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| **The Minutes of the extra-ordinary meeting of Great Witley and Hillhampton Parish Council** |
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| **Held at the Great Witley Village Hall on Tuesday 24th May 2016** |
| *Chairmanship: RP formally tendered his resignation to the Clerk and this was accepted. Richard Levett of CALC confirmed that in order for the Parish Council to continue the appointment of a new Chairperson was required. As there were no volunteers RP agreed to chair this meeting (24.05.16) and it was agreed by all present that GG would be acting Chairman until a new Chairperson could be appointed. It was agreed that for consistency a Chairperson rota would not be adopted.*  |

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| **Present: Acting Chairman: Roger Perkins (RP)** |
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| **In Attendance:** Clerk, Cllrs G Goodman (GG), S Sebesta (SS), C Shaw (CS), A Symonds (AS), District Cllr P Cumming (PC) |

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| **1.** | **Apologies:** They were received and approved from Cllrs C Demetziel (CD), N Drew (ND), R Wilson (RW), 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. |
|  |  | 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 11th May 2016 were not approved at this meeting. |
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| **5.** | **To Discuss/Consider:** |
|  |  | a. | Quarter Green: HMRC confirmed in a telephone conversation with the Clerk that in order for a full VAT refund claim to be made then no business could be entered into or consideration received regarding the Tennis Court and other outdoor play and exercise equipment. Approval was given for an Honesty Box to be placed in the Post Office with a clear sign showing where any monies that were freely given would be spent. Any money donated would be spent on general running expenses for example replacing toilet rolls and light bulbs. ***ACTION*** Once the relevant documentation has been returned from the Internal Auditor then the Clerk will make a VAT refund claim. GG informed the meeting that the money in the Barclays Bank Account which is in the process of being transferred into the Parish Council HSBC Account should cover any shortfall while the VAT refund claim is being processed. It was also suggested that upon booking perhaps a £10 security deposit should be made which would be refunded upon the return of the Tennis Court key. SS agreed on behalf of the Quarter Green to look at Risk Assessment of the playground, outside exercise equipment and tennis court. SS has a list of checks which can be used as a template form. It was proposed that the Lengthsman would complete and forward this to the Clerk for circulation and filing on a regular basis. SS reported that RoSPA make annual risk assessments of the play area.PC proposed an agreement could be considered with the Village Hall and Quarter Green for a ‘peppercorn rent’. It was agreed that this would not be possible as in order to make a full VAT refund claim no money can be received or business entered into.RP reported that as a result of recent difficulties the Parish Council has faced; lessons have been learned. A new structure to the Parish Council is in place with new systems. In future there will be better lines of communication and reporting with sub-committees. Terms of reference will be supplied. The Parish Council and its committees will be better prepared in the future if it is awarded 106 monies again. Sub-committees are to make their own Minutes/reports and refer back to the Parish Council who will then consider any proposals made by said committee.RW has offered, by email, to host a closed meeting to discuss how future sub-committees will be operated. RP suggested that it would be an open meeting with a working party attending and report back to the Parish Council. AS proposed that as many Parish Councillors as possible attend this meeting rather than a working party. PC agreed with RP suggestion to have an open meeting with a working party reporting back to the Parish Council.***ACTION***RP informed the Parish Council that it’s Asset Register needs to be updated.***ACTION*** The Clerk is to check the Zurich Insurance Policy and Schedule that we are fully insured for the new outside facilities and for third party liability.As a result of recent difficulties with the Quarter Green Cllr Oliver Marshall tendered his resignation by email. Although he stands by his decision at present, it is hoped by the Parish Council that he will reconsider his position. The Clerk has been informed by CALC that he would be able re-join the Parish Council. An email has been sent asking for confirmation that he will need to resign a Declaration and Acceptance of Offer should he wish to return.  |
|  |  | b. | Transfer of Website Domaine to Parish Council: RP agreed that Oliver Marshall could continue to manage the Website until a decision can be made of appointing a new Online Communications Administrator. |
|  |  | c. | Closure of Barclays Bank Account: It was agreed that this account should be closed and the balance transferred to the Parish Council’s HSBC Account. GG and CS agreed to be signatories. |
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| The meeting closed at 9pm |
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| Signed …………………………………….. Date …………………………………….. |
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| **Notes of Public Question Time**  |
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| 5 Members of the public were in attendance and raised the following concerns during Public Question Time: |
|  |  | 1.  | It was reported that the tarmac outside Lesotho, opposite the Glendower Way entrance had sunk and was causing noise nuisance and debris. ***ACTION*** RP asked if PC could email KP informing him of the problem. |
|  |  | 2. | The footpath on the Stourport Road between Mill Orchards and The Hundred House is too narrow for a child’s buggy to be pushed safely. RP reported that improvements to this and other footpaths should start in June 2016. |
|  |  | 3. | A request was made for a footpath from The Glebe to Bowen’s Field. The Neighbourhood Plan Working Party are looking into this. |
|  |  | 4. | A request was made to reduce the speed of cars travelling through the village. The Parish Council have no control over this and have on many occasions campaigned for more speed control measures to be put in place. It was noted that a mobile camera is present at times. A speed activated sign should have been installed by Glendower Way but to date has not been put in place. ***ACTION***  It was suggested that KP could look into this. AS agreed that there should be more mobile cameras and to include a site near The Hundred House. RP agreed and said that when this had been requested repeatedly in the past some success was made.  |
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