

# St Peter the Great County Parish Council

Minutes of a meeting of the Parish Council held on **Monday 25<sup>th</sup> April 2016 at 7:45pm** in the **Village Hall, St Peters.**

**Present:** Chairman Cllr. Mr. P. Thorlby, Cllrs. Mrs. B. Wheeler, Mr. J. Kemp, Mr. A. Tucker, Mr. A. Tidy, Mr. R. Walker.

**Attending:** City Cllr. Mr. M. Johnson and a member of the press.

**2216 Apologies for Absence & Declarations of Interest:** Council received an apology from Cllrs; Mr. T. Widdows, Mrs. P. Clayton, Mr. G. Rowe. City Cllr. Mr. R. Knight and County Cllr. Mr. M. Bayliss.

**2316 Adoption of Minutes:** Council agreed to adopt the Minutes of the Parish Council Meeting held on Monday 29th February 2016.

**2416 Planning Matters:**

There were no outstanding planning matters.

**2516 Administrative Matters & Correspondence:**

(a) The Clerks presented all relevant correspondence including; i) a letter from DCK Beavers offering a service to administer pension contributions for Parish Council staff. ii) A letter from CALC regarding the increasing workload carried by Council administrative staff and further bureaucracy surrounding the new Audit process. iii) Information from the Financial Services Authority regarding the reduction of savings protection on bank accounts from £85k to £75k. The Chairman also presented a letter from a local resident commending the Parish Council for both the recent successful lobbying of Worcestershire County Highways and for contributing towards the funding of the now completed LED lighting improvements on St Peter's Drive/Norton Pedway Zebra crossing. A Police report was also presented which stated there had been three burglaries and two thefts from a motor vehicle in St Peter's recently.

(b) Council agreed to accept Cllr. Ross Walker's proposal that Council agree for a letter (content previously circulated to members via email 11<sup>th</sup> April 2016) to be sent to Worcestershire County Council Highways requesting assurance that a barrier will be placed between pedestrians and traffic as part of the A4440 improvement scheme (phase 3).

(c) Council agreed to accept the Chairman's proposal that Council Adopt updated Standing Orders ('Issue 2016 v1') as previously circulated to members (Email 26th March) with immediate effect. Updates to the Standing orders reflect changes to the National Model as provided by NALC, included to allow changes to the Financial Regulations.

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(d) Council agreed to accept the Chairman's proposal that the Parish Council accept the commercial proposal received from Anna Donaldson to provide a service to manage the advertising for Newlink for initially 6 issues (1 year) commencing with the June 2016 Issue (number 124). Anna will be expected to work closely with the Newlink editor Glenn, the Clerk regarding banking and money matters and also the Council Newlink portfolio holder. The Council expects a mutual review of the arrangement in a timely manner to determine future years, without prejudice or commitment by either party at this stage. The proposal was available for members to inspect at the meeting.

Council noted the Newlink Portfolio holder's desire for the Newlink working party to step away from editorial matters now that the recently appointed Newlink editor is demonstrating distinction in the role and stated that the working party would only now be brought to the fore if there were an active issue for discussion or decision.

(e) Council agreed to accept Cllr. Alan Tidy's proposal that the Parish Council accept the Parish Warden Agreement proposed by the City Council for FY16-17 and duly authorised the Chairman to sign on behalf of the Parish Council. The 'funded additional service delivered by Worcester City council' remains at the same level as defined for previous years, at the increased fee of £9k (ex VAT) for the year FY16-17. As stated, this is in line with Parish Council expectations and the Parish Council FY16-17 'community warden' budget heading intended for this service.

## **Public Session:**

The Chairman adjourned the meeting to allow for public participation. A member of the St Peter's Village Hall Association (SPVHA) addressed Council regarding the recently communicated desire from SPVHA to form a working group with St Peter's Parish Council in order to ensure ongoing provision of a community facility in St Peter's in the future. The subsequent discussion was followed by comments, queries and concerns being raised by Councillors on various topics, including; i) The LTD structure of SPVHA. ii) The current lease arrangements of the building. iii) Future Parish Council liability. iv) Future obligations regarding SPVHA assets such as the MUGA. v) Potential financial implications for the Parish Council.

(f) Following the recent correspondence received from Damien McBride, Chairman of St Peter's Village Hall Association, the Parish Council agreed to accept the Chairman's proposal to form a joint working group with St Peter's Village Hall Association. Cllrs. Alan Tucker (to lead), John Kemp and Alan Tidy were duly appointed as Council representatives and will report back to Council in a timely manner. The 'Terms of Reference for Parish Council representatives on Joint St Peter's Village Hall Working Group 2016' (previously circulated via email) were also accepted.

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## **2616 Warden's Report and Friends of Power Park:**

(a) Council received a report from the Worcester City Community Engagement Team, together with a verbal update from Cllr. Mr. A. Tidy in respect of recent completed and planned Warden work. This included details of the upcoming 'Gorilla Gardening' event due to take place in Foxglove Pedway on the 5<sup>th</sup> of May.

(b) Council also received a brief update with regard to Area 51 play area, stating that the work to comply with a recent independent play inspection would be completed in mid-May by the Wardens and signed off by the City Council Play Team.

## **2716 St Peter's Festival 2016:**

Council was updated on recent endeavors to project manage this year's Festival. It was revealed that Cllr. Wheeler and the Festival planning committee had been successful in obtaining a bid for £500 of funding towards specific Festival attractions from Worcester Play Council.

## **2816 Accounts, Financial Matters:**

(a) Council agreed payment of accounts as presented at the meeting as follows:

|   |          |
|---|----------|
| HMRC deductions.....  | £120.60  |
| DCK Beavers, Payroll Admin.....   | £72.00   |
| NALC, CALC, member fee.....   | £1040.00 |
| SLCC Asst. Clerk CiLCA reg fee.....   | £250.00  |
| ABC Print, Newslink print.....  | £815.00  |
| Ratified payment Mr. G. Walker, Newslink editing, (paid on 26th April 2016 in response to an urgent invoice)..... | £250.00  |

(b) Council agreed to accept the Chairman's proposal that the Council Adopt the updated Financial Regulations ('version 26th March 2016') as previously circulated to members (Email 26th March) with immediate effect. Updates to the Financial Regulations reflect changes to the National Model as provided by NALC. These changes bring the Financial Regulations into line with legislation regarding public procurement.

## **2916 Date of Next Meeting:**

Confirmed as Monday 16th May 2016 at 8:15pm in St Peter's Baptist Church following the Annual Parish Meeting at 8pm.

Signed..... Chairman

Date.....

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