

St Peter the Great County Parish Council

Minutes

Minutes of the Annual Parish Council Meeting held on **Friday 14th May 2018 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, Mr. R. Knight, Mr. M. Johnson, Mr. J. Kemp, Mr. M. Steele.

Attending: A member of the public.

3618 Election of Chairman: There was a single nomination for Cllr. Tidy to be elected Chairman; proposed by Cllr. Knight and unanimously agreed by Council. The duly elected Chairman immediately took the Chair and signed the obligatory declaration of Acceptance of Office to serve during the current year.

3718 Election of Vice Chairman: There was a single nomination for Cllr. Tucker to be elected Vice Chairman; proposed by Cllr. Knight and unanimously agreed by Council.

3818 Apologies for Absence: Council had received apologies from Cllr. Dr. P. Thorlby and County Cllr. Mr. S. Mackay.

3918 Declarations of Interest: None received.

4018 Adoption of Minutes: Council agreed to adopt the Minutes of the Parish Council Meeting held on Monday 30th April 2018.

Public Session: No comments.

4118 Casual Vacancy: Council were asked to consider co-opting a new Councillor. The self-nominated co-optee having 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: Dr. David Tibbutt of 8 Stuart Rise, Red Hill Lane, Worcester, WR5 2QQ.

4218 Councillor Portfolios: Council reviewed the current allocation. All Councillors were content to continue as they were, but it was agreed to defer finalising the Portfolio allocation until the next meeting in June to allow the newly co-opted Councillor an opportunity to consider how best he could contribute. It was agreed the Chairman would convene a Working Party to consider matters it deemed necessary.

4318 Standing Orders and Financial Regulations: Council agreed to defer the review and potential changes to the Financial Regulations and Standing Orders to the next meeting in June.

4418 Arrangements with other Authorities:

(a) Council reviewed current arrangements with the City Council including the Parish Warden agreement and the Lengthsman Scheme. Council noted that the new Parish Warden Service Level Agreement (SLA) includes a contractual obligation for the City Council to

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carry out Lengthsman duties on behalf of the Parish Council and also several key enhancement services as defined within the agreement.

(b) Council reviewed the 'Council's Charter' 2005 and committed to continue in the spirit of the Charter (available on the website).

4518 External Representation: Council reviewed current representation and agreed to the following representation by Council:

(a) City Council Standards Committee- Cllrs. Mr. R. Knight and Mrs. P. Clayton (continuation of previous arrangement). Clerk to confirm arrangements with the City Council.

(b) PACT- Cllr. Mr. M. Steele

4618 Inventory: Council reviewed the current Inventory of land and assets and noted the revised register.

4718 Insurance Cover: Council reviewed and confirmed arrangements for Parish Council Insurance cover. As per Standing Order requirements, three quotes were presented and made available by the Clerk with one quote unanimously agreed and accepted by Council. The accepted quote is with Came and Company again acting as broker. Total cost to Council of £781.39 including all arrangement fees.

4818 Memberships: Council reviewed current Council and/or employees' memberships of other bodies.

(a) Council noted membership of Worcester Arts Council.

(b) Council noted membership of Worcester Play Council.

(c) The Clerk confirmed a necessity for membership of SLCC (Society of Local Council Clerks).

(d) Council noted the online service utilised by the Clerk and offered by Clerks and Councils Direct giving access to an updated online portal which includes updates as published by CALC and NALC. The total cost of the service is £100 annually.

4918 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.

5018 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 that GDPR will be introduced shortly and will require changes to procedures going forward.

5118 Press/Media Policy: Council reviewed and confirmed the current Press and Media Policy noting that it was updated in September 2016.

5218 Meeting Dates & Times: Council reviewed meeting dates and was made aware that Thursday evenings may now be available in the Village Hall. Council confirmed upcoming meeting dates for June and July 2018 as per current practice of last Monday in the month but deferred consideration of the date of subsequent meetings until the end of June, pending formal confirmation of the availability of the hall. Council also confirmed the practice of no meeting being held in August or December unless urgently required. Council also resolved to

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change the time of regular meetings from 7:45pm to 7:30pm effective from the June 2018 meeting.

5318 Reports from District and County Councillors: Council received a verbal update from City Cllrs. Mr. Knight and Mr. Johnson.

5418 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
	£325.00	Mr. G. Walker	Newslink edit
	£138.00	SLCC	Membership fee
	£781.39	Came & Company	Parish Insurance

(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 will be available on the Parish website in due course.

5518 Correspondence and Administrative Matters: The Clerk presented recent correspondence, including:

(a) The Festival Organiser has arranged a photo opportunity with stakeholders on site in Power Park to publicise the partnership working at this year's event. All Councillors are encouraged to attend, Wednesday 30th May 10am.

(b) Council has been contacted regarding a grants scheme for funding of locally based community enterprises.

(c) The Clerk has been contacted via the County Council regarding the ongoing flood alleviation works on Duck Brook Pedway. The project is running on schedule as per the distributed information.

(d) The Clerk gave a brief review of over 30 emails that had been received from residents and businesses over the last two weeks.

5618 Portfolio Holder Reports:

(a) Green Spaces:

i) Cllr. Tidy gave a brief review of recent Friends Group activities involving volunteers including a session of path renovation throughout the woodland walk area of Battenhall Park. The next event is in Power Park on the 12th of June at 10:30am with the aim of restoring the signage in the park and maintaining the flower beds.

ii) Cllr. Tidy confirmed to Council the Wardens have installed a new bench sited in Battenhall Park.

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(b) **SWDP:** Cllr. Johnson confirmed that the SWDP is currently under review inline with government requirements to be reviewed every five years.

(c) **Other Business:**

i) It has been reported that a set of essential bollards are missing from an access point into one of the green spaces of St Peter's. The Clerk to progress the issue with the County Council regarding suitable replacements.

ii) Festival Organiser to approach Western Power Distribution regarding potential involvement in the Parish Festival 2018.

5718 Date of Next Meeting: Confirmed as Monday 25th June 2017 at 7:30pm in St Peter's Village Hall.

Signed.....

Chairman

Date.....