



Whittington Parish Council

Clerk to the Council: Vacancy

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Minutes of the Extra Ordinary meeting of Whittington Parish Council held on Wednesday 8 August 2018 at 19.30 at Whittington Church.

The Chairman stated that the Meeting is recorded and recordings are kept for a period of approx. one month.

In the absence of a Clerk, the minutes were taken by Parishioner Christine Boase, who had volunteered her services for this meeting.

Democratic Period / Question Time: The Chairman invited comments on topics on the agenda from the parishioners present (2). There were no questions raised.

Agenda 08/18

1) **Attendance and Apologies - To record those present and to receive apologies for absence. Those Present :**

Chairman	-	Cllr S MacLeod
Vice Chairman	-	Cllr S Brooker
Councillors	-	Cllr D Bayliss, Cllr R Boase, Cllr S Burrows, Cllr T Peters
Officers	-	None present
Attendees	-	2 Parishioners
Apologies	-	Cllr Rob Adams and David Ball could not attend this Meeting.

The Chairman noted the following resignations: Cllr Kate Wolseley Charles resigned on 23rd July 2018 and Clerk Carol Chambers resigned on 25th July 2018.

2) **Declarations of Interest and Ethical Matters.**

- a To receive declarations of Personal (non-prejudicial) Interests in items on this Agenda **None declared**
- b To receive declarations of Prejudicial Interests in items on this Agenda and their nature. **None declared**
- c Ethical Matters. **None declared**

3) **Minutes of Previous Meeting of the Council.**

The former Clerk had circulated the Minutes of the Meeting held on 10th July 2018. Cllr Boase raised some errors and omissions regarding 5 of the items from these Minutes - *Item 3 Actions raised in the April and July Meetings but omitted from both sets of Minutes regarding Whittington Signs*

Action 1: To discuss with WCC Highways regarding erecting signs at both ends of Wildmore /Hatton Grange Developments.

Action 1 by: Cllr R Adams. Timescale: extended to September 2018 as Cllr Adams is off sick.

Action 2: Meet with Cllr Adams to discuss the locations for the signs if approved by WCC Highways. **Action 2 by:** Cllr R Boase. Timescale: extended to September 2018

Action 3: Two signs to be ordered subject to outcome of meeting with Cllr Adams and WCC approval [size & design as those in Village and on B4084, M5 Junction 7] – Cllr Boase highlighted this is urgent due to imminent road surfacing.

Action 3 by: new Clerk. Timescale: waiting new Clerk/Clerk Cover

The above changes to the 10th July 2018 Minutes were proposed by Cllr R Boase, seconded and agreed.

*Item 6 A wording error regarding the Allotment Tenants Personal Data - should read Cllr Wolseley Charles may **not** use the information for her personal use.*

Cllr R Boase proposed the wording be changed to "Personal Data may be used for Council use".

This was seconded and agreed.

Item 7 Cllr R Boase raised & circulated a draft Paper [minutes, agenda & meetings] but this was not minuted.

This was seconded and agreed that this Action was completed.

*Item 9 Allotments - Toolboxes were **not** included in Cllr Wolseley Charles Report and Cllr Brooker suggested a Residents [not Tenants] Survey.*

This amendment was seconded and agreed.

*Item 10 Notice Board to be sited on Wildmore - should read "the knee high railings to be sited **around** the Notice Board.*

Action in July Minutes was "Clerk to contact Bloor & Wychavon for permission to site the Board" - this has not been done due to the Clerks resignation.

Action 4 by: Interim Clerk. Timescale: **Urgent**

This amendment was proposed by Cllr Boase, seconded and agreed.

Cllr Burrows noted that the proposal of a one way system through the Village was discussed but was omitted from the July Minutes.

This amendment was seconded and agreed.

4) Resignation of the Parish Clerk.

The Chairman & Cllr Bayliss (as the staffing committee) had met with the former Clerk for a handover. Much of the documentation is now stored in the Village Hall in a lockable area. The Chairman has retained some Clerks files and is carrying out and monitoring the work load required of a Clerk. Future alterations to the Hall will require a sort out of documents (taking into account retention periods). It is possible that historical documents could be stored at the Hive.

Action 5: Date to be arranged for the Council to go through the WPC files in the Village Hall. Timescales: urgent due to future proposed works on the hall and the secure storage room not belonging to the Council. **Action 5 by: ALL**

a **Engagement of a temporary Clerk.**

The Chairman has been in contact with David Hunter-Miller (DHM), who has been recommended by CALC representative Richard Levett, as an Interim Clerk. DHM currently is Clerk for 4 other Parishes but would be free on a Tuesday evening and is agreeable to provide cover. The Chairman had circulated DHM's details to the Council including his temporary Clerks hourly fees and travel expense fees.

The Chairman proposed that she meet with David Hunter-Miller to ask him to provide the Parish Council Clerk cover asap. **This was seconded and resolved.**

Action 6: Chairman to set up a meeting with DHM. Timescale: 22nd August 2018 (when DHM is back from leave).

b **The job description and terms of employment of a new Clerk.**

The Chairman has circulated a Clerks Job Description and proposed that this document will be used for the recruitment.

The Chairman proposed increasing the Clerks hours per month from 26 hours to 35 hours, in light of the amount of work that she had experienced whilst covering the vacancy and also in reference to CALC/NALC recommendations for a Clerk managing Allotments. Also because there are 300 more homes due to be build and work may be required in regard to the Village Hall project. **Both motions were seconded and resolved.**

c **Recruitment of a sub-team for the interview process.**

The Chairman, Cllr Bayliss and Cllr Burrows offered to be the recruitment sub team to progress the recruitment of the Clerk and carry out interviews. Cllr Burrows offered to review the Clerks advert.

This was proposed by the Chairman, seconded and resolved

Action 7: the sub team to liaise and take the recruitment and interview process forward. Timescales: end October 2018.

d **Advertisement of the Clerks position.**

It was discussed, **proposed, seconded and resolved** to advertise in the following areas:

Nationally through CALC

Action 8 by : Chairman to discuss with R. Levett

Parish Website

Action 9 by : Chairman to arrange

Parish Newsletter

Action 10 by : Cllr Brooker to arrange

Village Notice Boards

Action 11 by : Chairman to arrange

Timescale: August 2018

A leaflet drop and paid advert were also discussed but not agreed at this time.

5) Pecuniary and Prejudicial Interests

The Chairman reported having sort the advice of Richard Levett (CALC) concerning the Pecuniary Interest regarding the Allotments. This was in relation to Cllr Bayliss, former Cllr Wolseley Charles & Cllr Boase, who all have plots or are associated with a plot. Mr Levett has confirmed that there was an Interest.

Action 12: Cllr Boase wishes to put forward a Personal Request for a Dispensation to be discussed at the September Meeting.

6) Standing Orders

The Chairman had circulated the Standing Orders document (SO) and recommended that all Councillors must read the document. At a previous meeting the former Clerk had

recommended that SO be reviewed. It was **proposed, seconded resolved** that a sub-group be formed to review SO, to include, Cllr Brooker, Cllr Boase and The Chairman.

Action 13: Cllrs Boase and Brooker to meet and initially review SO and produce a draft document to be submitted at a late date for approval. Timescale: November/ waiting new Clerk.

7) Best Practice Report

A report had been drawn up and circulate by Cllr Boase with suggestions for Best Practice by the Council and Clerk. The Chairman commented that some items in this report are currently part of Standing Orders. She mentioned that Standing Orders are to go the Council's website.

Action 13a: Best Practice to be reviewed as part of Standing Orders.

8) Finance

a) Receipts and payments for July and August

The Chairman stated that there are two items of outstanding payment - Clerks printer (£178.80) & printer ink (£26.99).

Action 14: Payments to be made. **By:** Chairman, on line payment whilst no Clerk is available. Timescale: immediate

It was proposed, seconded and agreed for these two payments to be paid.

b) Banking Mandate

The Chairman raised the outstanding action from previous meetings of the banking mandate application, needing to be taken forward with HSBC to allow for more Council cheque signatories.

Cllrs Peters and Brooker offered to contact the former Clerk to discuss and obtain her signature on the mandate document.

It was seconded and agreed that Cllr Brooker would contact the former Clerk (as they live close). **Action 15 by:** Cllr Brooker. Timescale by end of August.

c) Proposals for expenditure

The Chairman raised the question of payment for an advert for the Clerks position. The Council agreed not to pay for advertising in the press at this stage.

Action 16: The Chairman to contact R. Levett to find out if there is a cost to advertise with CALC. Timescales: immediate.

9) Allotments

a) Quotations for paving

The Chairman reported that the former Clerk had arranged for Dave Allen to give a quotation for the slabbing of the spare allotment plot (no.16) for sheds. A meeting would need to be arranged with him to see the area. Cllr Boase proposed raising a Special Motion to reconsider and recind the decision made at the July Meeting of the Council & re-open a discussion at the Sept Meeting and to also reconsider Tool Storage Options. As he has a pecuniary interest in the Allotments he asked for other Councillors to take the motion forward at the September meeting. It was **seconded and agreed** to be actioned by Cllr Boase, for him to draft the Special Motion.

The Special Motion requires 3 Councillors support and signature. Cllr Burrow, Cllr Peters and The Chairman indicated support.

Action 17: Cllr Boase to write a Special Motion and obtain signatures from the 3 Cllr's for submission to the new Clerk for the Motion to be included on the agenda of the September meeting and re-considered. Timescales: by end of August.

b Allotment holders and liaison

Cllr Brooker proposed the formation of an Allotment Association by the Tenants. The Chairman asked for ideas on this for the Sept Meeting.

It was **proposed, seconded and resolved** to ask the new clerk to write to the Allotment tenants to suggest an Association.

Action 18: Write to Allotment Tenants. Action by: new Clerk. Timescale: waiting Clerk

c Cllr Boase reported that one of the Allotment taps is leaking [noticed by a tenant 24th July]. Bloor have excavated but not yet found the leak.

Action 19: Contact to be made with Severn Trent and Bloor Homes. Email to be drafted to Bloor for Chairman to send on behalf of the Council.

Action by: Cllr Boase. Timescale: Urgent.

10) Notice Board - Wildmore Estate - To consider follow up actions

The Chairman confirmed the Notice Board had been ordered by the former Clerk. Cllr Bayliss has offered to receive and store the noticeboard when it arrives. Cllr Boase advised that permission would be needed to install [from Bloor & Wychavon]. A quote is needed for installation. Dave Allan has previously installed the Village noticeboard and can be approached for a quote. **(Motion carried over from July Meeting).**

Action20: Clerk to get permission from Wychavon/Bloor and a quote to install.

Action by: new Clerk. Timescale : waiting new Clerk

11) Highways Traffic Report - Whittington Parish Traffic Matters

Cllr. Brooker gave an update. Responses are awaited from relevant persons, including Cllr R Adams and Kieron Hemstock from WCC and from the Highways Agency. The Chairman reported that a reply had been received from Nigel Huddleston MP.

12) Police Report – No report/update received

13) Planning - An Envirosort planning application had been received to the Clerks email address, but the deadline had passed for comment.

14) District and County Councillors' Report – No report (Cllr R. Adams away on sick leave).

15) Training, meetings and seminars. The Chairman reported that she had received an invitation to a meeting with Vic Allison of Wychavon District Council to discuss the New Homes Bonus scheme. Cllr Brooker offered his support to attend the meeting which will take place in early September.

Action 21: The Chairman to report back at the September meeting.

16) Reports by Councillors and Items for Future Agendas

Action 22: The Chairman will submit an item for the September Agenda for the Council to consider and vote on regarding an Expression of Interest for an application to Wychavon District Council for New Homes Bonus funding.

WPC staffing Committee: mentioned above – meeting with the former Clerk

Whittington School: Action Cllr Bayliss will make contact in September with school.

Whittington Village Hall: The Chairman said that the Management Committee will attend the September meeting to put forward a proposal request for the Parish Council to put in an Expression of Interest (by November) to apply for New Homes Bonus funding that will be available in March 2019, for the Wychavon District Council Legacy Projects (over the next 3 years). The Chairman is attending the WVH Management Committee meetings.

Safer Neighbourhood/traffic:

Action 23: Cllr Brooker to meet with Gary Sheppard of Safer Neighbourhood Team. He reported the MP for the area and the Police and Crime Commissioner would be at Fladbury open day on 5th September from 1pm – 9pm.

Whittington Church: Parishioner David Chestney updated the Council on the revised plans for the Church Elizabethan Room.

Brethren Church: No Representative present.

Worcestershire CALC: The Chairman is now currently receiving the CALC updates.

17) Communications; Facebook/ Parish Mag/ Email / Website:

Action 24: Cllr Brooker to submit information to the Parish Magazine including the current vacancy for a Councillor, by Mag deadline in August.

18) Review of Actions from this meeting – by who and timescales. Not reviewed.

19) Date of Next Meeting.

The date of the next Ordinary Meeting of the Council will be held on Tuesday 11 September 2018 at Whittington Village Hall.