

St Peter the Great County Parish Council

Minutes

Minutes of a meeting of the Parish Council held on **Monday 29th January 2018 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, Mr. R. Walker, Mr. J. Kemp and County Cllr. Mr. S. Mackay.

0118 Apologies for Absence: Council had received apologies from Cllrs. Mr. M. Johnson and Mrs. P. Clayton.

0218 Declarations of Interest: None received.

0318 Adoption of Minutes: Council agreed to adopt the Minutes of the Parish Council Meeting held on Monday 27th November 2017.

0418 Casual Vacancy: Council were asked to consider co-opting a new Councillor. The self-nominated co-optee had already notified the Clerk of his willingness to serve as a Councillor for the current electoral period was in attendance. Details of the nominee were provided, and Council unanimously resolved to co-opt the following qualified elector as Councillor: Mr. Mark Steele of 7 Cranesbill Drive, St Peter's, Worcester, WR5 3HX.

The co-opted Councillor then signed the obligatory Acceptance of Office document and was provided with other obligatory documents for completion. Council welcomed the new Councillor to the table.

Public Session: No members of public present.

0518 Reports from District and County Councillors:

- a) County Cllr. Mr Mackay presented a verbal information report to Council. This included an update regarding children's services within Worcestershire and continued efforts to rectify the lighting issues in Power Park and Norton Pedway.
- b) City Cllr. Mr. Knight updated Council regarding matters affecting the Parish.

0618 Financial Report:

- a) The Clerk presented a verbal report on the current financial position of Council with the most up-to-date bank statements confirming a balance of £73,463.20 in the current account and £48,018.10 in the Money Market account.
- b) The Clerk confirmed that the precept request had been formally communicated to the City Council as £37,384 as directed by Council. This figure indicates a rise of 2% over the updated tax base of 2, 179.2.
- c) The Clerk confirmed that the Financial Regulations have been provisionally updated and will soon be with Council for formal adoption.
- d) The Clerk confirmed that the latest bank statements and copies of the Transaction Register are available for Council to inspect.
- (e) Cllr. Knight suggested Council may benefit from inclusion in a 'shared property investment fund' as utilised by the City Council. The Chairman requested further information be provided to the finance portfolio holder and the Clerk.
- (f) Council agreed payment of accounts as presented at the meeting as follows:

St Peter the Great County Parish Council

Cheque Number	Amount	Payable To	Reason for Payment
200409	£800.00	Mr. R. Jenkins	Consultancy agreement October - January
200406	£834.00	ABC Print	Newslink print
200407	£330.00	Dor2Dor	Newslink delivery
200412	£179.47	HMRC	Deductions
200411	£179.27	HMRC	Deductions
200410	£60.00	DCK Beavers	Payroll for November

0718 Clerks Report: The Clerk presented recent correspondence and addressed administrative items including:

a) Continued interest in the Parish Council grant scheme from a local representative of Age UK requesting financial assistance to fund activities and speakers at meetings. The Clerk confirmed the relevant information and application form has been communicated to the applicant.

b) Ongoing modification work to Area 51 play area as previously authorised by Council. Work will be completed throughout February/March to ensure adherence to the recent play inspection report.

c) Having been held prior to the Parish Council meeting, the Parish Surgery did not attract any participants on this occasion. Surgeries are to be held every other month with the next session in March 2018.

d) An update regarding the approaching implementation of the General Data Protection Regulations in May 2018. The Clerk confirmed that GDPR training would be advantageous for the Parish in the near future. The Clerk and Cllr. Tucker agreed to review current processes and data held by Council and make a recommendation to Council in due course.

e) The latest information from the Local Council Update publication and online service.

f) Confirmation that the Clerk has secured a self-employed individual with suitable and relevant experience to act as the Festival Organiser for 2018 at a cost of £1500 as previously authorised by Council. The Festival working party has been reconstituted with the Clerk to act as Chair and will meet regularly before reporting back to Council.

0818 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) Cllr. Tucker suggests it may be beneficial to meet with Norton Parish Council regarding future developments bordering both Parishes. The Clerk to make the necessary arrangements.

b) **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 and commended the challenging project to plant over 3500 Daffodil and Crocus bulbs throughout St Peter's green spaces.

iii) Confirmation that Parish Warden Mr. Capolongo has returned to work following a period of absence due to a knee operation.

St Peter the Great County Parish Council

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

i) Confirmation that there is a planned road closure on the A4440 during May 2018 to enable the next phase of bridge works to be completed.

ii) Following news that the Parish Wardens have installed the Vehicle Activated Signage (VAS) on St Peter's Drive, Council noted and formally adopted the VAS deployment Process Document as created and previously circulated via email by Cllr. Walker. Cllr. Walker to draft a press release to highlight the varied partnership working and positive outcome regarding this project.

iii) Cllr. Knight suggested that the quality of lighting at the Norton Road pedestrian crossing is insufficient when compared against the lighting present at the pedestrian crossing adjacent to Farne Avenue. Council agreed that a consistent lighting level should be available at both crossing points.

d) **Newslink:** Cllr. Knight updated Council regarding the Parish Council publication, including:

i) In the light of positive feedback received regarding the full colour production of Newslink magazine, Council unanimously approved Cllr. Knight's resolution:

"Council agrees to support the extension of the previously agreed colour printing of Newslink (issues 134 to 139) to include issue 133"

ii) Council unanimously agreed to alter the schedule of due payments to reflect the additional charges associated with the full colour production of Newslink.

e) **Planning:** Cllr. Kemp confirmed recent input from Council during the consultation on phase 4 of the A4440 road works has been received and acknowledged by the City Council.

f) **PACT:** Cllr. Kemp presented a verbal report following a recent PACT meeting. Next meeting 16th April 7pm in St Peter's Baptist Church.

0918 Other Matters:

a) Cllr. Walker's Parish Surgeries Document, as previously circulated via email, was noted and adopted by Council.

b) Cllr. Tidy lead a discussion with Council following concerns from multiple residents regarding the provision of grit bins throughout the Parish. With several approaches discussed, Cllr. Tidy agreed to reflect on the discussion and to draft a paper on the matter for future consideration.

c) **Portfolio Holder Review.**

i) Having previously communicated to the Clerk and Chairman his intention, Cllr. Walker formally tendered his resignation from the role of Councillor and therefore also the portfolio responsibility of Highways. The Chairman thanked Cllr. Walker for his service to Council and paid tribute to his continued efforts to liaise with County Highways and for playing an instrumental role in the creation of the Parish Surgery and also the implementation of the VAS. Council instructed the Clerk to begin the necessary process to fill the vacancy.

ii) Following a brief discussion, Cllr. Kemp relinquished his role with the PACT portfolio and agreed to take up the Highways portfolio. Cllr. Steele agreed to step into the PACT portfolio and Cllr. Tidy remains responsible for the Festival portfolio until further notice.

1018 Date of Next Meeting: Confirmed as Monday 26th February 2018 at 7:45pm in St Peter's Village Hall.

St Peter the Great County Parish Council

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