish Paths Representative: S. MacLeod

CALC Representative: No candidate.

Review of Internal Audit Arrangements: To be undertaken by the full Council

Representative on West Wychavon PACT: C. Smith

Community First - Voting Representative: Chairman ex-officio

Village Hall Representative: To be the Council's liaison with and Representative on the VHMC. P.J. Wood

Envirosort Site, Norton (CMRF) Liaison Group: M. Baker

Parish Trees Warden: The Clerk advised that this was a WCC Appointment on WPC recommendation. D. Hallmark's name had been put forward.

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 confirmed.

2012.55 Appointment of Committees and Working Groups.

Staffing Committee: The terms of reference of the previous Staffing Committee were confirmed in accordance with past CALC advice (i.e. all matters relating to staffing). The Committee to comprise S.L. Brooker, S. MacLeod and P.J. Wood was nominated by S.L. Brooker seconded by C. Smith and elected unopposed

Working Group On review of Financial Regulations: S.L. Brooker and C. Smith were reappointed to this group to work with the Clerk/RFO in reviewing existing arrangements.

Working Group for review of Internal Audit Arrangements: It was agreed that the Council deal with this

Others: None.

2012.56 Correspondence & related duties.

The following were agreed (CS/PJW)

Planning: 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

Byways: To advise the Council when appropriate and to act as liaison point for the Clerk in connection with such matters. S. MacLeod

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

Emergency Planning: To act as an initial point of contact for the Emergency Planning Authority (WCC) in event of a local or national emergency. P.J. Wood.

Neighbourhood Watch: To act as the Council's liaison with the Neighbourhood Watch co-ordinators in the Village. C. Smith.

School: To act as the Council's liaison with the School and its Governing body. S.L. Brooker

Submissions to Parish Magazine: To prepare and submit the Council's entry to the Parish Magazine. S. MacLeod
Principal Authorities: To be the Council's representative to, and liaison with, Principal Authorities when necessary. Chairman (ex Officio).

2012.57 Amendment of Standing Orders & Financial Regulations.

No proposals were received.

2012.58 Planning.

a. New and Unresolved Planning Applications:

Application Number: W/12/00755/PP

Applicant: R. Lander, Elms Close, Old Road, Whittington, Worcs. WR5 2RL

Location: Elms Close, Old Road, Whittington, Worcs. WR5 2RL

Proposal: 2 storey extension to side and rear of existing dwelling and single storey extension to rear of existing dwelling

WPC Response: Members had no objection or comment in respect of the proposed development.

Application Number: W/12/00883/PN

Applicant: Rev K. Boyce, Whittington DCC, Parish Office, St Martin's Church, London Road, Worcester. WR5 2ED

Location: St Philip & St James Church, Church Lane, Whittington WR5 2RQ

Proposal: Removal of temporary building providing meeting room and WC facilities: erection of single storey building to provide meeting room, store and WC.

WPC Response: After careful consideration of the proposals the Council took the view that there was no objection in principle to the development of a Church Hall but that it was to be hoped that it would not detract from the "Village Centre" being discussed in the emerging Neighbourhood Plan.

Members expressed concerns about the proximity of this considerably enlarged development to the neighbouring property Whittington Lodge, and to the Church both of which are understood to be Listed Buildings, and within the Conservation Area.

If Planning Permission is granted Members asked that it be subject to a restriction on use to Church - related activities (excluding wedding receptions & the like) to protect neighbours' amenity.

In view of the sensitive site, Members favoured the application being dealt with by the Planning Committee of WDC, rather than it being delegated.

b. Previous consultations. None to report

c. Planning Decisions: Reports of Planning decisions and Appeal decisions notified to the Council. None advised.

d. Other Planning Consultations: None reported

e. Other Planning Matters: None.

2012.59 Progress Reports/Updates on Matters Previously Resolved.

a. Amendment of Financial Regulations: No meeting of Working Group had yet taken place. Any meeting would be delayed - at members' request - to after the School summer holidays.

b. Other Matters: None.

2012.60 Finance.

The Clerk reported as follows: -

a Receipts: since the last meeting: HMRC - VAT Refund £134.08; WCC re. Lengthsman - £184.80 re March 2012; HSBC Interest 21p.

b Payments: a list of invoices and requests for payment totalling £576.22 was submitted and payment approved (SLB/SM)

c Proposals for Expenditure. To consider proposals for expenditure

i) Budgeted Expenditure: None.

ii) Request for funding assistance by Jubilee Celebrations Committee.

The Council was asked at the Parish Meeting, to support this event financially: A figure of £400 was mentioned. The Clerk explained that it would be of most benefit if the Council could purchase goods and donate them because it can reclaim the VAT this way.

After considerable debate the Council agreed unanimously (CS/SM) to purchase the 150 mugs & boxes sought by the Committee at a cost of £441 + VAT. Donation was subject to the proviso that any unused mugs should be reported to the Council and donated to Parishioners or Parish-based organisations acceptable to the Council. It was agreed that the "S137" and "Contingency" budget provisions be used to fund these purchases.

iii) Other Expenditure: None.

d Accounts for 2011-2012 and Annual Return

i) Accounts for the year 2011-2012. The preliminary draft accounts had been supplied to Members on 6th April 2012, since then an error of (£35) re Litterpicking costs had been found and revised accounts were provided for Members and the Internal Auditor who completed his internal Audit on 18th April and had written confirming completion of the Audit and that there were no outstanding matters. Members approved (CS/SM) adoption of the accounts unanimously.

ii) Annual Return. This had been drafted (and corrected as above) by the Clerk/RFO. Members considered the revised draft and agreed (SLB/CS) unanimously that Sections 1 and 2 be signed on behalf of the Council by the Chairman.

2012.61 Highways & Byways.

a. Highways Matters:

General:

Lengthsman: The Clerk reported that the invoice to WCC for February work had not been paid as it appeared not to have been sent (the invoice was prepared on 12th March when the Clerk was experiencing problems with all e-mails). At the request of the Council he agreed to submit the invoice but thought it likely that the Council would have to write the amount (£138.60) off as he understood that the County Council had closed acceptance of invoices for 2011-2012.

M5 Noise: None

Maintenance:

Works for the Lengthsman: The Clerk was requested to arrange for the hedge to the left at the junction of the Swan access road with Old Road to be cut back as some parishioners had reported that it restricted visibility.

Previous Matters:

B 4084/M5 Motorway J7 roundabout: WCC had confirmed that bollards would be put in place to protect the damaged pavement.

Drains along Church Lane: WCC had confirmed that these will be re-profiled at some time.

New Matters:

Grit Bin at entrance to the school. The school was to be notified that WCC will not maintain this.

Traffic Management:

Previous Matters:

M5 Motorway J7 roundabout: Response had been sought from WCC as to whether/when they were going to address the speed limit anomaly. A reply was still awaited.

Speed enforcement B4084: The Clerk had written as requested to Councillor Adams who later advised that he had a meeting scheduled with the Safer Roads Partnership to consider this.

Village Gatings: WCC had advised that the figures quoted were for the gating at Walkers Lane/Swinesherd Way only & that their suppliers were JACS who made recycled plastic gatings. The Clerk had sought an alternative source of supply and had found a supplier of white recycled plastic - the materials for the larger gate - based on JACS spec - would cost approx £400. Members considered therefore that the Council should accept the offer from WCC.

New Matters:

The Chairman asked that markings be placed on the "pavements" over the M5 at Junction 7 to delineate an area for use by pedestrians and cyclists only, as parking on the "pavements" frequently obstructed free passage for foot and cycle traffic.

DFS: The latest report was in the Circulation file.

b. Byways Matters:

General:

A new Countryside Access Maintenance and Improvement Officer for the area; Philip Coulson at WCC Countryside Service; had been appointed. The PPW was still Mike Gurney.

Bridleways: } Nothing

Footpaths: } to report.

2012.62 Training.

None reported.

2012.63 Parish/Neighbourhood Plan.

The Chairman reported little progress with the initial preliminary draft.

2012.64 Parish Council Entry on Facebook.

The anticipated report was not available and so the item was adjourned.

2012.65 Litterpicking in Whittington.

Members noted that S. Gwilliam had declined to carry out the reduced level of Litterpicking.

No formal response had been received re the approach to WDC for delegated funding but Councillor Adams was able to confirm that there was no funding of this nature available. It was agreed to invite a representative of WDC to a site meeting before, and to attend the next meeting of the Council.

2012.66 Localism.

No response from Members had been received by the Chairman, who therefore felt that the discussion at the 7th Parish Meeting was sufficient as the Council's response.

2012.67 Wychavon Bursary.

Members noted the proposal for a "refreshed" scheme, and the result of the Clerk's investigation, but declined to make further contribution.

2012.68 Street Lighting.

Members noted the request from Councillor John Smith (WCC) and agreed that it would not be a hardship if the lights on the main roads through the Parish were switched off from Midnight to 5:00 a.m.

2012.69 District and County Councillors' Report – For Information.

County and District Councillor Adams apologised that he had not been able to attend the Parish Meeting on April 24th and submitted the brief report which had prepared and sent to, but had not been received by the Clerk. This included reference to a grant of £9000 to the Village Hall rebuilding fund.

He indicated that he would be able to assist the Council with the cost of the gatings proposed at Walkers Lane/Swinesherd Way from the discretionary Grant made available to him by the County Council. Members accepted his offer with alacrity. He understood that WCC would wholly fund gatings at “The Swan” entrance to the village using the funding provided for a bus shelter which the Parish Council had declined.

He referred to correspondence with a parishioner regarding highways matters in which WCC had offered to provide traffic count/speed monitoring wires on Walkers Lane and asked if the Council supported this; members did and felt that simultaneous monitoring on Church Lane was desirable. Councillor Adams agreed to try to arrange a meeting to agree the locations.

He understood that the final plans of the Swan roundabout improvements were available in electronic form and would arrange for a copy to be supplied to the Clerk. As there were still outstanding matters he suggested that Kate Passant be asked to attend the Council’s July meeting to review the situation and resolve any still outstanding matters, Members concurred.

He apologised that he might be less able to attend WPC meetings in the coming year as he expected to be engaged more on County Council matters.

2012.70 Police Report - For Information.

Apologies had been received from pcso Allchurch who had submitted the last year’s crime report which had been presented at the Parish Meeting. The Chairman mentioned that he had been in contact with the police regarding unauthorised motorcycling on Bridleways 511-516, and that this was being actively pursued.

S. Macleod reported that a Parishioner had called the police to monitor the parking problems on Church Lane at the end of School Walk. In their presence the problems had disappeared

2012.71 Reports by Councillors, and Items for Future Agendas.

a. Reports of Committees and Working Groups and of Councillors representing the Council on outside bodies.

WPC staffing Committee: Nothing to report.

Envirosort Site, Norton (CMRF) Liaison Group: M. Baker not present

West Wychavon PACT: Nothing further to report

Worcestershire CALC: A. Lodge not present.

Whittington School: S.L. Brooker was to meet with the head teacher soon.

Whittington Village Hall: P.J. Wood had only the £9000 WDC grant to report.

b. Reports of Councillors on other matters. The Chairman reminded those present of the attendance of the Wychavon Youth Bus at 4.00 pm to 5:15 p.m. on Thursday 31st May. The Clerk was to try to display posters locally & to inform the School of the proposed visit.

c. Items for inclusion on a future agenda. None

2012.72 Inclusion of items in the Parish Magazine.

Items to be included this month were limited to the motor cycle problem & future meeting dates.

2012.73 Correspondence.

i) Members noted the difficulties being experienced by the clerk in receiving e-mails from WDC.

ii) Some correspondence received since the last meeting has been periodically sent out to Members specifically, other more general items are included in the Correspondence File for circulation and are noted under the “Clerk’s Digest”.

iii) The teenage cancer trust had requested that the Council display posters to advertise its “Time for T” fund raising initiative. Members agreed that the Clerk display the advertisements.

2012.74 Date of Next Meeting.

The date of the next scheduled Meeting of the Council would be Tuesday 10th July 2012, at Whittington Village Hall.

The Meeting closed at 22:10 hrs.