

**WYTHALL PARISH COUNCIL**

**MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL  
HELD ON THURSDAY, 18<sup>th</sup> May 2017 AT THE VILLAGE HALL AT 7.15 P.M.**

<b><u>PRESENT:</u></b>	Councillor Mrs.S.Baxter	
	Councillor D. Bibbings	
	Councillor Mrs.H.Bibbings	
	Councillor Helen Cleaver	
	Councillor K.Footman	
	Councillor Mrs.S.Lee	
	Councillor S.Peters	
	Councillor Mrs.S.Stewart	
	Councillor Miss D.Taylor	
	Councillor L.Turner	
	Councillor C.E.Webb	
	Councillor Miss L.Wright	
	Miss P.Harrison	Executive Officer
	Mrs.K.Harris	Assistant to E.O.

Members of the public in attendance: Mrs.C.Whittaker and a gentleman who arrived at 7.35 pm.

1. **ELECTION OF CHAIRMAN AND DECLARATION OF ACCEPTANCE OF OFFICE:**  
Cllr.Mrs.Baxter was duly elected and signed the Declaration of Office book.
2. **ELECTION OF VICE CHAIRMAN:** Cllr.Mrs.Taylor. was duly elected.
3. **APOLOGIES:** were noted and accepted from Cllr.Mrs.K.Kingston; Cllr.Bell and Cllr.Rattigan.
- 4 (i) **APPOINTMENT OF COMMITTEES:**  
See attached schedule – Vice Chair to be elected at the first Meeting of the Committees.
- (ii) The following Councillors were elected as Chair:

Planning Committee:	Councillor Helen Cleaver
Community Services	Councillor Mrs.D.Taylor
Finance Policy & Resources	Councillor D. Bibbings
Personnel	Councillor Mrs.Baxter
Newsletter Working Party	Councillor Helen Cleaver
Risk & Governance Sub-Committee	Cllr.D.Bibbings
Cemetery Working Party	Cllr.Mrs.Taylor
Allotment Working Group	Cllr.Mrs.Taylor
Emergency Plan Working Group	No Chairman
Neighborhood Plan Steering Group	Cllr.Peters
- (iii) **DATES OF COMMITTEE MEETINGS/FULL COUNCIL 2017/2018:**  
See attached schedule (previously supplied)

5. **APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES:**

All as per attached schedule noting that it was agreed to renew the mandate whereby representatives appointed to serve on Worcestershire Association of Local Councils Committees are mandated to vote on issues tabled as they deem appropriate bearing in mind the best interests of the Parish Council. Regarding CPRE, it was agreed to advise the group that no-one had come forward to act as Council's Representative at the present time but Council would appreciate continuing receiving any Minutes when available.

**ACTION:** Advise CPRE as above.

6. (i) **DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS:**

(a) **Register of Interests:**

Councillors must complete their Register of Interests and update them as and when necessary.

(b) To declare any disclosable interests in items on the Agenda and their nature (Councillors with such interests must leave the room for the relevant items unless they have a current dispensation)

(c) **Dispensations:**

Agreed to review all Dispensations at the June Meeting (no dispensations required now in respect of setting budgets/precept)

(ii) **DECLARATIONS OF OTHER DISCLOSABLE INTERESTS**

Cllr.Mrs.Baxter )	WorcCALC/Cheque list	Member of Exec.Committee/ Chairman/NALC
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Cllr.Footman )

Cllr.Mrs.Lee )	Wythall Community Association	Trustee/Member
Cllr.Mrs.Baxter )		
Cllr.Helen Cleaver)		
Cllr.Turner )		

7. **DISPENSATION APPLICATION:**

The Executive Officer reported receipt of an application for a dispensation in the name of Cllr.Mrs.S.Lee thus allowing her to participate in any discussions/decisions relating to grant funding. It was agreed to endorse this application in accordance with the Localism Act 2011(S33(i)).

8. **MINUTES OF PREVIOUS MEETING:**

**Resolved 18/2017:**

The Minutes of the Meeting held on the 20<sup>th</sup> April 2017 were accepted as being a true record of matters discussed with the following amendments:

Page 554 Cllr.Turner's Report – change “abandoned cars in the ford” to “on site”.

Page 554 Cllr.Peter's Report relating to the moving of the Hollywood Post Office should state "a query was raised as to whether a Change of Use/Planning would be necessary".

9. **MATTERS ARISING FROM PREVIOUS MINUTES:** Noted.

10. **COMMITTEE REPORTS:**

**COMMUNITY SERVICES:**

**Resolution 19/2017:**

- (a) not to replace Lt.Pt.51 Dark Lane totally demolished by an unknown vehicle bearing in mind there is sufficient lighting at this location provided by County Council.
- (b) to hold an "Autumn Walk" on the 21<sup>st</sup> October 2017 – details to be announced later.
- (c) to accept the Minutes of the Meeting held on the 4<sup>th</sup> May 2017 having noted and endorsed the interim actions taken by the Committee.

**FINANCE POLICY & RESOURCES:**

**Resolution 20/2017:**

- (a) Parish Councillors should be named on Minutes as "not present" where no apologies have been submitted in respect of forthcoming Meetings.

**ACTION:** EO to adopt this procedure.

- (b) to note that, as delegated, the Chairman and Vice Chairman of the Planning Committee, together with the Executive Officer, had submitted a response on behalf of the Council to the Consultation – Housing White Paper.
- (c) to review at a later date Bromsgrove Partnership Groups (Groups with CALC representatives) as no-one had come forward expressing an interest one reason being the hours were not convenient for anyone fulfilling a day-time job.

**ACTION:** To be reviewed as above.

- (d) to note and accept the figures in respect of the Bank/Expenditure/Receipts relating to the month of May 2017.
- (e) to amend the figure in the budgets 2017/2018 in respect of Christmas Tree from £150 to £100 (Admin Code 6.)
- (f) to award a grant of £12,000 to Wythall Community Association in accordance with the General Power of Competence (Local Government Act 1972 Section 7). This grant was awarded in respect of the ongoing maintenance of the Park grounds, including the toilets etc. to be reviewed later in the year when the budgets in respect of 2018/2019 are being formulated and will form part of a public debate together with consultation with the Community Association.  
All present voted to award this grant but Cllr.Mrs.Baxter and Cllr.Turner abstained.

- (g) to arrange an immediate transfer of £12000 from the CCLA Account into the Lloyds Current Account together with delegation for the Chairman and Cllr.Peters (signatories) and the Executive Office to transfer to the Community Association's Account the sum of £12,000.

**ACTION:** All as above.

- (h) to renew the membership of the Milestone Society totalling £20.

**ACTION:** As above.

- (i) to ratify the schedule of payments in respect of May2017 with the following requiring specific resolutions:

11.	Code 61. Swiftwell/Allotments/tree	£240.00
12.	Code 85. Swiftwell/remove N.Board	£ 55.49
23.	Code 29. WorcCALC/Membership	£1454.88

- (j) to adopt the revised Reserves Policy using Option 2 and review at the next budget discussions (possibly September).

**ACTION:** Review at next budget discussions.

- (k) to accept the recommendations of the Finance Committee as regards Earmarked Reserves 2017/2018 as follows:

Elections	£6000
Contingency	£4000
Cemetery	£75000
Allotment Drainage	£600
Grit Bin/Sycamore Drive	£150
Bus Shelter/Packhorse	£220
Lighting	£10000
Notice Board/Station Road	£520
Christmas Tree	£150
LC Award Scheme	£100
Cemetery/Skip Hire	£455
WCA Newsletter	£555
Gratuity/EO	£5500

- (l) to transfer £15000 into the Cemetery Earmarked Reserve from the General Fund.

**ACTION:** As above.

- (m) to agree retrospectively the additional fee in respect of the Local Council Award Scheme (Invoice awaited).

- (n) to accept the quotation from Swiftwell Environmental Ltd in the sum of £280 plus VAT for felling the conifer tree in the rear garden of 37 Silver Street (former Parish Office).

**ACTION:** EO to place order.

- (o) to change the wording of the Financial Regulation 4.2 as follows:  
*No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council. During the budget year and with the approval of Council, having considered fully the implications for public services unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate (virement).*  
 and rescind the previous Resolution 12/2017(e) dated 16<sup>th</sup> March 2017.

**ACTION:** EO to amend the Regulations accordingly.

- (p) to note that Council's submission to the Local Councils Award Scheme had been successful – confirmation awaited.
- (q) to accept the Minutes of the Meeting held on the 10<sup>th</sup> May 2017 having noted and endorsed the interim actions taken by the Committee.

**PLANNING:**

**Resolved 21/2017:**

- (a) to note the Minutes of the Meeting held on the 8<sup>th</sup> May 2017 and the applications dealt with under Standing Orders for Committees 4(d) Parish Standing Orders.

11. **ITEMS OF PAROCHIAL INTEREST FOR INFORMATION ONLY:** None.

12. **DATE OF NEXT MEETING:** Thursday, 15<sup>th</sup> June 2017 at 7.30 pm.

The Meeting closed at 9.00 pm.

**SIGNED:**

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**CHAIRMAN**

**DATED:** **15<sup>th</sup> June 2017**