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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 Thursday 09th November 2023 at the Village Hall. |
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| **Agenda** |
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| **In Attendance:**  |

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| **1.** | **Apologies:** To receive apologies and to approve reasons for absence. DD apologies received. |
| **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. |
| **3.** | **To consider any Application for a dispensation:**  |
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| 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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| **4.** | **Minutes:** To consider the approval of the minutes of the last meeting of the council. (attached) [..\MINUTES\Minutes September 2023.docx](../MINUTES/Minutes%20September%202023.docx) |
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| **5.****6.** |

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| **District and County Councillors’ Reports:** for information. (Items raised for decision will appear on the agenda for the next meeting.) |
| 1. DCllr Mr P Cumming [..\REPORTS\District Councillors Report October 2023.pdf](../REPORTS/District%20Councillors%20Report%20October%202023.pdf)
2. CCllr Mr D Chambers
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**Progress reports:** for information |
|  |  | a. | Chairman (Cllr P Trow) To discuss Chairman’s training. PT and CB to present Clerk’s appraisal and Clerk (Jo Evans) West Mercia contract to be discussed for renewal (original email 4.10.23). |
|  |  | b. | Village Hall Management Committee and Maintenance of Bowens Field (Cllr B Dallow, Cllr P Trow & Cllr A Goodman) - BD to discuss the possibility of a preservation order on a clump of Douglas firs and applying for the corner meadow to be designated as a recorded green space and setting up a working party to work alongside with the NPWP. BD – Sewage survey to be discussed and the potential high costs involved. |
|  |  | c. | Lengthsman and Footpaths (Cllr C Jones & Cllr F Chapman) |
|  |  | d. | Neighbourhood Plan Working Party (Cllr F Chapman & Cllr D Trow) [..\MINUTES\Minutes of Neighbourhood Plan Steering Group Sept 2023 (1).docx](../MINUTES/Minutes%20of%20Neighbourhood%20Plan%20Steering%20Group%20Sept%202023%20%281%29.docx) |
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| **7.** | **CALC:** to consider attendance by clerk and councillors at forthcoming training events outlined in the CALC Updates. |
| **8.** | **Planning:** |
|  |  | a b. | Report of responses from planning meeting 02.11.23.M/23/01309/OUT Bloor application |
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| **9.** | **Finance:** |
|  |  | a. | Paid invoices and remittances received – circulated before this meeting for approval. |
|  |  | b. | Bank reconciliation. |
|  |  | c. | Budget comparison: Finance group to review Budget for next year and feed Action Plan into Budget for next year (DT). |
|  |  | d. | Payment Schedule. |
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| C Bunn | Lengthsman's Sep invoice |  | 327.36 |
| J Evans | Remembrance Wreath |  | 28.99 |
| WCC | Chairman Training event |  | 36.00 |
| J Evans | Microsoft 365 renewal (error) |  | 59.99 |
| J Evans | Refund error re Microsoft 365 | 59.99 |  |
| J Evans | Clerk's October invoice |  | 316.95 |
| J Evans | McAfee renewal |  | 89.99 |

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| **10.** | **Correspondence for Information:** To note the attached appendix of items which have been circulated or will be available for inspection at the meeting. |
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| **11.** | **Clerk’s report on Urgent Decisions made under delegation since the last meeting.** |
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| **12.** | **Councillors’ reports and items for future agenda:** Councillors may use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise future items for future agendas.* DT – final review of budget.
* Formerly request Precept for next financial year.
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| **13.** | **Date of next meeting:** To confirm the date of the next meeting, which is scheduled for Thursday 11th January 2024, 7.30pm. |
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| **14.** | **To consider the exclusion of the public and press in the public interest for consideration of the following items: None.** |
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| Signed ………Jo Evans……………………….. Date …………01/11/2023…………….. |
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|  | Jo Evans Clerk to Great Witley and Hillhampton Parish Council |
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| **The Minutes of the Meeting of the Great Witley and Hillhampton Parish Council**  |
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| **Held at the Great Witley Village Hall on Thursday 14th September 2023 at 7.30pm** |
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| **Present: Chairman**, Cllr P Trow (PT). |
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| **In Attendance:** Clerk, J Evans, Cllrs C Dermietzel (CD), C Jones (CJ), B Dallow (BD), D Trow (DT), C Hamer (CH), Andrew Goodman (AG), Darren Danks (DD) and D.Cllr Pam Cumming (PamC). |

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| **1.** | **Apologies:** FC and DC |
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| **2.** | **Declarations of Interest:** None. |
| **3.** | **To consider any Application for a dispensation:** None. |
| **4.** | **Minutes:** Minutes for meeting held on 6th July 2023, were approved, and signed. |
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| **5.** | **District and County Councillors’ Reports:****District:** Nothing to report as no meetings have been held. The Legal Department have been in communication with the Hundred House regarding the missing heritage mile plate. The developers have admitted to ‘misplacing’ this historic piece and have agreed to replace it. Regarding the NDP, there is no more money available. PC is trying to formalise the new Planning Group and is still trying to get into place allowances for infrastructure in the north of the County. A development has been passed in Martley. Concerns have been raised as the school there is at full capacity and already take 60 children from outside the parish. Questions were asked, where the extra children this new development will bring go to school?**Count Councillor:** In the absence of CC David Chambers, his report was circulated with the PC prior to the meeting and is attached at the end of these Minutes. |
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| **6.** | **Progress reports:** 1. PT reported that the Walking Cricket Match between the Village Hall and the Parish Council was a success and fun event, and it was suggested that it becomes an annual event. BD suggested a game of wheelchair basketball. JE reported that the mile plate missing from the Hundred House will be replaced like-for-like by the developers. It was discussed and decided that as the Precept has not been raised for a few years, in line with the current rising costs and numbers of residents to the parish, this year there will be a small increase. This increase will be decided in the November meeting.
2. AG said that the village hall is scheduled to be re-decorated during the October half term holidays.
3. CJ reported that the ever-increasing health and safety restrictions being put on our Lengthsman, are disheartening him and making his job harder to complete. ***ACTION:*** CJ will write to the Lengthsman’s Scheme asking what they suggest we can do for the jobs that the Lengthsman is no longer allowed to carry out.
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| **7.** | **CALC:** PT and DD showed an interested in attending upcoming training events if they can. |
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| **8.** | **Planning:** M/23/01228/AGR – Mr Pain – application supported. |
| **9.** | **Finance:** All finance was circulated and approved prior to this meeting. |
| **10.** | **Correspondence for Information:** None. |
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| **11.** | **Clerk’s report on Urgent Decisions made under delegation since the last meeting:** None. |
| **12.** | **Councillors’ reports and items for future agenda:*** Regarding the potholes in the car park, AG, BD and CH have agreed to purchase some cold bags of tarmac and fill in the holes on a warm day.
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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 Thursday 9th November 2023. |
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| The meeting was adjourned for **Public Question Time**, notes of which are appended to these minutes. |
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| The meeting closed at 8pm |
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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: No questions were asked. |

**County Councillor’s Report by David Chambers:**

Footpath from Doctors Surgery

I have repeatedly tried to arrange for this footway to be widened but unfortunately WCC don’t own sufficient land to enable them to do so. Officers have agreed to undertake routine monitoring to ensure the existing footpath is kept free from overgrowth but have requested that local residents report any overgrowth on WCC’s Report It website.

I’m sorry I haven’t been able to arrange to have the path widened.