

# St Peter the Great County Parish Council

## Minutes

**Minutes** of a meeting of the Parish Council held on **Monday 31<sup>st</sup> October 2016 at 7:45pm** in the **Village Hall, St Peters**.

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

**Attending:** Members of the public and a member of the press.

**6816 Apologies for Absence:** Council had received apologies from Cllr. Mr. P. Thorlby and the Clerk, Mr. R. Jenkins due to illness.

**6916 Declarations of Interest:** None received.

**7016 Adoption of Minutes:** Council agreed to adopt the Minutes of the Parish Council Meeting held on Monday 26th September 2016.

**7116 Reports from District and County Councillors:**

**a)** Council received a verbal update from County Councillor Marc Bayliss on the latest County Council matters. Cllr. Bayliss also resolved to investigate the results of a proposed 'Safety Audit' on the A4440 originally due in September as a result of continued requests from the Parish Council and City Councillor Knight to install a permanent pedestrian safety barrier to run alongside the A4440 from Norton to Whittington Roundabout.

**b)** Council received a verbal update from City Councillor Knight regarding the apparent benefits of the earth bund at the Broomhall Green roundabout and the lessening of instances of vehicles parking in this area for advertising purposes. Cllr. Knight also reassured Council that matters relating to the hedge removal at the building development on Arden Road were being dealt with by the City Council as a matter of considerable urgency.

**7216 Financial Report:**

**(a)** Council received a verbal financial report from the Clerk on the current financial position of the Council and approved the latest bank reconciliation. According to the latest available bank statements, the Parish Council financial position currently stands at £74,818.09 and £47,907.21.

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

Cheque Number	Amount	Payable To	Reason for Payment
	£250.00	Mr. G. Walker	Newslink
	£120.80	HMRC	Deductions
	£90.00	SPVHA	Room hire
	£60.00	DCK Beavers	Payroll
	£815.00	ABC Print	Newslink
	£330.00	Dor2Dor	Newslink
	£230.25	Miss. A. Donaldson	Newslink

## **7316 Correspondence and Administrative Matters:**

a) The Clerk presented recent correspondence including formal notification of the immediate resignation of Cllr. Wheeler and Cllr. Widdows. The Chairman, Councillors and Clerks together offered warm thanks for the years of service to the Parish Council and wished them well for the future. The Chairman paid tribute to the departed colleagues and especially praised the efforts of former Cllr. Widdows with regard to the South Worcestershire Development Plan and also former Cllr. Wheeler for continued input to the Newslink magazine and for executing an exceptional Festival over the last two years. The Clerks were requested to begin administrative proceedings with regard to the resignations and to seek to fill the vacant Councillor positions as soon as possible.

b) Cllr. Walker had previously notified Council via email of an intention to relinquish portfolio responsibility for PACT. Council agreed in principle to offer this portfolio area to Cllr. Kemp with immediate effect. It was also agreed that following the resignation of Cllr. Widdows, Cllr. Johnson would assume the SWDP portfolio responsibility.

**7416 Budget 2017/18:** Cllr. Tucker led a detailed discussion on the framework for the 2017/18 budget. He proposed and it was agreed that a working party be established to prepare recommendations for consideration at the next Council meeting. Cllr. Tucker also suggested a working party might be formed to consider the future of the Parish Festival as no Councillor has presently volunteered to take on this responsibility. This was deferred until the next meeting, pending the potential co-option of new councillors.

**7516 Recruitment and Appointment Policy and Procedure:** Cllr. Tucker's proposal that Council adopt an amended Recruitment and Appointment Policy and Procedure was unanimously agreed.

## **7616 Portfolio Holder Reports**

a) **Green Spaces:** Cllr. Tidy gave a brief review of recent Friends Group activities including a recent community litter pick with 14 volunteers and reminded members of the upcoming regular volunteer event on the 3<sup>rd</sup> of November in Battenhall Park.

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b) **Planning Matters:** Planning portfolio holder Cllr. Kemp gave members an update on the latest planning matters.

<b>Application No:</b>	<b>Address:</b>	<b>Action:</b>
P16L0511	9 Robin Close	No objections
P16L0500	45 Lobelia Close	No objections

Planning applications P16L0511 9 Robin Close and P16L0500 45 Lobelia Close received no objections. Concern had been previously expressed regarding Planning Application P16L0372 51 ARDEN ROAD, specifically with regard to the removal of a substantial section of hedgerow. Cllr. Kemp confirmed that Planning Officers at the City Council are taking action to remedy the situation including potentially enforcing cessation of the development until planning regulations are adhered to. Further updates will be available in due course.

c) **Newslink:** Council received a written report containing the recommendations of a recent Newslink Working Party (circulated via email with Minutes and Agenda 25<sup>th</sup> October). Council considered and endorsed the recommendations subject to receiving regular progress reports from the Portfolio Holder.

d) **Strategic Planning:** Cllr. Tucker updated members on recent discussions with St Peter's Village Hall Association regarding the long term booking of the Village Hall and provision of a Parish Office. Cllr. Tucker resolved to return to Council in November with a fully costed proposed agreement for consideration.

e) **Community Engagement:** Cllr. Clayton raised the issue of inconsiderate parking throughout the area and the dangers this may pose to young and vulnerable groups especially when in close proximity to schools.

**7716 Employee matters:** For information purposes, Cllr Tucker (Employee Portfolio Holder) updated the Council on his recent conversations with the Clerk regarding his retirement and his associated retirement gratuity. He confirmed that both parties had agreed on the resultant sum of money arising from the calculation of the gratuity as per the terms of the clerk's contract of employment. As a result the Clerk had intimated to him that he would be tendering his six month's notice of resignation shortly, to take effect from the Annual Meeting of the Council in May 2017. Cllr Tucker indicated that following receipt of that resignation he would return to the council with a proposal to secure the recruitment and appointment of a replacement for the Clerk, in line with the newly adopted Recruitment and Appointment Policy. Cllr Tucker also indicated that he would be likely to propose the retention of access to the services of the retiring clerk on a one year advisory basis to support the induction and any necessary training and mentoring for the new Clerk as part of an overall transition plan.

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**7716 Employee matters continued...**

Cllr Tucker further advised the council that there was some discrepancy between our published grading policy and the actual salaries paid with an annual review overdue for both the Clerk and the Asst Clerk. The reviews were a contractual matter and would be corrected shortly whilst the Grading Policy would need to be updated. Finally, Cllr Tucker advised that the above changes to staffing would impact on the structure and content of the draft 2017 budget, including the provision for the payment of the agreed pension gratuity.

**7816 Date of Next Meeting:**

Confirmed as Monday 28<sup>th</sup> November 2016 at 7:45pm in St Peter's Village Hall.

Signed..... Chairman

Date.....