LITTLE WITLEY PARISH COUNCIL

Clerk: Carole Hirst email: littlewitleyparish@gmail.com

Minutes of the Annual Meeting of Little Witley Parish Council held at Little Witley Village Hall at 7.30pm on Monday 18th May 2026

Present:. Cllr. R. London (Chair), Cllr. Paul Cumming and Cllr Pam. Cumming (Parish and MHDC Councillors); Cllr. C Bexley; Cllr. P. Owen; Cllr. Louise Slater;
In Attendance: Clerk, Cllr. Justin Bowen (WCC Councillor), 1 member of the public.

1. **To appoint a Chair to commence the meeting prior to appointing the new Chair for 2026/27.** It was voted that the meeting be chaired by Cllr. Paul Cumming, pending item 3.

2. **Apologies:** To receive apologies and to approve the reason for absence**. None received.**

3. **Elections.**

a) Appoint Chairman and sign of Declaration of Office. Cllr. Paul Cumming Proposed and Cllr. Bexley Seconded that Cllr. Roz London be appointed Chair of the Council. There were no further nominations. All in favour.

b) Appoint Vice-Chairman. Cllr. Roz London Proposed and Cllr. Pam Cumming Seconded that Cllr. Colin Bexley be appointed Vice-Chair for the forthcoming year. There were no further nominations and Councillor Colin Bexley accepted the Proposal. All in favour.

4. **Declarations of Interest:**
   a. To declare any Disclosable Pecuniary Interests in items on the agenda and their nature. **None**
   b. To declare any Other Disclosable Interests in items on the agenda and their nature. **None**

5. Written requests for the council to grant a dispensation (S33 of the Localism Act 2011) are to be with the clerk at least four clear days prior to a meeting. **None.**

Democratic Period / Public Time
Residents are invited to give their views and question the Parish Council on issues on this agenda or raise issues for future consideration. Members of the public may not take part in the Parish Council meeting. In accordance with Standing Orders democratic time shall not exceed fifteen minutes nor anyone speak for more than two minutes. All comments are to be directed to the chairman of the meeting.

No public questions.

6. **Approval of the Minutes:** Cllr. Louise Slater Proposed and Cllr. Philip Owen Seconded that the minutes of the parish council meetings held on Monday 13th October 2025, Monday 12th January 2026, 17th March 2026 be approved. All in favour. The Minutes were all duly signed.

7. To review and/or note the Council's Policy Documents.

a) Scheme of Delegation – Cllr. Bexley reported verbally that delegated authority was given to Chair and Vice Chair to make further changes and this has not been completed. This is now tasked to be completed for the August meeting.

b) Standing Orders 2025/26 and Code of Conduct 2025/26 were noted with no amendments to previous year and updated to state 2026/27.

c) The Risk Assessment - deferred – The risk assessment should be reviewed and any amendments confirmed at Aug meeting.

d The Parish Council Dark Skies was noted with no amendments required and the policy amended to read 2026/27

8. **Financial Regulations – The Proposed new financial Regulations alongside the 'old v new doc' to be approved and agreed.**

Financial limit	New draft regs	Previous regs
Purchase value – formal tenders required (para 5.6)	Above £60,000	Above £25,000
Clerk delegated authority to spend in emergency (para 5.18)	Up to £2000	Up to £500, requiring Chair approval
Clerk delegated authority to make payments within budgets (para 6.8)	Up to £500 (para 6.8, is separate from authority to make payments against pre-approved schedule, at 6.9)	Only payments against pre-approved schedule
Clerk authority to transfer between Council banking arrangements (para 6.8)	£20000	£10000
Tangible, moveable asset purchases and disposals without full council approval (para 16.5)	Up to £500	Up to £250
Limits for card payments (para 9)	£1000 on Council card; personal cards up to £250 for expenses	£500 on council cards. Personal cards should not be used

Cllr. Bexley ran through the changes tabled as "old versus New". It was agreed that the lower limits (old) as per the previous regulations be agreed and adopted by the Parish Council within the new regulations template. Cllr. Bexley Proposed that the new Financial Regulations with the old limits listed in the table above, be agreed and form the new financial regulations policy for 2026/27. Seconded by Cllr. London. All in favour.

9. **To consider the council's scheme of delegation and to appoint members to the following:**

   a. Staffing Sub-Group: Proposed Chair and Vice Chair and one other.

   b. Planning Sub-Group: Proposed Cllrs Colin Bexley and Cllr. Roz London

   Cllr. Louise Slater Proposed and Cllr. Philip Owen Seconded that the appointments be approved. All in favour.

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10. Finance.

a) (i)To Consider Approval of the Annual Audited Accounts from April 1st, 2025 to 31st, March 2026 as Audited by Internal Auditor Mrs Gill Lungley. **Cllr. Roz London Proposed and Cllr. Philip Owen Seconded that the Annual Audited Accounts for 2025/26 be approved. All in favour.**

(ii) Proposal to consider Section 1: Annual governance statement 2025/26. **Cllr. Roz London Proposed and Cllr. Colin Bexley Seconded that Section 1 – Annual Governance Statements for 2025/26 be approved. All in favour.**

(iii) Proposal to consider Section 2: Accounting statements 2025/26. **Cllr. Roz London Proposed and Cllr. Colin Bexley Seconded that Section 2 – Annual Accounting Statements for 2025/26 be approved. All in favour.**

(iv) To consider and confirm that the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000 during 2025/26 and agree that the Certificate of Exemption can be signed as part of AGAR**. Cllr. Roz London Proposed and Cllr. Colin Bexley Seconded that that the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000 during 2025/26 and agree that the Certificate of Exemption for 2025/26 be approved. All in favour.**

(v) Consider Internal Auditor's Report & Recommendations for 2025/26. The Internal Audit Report makes a few recommendations re improving the asset register, reviewing signatory arrangements and addressing levels of reserves. The Parish Council need to appoint lead Councillors for Financial Management, Asset Register, when appointed in minute Item 12, to review / take forward / make recommendations to August meeting. **Cllr. Bexley Proposed, Cllr. London Seconded. All in favour.**

(vi)To consider the period of dates for the Exercise of Public Rights 2025/26. To agree the dates for the period for the Exercise of Public Rights for 2025/26 to set as Wednesday 3 June 2026 to 14 July 2026**.** Cllr. Roz London Proposed and Cllr. Colin Bexley Seconded that the dates for the Exercise of Public Rights be approved. All in favour.

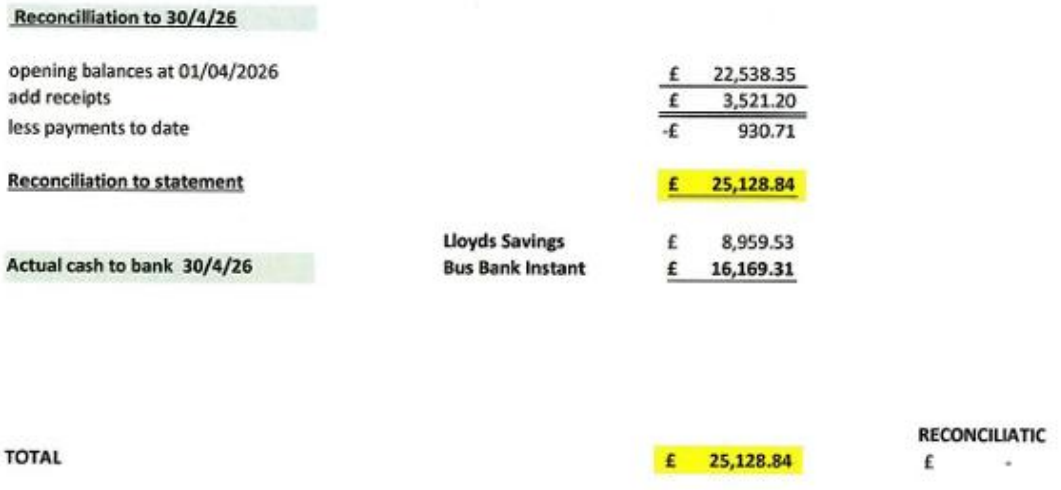
b) Receipts, Payments from 12th January up to 18th May 2026. Cllr. Roz London Proposed and Cllr. Louise Slater Seconded that all Payments be approved and Income noted.

Payment Schedule to May 18th 2026			
C Hirst	Jan 26 pay	£ 160.39	2025 / 26 accounts
HMRC	Clerk Tax Jan	£ 106.40	2025 / 26 accounts
IN2OUT	Jan 26 Lengthsman	£ 170.00	2025 / 26 accounts
C Hirst	Feb 26 pay	£ 160.39	2025 / 26 accounts
HMRC	Clerk Tax Feb	£ 106.40	2025 / 26 accounts
IN2OUT	Feb 26 Lengthsman	£ 178.50	2025 / 26 accounts
C Hirst	March Pay	£ 160.39	2025 / 26 accounts
HMRC	March Tax	£ 106.40	2025 / 26 accounts
IN2OUT	Lengthsman March	£ 119.00	2025 / 26 accounts

Zurich	Insurance 2026	£ 241.00	2026 / 2027 accounts
Abberley PC	Shared Stationery	£ 13.66	2026 / 2027 accounts
C Hirst	Clerk Pay April - period 1	£ 160.39	2026 / 2027 accounts
HMRC	Period 1	£ 106.40	2026 / 2027 accounts
Worc CALC	Subs 2026/27	£ 239.26	2026 / 2027 accounts
C Hirst	Clerk Expenses to 18th May 26 x 3 months	£ 165.75	2026 / 2027 accounts
IN2OUT	Lengthsman April £170 + £50 verges	£ 220.00	2026 / 2027 accounts
C Hirst	Clerk Pay May- period 2	£ 160.39	2026 / 2027 accounts
HMRC	Period 2	£ 106.40	2026 / 2027 accounts
	TOTAL	**£2,681.12**	
RECEIPTS			

Payee	**Description**	**Amount**	year accounts
WCC	Lengthsman Dec	£ 178.50	2025_26
WCC	Lengthsman Jan 26	£ 170.00	2025_26
WCC	Lengthsman Feb 26	£ 178.50	2025_26
MHDC	Precept 1	£2,894.00	2026 - 27
	TOTAL	**£3,421.00**	

c) Bank Reconciliations 31st March 2026 and 30th April 2026 – **Noted and checked as correct. Screenshot of the 30th April inserted into these minutes. Bank reconciliation for 31st March 2026 is displayed on the PC website with all year end documents for 2025/26.**



Reconcilliation to 30/4/26		
opening balances at 01/04/2026		£ 22,538.35
add receipts		£ 3,521.20
less payments to date		-£ 930.71
Reconciliation to statement		**£ 25,128.84**
	Lloyds Savings	£ 8,959.53
Actual cash to bank 30/4/26	**Bus Bank Instant**	**£ 16,169.31**
TOTAL		**£ 25,128.84**

RECONCILIATIC
£ -

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d) Summary of Income and Expenditure Year to Date to 30th April 2026.**Noted and checked as correct. SEE BELOW**

BUDGET REVIEW 2026/27 dates 30/4/26

Balance transferred from previous year		**£ 22,538.35**	
	BUDGET 2026/27	**Spent to date**	**Expected out-turn at year end**
INCOME			
Precept	5788	2,894.00	£ 5,788.00
Lengthsman	2400	170.00	£ 2,400.00
In Stock	£ 0.01	0.00	£ -
re drive	£ 0.01	0.00	£ -
VAT Refund	80	36.45	£ 80.00
Unallocated	£ 0.01	0.00	£ -
trsf deposit	£ 0.01	£ -	£ -
Grants	£ 0.01	0.00	£ -
Transfer reserve	£ 0.01	0.00	£ -
Banking	90	6.86	£ 90.00
CIL - restricted funding	£ 428.43	428.43	£ -
TOTAL	£ 8,786.49	**£ 3,535.74**	**£ 8,358.00**

EXPENDITURE, excluding VAT			
	BUDGET 2026/27		
Clerk	£ 3,350.00	533.58	£ 3,350.00
Lengthsman- **WCC Increased april 2026**	£ 2,400.00	170.00	£ 2,400.00
Clerk Exp	£ 450.00	165.75	£ 450.00
Insurance	£ 275.00	241.00	£ 275.00
Calc	£ 230.00	202.81	£ 230.00
Internal Audit	£ 130.00	0.00	£ 130.00
Verges	£ 300.00	50.00	£ 300.00
Nora Parsons	£ 0.01	0.00	£ -
Room Hire	£ 60.00	0.00	£ 60.00
Friends St Michaels	£ 0.01	0.00	£ -
Website	£ 250.00	0.00	£ 250.00
Unallocated	£ 300.00	0.00	£ 300.00
Elections	£ 0.01	0.00	£ -
Asset Repairs	£ 0.01	0.00	£ -
Smart water	£ 0.01	0.00	£ -
Stationery	£ 150.00	0.00	£ 150.00
Comp equip	£ -	0.00	£ -
Other	£ 300.00	13.66	£ 300.00
CIL - restricted funding	£ 428.43	0.00	£ 428.42
Section 137	£ 1,000.00	4.25	£ 1,000.00
VAT recovered	£ 80.00	36.45	£ 80.00
TOTAL	**£ 9,703.48**	**£ 1,417.50**	**£ 9,703.42**

FORECAST end of year 31/03/27 **£ 21,192.93**

e) To note that on April 24th CiL funding was received of £428.43 for a Development that has commenced at Witley Park House Worcester Road, Great Witley, WR6 6J. **NOTED. To put item on the August agenda for discussion on suggestions for use of CiL funding.**

f) To consider website improvements and change domain from .org.uk to .gov.uk The clerk explained the problems with the current website. Having the domain **.org.uk** is within the format required by current legislation and it was felt that at this stage there was no need to change to **.gov.uk**. It was however felt that a new website would be a vast improvement on the current website.
Cllr. Bexley Proposed and Cllr. London Seconded that Parish Council Websites quote for £569 plus VAT be approved. All in favour.

11. Planning – Chaired by Cllr. Colin Bexley

- **M/25/01312/FUL The Stables, Woodbury Farm, Bank Road, Little Witley-** Proposed conversion of existing garage to dwellinghouse for ancillary use with rear extension, porch and decking to rear- Information received on this application. NO DECISION AS YET.

- **M/26/00169/HP Westmead, Bank Road, Little Witley-** Erection of detached garage – CONSULTATION to 26th Feb 26 NO COMMENT – APPROVED
- **South Worcestershire Development Plan Review** was adopted by the three South Worcestershire Councils, comprising Malvern Hills, Worcester City and Wychavon, and is now the Local Plan for South Worcestershire. – COVERED ELSEWHERE.

12. To appoint individual councillors to the following roles:

a) Financial Management, Strategic Planning, including specific action reviewing online banking, level of reserves as per Internal Audit Report. Cllr. Paul Cumming.

b) Asset Register- maintenance and review including specific action to enhance detail on Asset Register as per Internal Audit recommendation: Proposed Cllr Philip Owen

c) Neighbourhood Watch with Link: Proposed Cllr Pam Cumming

d) Highways, Footways & Lengthsman's Scheme: Proposed Cllr Colin Bexley

e) Community Engagement and Communications: **Deferred to August meeting**

Cllr. Roz London Proposed and Cllr. Colin Bexley Seconded that all appointments be approved. All in favour.

13. To nominate councillors to the following outside bodies:
a. Two councillors to the Worcestershire CALC Area Meeting

Cllr.Paul Cumming Proposed and Cllr. Philip Owen Seconded that Cllrs Colin Bexley and Cllr. Roz London be appointed to the Worcestershire CALC area meeting.

14. **To consider signage to the Village Hall** – Cllr. London to progress and defer to August Meeting.

15. To Discuss the Village Public Open Space- Cllr. London to further investigate.

16. **To discuss progress on road conditions: Discussed elsewhere on the agenda.**

    Action C.Bexley make a Facebook post encouraging residents to advise Parish Council and / or report to counter Council specific locations needing improvement eg informal laybys)

17. **To discuss village litterpick: To defer to August meeting**

18. **To discuss Noticeboards: The Parish Council will use the Village Hall Noticeboard in the immediate term. Cllr. Bexley to ask the Lengthsman about repairs.**

19. **To consider Co-option to Little Witley Parish Council – The Clerk to email a co-option policy to the Chair who will talk to parishioners to look at co-option.**

20. **To Consider the increase in clerk working hours to reflect work undertaken.**

    The Staffing Sub-group (Cllr. Paul Cumming and Cllr. Colin Bexley) reviewed the clerk's working hours following a discussion with the clerk about her working hours. The Clerk reported that realistically over the year the Clerk hours averaged 5 hours per week considering the lead up to meetings, increased workload with new Lengthsman procedures for management and pay, preparation for year end and audit, Annual Parish Council meeting preparations etc. The Clerk is on pay scale SCP 24 £18.35 per hour. The clerk hours currently are 3.346 hours per week with an annual salary of £3201.53. To increase the Clerk hours to 5 hours per week at £18.35 would mean an increase in salary annually to £4784.12. (note- 5 hours per week x 52.143 x £18.35)

    Cllrs Paul Cumming and Colin Bexley reviewed and supported the increase in hours for the Clerk from 3.346 to 5 hours per week. Cllr. Beley Proposed and Cllr. Cumming Seconded that the Clerk hours be increased from 3.346 to 5 hours per week backdated to April 1st 2026. All in favour.

21. **Councillors' reports and items for future agenda:** Councillors may use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise future items for future agendas.

    Discussed the request from residents of Woodland View for Lengthsman to cut the grass verge in front of their properties. Some councillors concerned about precedents. Agreed Cllr Bexley would contact Parish Council insurers re potential liability and also contact County Council re whether they have any objection to Parish Council arranging for this verge to be cut. For further discussion at or before August meeting.

22. **Date of next Ordinary Parish Council meeting** to be held at Little Witley Village Hall on Monday August 10th 2026 at 7.30pm

The Meeting Closed at 21.34 pm

Signed---------- Date August 10th 2026
Chair