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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 9th November 2016** |
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| **Present: Acting Chairman G Goodman (GG), Cllrs, C Shaw (CS), C Dermietzel (CD), N Drew (ND), A Symonds (AS), F Chapman (FC), B Dallow (BD), District Cllr P Cumming (PC)** |
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| **In Attendance:** Clerk, |

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| **1.** | **Apologies:** Cllrs R Perkins (RP), S Sebesta (SS) and County Cllr K Pollock (KP) |
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| **2.** | **Declarations of Interest:** |
|  |  | a. | Register of Interests: Councillors were reminded of the need to update their register of interests: CD registered her interest in Agenda point 8.b. and abstained from commenting on this matter. |
|  |  | 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.***Casual Vacancy: At this point in the meeting GG informed that Mr Bill Dallow had put his name forward to be Co-Opted onto the Parish Council. This was approved by a show of hands. The Declaration of Acceptance of Office was completed, signed and witnessed and Bill Dallow (BD) then joined the meeting as a councillor.*** |
| **4.** | **Minutes:** the minutes of the meeting held on Wednesday 14th September 2016 were approved. |
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| **5.** | **Progress reports:** |
|  |  | a. | **Clerk:**The Clerk reported that from a recent Clerks Gathering the following was highlighted:* Speed Awareness Wheelie bin stickers are available from the Safer Road Partnership and the Clerk will ***ACTION*** place an order for stickers to be handed out to residents on the main roads affected by speeding vehicles.
* Asset Register This will be updated to include the equipment bought from monies obtained through the Transparency Fund for the use of the Parish Clerk and owned by the Parish Council. Councillors were also made aware that the Clerk should also be informed where proof of ownership of assets are, eg: deeds.
* Budget The Clerk will work on the budget forecast for the next two years and will attend a presentation at County Hall, Worcester, on Budgets and the Precept. Any reserves can be earmarked for projects such as maintenance of the new play equipment, tennis court etc.
* Current Contract & Details The Clerk requested copies for filling. ***ACTION*** CS will provide copy contract of the energy suppliers for the Village Hall.
* Current Policies A publication schedule should be kept to outline the Parish Council’s policies on Sickness, Health & Safety, Document Management and Retention, Grievances and Complaints.
* Budget Register It is a requirement of the budget and audit that a Risk Schedule is kept and provide ***ACTION*** The Clerk will ask the Lengthsman to use and complete a Risk Schedule form.
* Transparency Code The Clerk will apply for funds to cover the costs of running the website and for training received.
* Information Commission It was agreed by a show of hands that the Clerk can register for a Data Protection Licence for the fee of £35. It is a voluntary registration but one that CALC recommends and it should be minuted as voluntary.
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|  |  |  | The Clerk reported that the External Audit was now complete and that Grant Thornton were sending this by return. The Clerk agreed to chase Grant Thornton if there are any further delays.The Clerk reported the WCC are in the process of checking all grit boxes in the area in readiness for the coming winter weather conditions.It was agreed by a show of hands that the Clerk could purchase the 10th ed, Local Council Administration reference book. |
|  |  | b. | **Village Hall and Quartergreen:**CS reported that film nights at the Village Hall had now started for the winter season and the bar is continuing to open. The Quartergreen Halloween party was a success and well attended and there are plans for a childrens Christmas party. All is running smoothly.GG took this opportunity to once again thank the Quartergreen and CS for all the hard work and that the facilities were well used not only by parishioners but visitors from other areas and of all ages.CS spoke about the need for a child protection and safeguarding policy in relation to the Quartergreen and Village Hall. ***ACTION*** CS will compose a basic draft and circulate it to the Parish Council for their comments. A committee is to be set up headed by Mandy Morris with CS as deputy. |
|  |  | c. | **Lengthsman and Footpaths:**In RP’s absence GG reported that he had spoken to Steve Holmes who confirmed that he does check and maintain the footpaths. CS made the comment that they are in good condition as present mainly because the seasons are changing and foliage is dying back. The problem worsens during the Spring and Summer months when vegetation is growing. GG was thanked for his work on strimming the footpaths recently. It was pointed out that WCC no longer maintain them.FC commented that the pavement at the Stourport Road rise to The Hundred House is becoming impassable due to overhanging willow trees. As it was believed to be the responsibility of the land owner it was agreed that GG would contact the owner, Graham Tyler, by telephone to ask if the problems caused by the overhanging trees could be addressed. This would be followed up by a letter from the Parish Council if the obstruction is not cleared. |
|  |  | d. | **Neighbourhood Plan Working Party:**FC informed the Parish Council that a questionnaire was sent to all households of the Parish before Easter. Of the 320 sent only 101 were returned which was somewhat disappointing. From analysing the responses at a meeting held on 08/11/16 a first draft Neighbourhood Plan was drawn up. It is hoped that after discussions and any resulting adjustments and inclusion of images the draft will then be present to the GWHHPC within the timescale of one month from now.The draft will then be sent to the inspector at the MHDC planning department. A referendum will then follow in the village if the inspector agrees. MHDC will pay the costs but it will make financial sense for the referendum to coincide with other elections. PC confirmed that the next County elections are to be held in May.FC will consult a specialist consultant to advise on appropriate designs for any future development in the parish. Elements which will be considered are brick colour, elevation styles and roof lines. |
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| **6.** | **CALC:** The Clerk will attend a presentation on 22/11/16 relating to budgets and the precept. |
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| **7.** | **District and County Councillors’ Reports:** |
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|  |  | a. | KP sent his report in his absence which is attached to these minutes. |
|  |  | b. | PC reported that the MHDC are consulting on their 5-year plan and the results are to be reported shortly. Pressure is still being applied to get fast Broadband connections distributed across the county. MHDC will soon be working on the annual budget. |
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| **8.** | **Planning:** |
|  |  | a. | The Clerk handed the MHDC Planning Permitted Development Order for the footpath adjacent to the multi sports court and changing room to CS.CS queried who would be responsible for over the costs of the footpath works. Oliver Marshall has offered a handrail. The path is to be of an open style with no gate or style.GG reported that Glendower Way residents’ committee, should one exist, maintain the path up to the changing rooms where GWHHPC take over the responsibility. Bloor Homes had agreed to maintain the footpath for 12 months after completion of the development. After that a residents’ committee should be formed to take over this responsibility. ***ACTION*** GG agreed he would speak to the residents of Glendower Way to see if such a committee could be formed. GG also took this opportunity to confirm that since the ‘nuisance’ family had moved out of Glendower Way, residents have said it is now a “nice place to live” and the new residents of the 2 vacant homes have been welcomed.PC reported that the Head of Housing and Planning is going to meet with Stonewater Housing to formally complain about their handling of the matter.PC also suggested that if there are no plans for the £4,700 which the council hold from Bloor Homes, could these monies be used to pay for future projects like the footpath and the much-needed access to the open space on the development.***ACTION*** CS agreed to GG’s suggestion that he communicates with PC over the use of these funds. |
|  |  | b. | 16/01480/PDU: the following comments were made to MHDC:* The Unit in question is very close to a Listed Building and the Unit will overlook the sitting room of this house.
* The Unit is still very much in use for agricultural purposes, housing sheep and is especially busy at lambing time.
* There is no near alternative unit available for the current farmer to use for housing sheep. The next nearest unit is approximately 2 miles away.
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|  |  | c. | 16/0145/HOU: approved by a show of hands.16/01267/FUL: approved by a show of hands.16/01232/HOU: confirmation of approval sent. |
|  |  | d. | Results of planning applications 16/01237/HOUS (approval) and 16/01188/AGR (prior approval determination) were reported to the Parish Council. |
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| **9.** | **Finance:** |
|  |  | a. | Remittances were reported relating to £4,000 second payment of the precept and £846.00 claimed for Lengthsman services from April to September. |
|  |  | b. | Paid invoices were reported to the Parish Council amounting to £465.50. |
|  |  | c. | Invoices were agreed amounting to £246.69. CS confirmed he had some invoices for payment to cover the costs of replacing dog waste bags. |
|  |  | d. | ***ACTION***: The Clerk will circulate a draft budget to be agreed at the next meeting in January 2017 and apply for the GWHHPC precept. |
|  |  | e. | ***ACTION***: The Clerk will update the Asset Register and produce a Risk Assessment schedule for the Lengthsman to complete.***It was also agreed that GG would complete and deliver to HSBC the online limit facility and mandate form and at the same time ask for account number 21161253 to be closed and the closing balance of £4.32 to be transferred to account number 31030779.*** |
| **10.** | **Correspondence for Information:** Appendix C1. GG reported to PC that the GWHHPC is opposed to the Government capping a Parish Council’s precept. PC suggested this only applies to much larger Parish Councils and should not affect us.
2. The Clerk has received notice to act now regarding workplace pensions and will ***ACTION*** this.
3. It was agreed by a show of hands that the Parish Council will accept the generous offer made by Mr Tim Hopkins for a new bus shelter and the Clerk will ***ACTION*** compose a letter of acceptance to Mr Hopkins asking that he agrees to a contract to carry out all works and if the existing plaque in memory can be transferred to the new shelter. ***ACTION***: ND will contact Mr Hopkins to ask if he will consider including a new notice board too in keeping with the proposed plans for the bus shelter. ***ACTION*** The Clerk will make enquiries to see if planning permission is required for the new bus shelter.

**Correspondence not on the Agenda but received before the meeting:**1. MHDC Planning and Housing Services letter outlining planned removal of several payphones. The kiosk opposite the Hundred House is affected but the Parish Council agreed that they do not wish to ‘Adopt a Kiosk’ as it is not a traditional one.
2. Temporary traffic lights from 12/11/16 to 13/11/16 at the junction with Fountain Court, operated by BT Openreach, are to be in place for laying ducting and cabinet works.
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| **11.** | **Urgent Decisions since the last meeting:** None. |
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| **12.** | **Councillors’ reports and items for future agenda:** |
|  |  | a. | It was confirmed at the outset of the meeting that Mr B Dallow has agreed to be co-opted onto the Parish Council. |
|  |  | b. | Clerk’s annual assessment. It was agreed that the Parish Council are happy with the work carried out by the Clerk and that the agreed pay scale SCP 22 should be put into place and that an extra 2 hours a week be added to the existing 5 hours of work already carried out. The total number of hours to be worked by the Clerk is now 7 hours per week. It was agreed by GG and the Parish Council that any additional hours worked would also be paid for and to be entered onto the Clerk’s timesheet.ACTION: The Clerk will produce an amendment sheet to be signed and attached to the existing employment contract. |
|  |  | c. | VAS: KP sent an update in his attached report – *‘After consultation with MHDC and our highways people, a better scheme has been agreed. This will involve a solar powered installation on the north side of the A443 near the school warning sign for westbound traffic. There will be a solar powered sign to the east of the A451 turning, probably on the south side, and a third one near the layby opposite the Hundred House, both of these being for eastbound traffic.**All three will indicate that the 30mph limit has been exceeded, but will not show the actual speed of the traffic. It is expected that the battery powered machine that is deployed in rotation will be mounted on the A451 for westbound traffic, when it is the time for Great Witley.’* |
|  |  | d. | GG confirmed that the main problem with the school buses parking near the Village Hall was a bus which parks on the main road opposite the Martley junction meaning children alight roadside. A member of the public, Jackie, has agreed to observe this matter and report back to the Parish Council. Once the bus provider has been identified then ***ACTION***: CS will write to the bus provider highlighting the safety concerns the village has with the location that the bus parks and the safety issues highlighted by children alighting roadside. It is believed that the bus in question might be carrying children from King Edwards School, Stourbridge. Another member of the public, Mrs Taylor, suggested that hedges could be removed which surround the car park and Village Hall which could increase parking space between the Village Hall car park and the Doctors Surgery. FC asked whether designated areas for buses to park separate to the cars parked could be allocated. GG highlighted that the problem with this is that it will most likely be ignored as it has been noticed that patients for the surgery do use the Village Hall car park using up valuable spaces at school drop off and pick up times. ***ACTION***: GG will include this matter in his next report for the parish magazine and the **Clerk** will forward the car park licence to Councillor for reference.**Items for future agenda:*** AS asked who is responsible for maintaining the Hundred House the condition of which is deteriorating. PC will raise this at the next WCC meeting.
* CS reported that there is a continuing problem with what is thought to be traders filling up the Parish cardboard recycling bin. The overspill being left on the Village Hall car park. The Lengsthman did contact the contractors responsible for the cardboard recycling bin who did arrange for this to be emptied but the overspill was not. The matter is going to be monitored and it will be discussed at the next meeting as to whether it is worth seeking more frequent emptying of the bin.
* AS sent possible apologies for the next meeting to be held in January due to work commitments.
* GG informed of his intention to step down as acting Chairman soon.
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| **13.** | **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 11th January 2017. |
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| The meeting closed at 21:15 |
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| Signed …………………………………….. Date …………………………………….. |
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| **Notes of Public Question Time**  |
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| 8 Members of the public were in attendance and raised the following concerns during Public Question Time: |
|  |  | 1.  | Point 12.d. of the agenda was brought up. Please see comments at 12.d. of these Minutes. |