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| **The Minutes of the Annual Meeting of Great Witley and Hillhampton Parish Council** |
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| **Held at the Great Witley Village Hall on Thursday 11th May 2023.** |
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| **Present:**  Cllrs, P Trow (PT), C Dermietzel (CD), F Chapman (FC), B Dallow (BD), D Trow (DT) and C Hamer (CH). |
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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:** FC proposed PT as chairman and this was seconded by CD and DT. PT signed the declaration of acceptance of office. |
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| **2.****3.****4.** | **Apologies:** None received.**Election of Vice Chairman:** It was proposed that CD remained as vice chairman, and this was unanimously agreed. Chris Jones (CJ) and Andrew Goodman (AG) stood for co-option. They left the room, and it was agreed by all that they should be co-opted onto the council. **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.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. **2: 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: The Standing Orders were reviewed by the whole parish council 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 PT
2. Planning Committee: Whole parish council
3. Clerk’s Finance Committee: DT

Financial Regulations were reviewed. The Risk Assessment was updated, and Insurance requirements are being approved. The Annual Governance and Accountability Return 2023/24 Part 2 will be approved and signed at the Annual Meeting of the Parish on 18.05.23. New bank signatories were chosen – DT, FC, BD and CJ.**Councillors were appointed to the following roles:**1. Lengthsman Scheme: CJ and FC
2. Village Hall Management Committee: PT and AG
3. Maintenance of Bowen’s Field: BD
4. Online Communications Administrator: Jo Evans (Clerk).
5. Neighbourhood Plan Working Party: DT and FC

The Whole Parish Council are available for Worcestershire CALC Area Meetings.  |
| **12.****13.** | **Minutes:** The Minutes of the meetings held on 09/05/23 were approved and signed. **Progress reports:*** Additional bottle banks have been supplied in the village hall car park.
* Insurance claim to proceed and Zurich informed of the amounts claimed for
* BD will follow up quotes for mowing of Bowen’s Field and AG agreed to maintain it in the short term.
* New benches are going to be sited at the Glebe. Quotes will be obtained.
* FC wanted to thank everyone for their help in delivering the coronation wildflower seeds.
* It was suggested that a plaque is ordered to commemorate the late Queen’s Green Canopy where the new saplings have been planted.
* Finally, thanks were also given to Nigel Drew and Adrian Symonds who have chosen not to be stand for election this time but have volunteered as parish councillors for several years previously
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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 Thursday 13th July 2023. |
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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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Public Questions:

A thank you was given to the PC for the wildflower seeds which were delivered to the parish in celebration of the King’s Coronation.

Although it has been noted that there are more bottle banks in the car park, there is a lot of mess including broken glass and bags left in the area. The broken glass especially is causing a hazard for users of the car park. ***ACTION:*** It was agreed that the clerk would contact WCC regarding clearing up around the bins.

There have been complaints regarding the recent cycling event which took place over the bank holiday weekend when the COVID boosters had been arranged. A statement of apology has been sent by the organisers of the event:

**PARKING PROBLEMS AT GREAT WITLEY SURGERY ON SATURDAY 29th APRIL**

On Saturday 29th April in the morning, there were problems with parking at the Surgery as a large cycling event was being held in the village hall while Covid booster injections were being given at the Surgery. Unfortunately, a gap in communications between the organiser of the cycling event and the Practice Manager at the Surgery meant that cyclists were also parking in the Surgery car park. For a while, some elderly patients attending the Surgery had difficulty finding a parking space, and there was congestion in the car park.

The organiser of the cycling event, Mike Amery of British Masters Cycle Racing, and the Surgery Practice Manager, Trish Longmore, would like to apologise for the inconvenience and distress caused to some patients. As soon as they became aware of the problem, they took steps to free up parking spaces at the Surgery, which improved the situation. They will ensure that this problem does not happen again.

The cycling event, the Tour of the Abberleys, has been taking place for the last 25 years and brings older cyclists from all over Britain to experience the beautiful countryside around Great Witley, to use local accommodation, and to bring significant income to the village hall.

The meeting was opened as the Annual Meeting of the Parish. The floor was opened to parishioners of Hillhampton, following by a separate meeting opened on behalf of parishioners of Great Witley. The reports presented are attached to these minutes.

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