

Adoped at Full Council
17th October 2019



**MINUTES OF WYTHALL PARISH COUNCIL MEETING HELD ON THURSDAY 19th
SEPTEMBER, 7.30 PM at WYTHALL VILLAGE HALL**

PRESENT:	Cllr. Dianne Taylor	PC Chairperson
	Cllr. Helen Cleaver	Vice-Chairperson
	Cllr. Keith Yates	
	Cllr. Sarah Hession	
	Cllr. Les Turner	
	Cllr. Omar Ahmed	
	Cllr. Stephen Peters	
	Cllr. Margaret Dempsey	
	Cllr. Linda Wright	
	Cllr. Sue Baxter	
	Cllr. Kathryn Kingston	
	Cllr. Ken Footman	
	Cllr. John Blewitt	
	Cllr. Charlie Hotham	County Councillor
ALSO, PRESENT:	Ms. Naazlin Somani	Parish Clerk

PUBLIC OPEN FORUM:

Prior to commencement of the meeting there was a fifteen-minute period for public question time. This period is not part of the formal meeting and does not form part of the minutes themselves but a summary of the items raised included use of the Parish Council notice and displaying of posters for the dementia café.

1. APOLOGIES

Apologies of absence were received from Councillors Kathryn Powell, Philip Rattigan and County Councillors Adam Kent and Geoff Denaro; these were agreed by all Councillors present.

2. DECLARATION OF INTERESTS

- 2.1. Noted, Councillors were reminded of the need to update their Register of Interests, if required.
- 2.2. No Disclosable Pecuniary Interests were disclosed.
- 2.3. Councillors Sue Baxter, Helen Cleaver, Sarah Hession and Les Turner declared an interest in Wythall Community Association, for which dispensations were in place.
- 2.4. No written requests for dispensation were presented for consideration.

3. COUNTY COUNCILLORS REPORTS

Received a written report from Cllr. Adam Kent. Councillor Charlie Hotham provided the meeting with a verbal report.

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4. DISTRICT COUNCILLORS REPORT

Received a written report from Cllr. Adam Kent. Received verbal reports from Councillors Sue Baxter and Sarah Hession.

5. MINUTES OF THE PREVIOUS MEETING

RESOLVED, minutes of the meeting held on 18th July 2019 were received and approved as a correct record.

RESOLVED, the minutes of the meeting held on 20th June 2019 were deferred for approval at a later date.

6. MATTERS ARISING FROM THE MINUTES

Discussed item 5.2 Community Services (a) of the previous minutes and whether a response had been submitted for the proposed prohibition of parking on footways and verges on various roads in Hollywood, had been submitted. Agreed, the Clerk would check whether the acting Clerk had submitted a response.

Discussed item 5.2 Finance, Policy and Resource (a) of the previous minutes – purchase of a key safe for the Parish Office. Agreed that this action would be moved forward by the Clerk.

ACTION: Clerk to check if a response had been submitted for the proposed prohibition of parking on footways and verges on various roads in Hollywood.

ACTION: Clerk to move forward the purchase of the Parish Office key safe.

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

RESOLVED, that the minutes of the Planning Committee meetings held on 30th July 2019, 20th August 2019 and 9th September 2019 be received.

7.2. COMMUNITY SERVICES COMMITTEE MEETING

RESOLVED, the minutes of the Community Services Committee meeting held on 5th September 2019 be received and approved as a correct and accurate record and the interim actions of the Committee endorsed.

Councillors were asked to report any issues of weeds and trees blocking streets lights to the Parish Office.

Noted locations for new streetlighting in the Parish would be reviewed by the Community Services Committee at their next meeting, on 3rd October. Noted, streetlighting had been raised at the previous Parish Council open day and would be moved forward as a matter of urgency.

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7.3. CEMETERY WORKING GROUP

RESOLVED, the notes of the Cemetery Working Group held on 5th September 2019 be received and approved as a correct and accurate record.

Noted, the Working Group were in the process of reviewing the Cemetery fees. This was welcomed by the Council however; it was agreed, fees for previous bookings and reservations would be honoured.

7.4. PERSONNEL COMMITTEE

RESOLVED, the minutes of the Personnel Committee meeting held on 9th September 2019 be received and approved as a correct and accurate record subject to an amendment to item 5.2, providing clarification that the vacancy was for a Deputy Clerk.

7.5. FINANCE COMMITTEE

RESOLVED, the minutes of the Finance, Policy and Resources Committee meeting held on 11th September 2019 be received and approved as a correct and accurate record and the interim actions of the Committee endorsed.

7.5.1. **RESOLVED**, ratified the response submitted to Worcestershire County Council for the WCC Transport Strategy Consultation.

7.5.2. **PROPOSED** by Councillor Sarah Hession and **SECONDED** by Councillor Helen Cleaver that the following information be requested from Wythall Community Association in relation to their grant application:

- a) Itemisation of accounts for the three areas (i) park; (ii) club; and (iii) community association, providing a clear split of the three areas within the accounts;
- b) Copies of the most recent RoSPA inspection for the play equipment in the park areas and records of any additional health and safety inspections completed; and
- c) A copy of the assessment quote for the tractor.

Councillors voted and **RESOLVED**, that the proposal be accepted. Noted one abstention to the vote.

ACTION: The Clerk to write to Wythall Community Association requesting the information noted above.

7.5.3. **RESOLVED** that the payments for August 2019 be ratified. **RESOLVED** that the payments for September 2019 be approved.

7.5.4. **RESOLVED** that the transfer of £10,000.00 (ten thousand pounds) from the CCLA account to the current account for the payments be ratified.

7.5.5. **RESOLVED** to note and accept the bank and budget figures for August 2019 and September 2019.

7.5.6. It was unanimously **RESOLVED** to undertake the tree survey in the Allotments, as per quote provided.

7.5.7. Received an update on the purchase of girt bins. Noted, Highways would undertake an assessment of the locations where additional bins would be located. The assessment would clarify whether the Parish Council were able to purchase and install bins from a private company or whether the bins would

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need to be purchased through the County Council. Noted, privately purchased bins could not be installed on a public highway. **AGREED**, the locations for the additional bins:

- a) Hadley Court (by the Royal British Legion);
- b) Silver Birch Drive – two bins, one at either end; and
- c) Falstaff Avenue.

Noted the possible use of reserves for purchasing the additional grit bins, if required. **AGREED** that the Clerk would move forward and provide an update following completion of the assessments.

7.5.8. **RESOLVED** to appoint Robert Wood as the Parish Council Internal Auditor for the period 2019-20. Agreed, that the NALC audit scheme would be forwarded for use during audits.

7.5.9. **RESOLVED** to agree a budget of £1000.00 (one thousand pounds) for the Clerk to purchase a laptop and software.

8. PARISH COUNCIL MEETINGS

Discussed possible changes to the meeting structure to reduce the number of evening meetings. Agreed that Councillors would consider options and a further discussion would take place at a future meeting.

9. COUNCIL OPEN DAY

Noted, the previous open day had taken place in November 2018. Agreed that an open day would be arrange for November 2019. A location and costing would be investigated and brought back to the next meeting for decision.

10. ALLOCATION OF STREET FURNITURE

Circulated, the allocation of Council notice boards, road side seats and bus shelters to Councillors. The inspection proforma would be circulated to Councillors and inspections would take place in October and April.

11. MACMILLAN COFFEE MORNING

Reported that the Council Macmillan coffee morning was taking place on 27th September 2019 at 10:30 am in the Parish Council offices. Councillors were asked to inform the Clerk if they were able to make a donation of cakes or raffle prizes.

12. TO RECEIVE COMMENTS FROM PARISH COUNCILLORS

Councillor Stephen Peters reported:

- a) He had made a complaint regarding the opening times of the Drakes Cross post office, noted that the Clerk had been copied in to the complaint.
- b) Councillors were reminded that the WWII memorial at Highfield Farm was taking place on 2nd October 2019 at 13:30 hrs.
- c) Reported that the concessionary fee for the A4 bus service was available before 9:30 am.

Councillor Sarah Hession reported:

- a) That the ford at Houndsfield Lane was the responsibility of the County Council, Councillor Hotham advised that he would inform Highways of Parish Councils concerns.

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- b) An update on the section 106 money for bus shelters. Noted that there was 18 months remaining to draw down on the money. Cllrs. Hession and Hotham would move the project forward.

Councillor Margaret Dempsey reported that enforcements in Majors Green for parking issues had, had a positive impact on that area however, the parking issues had moved to another area. This would need to be looked into at a later date.

13. TO CONSIDER THE EXCLUSION OF THE PUBLIC AND PRESS

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

14. STAFFING

- 14.1. RESOLVED** that the temporary arrangements for administrative support be formalised for a period of three months, up to the end of December 2019. Terms of employment would remain the same.

RESOLVED that the Council would provide a four-day holiday bonus to the admin support for the period up to December 2019 and retrospective payment for four days during the period June to August 2019.

- 14.2. RESOLVED** that the Clerk be appointed Registrar for Wythall Cemetery. **RESOLVED** that the hours of the Clerk be increase by seven hours per week to undertake the duties of Registrar to the Cemetery.

Reported that the Cemetery accounts would be reported separately from the next financial year to enable the Council to clearly identify the income and expenditure of the Cemetery.

15. DATE OF NEXT MEETING

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

Signed Chair of the Council

Date