



# St Peter the Great County Parish Council

## Minutes

**Minutes** of a meeting of the Parish Council held on **Thursday 24<sup>th</sup> June 2021 at 19:30** in St Peter's Village Hall Worcester, WR5 3TA.

**Present:** Chairman Cllr. Mr. A. Tucker, Cllrs. Mr. A. Tidy, Mr. J. Renshaw, Mr. P. Walters, Mr. R. Knight, and Mr. M. Johnson.

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

**5521 Apologies for Absence:** Cllrs. Dr. D. Tibbutt, and Mr. D. Saunders.

**5621 Declarations of Interest:** None received.

**5721 Adoption of Minutes:** Council agreed to adopt the Minutes of the Parish Council Meeting held on Tuesday 5<sup>th</sup> May 2021 as a true record of events. The Chairman duly signed the master copy, held within the minute book.

**Public Participation:** No comments made.

**5821 Casual vacancy:** Council considered nominations for the vacant Councillor position. Four applicants had already notified the Clerk of willingness to serve as Councillor for the current electoral period and all four 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 elector as a Councillor: Mrs. Angie Wycherley of Orchid Close, St Peter's, Worcester. The co-opted Councillor signed the obligatory Acceptance of Office document and was welcomed to the table by Council. Council thanked the unsuccessful applicants for their participation and noted the particularly high calibre of the presentations.

**5921 Reports from District and County Councillors:**

- a. City and County Cllr. Mackay had submitted a written report prior to the meeting covering County issues.
- b. City Cllr. Johnson gave a verbal report covering City Council activity:
  - i. A new City Councillor's allowance has been approved, allocating each Councillor with £2k to aid the community Covid-19 recovery.
  - ii. An update from the health and wellbeing committee.
  - iii. An update from the planning committee.

**6021 Matters Arising & Action Sheet:** Matters arising from previous meetings not covered elsewhere in the agenda.

- a. The Clerk confirmed that the Parish insurance cover has been renewed.
- b. The complaints procedure is to be redrafted by the Clerk.
- c. Ketch car boot. Cllr. Johnson has investigated this issue with no update available yet. Further investigation is required. Clerk to formally write to Cllr. Amos and Cllr. Mackay to request an update.
- d. Broomhall Green. No update has been received since May regarding County Council plans to install a protective bund around the open space on Broomhall Green. Council requested the Clerk contact County Highways for an update.

- e. Park security. All actions have been completed except for possible measures still required at Dragonfly Green.
- f. Crookbarrow Way safety audit. Confirmation has been received that the audit will be carried out once the works have been completed.
- g. Play areas. Cllr. Johnson confirmed that plans are in place for the City Council to replace Aldersey play area.
- h. Pedways. Cllrs. Knight and Tidy have reviewed pedway signage across St Peter's with the aim to prioritise which pedways should be considered for installation of 'no vehicle access' signage.
- i. VAS. Following an assessment of the latest data, it was agreed that the clock needs to be reset in the VAS unit. The Clerk to circulate the latest quarterly report when available.
- j. Gym equipment. The Clerk has met with City Council Environmental Operations and the representative from Sovereign play on site to progress the installation. The ongoing delay is due to communications between the City Council and Sovereign Play.

**6121 St Peter's Festival:** The Festival organiser was in attendance and gave a verbal presentation regarding the latest arrangements for the St Peter's heritage trail. Maps and plans have been created and the Facebook pages have been generated. The signs are being created and donated from road contractor Griffiths. The soft launch date is the 3<sup>rd</sup> of July. A financial and promotional plan was shared with Council prior to the meeting. It was agreed that any promotional material or press release will be reviewed and published via the Clerk in accordance with Standing Orders.

**6221 Finance:**

- a. The Clerk presented the draft un-audited accounts and the Annual Governance and Accountability Return (AGAR) for approval:
  - i. Council noted the completion report from the internal auditor confirming that a selective assessment of compliance has been successfully carried out. The report also states that the accounts are well kept and are supported by an adequate audit trail.
  - ii. Council approved Section 1, Annual Governance Statement for the year 2020/21.
  - iii. Council approved Section 2, Accounting Statement for the year 2020/21.
  - iv. Council duly authorised the Clerk to submit the AGAR for external audit in accordance with required timescale.
- b. Council approved the following payments, including those made since the last meeting under delegated authority.

Amount	Payable To	Reason for Payment
£350.00	G. Walker	Newslink editor 147
£1288.57	HMRC	Deductions
£1200.00	SPVHA	Room agreement
£65.00	Internal auditor	Internal audit 2021
£500.00	Festival organiser	First instalment of fee for 2021
£178.80	Festival organiser	Expenses

**6321 Clerks Report:** To receive a report from the Clerk on correspondence to the Council and other pertinent administrative matters.

- a. The Clerk confirmed that supportive views had been passed to County Highways regarding the proposed prohibition of right turn from the newly developed Ketch viewpoint area.
- b. A communication from SWDP regarding the traveller site allocation plan consultation that runs until the 5<sup>th</sup> of July 2021.

- c. The Clerk confirmed that a response had been made following a communication from the community rail partnership regarding a current consultation to understand the barriers to train travel that exist for many in the community.
- d. The Chairman has been invited to attend a civic service with the new Mayor of Worcester, Cllr. Stephen Hodgson on the 11<sup>th</sup> of July.
- e. Age UK have contacted the Parish Council of publicise walking football sessions running at KGV playing fields in the Brickfields area of the City.
- f. A communication from the City Council Community Engagement Team regarding the walk-in vaccination centre running in the Guildhall Worcester on the 25<sup>th</sup> and 27<sup>th</sup> of June.
- g. Confirmation of the newly issued Information Commissioners Office data certificate.
- h. Details of the latest publications from Clerks and Council's direct.

**6421 Parish Logo:** Council formally agreed to adopt the new St Peter's Parish Council logo as circulated via email prior to the meeting.

**6521 Newslink:** Cllr. Tidy gave a review of plans for the latest edition of the Parish magazine. 2500 copies will be delivered in this one-off publication in support of the Festival heritage trail and the anticipated end to Covid-19 restrictions.

**6621 Highways, Developments & Planning:**

- a. Power Park & bridge works continue. It appears that street lighting has not been installed in the newly created section of footpath.
- b. Broomhall Green. Previously covered in 6021 (d).
- c. Ketch roundabout and field development. No update.
- d. A suggestion for a weight limit on St Peters Drive was raised. The Chairman recognised that there were now several items relating to Highways issues and asked for an Agenda item to cover these issues at the next meeting to consolidate all the issues and actions required.

**6721 Portfolio Holder Reports:**

- a. PACT. Cllr. Walters gave a verbal report regarding recent communications with the local police team. A member of the police will be in attendance at the July meeting. Cllr. Walters to complete the local policing charter with input from Council and submit to the police within the deadline of 30<sup>th</sup> June.
- b. Planning. The Clerk confirmed that the agreed comments for the Abbotsbury Court application was submitted to the planning portal during the consultation period.
- c. Environment. Cllr. Tidy shared a verbal update. The general condition of the green spaces in St Peter's is largely reported as being positive, despite no warden being in post at present.

**6821 Date of Next Meeting:** The date of the next Parish Council Meeting was proposed as Thursday 8<sup>th</sup> July 2021 at 19:30, at St Peter's Village Hall, Worcester WR5 3TA.

Signed.....

Chairman

Date.....