

# St Peter the Great County Parish Council

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

**Present:** Chairman Cllr. Mr. A. Tidy, Mrs. B. Wheeler, Mr. J. Kemp, Mr. A. Tucker, Mrs. P. Clayton.

**Attending:** A member of the press.

**4416 Apologies for Absence:** Council received apologies from Cllrs; Mr. P. Thorlby, Mr. R. Walker and Mr. G. Rowe.

**4516 Declarations of Interest:** None received.

**4616 Adoption of Minutes:** Council agreed to adopt the Minutes of the Parish Council Meeting held on Monday 27th June 2016.

**4716 Public Participation:** No members of the public were present.

**4816 Reports from District and County Councillors:** No Councillors were present.

## **4916 Financial Report:**

**(a)** Council received a report from the Clerk on the current financial position of the Council and approved the latest bank reconciliation. The current balances of St Peter's Parish Council accounts stand at £86,709.17 and £47,907.21

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

DCK Beavers, Payroll.....	£30.00
St Peter's Community Centre, room hire.....	£90.00
HMRC deductions.....	£120.60
Festival payments:	
Boing bouncy castle hire.....	£ 300.00
Shaw Loo's Ltd.....	£222.00
K. Chacksfield, face painting.....	£160.00
A. Brooks, Crazy Golf.....	£170.00
Waveform, sound management.....	£275.00
Freedom Leisure, sports coaching.....	£134.64
D. Jackson, craft demonstration.....	£100.00
Cob House Education, hay bales.....	£155.00

**(c)** Council considered and approved the schedule of due payments (circulated via email 24<sup>th</sup> July 2016 and available in print at the meeting) arising on a regular basis as a result of a continuing contract or obligation and have therefore given consent under Financial Regulation 5.6 for the payment of the same until the Annual Parish Council Meeting in May 2017 when a further and revised schedule will be submitted for approval.

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**5016 Correspondence and Administrative Matters:** The Clerk distributed the most recent edition of Clerks and Council's direct magazine and notified Council regarding the recent name change of the company providing Insurance cover to the Parish Council. The Clerk also notified members that he had received a message from Cllr. Rowe indicating that he wished to resign from the council with immediate effect. The Chairman, Councillors and Clerks were united in thanking Cllr. Rowe for many years of dedicated service to the Parish Council and wished him well in the future. The Clerk was asked to convey these sentiments to Cllr. Rowe and to proceed with the necessary administrative arrangements to give effect to the resignation and to begin the process for finding a new councillor.

**5116 Planning Matters:** Members considered planning applications (as previously circulated via email): P16L0356 Stroma Avenue- first floor side extension, A16L0031 Sponsorship sign upon Roundabout No. 12 A440/A38 and A16L0032 sponsorship sign upon Roundabout No. 19 St Peter's Drive/Queenswood Drive. Although general observations were noted for A16L0031 & A16L0032 regarding the drivers viewpoint on approach to the roundabout, no objections were raised.

**5216 Press and Media Policy:**

The Chairman presented a draft Press & Media Policy (circulated prior to the meeting via email) for information and consultation ahead of potential formal adoption of an agreed policy at the next ordinary meeting of the council. Council noted that the Standing Order currently in place (28b) regarding Press and Media Relations is at odds with the short policy statement agreed at the Annual Council Meeting in May 2016. Council concurred with the Chairman's view that given this contradictory position and until a motion to remove Standing Order 28b is approved, only the Clerk is authorised to speak to the Press and Media on behalf of the Council. It was agreed that The Chairman with the assistance of the Clerk and the Asst. Clerk and in liaison with the relevant portfolio holders would review current Standing Orders and Parish Council Policies and report back to the Council with any proposed changes.

**5316 Portfolio Allocation:** Members reviewed the remaining portfolio areas and approved the 'schedule of portfolio distribution' (as circulated previously via email) for publication on the council website. It was agreed that, following Cllr. Rowe's resignation, Cllr. Tucker would temporarily take on the financial portfolio with immediate effect.

**5416 Portfolio Holder Reports:**

**(a) i) Green Spaces:** Council received a report from Worcester City Cleaner and Greener and an update from Cllr. Tidy regarding the work of the Friends of St Peter's Parks. Members were also updated with regard to recent littering of the Multi Use Games Area, as featured in local press. It was agreed that the problem was with a minority of individuals and that the vast majority of young people in St Peter's were a credit to the area. Cllr. Tidy also praised the recent work of various volunteers in the Parish who have come forward to act as Community Litter Wardens for specific areas – a scheme that he hoped could be extended to cover all of St. Peter's.

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5416 Continued...

ii) Council approved the following resolution from Cllr Tidy:

*"This council consents to provide funding totalling £805 to support the proposed planting activities to be undertaken by the Friends of St. Peter's Parks Advisory Group, as detailed in their plan for 2016/17"*

iii) The Clerk informed the Council that the residue (circa £150) of the Donald Anderton memorial fund remains in the care of the council and that the next of kin (his son Rupert Anderton) is agreeable for this money to be used in Power Park. Snowdrop planting in the copse near to Mrs Anderton's memorial bench has been suggested as a suitable project.

**(b) St Peter's Festival 2016:** An updated version of the Financial report for the 2016 Parish Festival was presented to members. The Chairman once again thanked Cllr. Wheeler and the Organising committee for delivering a very successful event. Council also agreed to donate the £447.50 that was raised at the Festival Barbecue by volunteers from Tesco to Acorns Hospice.

**(c) Strategic Planning:** Confidential matters relating to the on-going discussions between the Parish Council and the St. Peter's Village Hall Association were discussed by members. Cllr Alan Tucker updated the council on progress to date and sought direction on a number of areas that could be developed to the advantage of the council, subject to suitable financial arrangements. These included the establishment of a Parish Office within the Village Hall and the sharing of website hosting and development. Members expressed strong support to Cllr Tucker for these potential opportunities and authorised him to pursue matters further before returning to Council for consideration of the final outcome of the discussions

**(d) Personnel:** Confidential matters relating to the employment and remuneration of the Clerk and the employment and training of the Asst Clerk were discussed by members. Cllr Alan Tucker explained that the Clerk had informed him that he is planning to resign his position as Clerk to St Peter's Parish Council at the Annual Meeting in 2017 and would give notice at the end of November 2016 to confirm the same. Cllr Alan Tucker, as Personnel Portfolio Holder, was authorised to pursue discussions with the Clerk and other parties to clarify the lump sum pension payment due to the Clerk on retirement. Councillors subsequently discussed the succession plan for the Clerk, noting that the fixed term appointment of the Asst Clerk in 2015 had been made with a view to that individual succeeding to the role in due course. Training had since been on-going and would continue through into 2017. It was noted that the job specification for the Asst Clerk had made specific reference to the Clerk's duties. Given this premeditated approach, Council did not believe that it was necessary to undertake a further recruitment exercise and therefore confirmed that the Asst Clerk was the formally designated successor to the Clerk.

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**5516 Date of Next Meeting:**

Confirmed as Monday 26th September 2016 at 7:45pm in St Peter's Village Hall.

Signed..... Chairman

Date.....