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| **The Minutes of Great Witley and Hillhampton Parish Council** |
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| **Held at the Great Witley Village Hall on Wednesday 13th July 2016** |
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| **Present: Acting Chairman Geoff Goodman (GG), Cllrs, R Perkins (RP), C Demetziel (CD), N Drew (ND), S Sebesta (SS), C Shaw (CS), County Cllr K Pollock (KP) *for part of the meeting*, District Cllr P Cumming (PC)** |
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| **In Attendance:** Clerk |

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| **1.** | **Apologies:** Cllrs R Wilson (accepted), A Symonds (accepted). |
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| **2.** | **Declarations of Interest:** |
|  |  | a. | Register of Interests: Councillors were reminded of the need to update their register of interests. |
|  |  | b. | Disclosable Pecuniary Interests: None. |
|  |  | c. | Other Disclosable Interests: CD regarding planning application 16/00822/FUL and SS regarding correspondence from and to Stennard Harrison of Elgar Properties. Both Councillors were present when these matters were discussed but were not part of the discussions. |
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| The meeting was adjourned for **Public Question Time**, notes of which are appended to these minutes. |
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| **3.** | **Application for a dispensation:** None. |
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| **4.** | **Minutes:** the minutes of the meeting held on Wednesday 11th May 2016 and the extra-ordinary meeting held on Tuesday 24th May 2016 were approved. |
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| **5.** | **Progress reports:** |
|  |  | a. | * The Clerk reported that the continued build-up of rubbish and the subsequent environmental health issues at 5 Stourport Road were brought to the attention of the WCC and KP responded that the matter is being reviewed.
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|  |  |  | * The Clerk has sent the completed and signed Lengthsman Scheme new contract to WCC.
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|  |  |  | * The Internal Audit has been sent to Grant Thornton and we are awaiting their reply and report.
* The Zurich Insurance Policy has been renewed and updated to include the new outside equipment and they have confirmed that we have third party liability cover.
* After discussion it was decided that the Clerk will continue to use ‘My Parish’ website which is party of WCC website to publish the Parish Council’s business. RP has worked with his daughter, Jo, at looking at how we can more easily use and edit the existing Parish Council’s website. She is happy and able to transfer it over to a new host after the 18th July 2016 which Oliver Marshall, the current host owner, is in agreement with. There will be a fee of approximately £80 per annum. It was agreed that while we have paid the Website’s renewal for the next year the Clerk will use both sites concurrently and it will then be decided which method works best for the Parish and its users.
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|  |  | b. | CS reported that the Village Hall Committee have received a grant for a new kitchen and this is due to be installed during August 2016. There are also some planned film nights the first of which being 13th August 2016 where there will be a showing of ‘Zootropolis’ a 2016 film which is PG rated, including a BBQ. |
|  |  | c. | RP reported that a small tree had fallen down and that Mr C Jones, our Lengsthman has dealt with it. The bracken has also been cut down. It was thought that the WCC had undertaken this task. The problem with the local Footpaths being overgrown was brought to the attention of the Parish Council. ***ACTION*** GG agreed to speak with Steve Holmes regarding this to see if something could be done about clearing them. |
|  |  | d. | In the absence of AS, GG reported that Frank Chapman has agreed to compile a report on behalf of the Neighbourhood Plan Working Party for September 2016. |
|  |  | e. | CS reported that this Saturday, 16th July 21016, an Auction of Promises will be held at the Village Hall in aid of the Quarter Green. Tickets are £10. It was also reported that the new outside equipment has proven to be very popular and a report is going to be compiled to show the level of usage.At this time GG asked that it be recorded in the Minutes that a formal thank you should be offered to the Quarter Green Committee for all their hard work and that they strive to do a good job for the whole Parish should be applauded. |
|  |  | f. | GG informed the Parish Council that Frank Chapman has agreed to join as a Councillor and that he should be co-opted to fill the casual vacancy. ***ACTION*** The Clerk will invite Mr Chapman to join the Parish Council and inform Matthew Box that the vacancy has now been filled. |
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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:** The Councillors and Clerk have been informed of any forthcoming training events outlined in the CALC Updates. |
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| **9.** | **District and County Councillors’ Reports:**KP informed that the WCC will be able to be viewed on a Webcast tomorrow, 14th July 2016. He pointed out that the WCC is achieving its goals in three main areas; The Economy, Skills and in particular the connection between schools and businesses and Infrastructure where he reported that Bromsgrove’s new and extended rail station has opened soon to be followed by Kidderminster. |
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|  |  | a. | KP has agreed to inspect and report on the depression in the roadway at Lesotho. |
|  |  | b. | KP is pursuing the question of more speed cameras and speed activated signs through the village and has made Peter Davies aware of the situation.Concerns were also brought to the attention of the Parish Council regarding the footpath and highway slope near The Hundred House. KP suggested that in poor weather conditions the slope could be considered to be dangerous underfoot and to vehicles. It was agreed that the Parish Council could appoint someone to look after the slope in poor weather. KP recommended that Mr C Jones, Lengsthman, would be an ideal candidate for this role and that a bucket of salt could be taken from the Village Hall salt box on the few occasions action would be required. RP raised concerns over the camber of the slope and suggested that a rail or barrier could be put into place. KP will raise the question of the unacceptable camber with the WCC. |
|  |  | c. | The Parish Council informed the meeting that the footways from Mill Orchards to The Hundred House are in an unacceptable state and KP said that it is on his list to push the WCC to tackle the clearance and siding out of this footway but at present it has not been done. KP was more concerned about the stretch towards Hillhampton and considered this to be of more urgency.KP then left the meeting. |
|  |  | d. | PC reported that the SWDP has won 17 out of 18 appeals on planning and that the SWDP now carried some weight where applications are made outside the boundary. |
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| **10.** | **Planning:** |
|  |  | a. | 16/00822/FUL was approved |
|  |  | b. | 16/00266/HOU Refusal of planning application was informed |
|  |  | c. | 16/00755/HOU refers to a property in Abberley Parish and therefore not relevant |
|  |  | d. | 16/00321/LBC Approval of planning application was informed |
|  |  | e. | 16/00401/HOU was approved |
|  |  | f. | 16/00887/HOU additional planning request received after the Agenda was published was approved |
|  |  | g. | 16/00916/AGR received after Agenda was published for the Parish Council’s informationND brought up concerns regarding planning approval sought by Mill Orchards. GG confirmed that it had once been approved by MDC subject to highways access. As the Parish Council had approved the application in the first instance GG outlined how he was disappointed how the matter has subsequently been dealt with and that under SWDP it might be refused again. It was noted that the Parish Council still approve this application but it was agreed that they would not be represented at tomorrow’s meeting, 14th July 2016. PC confirmed that he would be attending the meeting. |
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| **11.** | **Finance:** |
|  |  | a. | Confirmation has been received from Grant Thornton that they are in receipt of our internal audit and we are awaiting their report. |
|  |  | b. | It was reported that upon receipt of the Quarter Green VAT claim monies full and final settlement has been made to STM.  |
|  |  | c. | Cheques were approved and signed for invoices produced including an expenses invoice from CS received after the Agenda was published for replacement of dog waste bags |
|  |  | d. | ***ACTION*** it was agreed that the Clerk can now make the online banking application. GG agreed to be the Primary User and a limit of £300 was put in place |
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| **12.** | **Neighbourhood Plan Working Party:** Frank Chapman is compiling a report which should be presented at the next meeting in September 2016. |
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| **13.** | **Correspondence for Information:** Correspondence was made available to the Parish Council for inspection.GG reported that the Parish Council were in receipt of a letter from Elgar Properties which was read out for the attention of the Councillors. A draft reply was then read out which was approved by all Councillors. ***ACTION*** The Clerk will send out the reply to Elgar Properties, a copy of which is attached to these Minutes. |
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| **14.** | **Urgent Decisions since the last meeting:** The Parish Council were informed that the Quarter Green VAT claim had been made and funds received. |
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| **15.** | **Councillors’ reports and items for future agenda:** |
|  |  | a. | The archiving of documents is outstanding but it was agreed that RP could seek advice from the archive department regarding completion of the application form. |
|  |  | b. | GG reported that it is hoped the problem family in Glendower Way may be moving very soon and it was hoped by all that the ongoing issues will be consequently resolved.  |
|  |  | c. | It was agreed that GG would replace the broken gate and post on the path between Bowen’s Field and the Quarter Green. |
|  |  | d. | CS has requested advice from MHC Planning Department regarding an extension of the footpath from Bloor Homes to the Quarter Green. PC informed the Parish Council that MHC Planning Department are behind with their planning applications and are trying to catch up with their backlog hence any delays with them responding to requests from the Parish Council. GG queried who would be responsible for paying for the extension and it was suggested that the Parish Council and Quarter Green might be responsible. |
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| **16.** | **Date of next meeting:** It was agreed by a show of hands that the next meeting will be at Great Witley Village Hall at 7.30pm on Wednesday 14th September 2016. |
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| **17.** | **It was resolved to exclude the public and press in the public interest for consideration of the following items: N/A** |
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| The meeting closed at 21.05 hours |
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| Signed …………………………………….. Date …………………………………….. |
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|  | Chairman |

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| **Notes of Public Question Time**  |
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| 7 Members of the public were in attendance and raised the following concerns during Public Question Time: |
|  |  | 1. | Concerns were brought to the Parish Council’s attention regarding children who range in years from 9 – secondary school age from numbers 15 and 17 Glendower Way playing nuisance games on the road, in particular a game of ‘chicken’. ***ACTION*** The Clerk will email the Community Police Officer to report these concern. |
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