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| **The Minutes of Annual Meeting of the Great Witley and Hillhampton Parish Council** |
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| **Held at the Great Witley Village Hall on Wednesday 17th May 2017** |
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**Present Acting Chair Cllr G Goodman (GG), Cllrs R Perkins (RP), C Dermietzel (CD), N Drew (ND), A Symonds (AS), B Dallow (BD), F Chapman (FC), C Shaw (CS), C Jones (CJ).**

**Apologies, J Evans, Clerk (JE), Cty Cllr K Pollock (KP)**

1. **Election of Chairman**

Cllr F Chapman proposed as Chair by GG and seconded by ND – all in favour

RP made presentation to GG and thanked him for his long service as Chair and latterly as Acting Chair. ND added his words of gratitude.

FC and GG agreed that GG would remain in the Chair for the remainder of this meeting – all in favour.

1. **To consider apologies** – no Cllrs absent, apologies of Clerk JE and Cty Cllr KP as above.
2. **Election of Vice Chairman**

 Cllr C Shaw proposed as Vice Chairman by ND and seconded by CD – all in favour.

1. **Declarations of interest**.

Nil

**Meeting adjourned for public question time. No members of the public were present.**

1. **Requests for dispensation**.

Nil

1. **To note standing orders**

Deferred to next meeting.

1. **To note the code of conduct**

Noted by all.

1. **Members appointed to the following**:

a) Staffing Committee : Charles Shaw and Adrian Symonds

b) Planning Committee : whole Parish Council

c) Clerk’s Finance Support Group : Roger Perkins HOWEVER, RP queried if he as a signatory could fill this post. To be considered at next meeting.

1. **Review of council’s financial regulations, risk assessments and insurance requirements**:

FC queried if our Insurance also covers the Village Hall; CS replied that it did not.

FC asked if Cllrs were aware Lengthsman has to do a snow assessment – once grit is spread, must continue to do so until snow has gone; CJ replied he was not aware of this. FC advised we needed to be mindful of this.

FC advised of typographical error in insurance policy – instead of the word “signs”, the word “sings” was used.

FC advised that discounts were available from Zurich Insurance if we retain our insurance policy with them for multiple years.

FC Advised that we should review the whole policy, but commented that it was unlikely we would find it cheaper elsewhere. GG proposed that due to the short timescales we would proceed with renewal and review subsequently.

1. **Individual councillors appointed to the following roles**:

a) Lengthsman Scheme and Footpaths Officer Liaison : Roger Perkins – all in favour

b) Village Hall Management Committee : Charlie Shaw – all in favour

c) Witley Court Local Residents Pass Scheme : Claire Dermietzel – all in favour

d) Maintenance of Bowen’s Field : Geoff Goodman – all in favour

e) Online Communications Administrator : Jo Evans (clerk) – all in favour

f) Quarter Green Committee : Chares Shaw – all in favour

g) Neighbourhood Plan Working Party : Adrian Symonds in conjunction with Frank Chapman – all in favour

In relation to their above responsibility, CD advised there were problems with residents from elsewhere within WR6 postcode being of the impression (possibly having been misadvised by English Heritage) that they were entitled to free passes which are actually only available to parishioners of Great Witley and Hillhampton. CD advised the Parish Council needed to reinforce the message that free passes are open to parishioners – she has also liaised with English Heritage requesting they do the same).

In relation to their above responsibility, CS reminded members that the summer fair would be on June 10th.

1. **Councillor nominated to attend Worcestershire CALC Area Meeting**:

RP volunteered and was accepted.

1. **Approval of previous minutes**:

Approved.

1. **Cllrs reports/future agenda items**:

Annual governance Statement for 2016/17 and the Accounting statements for 2016/17 both read out by GG.

1. **Date of next meeting**:

Wednesday 12th July

**Appendix A**

**OTHER BUSINESS:**

* Lengthsman report – tree hit in village hall car park

CJ advises a tree surgeon will be needed to carry out work on tree. GG advises that he was informed by a witness that it was the recycling lorry that struck the tree. The witness called the number on the lorry and MHDC advised it was a contractor who operated the vehicle. Cllrs agreed that representation should be made to those responsible to cover the costs incurred. Also it was pointed out that the recycling lorry allegedly attended the car park at school time, which was also considered unacceptable – this too should be raised with those responsible.

Clerk to make the necessary representations.

* Leaflet drop round volunteer proposal.

Initial comments from CD were that we had recently had exceptional and unusual need to circulate leaflets and this should not be ongoing, questioning need for this. However, GG mentioned possibility of reintroduction of a regular Parish Council newsletter. If this occurred such a scheme may be needed. FC advised that we also needed to do a survey of the Parish to update our records of housing numbers and locations following recent increases, then to try to establish volunteers to take on delivery rounds.

* To consider asking MHDC to accept that unless criteria changes the village will always reject large scale development of the village.

It was felt that the local authority has a legal responsibility to consider new applications and current councils (both Parish and MHDC) cannot bind future councils. Therefore, it was considered that this proposal would be impossible.

* To discuss the quality of the footways – (following correspondence from Ann Lee)

Cllrs agreed that there are sections of footway that fell below the expected standards and GG also raised that “siding out” along the pavements had previously been agreed by Cllr K Pollock, but had not been undertaken. CS also raised that after recent work along the footpath along the front of the school, the pavement has been very poorly reinstated and he had received complaints about this.

Clerk to write to County Cllr Pollock to request this work as undertaken.

* ND queried who the nominated Hillhampton Parish Councillors were and was advised it was AS and BD. ND advised he felt it was necessary for residents to know who their individual / specific Cllrs were. AS questioned the status of Cllrs – i.e. if Cllrs were only nominally appointed for a given area, whilst having collective Parish-wide responsibility (and not therefore having specific responsibility for particular areas) or if the opposite was the case. This needs clarification.

**PLANNING**

Recent approvals noted

**FINANCE**

Reports noted. Regarding the invoices paid, CS queried if it was necessary to pay £30 for laptop cloud storage as it may be available free of charge. AS mentioned that some free cloud storage was of limited capacity. Clerk to confirm.

**CORRESPONDANCE**

* 28/04/17 - Email from BD – who is disappointed with the loss of the white railings to the School’s boundary. This was noted. ND commented that he felt it wasn’t as visually disappointing as some found it. RP commented that the front had been overly fenced, perhaps unnecessarily, whilst the rear (via which pupils could “escape” the premises) has yet to be addressed.
* 08/04/17 – Email to Jane and Philip Rees from CS – no longer wish to empty dog waste bins. CS and RP will undertake these duties in future.
* 01/04/17 – Letter to GWHHPC from Post Office – rural rate relief automatically awarded, sent with thanks.

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| Signed …………………………………….. Date …………………………………….. |
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|  | Chairman |

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