



WYTHALL PARISH COUNCIL

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PARISH CLERK
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WYTHALL PARISH COUNCIL MEETING

Dear Councillors,

Notice is hereby given that a **meeting of Wythall Parish Council** will take place on **Thursday 19th September 2019 commencing at 19:30 hrs.** at The Village Hall, Alcester Road.

All members of the Committee are hereby summons to attend for the purpose of considering and resolving upon the business to be transacted at the meeting.

The meeting is open to the press and members of the public to put questions or raise concerns regarding matters on this agenda or for future consideration. There is no expectation on the council to respond to any comments made at this time.

Under the openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful to let the Executive Officer know of any plans to film or record so that any necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. All records and photograph equipment should be taken away if a public meeting moves into a session which is not open to the public.

If you are recording the meeting you are asked to act in a reasonable manner and not disrupt the conduct of meeting for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make oral commentary during the meeting. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting. Recording must be clearly visible to anyone at the meeting.

Please note that members of public exercising their right to speak during Public Question Time may be recorded.

A handwritten signature in black ink, appearing to read 'Naazlin Somani'.

Naazlin Somani
Parish Clerk
13th September 2019

AGENDA

PUBLIC OPEN FORUM:

Prior to commencement of the meeting there will a fifteen-minute period for public question time. Residents are invited to give their views and question the Parish Council on issues on this agenda, or raise issues for future consideration, at the discretion of the Chairman. Members of the public may not take part in the Parish Council Meeting itself. This period is not part of the formal meeting and will not form part of the minutes.

1. APOLOGIES

To receive and approve apologies for absence

2. DECLARATION OF INTERESTS

Councillors are reminded of the requirement to update, if required, their Register of Interests.

2.1. Register of Interests – Councillors are reminded of the need to update their Register of Interests.

2.2. To declare any Disclosable Pecuniary Interests on the agenda and their nature.

2.3. To declare any Other Disclosable Interests on items on the agenda and their nature.

2.4. To consider dispensations – written requests for the council to grant a dispensation to a councillor (as per Localism Act 2011), s33) must be with the Clerk before the meeting starts.

Councillors who have declared a Disclosable Pecuniary Interest, or any Other Disclosable Interest which falls within Paragraph 12(4)(b) of the Code of Conduct, must leave the room for the relevant items.

3. COUNTY COUNCILLORS REPORTS

To receive reports from County Councillors

4. DISTRICT COUNCILLORS REPORT

To receive reports from District Councillors

5. MINUTES OF THE PREVIOUS MEETING

To receive and approve the minutes of the meetings held on 20th June (to follow) and 18th July (attached)

6. MATTERS ARISING FROM THE MINUTES

To consider any matters arising from the previous minutes.

7. MINUTES OF COMMITTEE MEETINGS

To receive and approve minutes of Council Committee meetings and consider recommendations made by the Committees, where necessary.

7.1. PLANNING COMMITTEE

To receive and approve minutes of the Planning Committee:

7.1.1. Extra-ordinary meeting held on 30th July 2019 (attached).

7.1.2. Extra-ordinary meeting held on 20th August 2019 (attached).

7.1.3. Planning Committee meeting held on 9th September 2019 (attached).

7.2. COMMUNITY SERVICES COMMITTEE MEETING

To receive and approve minutes of the Community Services Committee meeting held on 5th September 2019 (attached).

7.3. CEMETERY WORKING GROUP

To receive and approve minutes of the Cemetery Working Group meeting held on 5th September 2019 (attached).

7.4. PERSONNEL COMMITTEE

To receive and approve minutes of the Personnel Committee meeting held on 9th September 2019 (attached).

7.5. FINANCE COMMITTEE

To receive and approve minutes of the Finance Committee meeting held on 11th September 2019 (attached) and consider the following recommendations made:

- 7.5.1. Ratify the response to the WCC Transport Strategy Consultation (attached).
- 7.5.2. Resolve to approve the payments for August 2019 (retrospective) and September 2019 (attached).
- 7.5.3. Receive the bank reconciliation for August 2019 and September 2019 and the expenditure against the budget (attached).
- 7.5.4. Consider/approve the quote to undertake a tree survey in the allotments (attached)
- 7.5.5. Consider/approve the cost of purchasing additional grit bins (costings to follow)
- 7.5.6. Resolve to appoint Robert Wood as the Parish Councillors Internal Auditor for the period 2019-20.
- 7.5.7. Consider/approve the purchase of an office laptop (costings to follow)
- 7.5.8. To Consider staff recommendations – to be discussed at the end of the agenda in the confidential section.

8. PARISH COUNCIL MEETINGS

To discuss the meeting schedule and arrangements for future meetings.

9. COUNCIL OPEN DAY

To agreed a date for the Council Open Day and a meeting to discuss the outcome of the open day and develop a Parish Council Action Plan.

10. ALLOCATION OF STREET FURNITURE

To note the allocation of Council notice boards, road side seats and bus shelters to Councillors (attached) and inspection dates of October 2019 and April 2020.

11. MACMILLAN COFFEE MORNING

To note that the Council Macmillan coffee morning is taking place on 27th September 2019. Councillors asked to consider donating raffle prizes.

12. TO RECEIVE COMMENTS FORM PARISH COUNCILLORS

Each councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

13. TO CONSIDER THE EXCLUSION OF THE PUBLIC AND PRESS

In terms of schedule 12A, Local Government Act 1972, the following items are likely to disclose exempt information relating to the establishment and contractual matters and it is, therefore, recommended that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded.

14. STAFFING

To discuss staffing arrangements for the Parish Council Offices and Wythall Cemetery

- 14.1.** To consider a proposal from the Finance Committee regarding temporary administration support in the Parish Council Office.
- 14.2.** To consider a proposal from the Finance Committee regarding the appointment of a registrar for the Cemetery.

15. DATE OF NEXT MEETING

The next Council meeting is scheduled to take place on Thursday 17th October 2019.