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| **The Minutes of the Annual Meeting of Great Witley and Hillhampton Parish Council** |
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| **Held via Zoom on Wednesday 12th May 2021.** |
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| **Present:**  Cllr F Chapman (FC), Cllrs C Shaw (CS), C Dermietzel (CD), A Goodman (AG), N Drew (ND), B Dallow (BD), A Symonds (AS), CC David Chambers (DC). |
| The Chairman opened the meeting by reporting that DCllr Paul Cumming, during a game of walking cricket, was taken seriously ill and we hope and pray for a speedy recovery. We send our love and support to his wife Pam and his family.  BD said that himself and 2 others were on the scene and that 10 or more paramedics attended. One paramedic said that those present had saved his life. FC commended those who had been present. CS said new accessories for the defibrillator had been ordered as it had been used at the scene. The 2nd defibrillator is being stored at the village hall while we wait for the new accessories to arrive.  FC thanked Ken Pollock for his 12 years of work for the County Council and he was wished a long and happy retirement.  FC said that this was CS last meeting as a councillor on the parish council and he is the unsung hero of the parish council. CS is moving away from the village and FC expressed his thanks and wished him the best for the future. |
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| **In Attendance:** Clerk, J Evans |

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| **1.** | **Election of chairman and signing of declaration of acceptance of office:** CS proposed FC. FC said that he will accept the position of acting chairman for the next 2 months but will be away in July and September and next May. FC wishes to step down as chairman but will remain on the parish council to the end of his term in 2023. | | | | | |
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| **2.**  **3.**  **4.** | **Apologies:** C Jones (CJ).  **Election of Vice Chairman:** FC Proposed PT and CD, BD, and CS seconded. PT accept the position as vice chair.  **Declarations of Interest:** None. | | | | | |
|  |  | | | a. | Register of Interests: Councillors were reminded of the need to update their register of interests. | |
|  |  | | | b. | Disclosable Pecuniary Interests: none. | |
|  |  | | | c.  d. | Other Disclosable Interests: none.  Application for a dispensation: none. | |
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| The meeting was adjourned for **Public Question Time**, notes of which are appended to these minutes. **NO MEMBERS OF THE PUBLIC WERE PRESENT AT THE MEETING**. | | | | | | |
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| **5.**  **6.** | To consider any requests for the council to grant a dispensation: None.  The Standing Orders were reviewed by FC and no changes have been made. | | | | | |
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| **7.**  **8.**  **9.**  **10.**  **11.** | The Code of Conduct was circulated and noted.  The Scheme of Delegation was noted, and members were appointed to the following committees:   1. Staffing Committee: CD and AS. 2. Planning Committee: The whole parish council. 3. Clerk’s Finance Committee: FC and PT.   Financial Regulations were reviewed. The Risk Assessment was updated, and Insurance requirements are being approved. The Annual Governance and Accountability Return 2020/21 Part 2 was approved and signed.  **Councillors were appointed to the following roles:**   1. Lengthsman Scheme and Footpaths Officer Liaison: FC. 2. Village Hall Management Committee: AG. 3. Maintenance of Bowen’s Field: AG. 4. Online Communications Administrator: Jo Evans (Clerk). 5. Quarter Green Committee: AG. 6. Neighbourhood Plan Working Party: AS and FC.   The Whole Parish Council are available for Worcestershire CALC Area Meetings. | | | | | |
| **12.**  **13.** | **Minutes:** The Minutes of the meetings held on 13/05/20 and 21/03/21 were approved and signed.  **Progress reports:**   * Cherry Hill: The planning documents are still unclear. * Electricity Bill: BD will investigate this. * Car Park Agreement: WCC have previously given us £6,000 for using the car park. The agreement is for 20 years. At some point it will need to be resurfaced. AG agreed maintenance will be required for which these funds will be needed. FC want WCC to commit to paying 50% towards maintenance costs as he thinks they do not have the funds at present. NG and AS agreed. * Badger Holes: It was discussed to put poles with red tape or netting around these setts. PT asked if we could put a sign to say use the path at your own risk or are we liable? FC said that if we invite people to us the land, we imply it is safe to do so. PT said wet leaves on the path could also be considered a danger. FC said that we would not be liable for that problem provided we have a reasonable system of inspection which we have had by us walking the pathway most days. * The holes are very deep and would be especially dangerous at night. Risk assessments are made. BD said the setts have looked unused for around 4 years. AS suggested, we make a barrier around the holes with mesh. FC added that sticks could be placed over the holes to see if they are still used. BD remembers a footpath down the meadow edge of the school boundary out onto the drive to the Severn Trent water treatment plant. AS said, we are in catch 22 situation where our advisors want to charge us. ND suggested a freelance person could determine if the setts are live rather than spending a lot of money on ecologists. AS said, we must remain within the law. FC said that in the short term we can make the area safe using posts and netting. BD suggested that the wildlife centre in Pershore who look after orphaned badgers may give us the advice we require? FC thinks it may not be legally secure, but we can enquire. CD agrees it must be made safe in the interim. PT said that rather than using metal poles, the plastic ones which are used with electric fencing should be used. CS said this would be cheaper too. There are 6 places where a 2m stretch of fence each side is required so around 25m of net and posts. Also, the tarmac has settled in one section with a 4-6” deep impression. A bag of tarmac could be used to fill this in. FC, ND, and AG will help with the required work. AG will sort the materials out. * FC said that at the end of Lockdown a parish event in the village hall should be organised, which would be free to NHS workers, as a celebration. PT said that Great Witley Surgery together with Ombersley have done an amazing job at getting the vaccine out and a public thank you is in order. FC will thank them in the parish magazine and a letter sent. PT said a pig roast at the event would go down well. BD said that the marquee which is used at the bonfire on Bowen’s Field could be erected and an imitation ‘street’ run through it with musical entertainment. JE said she will contact Jane Whittle of the Worcester Film Orchestra to see if they are available. PT said the village hall toilet facilities could be used. FC asked about needing a licence for alcohol and BD said he has one and we can use his. FC recommended a sub-committee be set up to organise a date and the entertainment. BD, FC PT & CD agreed to sit on this sub-committee. BD asked if we could bring in the Quartergreen Committee and CS or AG will speak to Peter Van-Tongan regarding this. FC agreed to contact Mr Van-Tongan. JE proposed that the school could be approached to make bunting for the event. * JE confirmed that the audit is almost complete and will be delivered to the internal auditor next month. * FC said that the vacancy for CS place on the parish council will be advertised and co-option considered. CS said that the parish council needs some “young blood”. CD asked if the vacancy notice will be placed in the parish magazine and JE confirmed it would and it will also be published on the notice boards and the website. * AS said, we were lucky to have FC as our chairman and CS as vice chair. * DC was sworn in on Monday 10th May 2021 and will be spending the next 2 weeks being inducted into the role of County Councillor. He spent 2 years at MHDC as a councillor. | | | | | |
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| **14.** | **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 14th July 2021. | | | | | |
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| The meeting closed at 21:00 | | | | | | |
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| Signed …………………………………….. Date …………………………………….. | | | | | | |
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|  | | Chairman | | | |

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