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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 21st November 2018** |
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| **Present: Chairman**, Cllr F Chapman (FC). |
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| **In Attendance:** Clerk, J Evans, Cllrs C Shaw (CS), R Perkins (RP), C Dermietzel (CD), N Drew (ND), C Jones (CJ), B Dallow (BD), A Symonds (AS), C.Cllr K Pollock (KP) and D.Cllr P Cumming (PC) |

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| **1.** | **Apologies:** Cllr G Goodman (GG) |
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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 12th September 2018 were approved.[Minutes 180912 (Frank Chapman).docx](Minutes%20180912%20%28Frank%20Chapman%29.docx)FC took the opportunity to thank everyone for their efforts who were involved in what was a tremendous Bonfire this year. |
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| **5.** | **Progress reports:** |
|  |  | a. | **Clerk:** All blocked drains have been reported to WCC. CS said that a previously repaired blocked drain has failed and needs attention again. ***ACTION:*** CS will provide the Clerk with a photo to accompany a new report to WCC. The Clerk will also report to Highways that the road white lines at the junction with the Hundred House need to be refreshed as they have been erased over time and this is causing a potential hazard. (since compiling these Minutes, the white lines have been repainted in). |
|  |  | b. | **Village Hall and Quartergreen:** Nothing new to report. |
|  |  | c. | **Lengthsman and Footpaths:** The Lengthsman is happy to mow the verges if required at a cost to the Parish Council of £60 per cut. ***ACTION:*** The Clerk will find out from WCC how often they are planned to be cut in the growing season. It was noted by CS how very please he is with the Lengthsman’s work on behalf of the Parish Council.CS also requested if a sign on the Bromyard Road indicating to Home Farm Lane could be erected as this hidden left turn comes without warning to the accelerating traffic entering the Bromyard Road from the A443. ***ACTION:*** The Clerk will make a request to WCC.***ACTION:*** The Clerk will make another request for the Safer Roads Partnership to purchase more substantial metal radar signs for the village.AS reported that Hannah Davies, Senior Highways and Transport Liaison Engineer, had sent a speed survey report which had shown that vehicles had travelled through the village at around 31 and 30 mph, with an average of 35/34 of the 85th percentile so it was deemed there is no problem with speeding through the village and that the VAS are doing what they are designed to do. We also cannot have any white lines painted to make the lanes appear narrower as the road is too narrow already. BD said that the Black Country is looking at average speed cameras but as we know in this County there is no funding for such measures. FC will make a report regarding speeding at the Annual Parish Meeting in May.FC spoke on the following issues:* The Memorial: BD, GG and CS along with a new resident Mr Paul Price kindly volunteered their time to clean the Memorial. This work exposed some further damage and ***ACTION:*** BD is going to apply for a grant for repairs. There is also an ongoing search for names of those fallen in WW2 for a fitting memorial.
* Trees at Bowens Field: Bede Howell reported that most of the trees are ok, and his insurance will cover us. A risk assessment review will be carried out bi-annually. Considering this the Clerk ***ACTION:*** will thank the two businesses for sending in their quotations for extensive tree surgery works but we will not be going ahead at this time.
* 2019 Spring Clean: ***ACTION:*** Clerk to write to WCC to say that this Parish will get involved with the planned 2019 Spring Clean and that we will ask the Community for help.
* Privacy Policy: FC has completed and published the Parish Council’s Privacy Policy, a copy of which is attached to these Minutes and can also be found on the websites.
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|  |  | d. | **Neighbourhood Plan Working Party:** This has been updated but there are still a few ‘holes’ in it. The SWDP is calling for development sites beyond 2031 and the land where the 175 houses were planned has been put forward. Other sites which could be considered are land behind the Scout Hut for 1 house and Mill Orchard for 4-5 houses. FC asked PC if we should offer sites or whether we should say we do not have any to offer? It was a question PC could not answer. FC attended a meeting at WCC 2 weeks ago where it was reported that 14,000 more houses were required. Between MHDC and Wychavon sites may be found in the M5 corridor. As some villages do need more housing this may mean that Great Witley may be spared any further development.FC read from his draft NPlan explaining that we had exceeded the housing requirements by 200% and that all pockets of land were used up. (exert from FC NPlan follows)-When MHDC were planning for the SWDP they set out sites for most local villages. The site in Great Witley and Hillhampton was for 26 new dwellings. That requirement had already been achieved by the time the SWDP had been adopted in February 2017. Since then a further XXX have also been built or created from redundant buildings. A further 22 are in the process of bring built and Planning permission has been granted for a further 13 affordable homes outside the settlement boundary.When these houses are built it will mean that the village of Great Witley will have exceeded its 2015 requirement by more than 200%. The size of the village will have increased by about 25% in 6 years. All the sites within the settlement boundary will have been used up . There are small pockets where the settlement boundary could be varied to allow a few houses to be built on in fill sites but any major development will involve creating a new settlement boundary.The village amenities of the Medical Centre, the Primary School and the Village hall are already operating at maximum capacity with little or no room for expansion of the buildings. We would therefore like to keep the field bordering the Medical Centre, the Worcester Road and the link road open for development of amenities and not used for more housing. If the village School needed to move to a new building this field is the only one large enough without moving outside the triangle- which would undermine the PCs policies of enabling residents and children to have safe pedestrian access to village amenities without using the pavements on the main roads.It has been the aim of the PC to continue the footpath behind the school beyond Glendower Way across to The Glebe so that residents there have pedestrian access to the School, Village Hall and Medical Centre.It has also been the aim of the PC if funds became available to extend the playing field known as Bowen’s Field across to the rear of the School. This would create a reasonable sized area for community use.This leaves the field adjacent to the Glebe bordering Stourport road which could provide sites for about 50 dwellings if necessary, at some stage in the future. Given the scale of recent development referred to earlier such development should not be needed in the near future and nay only be needed beyond 2031.This allows for some development.Responses: AS and CS agreed. ND had a difference of opinion as he stated that Hillhampton is separate to Great Witley and this Plan prevents any development in Hillhampton. He feels that Hillhampton should be distinguished as separate to Great Witley. ND reiterated that during the 175 houses application we should have adopted a different approach and engaged with developers.FC agreed that Hillhampton is separate to Great Witley and did not include it in the draft Plan as it was suggested as not appropriate as no new builds have been made.ND said he had made applications for 5 conversions, but these were not new builds. His glasshouses are let to a strawberry plant grower. He would like to consider these glasshouses for leisure development. ND would like the Plan to include for development in Hillhampton but could not yet name any available sites. Perhaps, councillors suggested, allowing development in Hillhampton would reduce the need to develop in Great Witley. ND has offered his site but has been told it is too far from the facilities in Great Witley. FC said the Plan will take some time to finalise.AS asked is some proportionality could be added rather than specific numbers where new builds were concerned.CS said that if Hillhampton had applied to have 150 houses built it may have benefitted them as much as Great Witley as it would bring more facilities to Hillhampton.RP said we have no control once a site has been offered and CD agreed. If we offer land for 50 houses we could be forced to build more. It could open the flood gates.FC asked the council which site we would prefer to offer. RP agrees with AS that this should be looked at proportionally. The odd new build is acceptable but not a large development.BD asked whether we could consider a phased approach?FC said that if we move the boundary a builder will want to build on the whole field at once.AS replied by saying that if this was the case would they be prepared to build proportionally on a whole field?FC asked councillors to give some thought and respond over the next few weeks. |
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| **6.** | **CALC:** FC and RP will attend the meeting held on 27th November 2018 which will cover the forthcoming elections and the Clerk hopes to attend the next clerks gathering.RP will draft an election flyer to be circulated in the Parish in the new year. |
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| **7.** | **District and County Councillors’ Reports:** |
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|  |  | a. | PC reported that the SWDP will be revised. We are in a time for consultation to consider:1. Call for Sites – are they feasible. Those that are will go forward. There is a feeling amongst District Councillors that more sites should be found around more urban areas. Little Witley Parish are putting forward the view of infrastructure considerations first then sites which will relate to that infrastructure. River crossings remain a main problem. If we are in support of this PC asked if we will put our name to their proposals. ND asked if there was a settlement boundary in Hillhampton? PC said there were not which meant that there was restricted development allowed. For more development a settlement boundary would be required. FC questioned the original allocation. PC answered that it was the Bloor Site (the allocation being described as a site rather than the number of houses built). Large numbers of houses which need to be built will be built as the developer’s discretion, which mean the build may not be staggered. PC suggested that we add a limit in a percentage to size of a development.
2. Policies for Sites. This is most important as it will influence the sites chosen.

AS asked for an update on the following: Old Bakery and PC said they were waiting for a new application. PC will chase the situation regarding the caravans at Orchard Farm. The Hundred House are still in discussions regarding planning issues which is delaying works further.PC said that there is a Ward Grant available and BD made a request for it to go towards repairs to the war memorial, but PC said it needs to go to a local organisation. CS said that a new electric site is required for the replacement defibrillator and PC said that the Village Hall can apply for the Ward Grant. ***ACTION:*** CS will make this application.PC had no update on the development planned on the Donkey Field. FC queried that if the settlement boundary was changed to incorporate this field could this site then be offered up? Then instead of affordable homes the site could be used for some affordable and more marketable homes. PC will send Little Witley’s representations to FC for his information and consideration. |
|  |  | b. | KP’s report is attached to these Minutes. KP commended the villages remembrance display. Economically the area is doing well but wages are low. WCC are improving traffic around the Southern Link Road to alleviate traffic in the centre of Worcester. If this does not work, they will look at building a new bridge in the city centre.The Northern Link will be built if more houses are planned in say the Hallow area by around a couple of thousand, but this would not be before 2035. Kidderminster rail station will be rebuilt soon, and Foregate Street and Shrub Hill will be improved.Worcestershire Parkway to London will have 500 car parking spaces. While it will help the provision of better transport to London, the other key benefit is that Cross Country trains will stop in the county, so that residents can board trains travelling to the northeast and the south west. The first will be from Birmingham to Cardiff. Until that happens, you have to leave the county to get on these trains. |
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| **8.** | **Planning:** Planning applications and decisions were circulated prior to the meeting and responses made. |
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| **9.** | **Finance:** |
|  |  | a. | Invoices and remittances were circulated prior to the meeting and approved. |
|  |  | b. | The Bank Reconciliation was circulated prior to the meeting and approved. |
|  |  | c. | The Budget comparison was circulated prior to the meeting and approved, and it was decided to increase the Precept next January by 2%. |
|  |  | d. | Bede Howell’s quotation for tree inspection was agreed and approved. |
|  |  | e. | Not included on the Agenda: The Clerk’s appraisal. The Clerk’s work was commended, and a salary increase and backpay agreed and approved by FC and was seconded. ND asked if there were any objections and there were not. AS reported the following: *In terms of the review, Richard also confirms below that the criteria we used last year to judge your responsibilities against remain unchanged. Therefore when reviewing your responsibilities against the "National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales" and "How to Evaluate the Clerk's Job" documents, your grading comes out as per the last review. (As a reminder, that judges purely on the basis of the responsibilities of the Clerk's role, and mainly on the size of the Council you serve upon, as opposed to how well the job is done - which of course I'm sure we would all agree you always do very well..! But the latter isn't part of the criteria unfortunartely!)**Therefore your grading is* ***"LC1 Above Substantive"*** *as last year, and your progression through the pay grades remains as set out at last year's review, i.e. that you should have gone up to spinal pay point 24 on 1st April 2018 (so we will need to backdate that to 1st April 2018) and then you will move to pay point 25 on 1st April 2019. But Richard also sets out that (as expected) the pay scales went up from 1st April 2018, so the pay is slightly higher than set out previously and as I copied to you in the email earlier quoting last year's figures.**As you can see in the attached,* ***Spinal Column Point 24*** *is now* ***£11.643/hr*** *- so that is the rate you should be on currently, and which should be backdated to 1st April 2018.* *From 1st April 2019 you will progress to* ***Spinal Column Point 25*** *which is currently* ***£12.012/hr.***  |
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| **10.** | **Correspondence for Information:** None. |
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| **11.** | **Urgent Decisions since the last meeting:** None. |
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| **12.** | **Councillors’ reports and items for future agenda:** None. |
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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 9th January 2019. |
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| The meeting closed at 10pm |
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| Signed …………………………………….. Date …………………………………….. |
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|  | Chairman |

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| **Notes of Public Question Time**  |
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| 1 Member of the public were in attendance but did not raise any concerns during Public Question Time. |

**Ken Pollock’s Report**

**GREAT WITLEY PARISH COUNCIL MEETING**

**21.11.18**

**COUNTY COUNCILLOR REPORT**

1. **Remembrance Day**

It was a huge privilege to take part in the Remembrance Day parade and service in Tenbury last Sunday, and to be present at the dedication of the memorial benches in the Tenbury Civic Garden later that morning.

I have taken part in this event for several years, and it is very good to be able to lay a wreath on behalf of the County Council outside St Mary’s church. This year there seemed to be far more people watching, the march itself seemed larger, and the church was packed out.

All this was entirely fitting on the exact day 100 years on from the end of the First World War. It was very moving to hear the names of those who had given their lives in the service of their country over the last 100 years read out in church, and one can only echo the pledge that “we will remember them”.

The last post was played brilliantly (as was reveille later) and I am sure we were all moved by the Rev Mark Inglis’ sermon. There are many things wrong with this world, but there are also many for which we can be profoundly grateful.

The Civic Garden now boasts two superbly designed and built memorial benches, flanking a cut out figure of a soldier, with head bowed. Dozens of people were present for the dedication, in appreciation of the effort in getting the installation completed, and its deeper meaning.

I would like to thank all those involved in this enterprise, and indeed the Remembrance Service itself, i.e. principally the Royal British Legion, for their selfless efforts on this day, and indeed, throughout the year. Symbolically the sun shone brilliantly almost throughout, and one can only take that as a symbol of hope for the future.

1. **Economic development**

Over the last couple of weeks I have had the chance to address two breakfast meetings in Sixways, one a Find It In Worcestershire, and the other a strategic business breakfast. On both occasions I was able to point to some very satisfactory figures describing the Worcestershire economy.

As a county, we are creating more businesses, growing faster and creating more jobs than in the rest of the West Midlands and indeed in England as a whole. The only factor in which we lag behind is average wage levels – good if you are an employer, not so good if you are seeking attract or keep young people living here.

In that respect, we are very keen to see increased levels of skills training and a broad range of careers, not all concentrated at the higher end of university entries. As I said to the business breakfast last week, when did you last hear a teacher recommend their less academic pupils might seek a job as a long distance lorry driver? But could our society survive without them?

Yesterday, I attended another Find It In Worcestershire breakfast this time concerning the developments of the Worcester 6 game changer site, just by J6 of the M5. This is progressing well with several companies moving in or completing their contracts to move. We anticipate a large number of jobs and a boost to our GVA as a result of this development, and expect that the expansion of J6 by Highways England will allow for the increased traffic to be generated by the site.

1. **Local issues**

I will be pleased to hear of any local issues that attention. At a time of financial difficulty, it is not possible to promise work will be done to correct all outstanding difficulties and priorities need to be observed. On the approach of winter, it is good to know that there are extra funds for correcting potholes and handling winter pressures. Our contractors are ready for any conditions that may occur in the coming months.

**Cllr Ken Pollock**

**Cheltenham,**

**Gloucestershire,**

**GL50 2BZ**

**21.11.18**

**Privacy Policy 2018**

 Great Witley and Hillhampton Parish Council

 Privacy Policy

1.This Privacy Policy is provided to you by Great Witley and Hillhampton Parish Council ( the Council )and is intended to control personal data about you which has come into the possession of the Council.

“ Personal data” is any information about a living individual which allows them to be identified from that data. (e.g. a name, address, photograph, video or e-mail address.). or by use of that data in conjunction with other personal data.

The processing of personal data is governed by legislation, in particular the General Data Protection Regulation ( the GDPR), and the Human Rights Act. This Privacy Policy is intended to ensure that the policies and activities of the Council comply with such legislation.

2.The Council holds the names, addresses, telephone numbers and E-Mail addresses of all Parish Councillors, and also the District Councillors and County Councillors representing the local community at District and County Councils. This data is provided to the public in general through notice boards, our web site and through local publications. It is necessary to do so in order for the Council and for the Councillors to undertake their democratic function in providing services to the local community. Councillors are deemed to have consented to the holding and sharing of such data by accepting their appointment.

The Council holds personal data of its staff ( clerk and lengthsman) as well as staff employed by the Great Witley Village Hall committee ( a sub- committee of the Council) and others with whom it contracts to provide the Council with services.

The Council may hold personal data of those members of the public who contact either the clerk to the Council; One of the Councillors; or contact the Council through its website. The Council may also hold data, including banking data, on persons who have hired the Village Hall or the village hall car park; used the village tennis court or the playing fields.

3. Apart from these occasions the Council does not hold data of those who live in the Parish. On those occasions when the Council wishes to bring matters of interest to residents, notices may be sent to each household, but such notices are impersonal and do not require the use of any personal data.

4.The Council will comply with data protection law which orders that the data it holds about you must be:-

----Used lawfully, fairly and in a transparent way.

----Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.

----Relevant to the purposes we have told you about and limited only to those purposes.

----Accurate and kept up to date.

----Kept only as long as necessary for the purposes we have told you about

----Kept and destroyed securely including that appropriate technical and security measures are in place to protect your personal data from loss, misuse, unauthorised access and disclosure .

5.Such personal data as is held by the Council is kept on the clerk’s lap top computer and in Council records , including minutes of meetings, and in records of bookings and payments kept by the Village Hall committee. You are entitled to inspect the records and the lap-top on request at reasonable notice to the clerk to the Council. You may be required to prove your identity before being given access to your data.

If you believe that the data is incorrect you are entitled to ask the clerk to correct the data. If you believe that the data is being improperly held you are entitled to ask the clerk to delete or destroy it. If the clerk rejects either of such requests your are entitled to complain to the Information Officers Office at Wyecliffe House, Water Lane , Wilmslow, Cheshire SK9 5AF

5. The council will not pass your data on to a third party without your permission unless :-

 a). The council is under a statutory or legal obligation to do so.

 b).The council needs to pass on your data in order to conclude a contract or other legal process .

 c).it is necessary to do so to answer a question you have posed or to redress a complaint you have made.

6. The Council will not keep your data any longer than it is necessary to do so at which point it will be deleted or destroyed , whichever is appropriate. However, the Council has been advised to keep details of financial transactions for 7 years for accounting purposes. It will keep records of accidents and complaints of dangerous events, activities actions etc. until such information is no longer relevant to actual or potential litigation by or against the Council. The minutes of Council meetings showing attendance and the business carried on must be kept indefinitely.

7. If you have hired the Village Hall or car park your data nay also be kept by Hallmaster.co uk.

8.The Council is a public authority and has certain powers and duties. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the Councils statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or persons using the Council’s services. We will always take into account your interests and rights. This Privacy Policy sets out your rights and the Council’s obligation to you in detail.

9. The Council will implement appropriate security measures to protect your personal data. If for any reason we share your personal data with third parties e.g. a contactor or agent carrying out work for us, our bankers, our internet network providers; then that third party will also owe you an obligation to put in place appropriate security measures and will be directly responsible to you for the manner in which they keep and process your personal data.

10. Any personal data transferred to countries or territories outside the European Economic Area (EEA) will only be placed on systems complying with measures which give equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is accessible from overseas so on occasion some personal data may be accessed from overseas.

11. We will keep this Privacy Policy under regular review and we will place updates on our website www.greatwitleyandhillhamptonparishcouncil.org. The Policy was last updated in November 2018.

Please contact us if you have any questions about this Privacy Policy or the personal data we hold about you or if you wish to exercise any of the rights described, or register a complaint at

The data Controller, The clerk to the Council etc