**Little Witley Parish Council**

**Minutes of the Meeting of Little Witley Parish Council.**

Clerk: Carole Hirst –littlewitleyparish@gmail.com

**Monday 10th August 2026**

**Present:** (Chair) Cllr. Roz London; Cllr P Cumming Parish & Distrct Councillor, Cllr. Pam Cumming (Parish & District Councillor), Cllr. P Owen, Cllr. Bexley, Cllr. L Slater. 1 vacancy (co-opted at item 17 but not at the meeting due to work commitments).

1. **To note apologies for absence.** WCC Cllr. Justin Bowen

**Absent:** none

2. **To consider Registers of Interest:**
   a) Register of Interests: Councillors are reminded of the need to update their register of interests. **Noted.**
   b) To declare any Disclosable Pecuniary Interests in items on the agenda and their nature. **None received.**
   c) To declare any Other Disclosable Interests in items on the agenda and their nature.
   Cllr. Paul Cumming and Cllr. Pam Cumming declared an Other Disclosable Interest in Item 8 (Planning) as members of the Planning Committee at MHDC.

**PUBLIC QUESTIONS – No public in attendance- no questions.**

3. **To Consider written requests from Councillors for the Council to grant a Dispensation**
   **(S33 of the Localism Act 2011)** None Required.

4. **To approve the minutes of the Annual General Meeting of the Parish Council held on 18 May 2026.** Cllr. R. London Proposed and Cllr. C Bexley Seconded that the Minutes be approved. All in favour.

5. **To discuss a Scheme of Delegation for Little Witley PC.** – Cllr. Bexley report.
   A number of changes and updates have been made. Cllr. Bexley Proposed and Cllr. London Seconded. All in favour.

6. **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.

   - Worcestershire CALC wrote to Parish Councils asking whether they had Community Emergency Plans. Town/Parish Community Emergency Plans & Resilience Resources
     Any parishes that have a Community Emergency Plan, this will be mapped by Worcestershire County Council to build an understanding of how many and which areas have plans in place. **This is for next agenda.**

   - Cllr. London requested an item on the next agenda regarding Local Government Re-organisation.

7. **District and County Councillors' Reports:**
   **Cllr. Justin Bowen WCC Report. See Appendix 1**

**Cllr. Paul Cumming MHDC gave a verbal report.**
The Government are going to change the way planning applications will be decided. Members will not have the same voice. Officers of the District Council will make recommendations.

The government have decided that the local Government Re-organisation in 2028 will be a two council Unitary Authorities approach. North Worcestershire and South Worcestershire will be the two Unitary Authorities.

8. **Planning**
    - M/26/00766/HP Winnall Cottage, Church Lane, Little Witley- Demolition of single storey extensions and proposed new two storey and single storey extensions to dwelling. Proposed new detached garage with office in roof space. (Variation of condition3 of planning permission M/24/00690/HP)- APPROVED
    - M/26/00677/HP 3 The Square Bank Road, Little Witley- Single and two storey side extensions and additional alterations- CONSULTATION to 16th June 26- No views expressed. The PC replied no reasonable grounds for objection.
    - 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 – APPROVED.

9. Finance

a) **Approval of the payment of Accounts up to 10th August 2026 and note receipts received.** Cllr. R London Proposed and Cllr. L Slater Seconded that all payments be approved. All in favour.

| **Payee** | **Description** | **Amount** |
|---|---|---|
| Gill Lungley | Internal Audit | £ 123.60 |
| IN2OUT | Lengthsman May 199.75 plus £50 grass verges | £ 249.75 |
| BWP Creative Ltd | 30 % deposit for new website | £ 238.98 |
| C Hirst | June salary with 2months back pay and increased hours from april 1st 2026 | 397.66 |
| HMRC | June TAX and EMPLOYER NIC with 2 months back pay and increased hours from april 1st 2026 | 301.62 |
| BWP Creative Ltd | 65% of website build cost | £ 443.82 |
| IN2OUT | June lengthsman and verges | £228.50 |
| BWP Creative Ltd | Website Domain an hostig 2026/27 | £ 262.80 |
| C Hirst | July pay | £ 239.48 |
| HMRC | July tax | £ 159.20 |
| 01/08/2026 | IN2OUT Lengthsman July | £ 174.25 |
| 10/8/26 | C Hirst Clerk expenses 3 months to aug 10th | 200.85 |

| | | |
|---|---|---|
| | **TOTAL** | **£3020.51** |
| **RECEIPTS** | | |
| **Payee** | **Description** | **Amount** |
| WCC | May Lengthsman | £ 199.75 |
| WCC | June Lengthsman | £ 178.50 |
| | **TOTAL** | **£ 378.25** |

**b) Bank Reconciliation at 1st August 2026 – Noted.**
SEE APPENDIX 2

**c) To note the Budget Monitoring Report to 1st August 2026. Noted.**

SEE APPENDIX 3

**d) Discussion for use of the recently received CiL funding of £428.43.**
Information circulated prior to the meeting.

e) **To approve a budget for a new noticeboard and where to locate this**. After further discussion it was decided that at this time the Parish Council will use the Noticeboard belonging to the Little Witley Village Hall.

**f) Update on Audit for 2026.**

The Clerk gave a verbal update following the discussion at the May meeting where the Internal Audit Report was presented. The Clerk reported that External Auditors, PKF accept that the Parish Council is an Exempt Council whose income and expenditure is below £25000 and therefore the PC is not subjected to an external Audit and the Audit process is now complete for this year.

g) **To approve the final version of the financial Regulations 2026/27.** Cllr. Bexley Proposed and Cllr. London Seconded that the Financial Regulations 2026/27 be approved. All in favour.

10. **To Approve the Risk Assessments 2026/27.** Cllr. Bexley Proposed and Cllr. Roz London that the revised Risk Assessments for 2026/27 be approved. All in favour.

11. **To appoint individual Councillor to role of Community Engagement and Communications.** Deferred to October Parish Council meeting.

12. **To consider signage to the Village Hall-** Since Feb, The Chair has been chasing Worcestershire County Council through the “Report It” website.
It was decided to speak to Cllr. Justin Bowen to chase this up as there has been no response.

13. **To discuss the Village Public Open Space-** There is no land available other than to purchase or rent and without the reserves to do this, It was felt that any suggestions of Public Open Space be parked for now.

14. **To discuss the village Litterpick-** This has been shelved. The Risk Assessment was deemed too onerous.

h) **To update on discussions re Noticeboards.** After further discussion it was decided that at this time the Parish Council will use the Noticeboard belonging to the Little Witley Village Hall.

**15. To discuss progress on the new website**

The Clerk gave a verbal update to say that as well as agenda and minutes uploads now, the website will also hold a screenshot of the bank reconciliation each meeting and also the budget update report. A newsletter function has been created which will send newsletters out to anyone subscribing on the website. Cllr. London has checked through the website to look at what needs updating and adding and the Clerk has updated everything requested. A link to subscribe to the newsletter can be found here: www.littlewitley.org.uk

16. **To discuss the Parish Path Warden Vacancy-** WCC have reported that they are not currently recruiting.

17. **Co-option of Parish Councillor.** The Parish Council has received an application for co-option from Neil Gibson. The application was circulated prior to the meeting**. Cllr. London Proposed and Cllr. Bexley Seconded that Neil Gibson be co-opted. All in favour.** As Neil Gibson was working at the time of the meeting, he will sign the Acceptance of Office following the meeting and complete the Register of Interest Form. He will become a Co-opted Parish Councillor once the Acceptance of Office Form is signed.

18. **To Discuss the request from residents of Woodland Rise for Lengthsman to cut the grass verge in front of their properties.** The PC agreed to pass it back to WCC as this is their land.

19. **Progress on road conditions in the village** The Chair commented that there has been little council progress, although a few potholes have been partly filled. Cllr. Bexley to do a walk of the village with Cllr. Bowen at an agreed time.

20. **Correspondence for Information:** (Where required, all covered on the agenda)

21. **Date of next Ordinary Parish Council meeting** is 26th October 2026

The meeting was declared closed at 20.31 pm

Signed……. Chair of the Parish Council  Dated 26th October 2026

**Appendix 1 - WCC Report from Cllr. Justin Bowen**

## This report is focused on Local Government Reorganisation (LGR)

The Government has announced that on April 1st 2028, Worcestershire County Council and the six District Councils will be merged into two new unitary authorities, North Worcestershire and South Worcestershire. All of the functions carried out by existing councils will be divided or shared between the two new authorities.

In respect of Worcestershire County Council, this means that Children's Services, Adult Social Care and Highways, which together will amount to more than 80% of the total budget of the new authorities, will either have to be disaggregated or formed into a Shared Service Arrangement.

Both of these scenarios will inevitably create significant disruption and additional cost for services that are already under immense pressure. In terms of a Shared Service Arrangement, this is unlikely to be sustainable in the long-term as the two new authorities will inevitably have different financial and strategic priorities. This means that both in terms of funding and operational approach the services will end up needing to be separated. In respect of disaggregation, whether immediate or in future years, determining how each service is divided between the new authorities and then implementing the changes is likely to cause significant problems for years to come.

While there may be savings from District Councils due to services that are currently duplicated being merged (such as housing or planning), given that these savings will apply to less than 20% of the total budget the net cost of LGR will, in all probability, be huge.

Given that the criteria that the Government set out have been largely ignored in this decision, it is difficult to see how this decision is anything other than politically motivated. It is on this basis that, to date, three Local Authorities have indicated they will seek a Judicial Review on the Government's decision. We will need to wait and see what impact this legal process has, if any, on this decision.

## Appendix 2

| | | | |
|---|---|---|---|
| **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** |
| £ - |

APPENDIX 3

**BUDGET REVIEW 2026/27 dates 21/7/26**

| **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 | 548.25 | £ 2,400.00 |
| In Stock | £ 0.01 | 0.00 | £ - |
| re drive | £ 0.01 | 0.00 | £ - |
| VAT Refund | 80 | 194.05 | £ 80.00 |
| Unallocated | £ 0.01 | 0.00 | £ - |
| trsf deposit | £ 0.01 | £ - | £ - |
| Grants | £ 0.01 | 0.00 | £ - |
| Transfer reserve | £ 0.01 | 0.00 | £ - |
| Banking | 90 | 27.03 | £ 90.00 |
| CIL - restricted funding | £ 428.43 | 428.43 | £ - |
| **TOTAL** | £ 8,786.49 | **£ 4,091.76** | **£ 8,358.00** |

| **EXPENDITURE, excluding VAT** | | | |
|---|---|---|---|
| | **BUDGET 2026/27** | | |
| Clerk | £ 3,350.00 | 1,631.54 | £ 3,350.00 |
| Lengthsman- **WCC Increased april 2026** | £ 2,400.00 | 548.25 | £ 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 | 123.60 | £ 130.00 |
| Verges | £ 300.00 | 150.00 | £ 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 | 219.00 | £ 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 | 17.00 | £ 1,000.00 |
| VAT recovered | £ 80.00 | 194.05 | £ 80.00 |
| **TOTAL** | **£ 9,703.48** | **£ 3,506.66** | **£ 9,703.42** |

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