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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 14th September 2016** |
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| **Present: Acting Chairman Geoff Goodman(GG), Cllrs, R Perkins (RP), C Demetziel (CD), C Shaw (CS), A Symonds (AS), District Cllr P Cumming (PC) *for part of the meeting (left at 20.15).*** |
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| **In Attendance:** Clerk. |

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| **1.** | **Apologies:** The following apologies were received and accepted: Cllrs N Drew (ND), S Sebesta (SS) and F Chapman (FC). County Cllr K Pollock (KP) was absent.  GG announced that Cllr R Wilson (RW) has formally submitted her resignation from the GWHHPC and that a casual vacancy has become available to represent Great Witley. | | | | | |
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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: none. | |
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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 13th July 2016 were approved. | | | | | |
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| **5.** | **Progress reports:** | | | | | |
|  |  | | | a. | Frank Chapman has been appointed to join the GWHHPC as a councillor. | |
|  |  | | | b. | The Community Police Officers report regarding nuisance games was presented to the GWHHPC. | |
|  |  | | | c. | ***ACTION***  It was agreed that the Clerk would make enquiries to provide a draft logo for GWHHPC. Suggestions were made that this could depict Woodbury Hill with woodland and orchards or the iconic frontage to The Hundred House. | |
|  |  | | | d. | It was reported that Mr C Jones will grit the road outside Glendower Way in bad weather. | |
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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 Clerk reported that she has put her name forward for the Clerks Gathering on 3rd November 2016. An informal discussion on the maintenance, renewal and retention of important and essential parish council documents will take place. | | | | | |
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| **9.** | **District and County Councillors’ Reports:** | | | | | |
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|  |  | | | a. | PC reported that the MHDC are planning office accommodation changes, the projected costs for which were around £400,000. However, as a greater benefit to the public, it is hoped that a case could be made for demolishing the present council chamber and replace it with a new building incorporating a reception which will improve services to the public and a room which can be hired out to provide an income for MHDC. Brunel House would be let and due to the historic nature of the building it could be offered to Avoncroft Museum of Historic Buildings in Bromsgrove. It is believed that these changes could take in the region of 2 years to complete and at a suggested cost of £1.4m. | |
|  |  | | | b. | CS has received correspondence from HMD regarding construction of a footpath at the Bloor Homes development. CS asked PC to confirm that as it appears this is a Permitted Development no plans are required. PC is of the opinion that if we have Permitted Development confirmation then the GWHHPC could go ahead. CS confirmed that a first draft of a plan is available. | |
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| **10.** | **Planning:** | | | | | |
|  |  | | | a. | 16/00401/HOU Mr Massey, Meadown House, Notice of planning Approval reported. | |
|  |  | | | b. | 16/01188/AGR Mr Drew, Penlake House, Notice of planning application for formation of an irrigation pool to collect and hold surface water for use on agricultural land within the holding was reported. There were no objections but it was pointed out that the main road needs to be kept swept clean of mud and debris during any works. ***ACTION*** The Clerk will comment to this effect to the planning department. | |
|  |  | | | c. | *(not on the Agenda)* 15/00766/OUT Mr & Mrs Moore, Orchard Farm. PC confirmed that an appeal has been lodged with the Secretary of State against the non-determination by MHDC in respect of the above application. PC reported that officers will deal with this matter but warned that there is a back log of appeals. However, he said that now the new SWDP is in place most appeals are being won. | |
|  |  | | | d. | *(not on the Agenda)* 16/000418/CLE Mr J Shaw, The Old Hunting Lodge, Application for Lawful Development Certificate. PC reported that this has been refused as responses to questions raised were not received. | |
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| **11.** | **Finance:** | | | | | |
|  |  | | | a. | Invoices and Cheques presented at the meeting were approved and signed. | |
|  |  | | | b. | The Clerk reported that questions raised by Grant Thornton relating to the External Audit were answered by Clare Shinner, acting Clerk at the time the accounts were compiled. | |
|  |  | | | c. | A new application for online banking will be attempted again. Upon presenting the application form to HSBC GG was informed that ex councillor Mr D Pangbourne was on their system as the primary user. This needs to be changed by mandate to register GG as prime user. ***ACTION*** The four signatories, GG, RP, SS and CS will make an appointment to see the HSBC Commercial online official to make these changes and set up a working online banking system for GWHHPC. | |
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| **12.** | **Neighbourhood Plan Working Party:** AS reported that a first draft plan has been made but is not yet public. GG reported that Martley, Knightwick and Doddenham parish councils have published their plan and it was agreed that it would be useful to have a look at theirs by our NPWP for information. | | | | | |
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| **13.** | **Correspondence for Information:** Correspondence as per Appendix B was circulated before the meeting for Councillors attention and made available at the meeting. | | | | | |
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| **14.** | **Urgent Decisions since the last meeting:** none. | | | | | |
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| **15.** | **Councillors’ reports and items for future agenda:** | | | | | |
|  |  | | | a. | GG was pleased to report that the gate at Bowens Field has been put in place and that the only thing outstanding was a latch. It was suggested that the easiest method was to use a rope/string loop and GG said he would complete this ***ACTION*** | |
|  |  | | | b. | Glendower Way: GG brought up the matter of two vacant houses and CD the urgent need for a local elderly resident to be rehoused in more modern accommodation. PC said that the MHDC are not happy with the service that Stonewater Housing offer and that they do not reply to any form of contact. PC said that the local resident in question needs to apply to the Home Choice Scheme who will help her in her bid to be rehomed locally. It will be an advantage to her that she is already a resident of Great Witley. ***ACTION*** CD agreed the she will speak with the resident in question and pass on this information. ***ACTION*** The Clerk will write a draft letter to Stonewater, copying in MHDC Housing Department, asking that the two vacant houses are filled and to take into consideration the recent problems with unsuitable occupants. New prospective tenants should be interviewed as to their suitability to life within the Great Witley community. | |
|  |  | | | c. | GG has not yet had the opportunity to communicate with Mr S Holmes regarding clearing of local footpaths but would do this very soon. ***ACTION***. On this matter RP said it might be worth considering a working party to clear paths and CD suggested that good advertising for volunteers on a chosen date is required. | |
|  |  | | | d. | As requested by RP the suggested sale of the unused original browser book bought for the Clerk was discussed. Initially a discussion was held at to whether it may be of some use to the Village Hall which now has Wi-Fi but the question of security and actual frequency of use concluded that it would be best to offer it up for sale. ***ACTION*** GG agreed to include a notice of sale in the next inclusion from GWHHPC to the Parish Magazine. | |
|  |  | | | e. | An item for the next Agenda arose in the form of an Executive Officer’s Report from Richard Levett of CALC. Items to be discussed are   * Referendum principles – aka capping * Workplace pensions * Transparency code, the transparency fund and external audit | |
|  |  | | | f. | ***ACTION*** The Clerk is to contact KP regarding the progress of the erection of speed activated signs in the village. CD reported that she had received further correspondence from local resident Mr P Davies chasing the progress. | |
|  |  | | | g. | ***ACTION*** The Clerk will provide an up to date contact list for the Parish notice boards and a copy will be included in GG report in the Parish Magazine. | |
|  |  | | | h. | ***ACTION*** The Clerk will inform Matthew Box at MHDC that we have a casual vacancy following the resignation of RW. | |
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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 9th November 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 21.00 | | | | | | |
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| Signed …………………………………….. Date …………………………………….. | | | | | | |
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|  | | Chairman | | | |

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| **Notes of Public Question Time** | | | |
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| 3 Members of the public were in attendance and raised the following concerns during Public Question Time: | | | |

One question was raised concerning news on a further planning application for 175 new builds. As yet no information has been received.