

# St Peter the Great County Parish Council

## Minutes

**Minutes** of a meeting of the Parish Council held on **Thursday 13<sup>th</sup> June 2019 at 7:30pm** in the **Village Hall, St Peter's**.

**Present:** Cllrs. Mr. A. Tidy, Mr. R. Knight, Mr. J. Kemp, Mr. D. Carney, Mrs. L. Murray.  
Also, present: one member of press and the Clerk. In the absence of Chairman Cllr. Tucker, the Vice Chairman, Cllr. Kemp, took the Chair for the meeting.

**5919 Apologies for Absence:** Council received apologies from Cllrs. Mr. A. Tucker, Mr. M. Johnson and City and County Cllr. Mr. S. Mackay.

**6019 Declarations of Interest:** None.

**6119 Adoption of Minutes:** Council agreed to adopt the Minutes of the Parish Council Meeting held on Thursday 9<sup>th</sup> May 2019.

**Public Session:** No comments.

**6219 Items deferred from previous meeting:**

a) The Clerk presented 3 options for renewal of Parish Council insurance. Council reviewed the options and agreed to accept the Clerks recommendation to use a policy offered by Inspire and underwritten by Came and Company at a total cost of £810.65. The Clerk was authorised to confirm arrangements and process with broker.

b) The Portfolio Allocation was deferred to the July meeting to give Councillors further time to review potential roles.

c) Cllr. Tidy confirmed to Council that following the outcome of the election, the current website Webmaster is no longer a serving Parish Councillor or an Officer of the Council. Cllr. Tidy therefore proposed to Council that the Clerk be confirmed as the current Webmaster. Council duly agreed to the changes with immediate effect.

**6319 Reports from District and County Councillors:**

Although not present, County Cllr. Mr. Mackay had presented the Clerk with a written report prior to the meeting. Cllr. Kemp read the report to Council.

**6419 Financial Report:**

a) The Clerk presented draft unaudited accounts to Council and gave a verbal update regarding the current Audit process. Council unanimously agreed to each declaration within the Annual Governance Statements as read aloud by the Clerk and set out in the Annual Return Section 1 and Section 2 in the correct and proper order. Therefore, in line with compliance, Council duly authorised the Clerk to submit draft annual accounts to the Auditor.

b) The Clerk confirmed that the long-awaited new accounts with HSBC bank are now open. The Clerk to progress the online activation of the accounts and switch from Coop as soon as possible.

c) 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>
200518	£622.45	HMRC	Deductions

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200516	£810.65	Came & Company	Parish Insurance
200517	£60.00	DCK accounting	Payroll
200520	£500.00	Mrs S Archer	Festival Organiser fee 2 <sup>nd</sup> instalment
200521	£308.88	Mrs. S. Archer	Festival Organiser expenses.

**6519 Clerks Report:** The Clerk presented recent correspondence and addressed administrative items including:

a) Following a recommendation by the Festival working party, the Clerk suggested it would be beneficial for the Parish Council to purchase a gazebo, to be used at the Parish Festival and at the many Parish Council practical events as supported by the Parish Wardens. Cllr. Knight therefore proposed that the Clerk be authorised to spend up to a maximum of £500 for the purchase of a good quality gazebo. Council agreed to the proposal and authorised the Clerk to begin the process of purchasing.

b) Following a recent meeting with members of Lyppard Hub, it was confirmed that the loan of multiple equipment for St Peter's Parish Festival would be subject immediate replacement should any loaned equipment be damaged at the Parish Festival. Council therefore authorised the Clerk to use emergency powers to purchase replacement equipment up to the value of £300 should this unlikely series of events occur.

c) The Clerk confirmed that the Parish Council has two vacancies for the role of Councillor. The Clerk duly requested, and was granted, authorisation to begin the required process to fill the vacancies with the City Council.

d) Communication from a local resident near to the new development at Arden Road. Some of the tree planting that was completed due to the unauthorised removal of the existing hedgerow has been continually unsuccessful and so replacement trees are again required. The Clerk to progress with the County and City Council.

e) The Clerk presented information regarding the Community solution fund.

f) Communication from residents near to Starling Pedway regarding continual littering of beer bottles.

g) Communication from residents in Falcon walk regarding a hedge. Clerk to progress with the City Council via the Parish Warden.

h) The Clerk gave a full verbal review of the upcoming St Peter's Parish Festival 2019 and paid tribute to the Festival Organiser Mrs. S. Archer for the professional and comprehensive manor in which the Festival has been prepared. Concern was raised regarding the future organising of the event should Mrs. S. Archer not be able or willing to take the role next year. Council expressed a desire for a transition period to be agreed with the current organiser to serve as a handover for next year with the Clerk to lead any such arrangements in the capacity of Festival working party Chairman.

**6619 Portfolio Holder Reports:** The following portfolio holders provided reports to Council:

a) **Green Spaces:** i) Cllr. Tidy updated Council regarding the latest environmental issues, and a brief review of FoStPP volunteer events. A recent event in June was postponed due to poor weather and will be rescheduled in due course. A community litter pick was held in May and several new volunteers were in attendance. Cllr. Tidy confirmed that a small amount of litter and drug paraphernalia was collected from around the MUGA area, but nothing compared to the volume previously collected before the removal of the seating area.

ii) Cllr. Tidy confirmed that he had met with the Parish Warden and a member of the Operations Team from the City Council for a liaison meeting. The City Council are potentially looking to

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change the way the scheme is administered. Cllr. Tidy to keep Council updated regarding any proposed changes.

**b) Highways:** Cllr. Kemp confirmed that comments on the Broomhall bridge development had been submitted, covering flooding measures, minimising loss of land, improving surfaces and compensation for lost land designated as field in trust.

**6719 Confidential Matters:** Newslink Advertising. Council discussed correspondence from the advertising manager as previously deferred prior to the Parish Election. Following a lengthy discussion regarding the Newslink Advertising Manager's request for an enhanced fee, Council agreed to make an inflationary increase of £100 in the yearly fee for the advertising manager and further agreed to examine the potential for commission-based additional fees for advertising revenues obtained in excess of the current run-rate.

**6819 Date of Next Meeting:** The date of the next Parish Council Meeting was confirmed as Thursday 11<sup>th</sup> July 2019 in St Peter's Village Hall at 7:30pm.

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