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| **To Members of Great Witley and Hillhampton Parish Council** |
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| You are duly summoned/required to attend the next meeting of Great Witley and Hillhampton Parish Council to be held at 7.30pm on Wednesday 13th July 2016 at Great Witley Village Parish Hall |
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| **Agenda** |
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| **In Attendance:** To receive apologies and to approve reasons for absence. |

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| **1.** | **Apologies:** A Symonds |
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| **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. |
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| Failure to register or declare a Disclosable Pecuniary Interest may be a criminal offence. |
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| **The meeting will be adjourned for Public Question Time** |
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| 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. |
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| **3.** | **To consider any Application for a dispensation:**  |
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| **4.** | **Minutes:** To consider the approval of the minutes of the last meeting of the council. (attached). |
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| **5.** | **Progress reports:** for information |
|  |  | a. | Clerk (Jo Evans)* 5 Stourport Road – Brought to DCC attention see Appendix C.10
* Lengthsman Scheme – new contract signed and sent to WCC
* Internal Audit returned and sent to Grant Thornton
* Zurich Insurance – confirmed all new equipment is covered and we have third party liability. An invoice has been received to allow for the new equipment for £112. See Appendix C.14
* My Parish page of WCC website being used as the Parish Council’s website which the Clerk will keep updated for Councillors and members of the public to use. RP website suggestions to be discussed attached Appendix C
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|  |  | b. | Village Hall (Cllr C Shaw) |
|  |  | c. | Lengthsman and Footpaths (Cllr R Perkins) |
|  |  | d. | Neighbourhood Plan Working Party (Cllr A Symonds **report in AS absence**) |
|  |  | e. | Quarter Green (Cllr C Shaw) report attached Appendix A |
|  |  | f. | Casual Vacancy – no applications received.  |
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| **6.** | **Malvern District Council, Refuse Collection:** N/A |
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| **7.** | **Worcestershire County Council, highways grass cutting:** N/A |
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| **8.** | **CALC:** to consider attendance by clerk and councillors at forthcoming training events outlined in the CALC Updates. |
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| **9.** | **District and County Councillors’ Reports:** for information: |
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|  |  | a. | KP roadway depression at Lesotho reported. Residents need to report themselves online also. |
|  |  | b. | KP speed cameras and speed activated signs requirements reported. |
|  |  | c. | KP footway clearance from Mill Orchards to Hundred House request renewal. |
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| **10.** | **Planning:** |
|  |  | a. | 16/00822/FUL Mr & Mrs D Straw : change of use and minor alterations (comments by 7/7/16) |
|  |  | b. | 16/00266/HOU Rectory Court: garage/workshop refused. |
|  |  | c. | 16/00755/HOU Mr J Parkin : garage extension for first floor bedroom (comments by 29/6/16) |
|  |  | d. | 16/00321/LBC Mr & Mrs D Griffiths : Listed building consent for reinstatement of windows, lift installation & internal alterations approved. |
|  |  | e. | 16/00401/HOU Mr S Massey: Meadow House, 3 car garage and single storey extension request. |
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| **11.** | **Finance:** |
|  |  | a. | Internal Audit returned and sent to Grant Thornton |
|  |  | b. | Quarter Green VAT claim made and full payment and final settlement made |
|  |  | c. | Please see appendix B for this month’s paid invoices |
|  |  | d. | Clerk to make an up to date application for online banking with HSBC  |
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| **12.** | **Neighbourhood Plan Working Party:** Report in AS absence |
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| **13.** | **Correspondence for Information:** To note the attached appendix C of items which have been circulated or will be available for inspection at the meeting.Letter from Elgar Properties Stanford Management Company Ltd has been received for the Parish Council’s comments. See Appendix C.13 |
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| **14.** | **Clerk’s report on Urgent Decisions made under delegation since the last meeting:** Quarter Green VAT claim has been made. |
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| **15.** | **Councillors’ reports and items for future agenda:** |
|  |  | a. | RP archiving of documents to the Hive |
|  |  | b. | GG ongoing issues with Glendower Way for discussions |
|  |  | c. | GG to replace the broken gate and post on the path between Bowen’s Field and the Quarter Green |
|  |  | d. | GG to report on proposed extension of footpath from Bloor Homes to Quarter Green |
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| **16.** | **Date of next meeting:** To confirm the date of the next meeting which is scheduled for Wednesday 14th September 2016. |
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| **17.** | **To consider the exclusion of the public and press in the public interest for consideration of the following items:** N/A |
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| Signed …………………………………….. Date …………………………………….. |
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|  | Jo Evans Clerk to Great Witley and Hillhampton Parish Council |