

# St Peter the Great County Parish Council

## Minutes

**Minutes** of a meeting of the Parish Council held on **Monday 24<sup>th</sup> April 2017 at 7:45pm** in the **Village Hall, St Peters**. Between 6:30 – 7:30pm prior to the meeting, Councillors and members of the public were joined in the Village Hall by representatives from Worcestershire County Highways to discuss the ongoing roadworks within the Parish.

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

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

**2717 Apologies for Absence:** Council had received apologies from Cllrs. Mr. P. Thorlby, Mr. R. Knight, Mr. M. Johnson, County Cllr. Mr. M. Bayliss and the Clerk.

**2817 Declarations of Interest:** None received.

**2917 Adoption of Minutes:** Council agreed to adopt the Minutes of the Parish Council Meeting held on Monday 27<sup>th</sup> March 2017.

**Public Session:** A member of the public addressed Council to query a previously raised issue of streetlighting being turned off in the Parish and also regarding the lighting units in the car park of the new supermarket on Worcester Road.

**3017 Reports from District and County Councillors:** None present.

### **3117 Financial Report:**

(a) Council received a verbal financial report from the Assistant Clerk on the current financial position of the Council. As per the latest available bank statements, the Parish Council financial position currently stands at £73k in the Community account and £48k in the Money Market account.

(b) Council approved the administrative process to update the Co-Op bank account signatory protocol from ‘Clerk plus one, to ‘any two’. This will bring the management of the account in line with Parish Council Financial Regulation 6.4.

(c) The Assistant Clerk presented a short verbal report regarding ongoing progress of the Annual Audit. This included the likely timetable for submission of accounts to internal and external Auditors.

(d) 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>
200331	£815.00	ABC Print LTD	Newslink Print 129
200330	£218.80	Ms. A. Donaldson	Newslink Ad Management
200329	£250.00	Mr. G. Walker	Newslink Edit 129
200333	£1000.00	Mrs. S. Archer	Festival Organiser 2017
200334	£60.00	DCK Beavers LTD	Payroll
200335	£105.00	HMRC	Deductions

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**3217 Correspondence and Administrative Matters:** The Assistant Clerk presented recent correspondence and updated Council regarding ongoing projects:

a) The Parish Council Office continues to be used regularly as required by the Assistant Clerk. Cllr Walker commented that the Office Usage Document has not yet been distributed to members and questioned when public open surgeries would be available. The Chairman confirmed that the Office was there to be used and that Councillors are free to book surgeries to suit their availability as and when required. **Action:** Assistant Clerk to circulate Office Usage Document to members before the next meeting in May.

b) The Parish Council has been contacted by a resident regarding the long grass in the open spaces of St Peter's Parks and queried when this would be resolved as dog foul is more likely to accumulate in long grass. This issue has been passed to the City Council as the land owner and responsible authority. The resident has been informed regarding this action.

**3317 Annual Meetings:** Council agreed to hold the Annual meeting of the Parish and the Annual Parish Council Meeting on Friday 19<sup>th</sup> May 2017. Due to unforeseen circumstances, Council agreed to delegate authority to set the start time of the meeting to the Assistant Clerk for publication prior to the meeting.

## **3417 Portfolio Holder Reports:**

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

i) Council had not received the latest Parish Warden report from the City Council Community Engagement Team although Cllr. Tidy informed Council that a full report had been requested for the next meeting in May.

ii) Cllr. Tidy gave a brief review of recent Friends Group activities including the completion of the project to improve access through a section of existing woodland in Battenhall Park and notified Council that the decision to change the day of the regular volunteer session from the first Thursday to the second Tuesday of every month had so far proven successful in attracting more volunteers. The next event is in Power Park on the 9<sup>th</sup> of May with the group looking to enhance areas of the park in preparation for the Festival in July.

iii) Cllr. Tidy confirmed that he had reviewed the City Council Parish Warden service agreement and that the number of days the Wardens would be spending in St Peter's is likely to reduce from 3.5 to 3.2 days per week. The cost for the Parish Warden service is £9500 to be billed twice yearly. The agreement also includes information to clarify that the City Council is currently responsible for carrying out Lengthsman duties within the Parish.

### **b) Highways:**

i) Following a recently accepted planning application, some 82 homes are due to be built on the current 'Ketch Field'. On the back of this decision, the Parish Council has been made aware of a proposed £10k to be invested in the pedestrian underpass under the Carrington Bridge. Cllr. Walker confirmed that Worcestershire Highways are reviewing the current conditions of pedestrian access in this area.

ii) Roadworks are due to begin in the area of St Peter's Drive and Bath road roundabout with machinery currently arriving on site. Council has not been provided with any information regarding these works. Cllr. Walker confirmed that Highways would be providing further information as soon as it became available.

iii) Cllr. Walker gave a brief review of the open public meeting with Worcestershire County Council Highways department prior to the commencement of the Parish Council meeting. Cllr. Walker commented that although more members of the public had been expected to attend, the session was informative nonetheless. Cllr. Walker confirmed that the much-

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anticipated slip road would be opening soon and that further lanes were due to open in the near future. Work continues on the current phase until May 2017 when works on the bridge section of the road are due to commence. The existing safety barrier is due to be lengthened as a result of the previously completed Safety Audit. The Chairman was joined by fellow Councillors and members of the public in thanking Cllr. Walker for arranging another successful event with Worcestershire Highways and for continued commitment to the Highways portfolio. **Action:** Cllr. Walker to provide a one page review/update of recent Highways actions and planned future work.

- c) **PACT:** Cllr. Kemp gave a brief verbal review of a PACT meeting on 4<sup>th</sup> April, including:
- i) Police reported that there had been a recent spate of car thefts over a four-night period.
  - ii) Some streetlighting in the area has been turned off by the County Council. This is reportedly a cost saving exercise.
  - iii) There have been multiple reports of loud or noisy vehicles being driven at unsociable hours throughout St Peter's. The Police suggest taking Registration numbers and reporting the issue.
  - iv) The Safer Communities Policing team have confirmed attendance to this year's Festival.
  - v) The date of the next PACT meeting is 20<sup>th</sup> June 2017 at 7pm in St Peter's Baptist Church.

d) **Festival:** Cllr. Degville gave a brief verbal report regarding the planning of St Peter's Parish Festival 2017 and confirmed that plans were in the advanced stages for many aspects of the day.

## **3517 AOB:**

- a) Cllr. Walker requested an update regarding the progress of the Strategic Planning document. Cllr. Tucker confirmed that the document in question is currently being drafted.
- b) The Chairman raised the issue of the interaction of the council on social media following recent postings on the St Peter's Facebook page. He noted that our IT policy had been written ten years ago before the explosion in the use of various forms of social media. He was concerned that best use was made of an online presence to engage with our community and suggested that at a future meeting council might wish to consider forming a Working Party under the IT portfolio holder to fully review our whole IT / web communications strategy and the role of the Clerk in delivering it. It was agreed that this topic would be included on a future agenda for discussion.

**3617 Date of Next Meeting:** Confirmed as Friday 19<sup>th</sup> May 2017 at 7:45pm in St Peter's Village Hall.

Signed.....

Chairman

Date.....