Little Witley Parish Council

Clerk and RFO Carole Hirst, 1a Church Walk, Stourport on Severn, Worcestershire. DY13 0AL

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

To Members of Little Witley Parish Council
You are duly summoned/required to attend the annual meeting of Little Witley Parish Council which immediately follows the Annual Parish Meeting to be held at 7.30pm on Monday 18th May 2026 at Little Witley Village Hall.

Agenda

1. **To appoint a Chair to commence the meeting prior to appointing the new Chair for 2026/27.**

2. **To consider apologies and to approve reasons for absence.**

3. **Election of chairman and signing of declaration of acceptance of office and Election of vice chairman.**

4. **Declarations of Interest:**

    a) Register of Interests: Councillors are reminded of the need to update their register of interests.
    b) To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
    c) To declare any Other Disclosable Interests in items on the agenda and their nature.
    c) 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.

Councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the code of conduct, must leave the room for the relevant items.

Failure to register or declare a Disclosable Pecuniary Interest may be a criminal offence.

5. **To consider any requests for the council to grant a dispensation.**

The meeting will be adjourned for Public Question Time
The time allocated is at the discretion of the council/chairman. 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; brief notes will be appended to the minutes as an aide memoire.

6. **To approve the minutes of the previous parish council meeting held on 12th January and the 17th March 2026.**

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

8. **To approve the new format Financial Regulations, including deciding financial limits as per the 'old v new' table.**

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

   a) Staffing Sub-Group:
   b) Planning Sub-Group.:

10. **FINANCE.**

To approve the Audited accounts & Annual Governance and Accountability Return for 2025/26:

A (i)To Approve the Annual Audited Accounts from April 1st, 2025 to 31st, March 2026 as Audited by Internal Auditor Mrs Gill Lungley.

(ii) Proposal to consider Section 1: Annual governance statement 2025/26

(iii) Proposal to consider Section 2: Accounting statements 2025/26.

(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.

(v) To Consider the Internal Auditor's Report & Recommendations

(vi) To consider the period of dates for the Exercise of Public Rights 2025/26. The Parish Council to agree that the period of dates for the Exercise of Public Rights be set as Wednesday 3 June 2026 to Tuesday 14 July 2026. Cllr. Paul Cumming Proposed and Cllr. Bexley Seconded that the dates be agreed.

B To consider Receipts, Payments from 13th January to 18th May 2026.

C To note the Bank Reconciliations at 31st March 2026 and 30th April 2026

D To note the Budget year to Date update report at 30th April 2026.

E To note that on April 24th CiI funding was received of £428.43 for a Development that has commenced at Witley Park House Worcester Road, Great Witley, WR6 6J.

F To consider website improvements and change domain from .org.uk to .gov.uk

11. Planning

- **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.
- **M/26/00169/HP Westmead, Bank Road, Little Witley-** Erection of detached garage – CONSULTATION to 26th Feb 26
- **SWDP update**

12. To appoint individual councillors to the following roles:

a) Financial Management, Planning & Airband: Proposed Cllr Paul Cumming
b) Planning: Proposed Cllr Bexley
c) Asset Maintenance: Proposed Cllr Philip Owen
d) Neighbourhood Watch with Link: Proposed Cllr Pam Cumming
e) Highways, Footways & Lengthsman's Scheme: Proposed Cllr Colin Bexley
f) Community Engagement and Communications: TBA

13. To nominate councillors to the following outside bodies:

a) Two councillors to the Worcestershire CALC Area Meeting

14. To consider signage to the Village Hall

15. To Discuss the village Public Open Space

16. To discuss progress on road conditions

17. To discuss village litterpick

18. To discuss Noticeboards

19. **To consider Co-option to Little Witley Parish Council**

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

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

22. **In view of the confidential nature of the business about to be transacted the Council will consider a resolution to exclude the press and public from the meeting in accordance with the Public Bodies (Admissions to Meetings) Act 1960, s1, in order to discuss the item 17 of the Agenda**.

23. **Staffing Matters.** (Report to be circulated)

Signed Carole Hirst Dated 12th May 2026