

St Peter the Great County Parish Council

Minutes

Minutes of the Annual Parish Council Meeting held on **Thursday 9th May 2024 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, Mrs. L Hodges, Mr. P James, Mrs. K. Evans, Mrs. A. Wytcherley, and new Cllr. Mr. D. Simmonds from Agenda item 6524.

Attending: Two police officers, the Clerk.

6024 Election of Chairman: There was a single nomination for Cllr. Renshaw to be elected Chairman; proposed by Cllr. Saunders and unanimously agreed by Council. The duly elected Chairman signed the obligatory Declaration of Acceptance of Office to serve during the current year.

6124 Election of Vice Chairman: There was a single nomination for Cllr. Tidy to be elected Vice Chairman; proposed by Cllr. Saunders and unanimously agreed by Council.

6224 Apologies for Absence: None received.

6324 Declarations of Interest: Cllrs. Knight and Tidy declared an interest in matters relating to the Village Hall.

6424 Adoption of Minutes: Council agreed to adopt the Minutes of the Parish Council Meeting held on Thursday 11th April 2024 as a true record of events. The Chairman duly signed the master copy which would be held within the minute book.

6524 Casual Vacancy: Council considered nominations for the vacant Councillor position. One applicant confirmed willingness to serve as Councillor for the current electoral period and was present at the meeting. The applicant presented a brief verbal address. 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: Mr. David Simmonds of Lobelia Close, St Peter's, Worcester. The co-opted Councillor signed the obligatory Declaration of Acceptance of Office and was welcomed to the table by Council.

Public Session: The local police team presented a verbal update on recent activity which showed low levels of criminal and anti-social activity within the Parish over the last three months. The local Police team urged residents to report suspected criminal activity via 101 rather than post on social media. Council thanked the Police team for attending the meeting and for the ongoing contribution to the safety of the area.

6624 Reports from District and County Councillors:

(a) None present.

6724 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.

6824 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.

6924 Arrangements with other Authorities:

(a) Council noted the SLA with the City Council for provision of the Parish Warden. This service will cease beyond July 2024.

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(b) Council noted the arrangement with the County Council to fund the Lengthsman scheme, as delivered by the Parish Warden.

7024 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. Renshaw to represent the Parish Council at PACT meetings. To be reviewed after portfolio allocation.

(c) Council noted Cllr. Knight is the Parish representative on the Towns Fund Board.

7124 Inventory: Council noted the land and asset register and agreed to review in due course.

7224 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.

7324 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 £110 annually.

7424 Complaints Procedure: Council noted the procedure that was redrafted by the Clerk and Chairman in 2021 and adopted by Council.

7524 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.

7624 Communications Policy: Council noted the Communications Policy as recently revised and adopted by Council in April 2023.

7724 Code of Conduct: Council noted the Code of conduct.

7824 Strategic Principles: Council noted the Strategic Principles document and agreed to review in due course.

7924 Recruitment and Appointment Policy and Procedure: Council noted the policy and procedure and agreed to review in due course.

8024 Co-option Procedure: Council noted the co-option protocol in place for the Parish Council.

8124 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.

8224 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.:

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Amount	Payable To	Reason for Payment
£30.00	Worcester Arts Council	Membership
£200.00	Guides	Grant payment
£316.56	Clerk	Hi-vis purchase for volunteers

(c) Council noted that the schedule of due payments was reviewed in March 2024.

8324 Correspondence and Administrative Matters: The Clerk presented recent correspondence, including:

- (a) Communication from residents regarding hedges and tree pruning requests.

8424 Portfolio Holder Reports:

- (a) **Planning:** An update from Cllr. Saunders regarding the latest planning applications. Cllr. Saunders and the Chairman will submit the Parish Council response for the planning application appeal relating to the provision of traveller pitches on the Ketch Field Development.
- (b) **Environment:** Cllr. Tidy gave a brief review of activities and news including:
- i. The next litter pick planned for 23rd May at 10am meeting near the Village Hall.
 - ii. Planting near the bridge has been removed due to technicalities with the transfer of ownership from developer to County Council.
 - iii. The Warden has been busy in the Parish and will be putting up the Festival banners this week.
- (c) **Community Facility:** A verbal update on the latest position of the new community facility.
- (d) **Community:** Cllr. Wytcherley updated Council regarding recent activities.
- (e) **Festival:** Cllr. Renshaw gave a brief update on Festival plans following a recent working party.

8524 Date of Next Meeting: Confirmed as Thursday 13th June 2024 at 7:30pm in St Peter's Village Hall.

Signed.....

Chairman

Date.....