

# St Peter the Great County Parish Council

## Minutes

**Minutes** of a meeting of the Parish Council held on **Monday 27<sup>th</sup> February 2017 at 7:45pm** in the **Village Hall, St Peters**.

**Present:** Chairman Cllr. Mr. A. Tidy, Cllrs. Mr. J. Kemp, Mr. A. Tucker, Mr. R. Walker,

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

**0917 Apologies for Absence:** Council had received apologies from Cllrs. Mr. P. Thorlby, Mrs. P. Clayton, Mrs. D. Degville, Mr. R. Knight, Mr. M. Johnson and County Cllr. Mr. M. Bayliss.

**1017 Declarations of Interest:** None received.

**1117 Adoption of Minutes:** Council agreed to adopt the Minutes of the Parish Council Meeting held on Monday 30<sup>th</sup> January 2017.

**Public Session:** Newly appointed Festival Project Organiser, Sian Archer, introduced herself to Council and gave a brief review of initial preparations for the upcoming Festival.

**1217 Reports from District and County Councillors:** None present.

### **1317 Financial Report:**

(a) Council received a verbal financial report from the Assistant Clerk on the current financial position of the Council and a projection of year-end accounts. As per the latest available bank statements, the Parish Council financial position currently stands at £86k in the Community account and £48k in the Money Market account.

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

<b>Cheque Number</b>	<b>Amount</b>	<b>Payable To</b>	<b>Reason for Payment</b>
200319	£200.00	SPVHA	Booking agreement Feb/March
200314	£30.00	DCK Beavers LTD	Payroll
200320	£104.00	HMRC	Deductions
200318	£330.00	Dor2Dor	Newslink delivery
200317	£815.00	ABC Print	Newslink print
200315	£250.00	Mr. G. Walker	Newslink edit
200316	£5,400.00	Worcester City Council	Warden contribution half year to March 17

**1417 Correspondence and Administrative Matters:** The Clerk designate presented recent correspondence and updated Council regarding ongoing projects:

a) The room booking agreement with SPVHA has been successfully signed, the Clerks are actively using the office and essential office furniture and equipment is being installed. Cllr. Walker had previously circulated an office usage document for discussion. **Action:** Following discussions, Council requested the Clerks work to refine the document in liaison with Strategic

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## **1417 Continued...**

Planning Portfolio holder, Cllr. Tucker, and report back to Council with any recommendations at the March meeting.

**b)** The project to install Wi-Fi coverage for the Village Hall is taking longer than previously anticipated due, in part, to current banking arrangements.

**c)** The Clerks briefed Council on the latest actions from the ongoing phased handover from Clerk to Clerk Designate; Several meetings and considerable time spent processing historical paperwork have enabled the condensing of said paperwork to two large filing cabinets. Preparations are being made for the commencement of the annual Audit with the Clerk designate currently drawing up the necessary documentation.

**d)** Festival- The Clerk designate gave a review of working arrangements with the Project Manager and was pleased to be able to inform Members that the Council had received divisional funding for the Festival from County Cllr. Mr. M. Bayliss.

**e)** Defibrillator- The Clerks again presented correspondence regarding the potential provision of a freely accessible defibrillator within the Parish. **Action:** Following brief discussion, Council instructed the Clerks to contact Tesco, SPVHA, St Peter's Baptist Church, B+M Bargains and Aldi to gauge opinion regarding provision of such an item.

## **1517 Portfolio Holder Reports**

### **a) Green Spaces:**

**i)** Council received the latest Parish Warden report from the City Council Community Engagement Team. Cllr. Tidy gave a brief review of recent Friends Group activities including the immanent completion of the project to plant 330 wetland trees in Battenhall Park, delivered solely via volunteers. The next planned Friends of St Peter's Parks event is on Thursday 2<sup>nd</sup> March.

**ii)** Cllr. Tidy updated members regarding discussions with the City Council concerning the provision of the Parish Warden service based on current financial contributions to the scheme- due to ongoing restructure within Cleaner & Greener, the current service is to be continued throughout FY17/18 in a similar fashion to that which is already in place although there is the possibility of a small reduction in current Warden time spent in St Peter's. Cllr. Tidy informed members to expect further talks regarding provision of the service in the near future.

**iii)** Council accepted Cllr Tidy's proposal that Council authorise the purchase of the following items from the remainder of the 2016/17 budget allocation:

**1.** Purchase of four additional fruit trees for planting in the new Community Orchard in Battenhall Park (cost not exceeding £100 in total).

**2.** Purchase of a bench to be sited near to the Community orchard in Battenhall Park (cost not exceeding £600 in total).

**3.** Purchase of additional timbers and mastic filler for on-going repairs to Area 51 (cost not exceeding £350 in total).

**b) Planning:** Cllr. Kemp presented the latest planning applications to Council. No objections were raised. Cllr. Knight commented regarding the ongoing loss of provision of parking due to increasing numbers of garage conversions throughout the Parish.

<b>Application No:</b>	<b>Address:</b>	<b>Action:</b>
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P17L0091	8 Aycliffe Road	No objections
	4 Leven Drive	No objections

## 1517 *Continued...*

c) **PACT:** Cllr. Kemp gave a brief review of recent topics and issues covered at the recent PACT meeting. This included:

i) Council had been previously contacted by a resident via email to report thieves accessing multiple cars in the Parish and City via some form of electronic locking defeat device. This device appears to have enabled access to several vehicles without forcible entry. Guidance from the Police states that where possible, residents should not leave valuables in their cars and to be vigilant with regard to car security.

ii) A resident had indicated support for a Neighbourhood Watch scheme in St Peter's. There are currently only a small number of active neighbourhood watch schemes in the area such as Sheringham Road and it was suggested that residents would need to organise their own (each Watch only covers a small area). It was noted that a resident had raised concerns over street lighting being turned off. Council Kemp agreed to seek further information from Cllrs Knight and Johnson, although this was obtained via a recent Worcester News Article that was passed on to the resident. Next PACT meeting date 4th April at 19:00.

d) **Highways:** Cllr. Walker updated Council regarding ongoing Highways matters, including:

i) The proposal to invite representatives from the County Highways department to attend the next Parish Council meeting in order to discuss concerns or answer queries from residents.

ii) The results of the long-delayed safety Audit on the A4440 have been published and are currently with cabinet members. **Action:** Cllr. Walker to circulate results of report once freely published.

iii) Local Transport Plan- Cllr. Walker had previously circulated a draft response via email. **Action:** Following accepted amendments from Cllr. Knight via email, and incorporation of Cllr. Tucker's comment regarding more frequent bus services (especially in the evenings), Cllr. Walker agreed to redraft the response and send on behalf of St Peter's Parish Council.

iv) Cllr. Walker reported that numerous potholes had appeared in the road surface on St Peter's Drive near the Timberdine roundabout. **Action:** Cllr. Walker to report the issue via the County Council website and report any progress back to Council at a following meeting.

e) **Strategic Planning:** Cllr. Tucker reported that he is working on a draft strategic principles/plan document in which he would recommend that a parish survey should be carried out in 2018, 5 years after the last one.

**1617 Date of Next Meeting:** Confirmed as Monday 27<sup>th</sup> March 2017 at 7:45pm in St Peter's Village Hall.

Signed..... Chairman Date.....