

St Peter the Great County Parish Council

Minutes of a meeting of the Parish Council held on **Monday 27th April 2015 at 7.45pm** in the **Village Hall, St Peters.**

Present: Vice Chairman Presiding, Cllr. M Johnson, Cllrs; Mrs P. Clayton, Mrs B. Wheeler. (Quorum of 3)

Attending; Mr A. Jarman (Newlink Advertising Agent). The Press.

(1) **Apologies for Absence:** Council formally received apologies for absence from: Chairman, Cllr. P. Thorlby; Cllrs; R. McFarlane, I. Done, A Whitebower, G. Rowe, Mrs. E Bullock. City Cllr. R. Knight, County Cllr. M. Bayliss.

(2) **Declarations of Interest:** No interests were declared.

(3) **Adoption of Minutes:** Council agreed and adopted the Minutes of the Parish Council Meeting held on Monday 30th March 2015.

(4) **Public Session.**

The Chairman adjourned the meeting to allow public participation. Mr. A Jarman updated Council in respect of Newlink and the continued high level of local advertising. He referred to the recent revenue and the cheque for £1720 which was the highest income from a single issue ever. Council expressed their appreciation.

(5) **Planning Matters:**

(a) No new consultations had been received.

(b) No further information in respect of the proposed St Modwen pedestrian/cycle-way bridge and development had been received. Concerns regarding the lack of any information in respect of drainage plans for the Broomhall Green area were raised.

(c) The Chairman briefly updated Councillors in respect of the continuing Southern Link road alterations which were progressing favourably.

(6) **Administrative Matters & Correspondence:**

(a) All relevant correspondence and information was presented. A letter had been received from Tesco's Manager confirming that the Community Notice Board previously displayed in the Tesco Store, but belonging to the Parish Council, had apparently been disposed of. This had probably been done by contractors whilst refurbishing of the store was carried out. Cllr Johnson requested a copy of the letter from the Clerk so that he could pursue the matter further. It was agreed nem com that the Clerk should now delete the notice board from the list of assets provided to the Auditor for the current year audit.

(b) No new information in respect of Area 51 had been received and Council expressed serious concern. It was agreed that the Clerk should refer the matter to the Chairman and ask that a letter be sent seeking explanations and requesting completion of the remedial works.

(c) Council noted the information provided by the Chairman, Cllr. P. Thorlby, in the minutes of the previous meeting regarding the use of double-decker buses along St. Peter's Drive.

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Council received confirmation that a lack five nominations had caused an uncontested election and consequently had resulted in just four Councillors being returned unopposed. Council agreed that co-option procedures should now be complied with. The Clerk agreed to liaise with the Chairman and to publish an appropriate notice to attract interested co-optees if no immediate applications were received.

(7) Accounts, Financial Matters:

- (a) Payment of accounts presented to Council at the meeting was agreed for payment:
- | | |
|---------------------------------------|---------|
| ABC Print; Newslink..... | £815.00 |
| Rumservice, Newslink format..... | £250.00 |
| Dor 2 Dor, Newslink distribution..... | £275.00 |
- (b) Council considered DCK Beaver's quote for admin of PAYE and salary in respect of the Assistant Clerk. It was agreed that a monthly salary basis should be adopted

(8) Recruitment of Assistant Clerk:

- (a) The Chairman proposed by e-mail circulated to all Members that this Council do;
- "(i) Approve the Assistant Clerk Contract of Employment, noting in particular the terms (highlighted): starting salary point and progression, allowance in lieu of expenses, contracted hours and leave entitlement, pension contribution, term of contract and notice periods and contribution towards training and development. It is intended that this resolution determines all contractual terms for the duration of the contract except those that the contract explicitly identifies as subject to revision by future Council decision.
- (ii) Agree (subject to approval of (i) above) that the Chairman, with the support of the Clerk, conclude pre-employment checks in accordance with Parish Council Recruitment and Appointment Policy & Process, agree a start date with the candidate we have selected and formally offer the contract for signature."
Council unanimously resolved to approve (i) and agree (ii) as moved.

(9) Friends of Power Park and Local Environmental Report:

- (a) The Warden's report and a Power Park report was presented by the Vice Chairman (Cllr. M. Johnson) presiding, and included pedway repair delays, imminent litter bin replacement, tree replacements completed, Power Park signage linked to a publicity day, Abbotsbury Court clean up required, Q E Plaques and installation problems, new 'Warden' appointed, Lusty Glaze re-surfacing and pathway requirements, Norton Pedway maintenance, Cycle Rack frame replacement needed.
- (b) Cllr. Mrs Wheeler updated Members on further excellent progress in respect of St Peter's Festival 2015. Informative sheets confirming bookings and projected costs were provided to Members. A report is attached to the Minute Book.

(10) Date of Annual Parish Meeting and Annual Meeting of the Parish Council

- (a) Council agreed_ Monday 18th May 2015, and a start time of 7.00pm with details of the final arrangements to be published on the Parish Council notice board.
- Signed.....Chairman
Date.....

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