

St Peter the Great County Parish Council

Minutes

Minutes of the Annual Parish Council Meeting held on **Thursday 11th May 2023 at 19:30** in St Peter's Village Hall, Worcester WR53TA.

Present: Cllrs. Mr. A. Tidy, Mr. R. Knight, Mr. J. Renshaw, Mr. D. Saunders, Mr. P Walters, Mrs. L Hodges, Mr. P James, and Mrs. A. Wytcherley.

Attending: Two members of the public, the Clerk, County Cllr. Steve Mackay and City Cllr. Elena Round.

5023 Election of Chairman: There was a single nomination for Cllr. Walters to be elected Chairman; proposed by Cllr. Tidy and unanimously agreed by Council. The duly elected Chairman signed the obligatory declaration of Acceptance of Office to serve during the current year.

5123 Election of Vice Chairman: There was a single nomination for Cllr. Renshaw to be elected Vice Chairman; proposed by Cllr. Tidy and unanimously agreed by Council.

5223 Apologies for Absence: None received.

5323 Declarations of Interest: Cllr. Knight declared an interest in matters relating to the Village Hall.

5423 Adoption of Minutes: Council agreed to adopt the Minutes of the Parish Council Meeting held on Thursday 13th April 2023 as a true record of events. The Chairman duly signed the master copy which would be held within the minute book.

5523 Casual Vacancy: Council considered nominations for the two vacant Councillor positions. Two applicants confirmed willingness to serve as Councillor for the current electoral period and both were in attendance. Details of the nominees were provided to Council and thus followed a brief verbal presentation by each applicant. Following the presentations, Council voted by way of a raise of the hand. Upon the conclusion of the process, Council resolved to co-opt the following self-qualified electors as a Councillor: Mr. Paul James of Rutland Place, St Peter's, Worcester and Mrs. Linda Hodges of Tench Close, St Peter's Worcester. The co-opted Councillors signed the obligatory Acceptance of Office documentation, and both were welcomed to the table by Council. Council noted that one newly elected member in the recent uncontested election did not attend the annual Parish Council meeting and did not therefore sign the obligatory Acceptance of Office document. In this instance, a vacancy occurs and Council will be obliged to fill the vacancy via co-option at the next meeting.

5623 ASB:

- a) Aldersley Park. The Chairman gave a brief review of recent anti-social behaviour in the area. County Cllr. Steve Mackay has recently been involved with a situation in Aldersley Park and has reported that the seating area within the park appears to have been an area for disturbance on several occasions recently. There has been a suggestion that the City Council might be considering removing the seating area for this reason. City Council Community Safety Team Supervisor Ann Nicholls was present and gave a verbal report to Council regarding youth provision and the potential causes of ASB in the area and across Worcester. Ann confirmed that 12 visits to the park have taken place over the last two years because of ASB. It was noted during Ann's report that multiple seating areas have been removed from local parks in recent years and young people across the city are struggling to find appropriate facilities. It was also noted that the City Council have previously confirmed that Aldersley Park is due for a complete renovation in the near future due to the age of the park. Council therefore confirmed that it is not in favour of removing the seating shelter at the present time, the Chairman agreed to write to the Head of Operations at the City Council to confirm the position of the Parish Council, and also to enquire regarding the timescale of the replacement park works.

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- b) Graffiti. Ann Nicholls provided a verbal update regarding the volume and seriousness of the recent blight of graffiti, not just in St Peter's but across the city. Serious graffiti such as racist or abusive images or words are removed quickly but other tags remain for some time. There are mobile cameras available for serious incidents and it may be possible to position one in St Peter's if needed. Ann Nicholls requested that Council highlight the graffiti problem across social media and in the local area to encourage residents to report such issues to the Police. The Community Safety Team are keeping a log of local tags with a view to recording trends and locations.
- c) Pump track. The chairman asked Ann about the pump track. Ann confirmed that young people have been calling out for the pump track and the many health and especially mental health benefits it could potentially bring.

Public Session: No comments.

5723 Reports from District and County Councillors:

- a) County Cllr. Steve Mackay provided a verbal update including the information that the planning application for a 5G phone mast has been refused.
- b) City Cllr. Elena Round introduced herself as the new Councillor for St Peter's.

5823 Councillor Portfolios: Council considered the current portfolio allocation. Although re-elected Councillors were content to continue with the allocation of portfolios, it was agreed to allow the newly elected Councillors an opportunity to consider how best they could contribute before confirming allocation. Council therefore agreed to defer the Portfolio allocation to a future meeting.

5923 Standing Orders and Financial Regulations: Council reviewed the Standing Orders and Financial Regulations and noted that detailed reviews of both documents have been carried out over the last three years. The Chairman and Clerk to consider minor amendments for adoption at a future meeting.

6023 Arrangements with other Authorities:

- (a) Council noted the SLA with the City Council for provision of the Parish Warden that has been recently redrafted.
- (b) Council noted the arrangement with the County Council to fund the Lengthsman scheme, as delivered by the Parish Warden.

6132 External Representation: Council reviewed current representation and agreed to the following representation by Council:

- (a) Council agreed to the appointment of Cllrs. Mr. R. Knight and Mr. J. Renshaw to the City Council Standards Committee. The Clerk to confirm arrangements with the City Council.
- (b) Cllr. Walters to continue to represent the Parish Council at PACT meetings.
- (c) Council noted that Cllr. Tidy was invited by St Peter's Village Hall Association to serve on the management committee to be the Parish Council representative.

6223 Inventory: Council reviewed the current Inventory of land and assets and noted the revised register. It was also noted that a review of Parish Council funded bins and signs in parks is required.

6323 Insurance Cover: The Clerk confirmed that Parish Council cover is in place as part of the three-year fixed price as agreed at the annual Parish Council meeting in 2022.

6423 Memberships: Council reviewed current Council and/or employees' memberships of other bodies.

- (a) Council noted current membership of Worcester Arts Council.
- (b) 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.

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6523 Complaints Procedure: Council noted the procedure that was recently redrafted by the Clerk and Chairman and adopted by Council.

6623 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 2018.

6723 Communications Policy: Council noted the Communications Policy as recently revised and adopted by Council in April 2023.

6823 Code of Conduct: Council noted the Code of conduct.

6923 Strategic Principles: Council noted the Strategic Principles document and agreed to review in due course.

7023 Recruitment and Appointment Policy and Procedure: Council noted the policy and procedure and agreed to review in due course.

7123 Co-option Procedure: Council noted the co-option protocol in place for the Parish Council.

7222 Meeting Dates & Times: Council reviewed meeting dates and times and confirmed continuation of current practice to meet on the second Thursday of every month, except for the August and December breaks, The meeting time remains 7:30pm in St Peter's Village Hall.

7322 Financial Report:

(a) Council received a verbal financial report from the Clerk on the current financial position of the Council and the latest update on the audit procedure.

(b) Council approved the following payments, including those made since the last meeting under delegated authority.:

Amount	Payable To	Reason for Payment
£1200.00	SPVHA	Room hire agreement
£200.00	Guides	Grant payment
£200.00	Brownies	Grant payment
£670.95	BBQ	Festival infrastructure
£504.00	Shaw Loos	Festival infrastructure

(c) Council reviewed and agreed 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 Regulations for the payment of the same until the annual Parish Council meeting in May 2024, unless there is due cause for ceasing a contract or payment.

7422 Correspondence and Administrative Matters: The Clerk presented recent correspondence, including:

- a) Communication from The Police and Crime Commissioner requesting space within the Newslink publication.
- b) Clerks and Council's direct statutory guidance.
- c) Notification of a new vehicle activated signage available.

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d) The Chairman reviewed activity in relation to the action sheet.

7522 Portfolio Holder Reports:

- (a) **PACT**: An update from Cllr. Walters regarding the Parish Council request for clarity around definitions of crime and a recent positive conversation with Sgt. Simpkins.
- (b) **Festival**: Cllr. Renshaw gave a brief update on Festival plans following recent working parties. A call out for volunteers is planned. Cllr. Knight agreed to take in tombola items. There was an idea for a pull-up banner to showcase local activity.
- (c) **Community Facility**: An update on the latest position of the new community facility including a recent meeting with the City Council regarding options for grant funding applications.
- (d) **Environment**: Cllr. Tidy gave a brief review of activities and news including the next litter pick planned for 25th May at 10am meeting near the Baptist Church.
- (e) **Community**: Cllr. Wytcherley updated Council regarding the COSA summer fete planned for Friday 7th July - COSA have asked for volunteer assistance if possible. Cllr. Wytcherley also confirmed recent communication with Nunnery Wood regarding potential grant applications.

7622 Date of Next Meeting: Confirmed as Thursday 8th June 2023 at 7:30pm in St Peter's Village Hall.

Signed.....

Chairman

Date.....