

St Peter the Great County Parish Council

Minutes

Minutes of the Annual Parish Council Meeting held on **Friday 19th May 2017 at 7:45pm** in the **Village Hall, St Peters**. The Parish Council meeting followed the Annual Meeting of the Parish which began at 7pm.

Present: Chairman Cllr. Mr. A. Tidy, Cllrs. Mr. A. Tucker, Mrs. P. Clayton,

Attending: A member of the public.

3717 Election of Chairman: There was a single nomination for Cllr. Tidy to be elected Chairman; proposed by Cllr. Clayton, seconded by Cllr. Tucker and unanimously agreed. The duly elected Chairman immediately took the Chair, and signed the obligatory declaration of Acceptance of Office to serve during the current year.

3817 Election of Vice Chairman: Cllr. Clayton proposed that Cllr. Tucker be elected Vice Chairman; this was seconded by Cllr. Tidy and unanimously agreed.

3917 Apologies for Absence: Council had received apologies from Cllrs. Mr. P. Thorlby, Mr. R. Knight, Mr. M. Johnson, Mr. J. Kemp, Mrs. D. Degville and the Clerk.

4017 Declarations of Interest: None received.

4117 Adoption of Minutes: Council agreed to adopt the Minutes of the Parish Council Meeting held on Monday 24th April 2017.

Public Session: No comments.

4217 Councillor Portfolios: Councillors unanimously agreed to adopt the existing array of portfolio responsibilities as had been previously reviewed in January.

4317 Standing Orders and Financial Regulations: Council considered the existing Standing Orders and Financial Regulations and agreed to establish two working parties, one under Cllr. Tucker and such other councillors who wish to serve to review current Financial Regulations and one under Cllr. Tidy and such other councillors who wish to serve to review current Standing Orders. Both working parties to report back to Council with recommendations when ready.

4417 Arrangements with other Authorities:

(a) Council reviewed current arrangements including the Parish Warden agreement and the Lengthsman Scheme. Council noted that the new Parish Warden agreement includes a contractual obligation for the City Council to carry out Lengthsman duties on behalf of the Parish Council.

(b) Council reviewed the 'Council's Charter' 2005 and committed to continue in the spirit of the Charter (available on the website) despite withdrawing from CALC/NALC at the end of the financial year.

4517 External Representation: Council reviewed current representation and agreed to defer consideration of nominating members for the City Council Standards Committee to the June meeting.

St Peter the Great County Parish Council

4617 Inventory: Council reviewed the current Inventory of land and assets and noted the revised register. Cllr. Tucker resolved to review the current 'Risk Register' as part of the Financial Regulation working party review and report back to Council.

4717 Insurance Cover: Council reviewed and confirmed arrangements for Parish Council Insurance cover. As per Standing Order requirements, three quotes were distributed by the Clerk with one quote unanimously agreed and accepted by Council. The accepted quote is with 'Inspire' with Came and Company again acting as broker. Total cost to Council of £703.26.

4817 Memberships: Council reviewed current Council and/or employees' memberships of other bodies.

(a) Council noted previous withdrawal as a member of CALC & NALC.

(b) The Chairman suggested that it may be beneficial for the Parish Council to be a member of Worcester Play Council. The Chairman undertook to make further enquires and to return to council with a formal resolution for consideration at a later date.

(c) The Clerk expressed an interest in membership of SLCC (Society of Local Council Clerks) this was welcomed positively by Council.

(d) Council noted that an online service offered by Clerks and Councils Direct offers an updated online portal which includes updates as published by CALC and NALC. Cllr. Tucker had previously suggested this service may be of some value to the Parish Council following the decision to cease membership with CALC and NALC. The total cost of the service is £100 annually. It was agreed that Cllr. Tucker would propose a resolution to that effect at the June meeting for consideration by Council.

4917 Complaints Procedure: Council confirmed endorsement of the current policy although it was agreed to include a formal review of the policy as part of the remit of the Standing Orders working party.

5017 Information Handling Procedures: Council reviewed and confirmed the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998. It was noted the policy was last amended in 2015 and nothing material had changed since this last amendment.

5117 Press/Media Policy: Council reviewed and confirmed the current Press and Media Policy noting that it had been updated in the last year.

5217 Meeting Dates & Times: Council confirmed upcoming meeting dates as 26th June and 31st July with no meeting being held in August or December unless urgently required. Council unanimously endorsed a proposal by the Chairman to move meetings to the second Monday in the month from September 2017 onwards providing it was possible to reach agreement with SPVHA and the other Village Hall users. Council authorised the Clerk to make suitable enquiries with SPVHA and other Village Hall users on this matter. If no agreement can be obtained, meetings to remain last Monday of the month with exceptions for bank holidays **Action:** Clerk to make enquiries and report back to Council.

5317 Reports from District and County Councillors: Council noted that County Cllr. Mr. S. Mackay had given an update during the Annual Meeting of the Parish which preceded the Annual Parish Council Meeting.

St Peter the Great County Parish Council

5417 Financial Report:

(a) The Clerk presented draft unaudited accounts to Council and gave a brief verbal update regarding the current Audit process. Council unanimously agreed to each declaration within the Annual Governance Statement as read aloud by the Clerk and set out in the Annual Return Section 1. Therefore, in line with compliance, Council duly authorised the Clerk to submit draft annual accounts to the Internal Auditor.

(b) Council received a verbal financial report from the Clerk on the current financial position of the Council and approved the latest reconciliation.

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

Cheque Number	Amount	Payable To	Reason for Payment
200337	£76.56	CommuniCorp	Scroll production (retirement)
200338	£600.00	SPVHA	Room & Office agreement
200339	£330.00	Dor2Dor	Newslink Delivery 129
200343	£45.60	HMRC	Deductions
200340	£45.00	DCK Beavers LTD	Payroll
200344	£127.40	HMRC	Deductions
200345	£46.25	Cllr. Tidy	Framing costs (retirement)
200346	£20.00	Cllr. Clayton	Flowers (retirement)
200347	£703.26	Came & Company	Parish Insurance
200348	£75.00	Cllr. Clayton	Cake (retirement)

(d) Council reviewed and agreed unanimously to continue with an updated schedule of due payments arising on a regular basis as a result of a continuing contract or obligation and gave consent under Financial Regulation 5.6 for the payment of the same until the Annual Parish Meeting in May 2018, unless there is due cause for ceasing a contract or payment. An updated version of the schedule is available on the Parish website. It was agreed to add payments to Mr Robert Jenkins as part of his one year consultancy agreement with the council to the updated schedule.

5517 Correspondence and Administrative Matters: The Clerk presented recent correspondence:

(a) A resident has contacted the Parish Council regarding anti-social behaviour within the grounds of the Baptist Church. The Clerk is to progress this matter with the relevant authority or land owner.

(b) The Chairman has been invited to attend a Civic Service on behalf of the Parish Council at the Guildhall. The Chairman indicated that he would be unable to attend this year due to a prior commitment and the Vice Chairman also indicated that he was not available. It was agreed that the Chairman would write to decline the invitation.

(c) Following on from the discussion at the previous council meeting, the Chairman indicated that he felt that the time was ripe with the accession of a new Clerk to look anew at the Parish Council web and social media presence and interactions as well as give consideration to the role of both in the business of the council. After discussion, council agreed that a Working

St Peter the Great County Parish Council

Party be established under Cllr Thorlby with such other councillors as wish to participate, to review the existing Web Management policy and the sustainability and future proofing of Council's web provision and also the scope and role for council's involvement in social media platforms, all with a view to placing management of the same in the hands of the Clerk. The Working Party to report back with its recommendations in due course.

(d) Council noted the formal promotion of the 'Assistant Clerk' to the role of 'Clerk' following the retirement of the previous longstanding Clerk, Robert 'Bob' Jenkins and welcomed him to his new position. The now retired Clerk had been awarded the status of Freeman of the Parish previously. A commemorative scroll, cake and flowers had been purchased for a formal presentation to Mr Jenkins by the Mayor of Worcester at the Annual Parish meeting but council noted with sadness that Mr Jenkins had unfortunately not been well enough to attend. It was agreed that the Chairman accompanied by the Vice Chairman would visit Mr Jenkins at his home in due course to make a presentation to him. It was also gratefully noted that the Mayor of Worcester had indicated his willingness to host a formal presentation at the Mayor's Parlour once Mr Jenkins had been restored to good health. Tributes had been paid to the outgoing Clerk during the Annual Meeting of the Parish which preceded the Annual Meeting of the Parish Council and the sentiments expressed were roundly endorsed again by the Council.

5617 Portfolio Holder Reports:

a) Green Spaces:

i) Cllr. Tidy gave a brief review of recent Friends Group activities involving volunteers including a well-attended community litter pick and the first event of a new project to enhance Power Park in preparation for the Festival in July. The next event is again in Power Park on the 13th of June.

ii) Cllr. Tidy confirmed plans to work directly with the City Council to formulate a policy regarding the installation of memorial benches throughout the Parish.

iii) Cllr. Tidy also confirmed that the Wardens had installed the footings for the first of the new benches to be installed in Battenhall Park and were awaiting curing of the concrete before full installation of the bench.

(b) Planning: The Chairman, speaking in the unavoidable absence of Portfolio holder Cllr. Kemp, confirmed that Council had been requested to comment at a special meeting on proposed Planning Application 13/01617/OUT- mixed use development comprising residential development up to 255 dwellings, employment (B1) (b and c), B2 and/or B8, access, footpath, cycleways and highway infrastructure, pedestrian/ cycle bridge over A4440, public open space, landscaping and associated development and drainage Land north of Taylors Lane, south of and part north of A4440 Broomhall Way, Worcestershire. Council confirmed support for the recommendation of the City Council Planning Officers on this matter and authorised the Clerk to contact the lead Authority (MHDC) to confirm Council's position.

5717 Future Agenda item: Cllr. Tucker requested that Council discuss, at a future meeting, the possibility of confirming with the City Council the changing numbers of dwellings within the Parish and the possible effects this may have on setting an accurate precept.

5817 Date of Next Meeting: Confirmed as Monday 26th June 2017 at 7:45pm in St Peter's Village Hall.

St Peter the Great County Parish Council

Signed.....

Chairman

Date.....