

# St Peter the Great County Parish Council

## Minutes

**Minutes** of a meeting of the Parish Council held on **Thursday 11<sup>th</sup> June 2020 at 14:30** via Zoom **remote video link** due to Covid19 social distancing restrictions.

**Present:** Chairman Cllr. Mr. A. Tucker, Cllrs. Mr. A. Tidy (absent between Agenda item 6520 – 6620b and 6720c – 6920b due to power failure), Mr. J. Renshaw, Mr. P. Walters, Mr. R. Knight, and Mr. D. Saunders (absent for Agenda item 6520c).

Also present: The Clerk, one member of press.

**5120 Apologies for Absence:** Cllr. Mrs. L. Murray and City and Parish Cllr. Mr. M. Johnson.

**5220 Declarations of Interest:** None.

**5320 Chairman's statement in relation to issues affecting the Parish Council during the Coronavirus situation:** The Chairman presented a review of Coronavirus Regulations 2020 enabling Council to hold remote meetings and to defer the Annual meetings to 2021. It was noted that, despite the Coronavirus Regulations 2020, the Chairman still holds the authority to call an Annual Parish Council meeting but has chosen not to. No Annual Parish or Annual Parish Council meeting will therefore take place in St Peter's until 2021.

**5420 Adoption of Minutes:** Council agreed to adopt the Minutes of the Parish Council Meeting held on Thursday 12<sup>th</sup> and 26<sup>th</sup> March 2020 as a true record of events. The Chairman duly agreed to sign the master copy when possible, held within the minute book.

**5520 Public Participation:** No comments.

**5620 Reports from District and County Councillors:** City and County Cllr. Mackay had submitted a written report covering County issues. The report was noted by Council.

**5720 To Confirm all Officer's stay in position following the cancellation of the Annual Parish Council Meeting:** As no Annual meetings have taken place, Council formally agreed that the Chair and Vice-Chair would remain in place.

**5820 To confirm portfolio Holders:** Council agreed with the current portfolio allocation as circulated by the Clerk prior to the meeting.

**5920 To confirm Parish Council Meeting Dates for 2020/21:** Council agreed to keep meeting arrangements as present; second Thursday of every month with no meeting in August and December (unless specifically requested).

**6020 To confirm the Schedule of Payments for 2020/21:** Council agreed the current schedule of payments as circulated by the Clerk prior to the meeting.

**6120 Financial Regulations:** Council agreed to minor amendments to Financial Regulations as circulated by the Clerk prior to the meeting.

**6220 Review of Delegated Powers agreed by the Council at the Extraordinary Meeting of the 26th March 2020:** The delegated powers as circulated by the Clerk prior to the meeting were reviewed and an extension of three months was formally agreed by Council.

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**6320 Matters Arising & Action Sheet:** Matters arising from previous meetings not covered elsewhere in the Agenda.

- a. The Chairman confirmed that a letter sent by the Clerk to Councillor Pollock had been confirmed as received although no formal response has yet been received by Cllr. Pollock.
- b. Gym Equipment. The Clerk confirmed that talks were ongoing with the City Council, as landowner, regarding the project to install outdoor gym equipment and that preparations had also been made to complete the grant application required to the City Council.

**6420 Financial Report:**

- a. The Clerk presented a written financial update as previously circulated via email to Council. The report principally explained income and expenditure for the previous fiscal year and provided further detail for budgetary variances. The Clerk set out the recommended Audit timeframe and gave a verbal update regarding the process.
- b. Council approved the following payments, including those made since the last meeting under delegated authority.

Amount	Payable To	Reason for Payment
£622.45	HMRC	Deductions
£500.00	G. Hopkinson	Festival 2020 payment
£143.40	Colourtex	Printing for Covid leaflets
£30.45	DCK Accounting	Payroll
£841.08	Came & Company	Parish insurance

**6520 Clerks Report:** To receive a report from the Clerk on correspondence to the Council and other pertinent administrative matters.

- a. The Clerk had previously circulated the proposed Parish Council insurance renewal via email. Council agreed to the suggested insurance proposal and instructed the Clerk to make the necessary arrangements to ensure sufficient cover.
- b. The Clerk had previously circulated details of the Police and Crime Commissioner (WMPCC) Coronavirus Response Fund to Council. The Clerk confirmed that the fund is live, and St Peter's Parish Council can process requests from community groups for qualifying funding applications.
- c. The Clerk gave a verbal review of recent requests from residents that are being progressed. Four requests requiring attention have been referred to the City Council. Council requested the Clerk investigate reports of continued issues with maintenance of a City Council bund at the rear of Begonia Close.

**6620 Highways, Developments & Planning:**

- a. Crookbarrow Way pedestrian bridge. The Chairman is awaiting a response from Cllr. Pollock, Cabinet Member with responsibility for Economy and Infrastructure.
- b. Traffic enforcement throughout the area. Following multiple reports from residents and Councillors regarding the apparent worsening of speeding vehicles throughout St Peter's and along the dual carriageway, Council confirmed that several actions are to be taken: i) Encourage residents to report incidents as soon as they occur. ii) Write to a senior member of the Police to request an improvement in the situation. iii) Write to Highways to question the speed limit. iv) Write to Worcester Regulatory Services to lodge a complaint regarding the noise issue associated with speeding vehicles. The Chairman also requested for the VAS to be moved back to its original location to and to coordinate with Cllr. Saunders (Highways portfolio) to analyse the extracted data.

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## **6720 Portfolio Holder Reports:**

- a. **Parish Festival.** Council noted a written report submitted prior to the meeting by Cllr. Renshaw. Although there will be no Festival in 2020, Council confirmed it would be desirable to make plans for an event in 2021 as soon as possible. Council may encounter issues with land available for an event in 2021 due to anticipated use of land for building works including the placement of a pedestrian bridge into Power Park. Council thanked Cllr. Renshaw and the Festival working party for continued efforts.
- b. **Wardens Agreement and Green Spaces.** Council noted a written report submitted prior to the meeting from Cllr. Tidy regarding the latest environmental matter. The Parish Warden has returned to limited duties working solo and the Clerk has signed the SLA taking the Parish Warden agreement to October 2020.
- c. **Covid19.** Council noted a written report submitted prior to the meeting from Cllr. Renshaw regarding the work the Coronavirus Support Group has carried out in St Peter's since March. Over 200 requests for support have been received and satisfied by the group. Council passed thanks to Cllr. Renshaw and the wider range of volunteers for the many hours of dedicated service to the community of St Peter's during the Covid19 pandemic.

**6820 AOB:** Council offered condolences to former Parish Councillor David Tibbutt following the passing of his wife, Jane Tibbutt.

**6920 Date of Next Meeting:** The date of the next Parish Council Meeting was confirmed as Thursday 9<sup>th</sup> July 2020 via Zoom.

**7020 Confidential matters:** Members of press and public were excluded from the following items due to commercially sensitive nature of discussion.

- a. **Newslink.** Following a review of the current financial position of Newslink, Council agreed to Cllr. Tidy's proposal, as circulated via email prior to the meeting, to restructure the format, distribution, and production quantity in order to bring Newslink expenditure to within the budget level set by Council.
- b. **Clerk Contractual Update.** Councillors noted the Contractual position in relation to the Parish Clerk. Councillors also noted that the Parish Council had joined the NEST Pension scheme. Councillors confirmed that the presented updated Grading Policy was adopted by the Parish Council.

Signed.....

Chairman

Date.....