

# St Peter the Great County Parish Council

## Minutes

**Minutes** of a meeting of the Parish Council held on **Thursday 11<sup>th</sup> July 2019 at 7:30pm** in the **Village Hall, St Peter's**.

**Present:** Chairman Cllr. A. Tucker, Cllrs. Mr. A. Tidy, Mr. R. Knight, Mr. J. Kemp, Mr. D. Carney, Mrs. L. Murray.

Also, present: Five members of the public, one member of press and the Clerk.

**6919 Apologies for Absence:** Council received apologies from City and County Cllr. Mr. S. Mackay.

**7019 Declarations of Interest:** None.

**7119 Adoption of Minutes:** Council agreed to adopt the Minutes of the Parish Council Meeting held on Thursday 13<sup>th</sup> June 2019 as a true record of events. The Chairman duly signed the master copy, held within the minute book.

### **7219 From the Chairman:**

a) The Chairman, Cllr. Mr. A. Tucker, presiding over St Peter's Parish Council for his first meeting, gave a verbal introduction to Council and set out aspirations for the coming year. The Chairman also paid tribute to his predecessor, Cllr. Tidy, for setting a high standard of local government stewardship during his three years as Chairman. Council welcomed the Chairman in taking the seat.

b) Cllr. Tucker's resolution:

*"from this Parish Meeting, the position of Chairman will be called Chair and the position of Vice Chairman called Vice Chair"* was discussed by Council. Following debate, Cllr. Tucker withdrew the resolution.

### **Public Participation:**

#### **7319 Reports from District and County Councillors:**

City Cllr. Johnson gave a verbal update to Council regarding City Council matters.

#### **7419 Financial Report:**

a) The Clerk presented a verbal financial report to Council and confirmed that the quarterly report will be circulated to members before the next meeting. The Clerk confirmed balances as £48, 276.45 in the savings account and £91,769.65 in the community account.

b) The Clerk confirmed the switch from banking providers is underway.

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>
200522	£300	Boing Inflatables	Festival 2019
200532	£180	Punch & Judy	Festival 2019
200524	£200	Crazy Golf	Festival 2019
200525	£120	DJ Chris	Festival 2019
200526	£150	Face Painting	Festival 2019
200527	£250	Roundabout	Festival 2019

# St Peter the Great County Parish Council

200528	£150	Stiltwalker	Festival 2019
200529	£246	Shaw Loos	Festival 2019
200530	£260	Pampered Ponies	Festival 2019
200531	£235.65	SB Print, Programmes	Festival 2019
200532	£60	Warndon Parish Council	Training
200534	£38.22	Clerk	Festival 2019 emergency supplies
200535	£239.64	Newslink Advertising Management	Newslink
200536	£140.48	Clerk	Replacement gazebo for Lyppard Hub
200537	£848	ABC Print	Newslink
200538	£30	DCK Accounting	Payroll

**7519 Clerks Report:** The Clerk presented recent correspondence and addressed administrative items including:

a) St Peter's Parish Festival 7<sup>th</sup> July 2019. The Clerk gave a verbal review and confirmed that the event had once again been a resounding success. Attendance was estimated at over 1000 and initial feedback from the day shows high attendee satisfaction. The Clerk also confirmed to Council that Tesco had pulled out of running the BBQ via an informal text message just four days prior to the event and is still awaiting official clarification to justify this action. Historically, all funds raised from the BBQ are donated to a local charity, most recently this has been Acorns Hospice on Bath Road. This left the Festival organiser and the Festival Working Party with no option but to source an alternative provider for food, therefore removing any potential donation to charity from this source. The Clerk also confirmed that immediate action had been required to purchase water for attendees in the absence of Tesco. Council requested that the Clerk write to Tesco to request formal clarification regarding this situation and report back to Council. Cllr. Knight was joined by Cllr. Tidy and the Chairman in thanking all involved with the Festival this year, especially the Organiser, volunteers, the Wardens and the Clerk.

b) Confirmation that equipment loaned from Lyppard Hub for St Peter's Parish Festival had been unfortunately damaged during take down after the event. As previously authorised, the Clerk has ordered replacement equipment to the value of £140 and apologised to Lyppard Hub for any inconvenience caused. The Clerk and Council expressed gratitude to Lyppard Hub for the loan of equipment and supplies to enable the Festival to succeed and look forward to continuing a close working partnership between the two organisations.

c) The Clerk confirmed that the Parish Council has two vacancies for the role of Councillor. The required process regarding a vacancy is ongoing as directed via the City Council Electoral Services department. Following closure of the period of notice of vacancy the City Council will inform the Clerk if Council is free to fill vacancies via co-option or if an election is required. Council confirmed that if an election is required, no poll cards would be requested due to the additional expense this would encumber upon Parish Council finances. The Clerk to confirm arrangements with the City Council.

## **7619 Website and Communications:**

a) Council agreed that following the Clerk's continued commitment to updating and uploading required documentation to the County Council provided Parish Website, Council would fully adopt the County website as the website of St Peter's Parish Council effective from the end of

# St Peter the Great County Parish Council

July. The Clerk confirmed that contact has been made with IT regarding permanent retainment of St Peter's Parish Council domain name and placement of a redirect from the old website to the newly adopted County site.

**b) Council confirmed that there is a requirement to update the varying methods of contact for Parish Councillors. Council therefore agreed to send preferred contact details to the Clerk for collation. Clerk to confirm arrangements with the Chairman.**

**7719 Strategic Principles:** The Chairman presented the latest version of the strategic principles document as previously circulated via email. Potential changes to the current version of the document were suggested to Council. It was agreed that Councillors would review the document in detail over the summer break with a view to adoption of an updated version at a future meeting.

**7819 Budget:** Council reviewed the 2019/20 budget allocation and received a verbal update via the Finance Portfolio holder, Cllr. Tucker, with regard to the budget setting process for 2020/21.

**7919 Councillor Portfolio Allocation:** Council confirmed the portfolio allocation would be reviewed once the two current vacancies have been filled.

**8019 Portfolio Holder Reports:** The following portfolio holders provided reports to Council:  
**a) Green Spaces:** Cllr. Tidy updated Council regarding the latest environmental issues, and a brief review of FoStPP volunteer events.

**i) A recent event had seen the sixteenth and final carved wooden sign installed in the parks and Greens Spaces of St Peter's. Cllr. Tidy thanked volunteers and the Parish Wardens for the many hours the project has taken to deliver. Several compliments have been received regarding the project.**

**ii) Confirmation that despite continued requests, the Environmental Operations Team from the City Council have yet to provide a report detailing the work the Parish Wardens have undertaken since April 2019.**

**iii) A verbal report regarding a successful recent Community Litter Pick in which several new volunteers had been present. Varying drug and alcohol paraphernalia had been collected from the MUGA seating area leading to concern that the reduced spate of antisocial behaviour around the remaining seating area may be returning.**

**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.

**8119 AOB:** The Clerk gratefully received sympathy from Cllr. Tidy and Council, regarding the recent death of the Clerk's father.

**8219 Date of Next Meeting:** The date of the next Parish Council Meeting was confirmed as Thursday 12<sup>th</sup> September 2019 in St Peter's Village Hall at 7:30pm.

# St Peter the Great County Parish Council

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