

# St Peter the Great County Parish Council

## Minutes

**Minutes** of the Annual Parish Council Meeting held on **Thursday 8<sup>th</sup> May 2025 at 19:30** in St Peter's Village Hall, Worcester WR53TA.

**Present:** Chairman Cllr. Mr. J. Renshaw, Cllrs. Mr. A. Tidy, Mr. R. Knight, Mrs. L. Hodges, Mrs. K. Evans, Mrs. A. Wytcherley, Mr. D. Saunders, and Mr. D. Simmonds.

**Attending:** County Cllr. Louis Stephen.

**5525 Election of Chairman:** There was a single nomination for Cllr. Renshaw 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.

**5625 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.

**5725 Apologies for Absence:** Cllr. Mr. P. James.

**5825 Declarations of Interest:** Cllrs. Knight and Tidy declared an interest in matters relating to the Village Hall Association.

**5925 Adoption of Minutes:** Council agreed to adopt the Minutes of the Parish Council Meeting held on Thursday 10<sup>th</sup> April 2025 as a true record of events. The Chairman duly signed the master copy which would be held within the minute book.

**Public Session:** Present were three members of the public.

- A report of recent verbal disturbance at the pump track, it was unknown if this matter has been reported to the police.
- A report of pump track users spilling across the pedway while queuing to enter the track.

**6025 Reports from District and County Councillors:**

- (a) City Councillors were not present.
- (b) Newly elected County Councillor Louis Stephen provided a verbal update regarding local and County matters.

**6125 Councillor Portfolios:** Council considered the current portfolio allocation and agreed to defer a final decision to a future meeting.

**6225 Standing Orders and Financial Regulations:** Council deferred a review of the Standing Orders and Financial Regulations to a future meeting.

**6325 Arrangements with other Authorities:** Council noted the arrangement with the County Council to fund the Lengthsman scheme, as delivered by the City Council. It was noted this arrangement should be reviewed with the City Council to ensure priority work is taking place.

**6425 External Representation:** Council reviewed current representation and agreed to the following representation by Council:

- (a) Council agreed to the appointment of Cllrs. Mrs. L. Hodges and Mr. J. Renshaw to the City Council Standards Committee. The Clerk to confirm arrangements with the City Council.
- (b) Cllr. Renshaw to continue to represent the Parish Council at PACT meetings.
- (c) Council noted Cllr. Knight is the Parish representative on the Towns Fund Board.

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**6525 Inventory:** Council noted the land and asset register, as updated by the Clerk to reflect changes to 31<sup>st</sup> March 2025.

**6625 Insurance Cover:** The Clerk confirmed that Parish Council cover is in place for the next 12 months commencing from June 2025.

**6725 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.

**6825 Complaints Procedure:** Council agreed to defer the review of the procedure that was redrafted by the Clerk and Chairman in 2021 and reviewed in 2022 to a future meeting.

**6925 Information Handling Procedures:** Council deferred the review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018.

**7025 Communications Policy:** Council deferred the review of the Communications Policy, last revised and adopted by Council in April 2023, to a future meeting.

**7125 Code of Conduct:** Council deferred the review of the Code of conduct to a future meeting.

**7225 Strategic Principles:** Council noted the Strategic Principles document as recently revised in January 2025.

**7325 Recruitment and Appointment Policy and Procedure:** Council deferred the review of the policy and procedure to a future meeting.

**7425 Co-option Procedure:** Council deferred the review of the co-option procedure to a future meeting.

**7525 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.

**7625 Financial Report:**

(a) Council received a 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	Herlig Architecture	Community facility
£2463.00	Greenwood Projects	Community facility
£1200.00	SPVHA	Room hire agreement

(c) Council noted that the schedule of due payments was reviewed in March 2025.

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**7725 Correspondence and Administrative Matters:** The Clerk presented recent correspondence, including:

- (a) Communication from residents regarding broken glass on two pedways.
- (b) The Clerk sought volunteers to represent the Festival at the upcoming City Council Community Engagement Team Annual Volunteer Celebration taking place in the Guildhall on 21<sup>st</sup> May. Cllrs. Renshaw, Simmonds and Evans were nominated to attend.
- (c) Cllr. Tidy had reported missing park signage in Battenhall and Aldersley Park. The Clerk has approached the City Council to investigate.
- (d) West Mercia Police and Crime Panel is seeking the recruitment of an Independent Lay Member for a four-year term. The Clerk has advertised this position on social media and in the notice board.
- (e) The Clerk is seeking confirmation of the technical details of the newly inherited vehicle activated sign to assess traffic speed and usage.

## **7825 Portfolio Holder Reports:**

- (a) **Planning:** Cllr. Saunders provided a verbal update regarding the latest planning applications. One of note regarding the safety of pedestrians on the Taylors Lane development.
- (b) **Environment:** Cllr. Tidy gave a verbal update, including:
  - i. The next litter pick planned is 13<sup>th</sup> of May 10am at the Village Hall.
  - ii. Cllr. Tidy raised the matter of community facilities within the Parish and suggested high profile facilities should be listed as Assets of Community Value (ACV).
- (c) **Community Facility:** A verbal update on the latest position of the new community facility. The build has started and is expected to be completed in Autumn 2025. The City Council has enforced the reinstatement of a redundant Severn Trent drain under the footprint of the building. This has piece of work has incurred additional costs of £20k.
- (d) **Community:** Cllr. Wytcherley has been promoting the grants scheme with Cherry Orchard School.
- (e) **PACT:** Cllr. Renshaw provided a verbal update. Next PACT meeting 5th June 730pm.
- (f) **Festival:** Cllr. Simmonds gave a verbal update on Festival plans following a recent working party. The next working party is proposed for 22<sup>nd</sup> May 730pm via Zoom.
- (g) **Street Scene:** Cllr. Evans gave a verbal update:
  - i. Cllr. Evans has again reported the poles on the edge of Bath Road left over from the proposed 20mph limit.
  - ii. Thanks to Cllr. Evans reporting issues to the City Council team, the graffiti has been removed from multiple street furniture across the Parish extending down Bath Road.

**7925 Date of Next Meeting:** Confirmed as Thursday 12<sup>th</sup> June 2025 at 7:30pm in St Peter's Village Hall.

Signed.....

Chairman

Date.....