

St Peter the Great County Parish Council

Minutes

Minutes of the Annual Parish Council Meeting held on **Thursday 12th May 2022 at 19:30** in St Peter's Village Hall, Worcester WR53TA.

Present: Cllrs. Mr. A. Tucker, Mr. A. Tidy, Mr. R. Knight, Mr. J. Renshaw, Mr. D. Tibbutt, Mr. D. Saunders, Mr. P Walters, and Mrs. A. Wytcherley.

Attending: The Clerk, one member of press.

4922 Election of Chairman: There was a single nomination for Cllr. Tucker 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.

5022 Election of Vice Chairman: There was a single nomination for Cllr. Walters to be elected Vice Chairman; proposed by Cllr. Renshaw and unanimously agreed by Council. Council thanks Cllr. Tidy for his service in the role of Vice Chairman.

5122 Apologies for Absence: None received.

5222 Declarations of Interest: Cllr. Knight declared an interest in matters relating to the Village Hall.

5322 Adoption of Minutes: Council agreed to adopt the Minutes of the Parish Council Meeting held on Thursday 14th April 2022 as a true record of events. The Chairman duly signed the master copy which would be held within the minute book.

5422 Casual Vacancy: No applicants were present.

Public Session: One member of the public raised the issue of the remaining security fencing and materials on site at Grasshopper Park following recent maintenance work. Several attempts have been made to contact the Operations department in the City Council to report the outstanding items and also to report potentially defective surfacing in the play area.

5521 Reports from District and County Councillors:

Cllr. Mackay had circulated a written report prior to the meeting. Council noted the report which mentioned:

- a) A new Councillor in the Ward following the recent election.
- b) News the new underpass will open next week.

5622 Councillor Portfolios: Council reviewed and agreed that the Chairman and Vice Chairman would review the portfolios and make recommendations. Councillors were asked to give their views on whether they wished to continue with their portfolio allocations.

5722 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 two years including the addition of appendix 2 to cover the Parish Festival.

5822 Arrangements with other Authorities:

- (a) Council noted the SLA with the City Council for provision of the Parish Warden.
- (b) Council noted that the current Code of Conduct is being reviewed with a redrafted version to be circulated when ready.

5922 External Representation: Council reviewed current representation and agreed to the following representation by Council:

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- (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 has been elected by St Peter's Village Hall Association to serve on the management committee and would be the Parish Council representative within the SPVHA management committee.

6022 Inventory: Council reviewed the current Inventory of land and assets and noted the revised register. It was also noted that Area 51 play area is nearing end of life and that the asset register would need to be appropriately amended when appropriate.

6122 Insurance Cover: The Clerk presented potential options for Parish Council insurance cover. Council agreed to the proposed cover and requested the Clerk make the required arrangements to include cover for a three-year period at a fixed price as detailed in the proposal, subject to confirmation over the fee arrangements.

6222 Memberships: Council reviewed current Council and/or employees' memberships of other bodies.

- (a) Council agreed to renew membership of Worcester Arts Council.
- (b) Council agreed to renew membership of Worcester Play Council.
- (c) 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.

6322 Complaints Procedure: Council noted the procedure that was recently redrafted by the Clerk and Chairman and adopted by Council.

6422 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.

6522 Communications Policy: Council noted the Communications Policy that has replaced the previous press and media policy.

6622 Meeting Dates & Times: Council reviewed meeting dates and times and confirmed continuation of current practice to meet on the second Thursday of every month, with the exception of the August and December breaks, The meeting time remains 7:30pm in St Peter's Village Hall.

6722 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) Payments requiring processing:

| Amount | Payable To | Reason for Payment |
|----------|---------------|------------------------------------|
| £1200.00 | SPVHA | Room hire agreement |
| £2500.00 | SPVHA | Contribution to community facility |
| £1328.81 | AJG Insurance | Insurance cover |

- (c) Council reviewed and agreed unanimously 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

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Financial Regulations for the payment of the same until the Annual Parish Council Meeting in May 2023, unless there is due cause for ceasing a contract or payment.

6822 Correspondence and Administrative Matters: The Clerk presented recent correspondence, including:

- a) Action sheet – Clerk to make payment to St Marks for grant application.
- b) The Clerk confirmed arrangements are being made to meet with the Head of City Services regarding Fields in Trust status for Battenhall park.
- c) The Clerk confirmed that drainage works are taking place in Power Park. Some concern has been expressed by the Clerk and Council that this may negatively impact upon the Parish Festival. Council requested the Clerk write to senior management within the County Council to request minimal disruption and confirm when the work is to be completed.
- d) The Clerk raised the forthcoming Queens Jubilee. Council agreed to a motion to purchase bunting up to a maximum of £250 and authorised the Clerk to make the necessary arrangements.

6922 Portfolio Holder Reports:

- (a) **Festival:** Cllr. Renshaw gave a brief update on Festival plans following a recent working party. Council agreed to the hire of BBQ equipment at £95 plus gas to minimise charcoal usage.
- (b) **Planning:** Cllr. Saunders provided an update regarding the soon to be completed pedestrian crossing on the A38. Cllr. Saunders raised concerns regarding the position of the crossing and so requested support from Council to make an approach to highways to amend the proposed location. Council confirmed support for this approach and authorised Cllr. Saunders to make the necessary enquiry.
- (c) **Environment:** Cllr. Tidy gave a brief review of activities and news including:
 - i. A litter pick is planned for 26th May at 10am meeting near the Baptist Church.
 - ii. Two new benches have been installed in the parks and have been well received.
 - iii. A wall has collapsed on St Peter’s Drive.
 - iv. A request for the wood at either end of the tarmac games area on Power Park to be repainted.
- (d) **Community:** Cllr. Wytcherley updated Council regarding an upcoming meeting planned with the local Brownies group.
- (e) **PACT:** Cllr. Walters confirmed the next meeting is 12th July in the Baptist Church. Cllr. Tidy noted a welcome recent sighting of Police motorcycles monitoring the A4440 near St Peter’s Drive.

7022 Date of Next Meeting: Confirmed as Thursday 9th June 2022 at 7:30pm in St Peter’s Village Hall.

Signed.....

Chairman

Date.....