

Great Witley and Hillhampton Parish Council

Clerk to the Council: J Evans, Rochford Court, Rochford, Tenbury Wells, Worcs, WR15 8SL,
Tel: 01584 781685

To Members of Great Witley and Hillhampton Parish Council

You are duly summoned/required to attend the annual meeting of Great Witley and Hillhampton Parish Council to be held at 7.30pm on Wednesday 11th May 2016 at Great Witley Village Parish Hall

Agenda

Roger Perkins to stand down as Chairman but continue as a Parish Councillor and a new Chairperson to be appointed and sign the Declaration of Acceptance of Office.

To appoint officers on the council to represent the Parish as follows: Lengthsman Scheme and Footpaths Officer Liaison, Village Hall Management Committee, Witley Court Local residents Pass Scheme, Maintenance of Bowen's Field, Online Communications Administrator, Quarter Green and Neighbourhood Plan Working Party (appointment also for a NPWP representative).

In Attendance: To receive apologies and to approve reasons for absence.

1. **Apologies:** To consider and approve reasons for absence.
2. **Declarations of Interest:**
 - a. Register of Interests: Councillors are reminded of the need to update their register of interests.
 - b. To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
 - c. To declare any Other Disclosable Interests in items on the agenda and their nature.
 - d. Written requests for the council to grant a dispensation (S33 of the Localism Act 2011) are to be with the clerk at least four clear days prior to a meeting.

Councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest which falls within the terms of paragraph 12(4) of the code of conduct, must leave the room for the relevant items.

Failure to register or declare a Disclosable Pecuniary Interest may be a criminal offence.

The meeting will be adjourned for Public Question Time

The time allocated is at the discretion of the council/chairman. Residents are invited to give their views and question the parish council on issues on this agenda, or raise issues for future consideration at the discretion of the chairman. Members of the public may not take part in the parish council meeting itself. The period is not part of the formal meeting; brief notes will be appended to the minutes as an aide memoire.

3. **To consider any Application for a dispensation:** None declared
4. **Minutes:** To consider the approval of the minutes of the last meeting of the council. (Attached).
5. **Progress reports:** for information
 - a. Clerk (Jo Evans): An example of a possible GWHHPC Logo to consider and comment on.
 - b. Village Hall (Cllr C Shaw)
 - c. Lengthsman and Footpaths (Cllr R Perkins): Progress report for footpath by the school is still on-going and on hold
 - d. Neighbourhood Plan Working Party
 - e. Quarter Green
6. **CALC:** to consider attendance by clerk and councillors at forthcoming training events outlined in the CALC Updates.
7. **District and County Councillors' Reports:** for information. (Items raised for decision will appear on the

Great Witley and Hillhampton Parish Council

**Clerk to the Council: J Evans, Rochford Court, Rochford, Tenbury Wells, Worcs, WR15 8SL,
Tel: 01584 781685**

agenda for the next meeting.)

- a. Cllr K Pollock
- b. Cllr P Cumming

8. Planning:

- a. 175 Proposed development Ref: 16/00013/FUL – Decision notification: Permission refused

9. Finance:

- a. The Precept of £4,000 has been paid into the Parish Council’s account
- b. To consider and approve Diane Malley as our Internal Auditor
- c. Cheques written in payment of received invoices
- d. Transparency Fund application – To purchase a laptop, software, anti virus software and a printer/scanner for the Parish Council
- f. **Annual Return 2015-16:** Parish Council to consider for approval the Annual Government Statement
- g. **Annual Return 2015-16:** Parish Council to consider for approval the Accounting Statement for 2015-16

13. Correspondence for Information: To note the attached appendix of items which have been circulated or will be available for inspection at the meeting.

14. Clerk’s report on Urgent Decisions made under delegation since the last meeting: None to report.

15. Councillors’ reports and items for future agenda:

- a. Standing Orders update.
- b. Financial Regulations update.
- c. Thank you to James Goodman for volunteering to cut grass.
- d. Volunteers required for the emptying of dog poo bins
- e. To approve moving all old Parish Council documents to the archive at The Hive as recommended by CALC.
- f. To form a Staffing Committee to look at requirements from the Clerk, an annual appraisal of the Clerk, Pension requirements of the Clerk, Pay increases.
- g. GW Post Office: to consider their claim for discretionary rural rate relief.

16. Date of next meeting: To confirm the date of the next meeting

Signed

Date

Jo Evans Clerk to Great Witley and
Hillhampton Parish Council