

# St Peter the Great County Parish Council

## Minutes

Minutes of a meeting of the Parish Council held on **Monday 31<sup>st</sup> July 2017 at 7:45pm** in the **Village Hall, St Peter's**.

**Present:** Chairman Cllr. Mr. A. Tidy, Cllrs. Mr. A. Tucker, Dr. P. Thorlby, Mr. R. Knight and Mr. R. Walker.

**Attending:** Four members of the public.

**6717 Apologies for Absence:** Council had received apologies from Cllrs. Mrs. P. Clayton, Mr. J. Kemp, Mr. M. Johnson, Mrs. D. Degville and County Cllr. Mr. S. Mackay.

**6817 Declarations of Interest:** None received.

**6917 Adoption of Minutes:** Council agreed to adopt the Minutes of the Parish Council Meeting held on Monday 26<sup>th</sup> June 2017.

### **Public Session:**

(a) The volunteer litter Warden informed Council that the last Community Litter Pick was successful although the litter problem surrounding the Multi-use Games Area continues to be a problem.

(b) Three members of the public had attended the meeting to raise concerns regarding a proposed development located within the Parish boundary on Arden Road. Several issues were raised including:

i) The new development is not in keeping with the area.

ii) The road and parking arrangements are inadequate.

iii) The proposed new development would overlook neighbouring properties.

**7017 Reports from District and County Councillors:** City Cllr. Mr. Knight gave a verbal report regarding the latest City matters including:

i) The new committee system appears to be working well.

ii) There is no update yet regarding the proposed funding requirement for the Parish Warden agreement between the City and Parish Council.

iii) There is an ongoing request from Cllr. Knight and Cllr. Walker to replace the open mesh litter bins in the Tesco Play Area to fully covered standing bins.

iv) Cllr. Knight confirmed contact with Highways regarding the proposed installation of safety barrier on A4440 Crookbarrow Way and the much-delayed safety audit.

### **7117 Financial Report:**

(a) The Clerk presented a verbal report on the current financial position of Council and confirmed that the quarterly review of budget status had been successfully completed with the Finance portfolio holder (Cllr. Tucker). The most up-to-date bank statements show a balance of £90,350.21 in the current account and £47,944.12 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>
200368	£250.00	Mr. G. Walker	Newslink edit
200369	£815.00	ABC Print	Newslink Print

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200370	£300.00	Boing	Festival attraction
200371	£15.00	Bhangra Blaze	Festival performance
200372	£220.16	Ms. A. Donaldson	Newslink advert management
200373	£500	Mrs. S. Archer	Festival Organiser (second instalment)
200374	£246.16	Mrs. S. Archer	Expenses
200375	£30	DCK Beavers	Payroll
200376	£179.27	HMRC	Deductions

## **7217 Correspondence and Administrative Matters:**

**(a)** The Clerk presented recent correspondence and addressed administrative items including:

**i)** An update regarding the Parish Office. A new filing cabinet has been sourced and installed. The old cabinet will be emptied and recycled as soon as possible. The Office continues to be well used with 10 recorded usages by the Clerk and visitors during July.

**ii)** Cllr. Dannielle Degville has formally resigned as a Councillor from the Parish Council effective immediately. The Chairman and Council thanked Danni for her contribution to Parish Council matters and wished her well in the future. The Clerk to progress the appropriate administrative process with the City Council as soon as possible.

**iii)** Following the Clerks recommendation to update the Parish Council banking arrangements, Council unanimously agreed to authorise the Clerk to make the necessary arrangements to switch the current account from Co-operative to Santander and to create a new account specifically to serve the Newslink magazine. The new Newslink account will be with Nationwide bank and will have online access to enable swift management of advertising revenue and payment of accounts to Council.

**iv)** A report on the recent St Peter's Parish Festival including an updated financial review, initial event report and feedback summary from Festival attendees. The Festival accounts show the event fell well within the given budget allocation. The Clerk confirmed that £510 had been raised via the Festival barbeque thanks to the Tesco Community Team. As in previous years, the Clerk sought and obtained authorisation from Council to donate said amount to the local Acorns charity.

**v)** Newly retired Clerk Mr. Jenkins has kindly donated a Gavel and Block to Council. There is potential to engrave with an appropriate inscription; Cllr. Knight to collate suggestions and feedback to Council at the next meeting. Clerk to formally thank Mr. Jenkins for the donation.

**vi)** A verbal report regarding the ongoing process of updating the Bank signatories to the current account.

**(b)** Following previous discussion at the May 2017 Parish Council meeting regarding the perceived potential benefits of joining the Worcester Arts Council and the Worcester Play Council, including the eligibility to be considered for grant funding for future events, the Chairman's proposal was unanimously approved by Council:

*"St Peter's Parish Council shall seek membership of the Worcester Arts Council and the Worcester Play Council and the Clerk is hereby authorised to make the necessary applications and to pay the relevant fees, amounting to £25 for the Arts Council and £10 for the Play Council"*

**(c)** Cllr. Walker's proposed resolution was unanimously approved by Council;

*"St Peter's Parish Council shall trial Parish Surgeries"*

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It was agreed that Cllr. Walker would liaise with the Clerk to formulate an appropriate timetable for hosting of surgeries to be publicised accordingly.

## **7317 Portfolio Holder Reports:**

**a) Green Spaces:** Cllr. Tidy gave a verbal update regarding environmental matters in the Parish, including:

**i)** Council noted the City Council Parish Warden report.

**ii)** Cllr. Tidy gave an update regarding recent work of the Wardens and updated Council regarding the agreement with the Warden, and therefore with the City Council, to take a firm stance when requested to complete work on land not in City Council ownership. It was also noted that the Wardens are working with the Parish Council to investigate the possibility of the installation of a slide in Area 51 Play area.

**iii)** Cllr. Tidy's proposed resolution was unanimously approved by Council:

*"Council authorises the Clerk to spend up to £350 for the purchase of 2,000 daffodil and crocus bulbs to be planted this autumn by the Friends of St. Peter's Parks in the parks and other green spaces within the parish".*

**iv)** Cllr. Tidy gave a brief review of recent Friends Group activities involving volunteers including the Parish Festival on 23<sup>rd</sup> July. Over 20 volunteers helped make the event hugely successful. The next Friends of St Peter's Parks event is again in Power Park on the 12<sup>th</sup> of September at 10:30am to plant Daffodil Bulbs in the park and will be followed by a community litter pick on the 28<sup>th</sup> of September meeting at Tesco play area at 10:30am.

**(b) Highways:** Cllr. Walker gave a verbal update regarding the latest Highways matters, including:

**i)** Cllr. Walker confirmed that the pedestrian crossing was still in operation on the newly developed A4440 Crookbarrow Way roundabout. Concern has been raised regarding a lack of signage to reflect the current implementation of a manned pedestrian crossing. Action: Cllr. Walker to raise issue with Highways.

**ii)** An update to confirm the content of the consultation response to County Highways and Burroughs, the sub-contractor for phase 4 of the Road enhancement works (Carrington Bridge to Powick A4440). This included specific items as raised by Councillors regarding the adverse camber of the current Ketch roundabout, the desire to inflict minimal disruption to residents during the works and ideas regarding the potential enhancement of the Ketch Viewpoint as part of the proposed new bridge crossing over the River Severn.

**iii)** Following brief discussion, a revised version of Cllr. Walker's proposal was unanimously approved by Council:

*"Council agrees to allocate funds from the Communities budget for the potential purchase, subject to authorisation from the relevant authority, to spend up to £2,000 to purchase a Vehicle Activated Sign (VAS) combined with a £500 contribution from County Cllr. Mackay (with the deployment procedure to be agreed at the September 2017 Parish Council Meeting)".*

**iv)** Council noted that the various drainage gullies in the Parish appear not to have been maintained appropriately in recent months. The Chairman agreed to progress the matter with the City Council as the relevant authority receiving a financial contribution from the County Council for Lengthsman services carried out on behalf of the Parish Council.

**(c) Newslink:** Cllr. Knight gave a verbal report to Council following a recent Newslink working party, including:

**i)** Confirmation that adding additional colour pages to the magazine would incur an additional charge of £267 per edition.

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- ii) There is a necessity for Council to confirm current advertising revenue and to analyse income and expenditure in order to budget accordingly for future stability.
- iii) Cllr. Thorlby suggests Council confirm arrangements for the implementation of an Advertising Plan.
- iv) Cllr. Tucker advises a Financial Protocol should be written as soon as possible.
- v) Cllr. Knight calls for a meeting of the same working party to continue with monitoring and development of the publication. Action: Cllr. Knight to contact members to arrange working party.

**Planning:** In the absence of Cllr. Kemp, the Clerk and Cllr. Knight are to liaise in order to formulate a response to the City Council regarding a proposed development on Arden Road.

**7417 Date of Next Meeting:** Confirmed as Monday 25<sup>th</sup> September 2017 at 7:45pm in St Peter's Village Hall.

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