

St Peter the Great County Parish Council

Minutes

Minutes of a meeting of the Parish Council held on **Monday 27th November 2017 at 7:45pm** in the **Village Hall, St Peter's**.

Present: Chairman Cllr. Mr. A. Tidy, Cllrs. Mr. A. Tucker, Mr. M. Johnson, Mrs. P. Clayton, Mr. R. Knight, Mr. R. Walker, Mr. J. Kemp and County Cllr. Mr. S. Mackay

9317 Apologies for Absence: Council had received apologies from Cllr. Dr. P. Thorlby.

9417 Declarations of Interest: Cllrs. Mr. Knight & Mr. Johnson declared a minor interest regarding the City Council budget setting process as discussed at minute 9917.

9517 Adoption of Minutes: Council agreed to adopt the Minutes of the Parish Council Meeting held on Monday 30th October 2017.

Public Session: No members of public present.

9617 Reports from District and County Councillors: County Cllr. Mr Mackay had prepared a written information report for Council. This included:

- a) An update regarding the County's road network with news that the Carrington Bridge has been granted approval to be developed into a dual carriageway and further A4440 Southern Link Road improvements.
- b) £5 million has been pledged to help combat congestion across the County by providing new roundabouts and more efficient traffic lights in key areas.
- c) Cllr. Mackay confirmed that he would be meeting with engineers regarding lighting provision on Leven Pedway and also longstanding issues in Power Park.

City Cllrs. Mr. Knight & Mr. Johnson updated Council regarding matters affecting the Parish, including:

- e) Latest news from the Income Generation Committee.
- f) The City vision for 2027.
- g) Potential impact of the Housing Act.

9717 Financial Report:

- (a) The Clerk presented a verbal report on the current financial position of Council and confirmed that it had not been possible to create appropriate accounts with Nationwide or Santander as previously instructed. Council therefore unanimously agreed to open two new accounts with HSBC, with one account dedicated to the Newslink magazine and one to act as the main Council Current Account. This would be subject to the bank's acceptance of the updated mandate for the already existing Money Market account.
- b) The Clerk confirmed that HMRC have agreed to pay the outstanding amount owed to Council from the 15/16 VAT reclaim process. This amounts to £1332.04.
- c) The Clerk confirmed that the Financial Regulations have been provisionally updated. The latest version will be with Council for consideration at the next meeting. The Clerk thanked Cllr. Tucker for continued commitment in this area.
- d) The most up-to-date bank statements available show a balance of £77,178.50 in the current account and £47,944.12 in the Money Market account.
- (e) Council agreed payment of accounts as presented at the meeting as follows:

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Cheque Number	Amount	Payable To	Reason for Payment
200400	£360.00	Grant Thornton	External Audit
200401	£250.00	Mr. G. Walker	Newslink Edit
200402	£200.00	Ms. A. Donaldson	Newslink advertising management
200403	£179.47	HMRC	Deductions
200405	£30.00	DCK Beavers	Payroll for November

9817 Clerks Report: The Clerk presented recent correspondence and addressed administrative items including:

a) A letter received from a local representative of Age UK requesting financial assistance to fund activities and speakers at meetings. Council unanimously agreed that subject to the Clerk receiving the relevant administration form, Council would donate an amount up to £200 to the local Age UK group.

b) The City Council Groundworks team have agreed to carry out modifications to Area 51 Play area. This work falls outside the previously agreed minimal maintenance work and will be invoiced accordingly following completion of work as defined via external play inspector assessment. The Chairman confirmed that the Wardens would be assisting with this project where possible.

c) The Parish Surgery attracted one resident who was concerned regarding a large volume of fly tipped waste beside a litter bin on the corner of Leven Pedway and St Peter's Drive. The Clerk agreed to report directly to the City Council for removal.

d) Council has received an email from a pressure group suggesting an alternative to the Velo Birmingham cycling event through the County in September 2017 and proposed for 2018. The Clerk to circulate the email to all Councillors.

f) The Clerk reminded council that the new General Data Protection Regulation would come into force in May 2018 and that council should give consideration as to the implications at a future meeting. This was agreed.

9917 Budget 2018/19: Council received, considered and approved the draft budget for 2018/19 as presented by Cllr. Tucker subject to confirmation of Council Tax Benefit Grant from Worcester City Council. The Clerk will communicate the precept request to the City Council when appropriate.

10017 Casual Vacancy: No requests were received.

10117 Portfolio Holder Reports: The following portfolio holders provided reports to Council:

a) Finance: Cllr. Tucker presented a verbal report including:

i) Confirmation that a major update to the Financial Regulations document is almost complete.

ii) A local accountant has been recommended to the Clerk to fill the vacant role of Internal Auditor.

b) Strategic Planning: Cllr. Tucker presented the proposed Guideline Principles Document (formerly Strategic Principles Document) as circulated via email prior to the meeting. Council noted the revised version and unanimously agreed to refer to the principles contained

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within the document when appropriate. The document is intended to be an information tool for Council for potential future deliberations.

c) Parish Festival:

i) Council unanimously approved Cllr. Tidy's resolution:

"The Clerk is authorised to secure, at the earliest opportunity, subject to Financial Regulation 11(h) and at a self-employed contractual cost not exceeding £1500, the services of a person who in his opinion has suitable and relevant experience to act as the Festival Organiser for 2018."

ii) Following the successful adoption of the above resolution, Council also agreed that the Festival Working Party be reconstituted to oversee and support the planning of the 2018 event with the Clerk to act as Chair effective immediately. The Working Party is to include all Councillors who are willing to serve, together with the Festival Organiser and such other persons that the Working Party shall deem appropriate to co-opt.

d) Green Spaces: Cllr. Tidy updated Council regarding the latest environmental issues, including:

i) Council noted the City Council Parish Warden report.

ii) Council noted the recent work of the Friends of St Peter's Parks group to continue to plant some 2800 Daffodil bulbs throughout St Peter's. The Bulbs have been funded via the Parish Council. Next event to be held on 12th December meeting at the green space on the corner of Bath Road/St Peter's Drive. The group are expected to finish this project at the next event.

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

"Council authorises the Clerk to engage the services of a suitable contractor to carry out necessary ground works at Area 51 as set out in a recent play inspection report, at a cost not exceeding £2000 with such funding to be provided from a transfer from reserves."

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

i) Confirmation that the overnight road closures on the A4440 enabled the Farm access bridge to be removed on schedule. During the road closure, Highways installed a temporary set of traffic lights on the Eastbound carriageway and a Pedestrian 'refuge' area in the middle of the Westbound carriageway. Highways have advised that the crossing wardens will be present for one week before being withdrawn. Following a series of concerns raised by Councillors regarding the new pedestrian arrangements including a lack of signage, poor lighting and visibility of the new configuration, Council unanimously supported an offer from County Cllr. Mackay to approach Highways with a view to ensuring the safety of road and pedestrian users of the temporary crossing and where possible request the findings of any Safety Audit. Cllr. Walker to 'witness in person' the new traffic lights and pedestrian refuge point.

ii) With the findings of the much anticipated A4440 Road Safety Audit still unaccounted for, Council confirmed it may fall to an individual resident to approach Highways via a Freedom of Information request.

iii) Council requested the Clerk write to Griffiths Contractors to express gratitude for the soon to be removed service of the A4440 road crossing operatives.

iv) Following confirmation that the Vehicle Activated Signage (VAS) would soon be deployed within the Parish; the Clerk confirmed that a financial expense would be incurred to Council should Councillors personally wish to install and manage the continued workings of the sign. The potential increase would be due to an increase in the Parish Council Insurance

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policy. Council duly agreed that the most cost effective and efficient way to manage the VAS would be to utilise the services of the Wardens who already manage another sign and therefore have the equipment and training to maintain the sign appropriately.

(f) Newslink: Cllr. Knight updated Council regarding the Parish Council publication, including:

i) Council unanimously approved Cllr. Knight's amended resolution:

"Council hereby consents to support the production of six full colour issues of the Newslink magazine commencing from March 2018"

ii) Following the approval of the above the resolution, Cllr. Tucker confirmed that each new edition of the magazine is to be closely monitored to ensure financial stability and best value.

g) Planning: Cllr. Kemp provided a verbal report to Council confirming receipt of the A4440 Phase 4 planning application by Highways. Comments required by 14th December with Cllr. Kemp to compile a response on behalf of Council.

10217 Other Matters:

a) Cllr. Walker requested deferral of the proposed Parish Surgeries document discussion.

b) Following a varied discussion regarding the potential content and implementation of a proposed new Parish Survey, Council unanimously agreed to form a Parish Survey working party to meet as soon as practicably possible following the Christmas break.

10317 Date of Next Meeting: Confirmed as Monday 29th January 2017 at 7:45pm in St Peter's Village Hall.

Signed.....

Chairman

Date.....