

POWICK PARISH COUNCIL

Minutes of the Annual meeting of the Parish Council
Held Wednesday 4th May 2016 at Powick Parish Hall
Commencing at 7.30pm

PRESENT

A. Lamb, J. Foy, D. Jones, M. Richmond, J. Price, R. Willetts, C. Phillips
Also present – Simon Rea, Glazzards Architects.

APOLOGIES FOR ABSENCE

P. Harris, R. Humpage, S. Underwood, R. Whittal-Williams, J. Raymond, J. Allsopp, J. Liptrot.

ELECTION OF CHAIRMAN

It was proposed by M. Richmond, seconded by C. Phillips that A. Lamb continue as Chairman.
All agreed.

A. Lamb accepted the role of Chairman before those present.

RESIGNATIONS RECEIVED / APPLICATIONS FOR CO-OPTION

A letter of resignation had been received from R. Whittal-Williams which was accepted by those present. Thanks were given for his contribution to the Council.

There were no applications for co-option.

There is now x1 vacancy in Powick ward and x1 vacancy in Callow End ward.

ELECTION OF VICE CHAIRMAN

It was proposed by A. Lamb and seconded by J. Price that C. Phillips continue as Vice Chairman. All agreed and the role was accepted by C. Phillips.

DECLARATIONS OF INTEREST AND APPLICATIONS FOR COUNCILLOR DISPENSATIONS

None.

All were reminded to renew their full Registers of Interest to MHDC if required.

STANDING ORDERS OF THE PARISH COUNCIL

Standing Orders were noted and it was agreed that the Clerk recirculate to the Council.

CODE OF CONDUCT FOR PARISH COUNCILLORS

Noted by all present.

SCHEMES OF DELEGATION

Urgent Business Committee – it was proposed by R. Willetts and seconded by J. Price and agreed by all that the committee members be A. Lamb, C. Phillips, J. Allsopp, M. Richmond and the Clerk. (minimum of x3 members required for a decision to be made)

FINANCIAL & GOVERNANCE MATTERS

It was agreed that the Financial Working Group finalise the Financial Regs, Insurance & Risk Assessments and that they be confirmed by the Council in due course.

The insurance policy renewal invitation by Came & Co was approved as quoted.

COUNCILLOR ROLES

The following Councillor roles were agreed –

- Financial Working Group – Chairman / Vice Chairman / J. Allsopp / Clerk
- Rialtas financial software – Clerk & D. Jones (to be trained)
- Planning Committee – C. Phillips to be Chairman, J. Foy to be Vice Chairman
- Cheque signatories – A. Lamb & C. Phillips
- Callow End PFA Reps – S. Underwood & D. Jones
- Hospital Lane PFA Reps – A. Lamb, J. Price, J. Allsopp
- Footpaths Officer – P. Harris
- Powick Emergency Support Team (PEST) coordinator – R. Willetts (Clerk to send through most recent documents)

REPRESENTATIVES OF OUTSIDE BODIES

- Worcs CALC Area Committee Reps – A. Lamb & J. Price

ITEM	MINUTE RECORDED	ACTION BY
1.	The Minutes of a meeting held 6th April 2016 were agreed and signed as a true record. Proposed J. Foy, seconded D. Jones. All agreed.	
2.	Matters arising – All Callow End playing fields urgent works now completed and the pavilion is now open again. The CEPFA has been invoiced for the balance of the new slide equipment - £3562. A letter has been sent to the PCC re church service parking concerns. The order has been placed for works on Bastonford clock by Smiths of Derby.	
3.	Lengthsman report – Bus shelters are to be cleaned shortly in Powick as requested. All monthly tasks completed.	

	Vegetation to be cleared from around Les's seat on the path approaching Old Hills.	
4.	<p>Financial matters –</p> <p>Accounts to be completed shortly and to be signed off at the next meeting.</p> <p>External audit to commence on 1st July 2016.</p> <p>Came & Co insurance renewal discussed and approved for payment.</p> <p>Rural rate relief applications received – £453.75 – Old Bush PH £372.08 – 3 Nuns PH £270.24 – Powick Service Station Applications proposed by D. Jones, seconded R. Willetts. All agreed.</p> <p>Lengthsman scheme 2016/17 renewal – proposed by C. Phillips, seconded by J. Foy. All agreed.</p> <p>Lengthsman fee review - £12.53 phr currently. It was proposed by R. Willetts, seconded by M. Richmond that the fee be increased to £13 phr and backdated to 1st April 2016. All agreed.</p>	<p>Clerk to circ accounts for approval.</p> <p>Insurance to be renewed by 1st June 2016 by the Clerk.</p> <p>Clerk to pay rural rate relief as agreed.</p> <p>Clerk to renew Lengthsman scheme and update fee payments as agreed.</p>
5.	<p>Playing Field Reports –</p> <p>Hospital Lane – Simon Rea from Glazzards Architects updated the PC on next steps re pre-commencement conditions for the pavilion build. The contamination survey is to start shortly. Following the survey there is also the following to do –</p> <ul style="list-style-type: none"> - foul and surface water drainage enquiries to STW - materials examples for roofing and facing to be approved (blue engineering brick façade / standing seam metal roofing) - protective fencing for trees to be demonstrated - landscaping drawing to be submitted - ecology enhancements to be approved <p>Access – easement agreement currently in place with the NH Trust.</p>	<p>Clerk to arrange HLPF Steering Group meeting – 25th May or asap.</p>

	<p>Need to start proper works when able to do so – SR to liaise and advise. Need to facilitate contractor parking and will also improve user perception of the scheme to lay a temp surface initially. Element of foundations and an element of landscaping to be started ideally. Also to involve Building Control re footings.</p> <p>HLPF Steering Group to meet asap, possibly on 25th May. Need to agree Swift Fundraising to pursue further match funding for the scheme / give funding options report.</p> <p>Callow End PFA –</p> <p>No report made.</p>	
6.	<p>District & County Councillor reports –</p> <p>Apologies from T. Wells but it was noted that he is now out of hospital which is really good news. No reports made.</p>	
7.	<p>Councillor reports & Items for future Agendas –</p> <p>J. Price reported on Severn Estuary SAC “Shad” project planned for Powick weir by the Environment Agency (EAg) to allow the fish to go further upstream. Plans also for a fish pass at Diglis. R. Willetts had also written in response to the proposal in his EAg capacity including a query re the impact on the Powick flood defence and is awaiting a response. Also queried the impact on other species? The planned road and bridge widening was also noted. The PC agreed to wait on the EAg response to RW.</p> <p>A. Lamb apologised for not attending the recent SWDP briefing but it was noted that J. Allsopp had attended a similar briefing earlier in the year. A meeting re Community Infrastructure Levy is due later this year.</p>	<p>R. Willetts to report when a response received from the E. Ag.</p> <p>A. Lamb to write to Startin Garage re parking concerns.</p>

	A. Lamb reported cars parking on Malvern Rd between the HingTai towards The Drive and Hospital Lane area to King Charles Ave were becoming problematic for residents. A possible cause was the pub car park closing to non-users and it may be the Startin Garage staff?																					
8.	<p>Report of the Clerk –</p> <p>MHDC Planning training schedule – as circulated.</p> <p>Accounts proposed for payment by J. Foy, seconded by R. Willetts. All agreed.</p> <table> <tr> <td>£576.28</td> <td>Clerks salary (net)</td> </tr> <tr> <td>£375.90</td> <td>Lengthsman fee</td> </tr> <tr> <td>£118.00</td> <td>SLCC annual subscription</td> </tr> <tr> <td>£1820.80</td> <td>Insurance renewal</td> </tr> <tr> <td>£906.50</td> <td>CALC/NALC subscriptions</td> </tr> <tr> <td>£72.00</td> <td>Callow End hall hire</td> </tr> <tr> <td>£30.00</td> <td>CALC training fee</td> </tr> <tr> <td>£333.50</td> <td>Eon Gas – pavilion</td> </tr> </table> <p>Money received:</p> <table> <tr> <td>£20,570.79</td> <td>MHDC precept (first half) 2016/17</td> </tr> <tr> <td>£2508.23</td> <td>Worcs CC Lengthsman reimbursement</td> </tr> </table>	£576.28	Clerks salary (net)	£375.90	Lengthsman fee	£118.00	SLCC annual subscription	£1820.80	Insurance renewal	£906.50	CALC/NALC subscriptions	£72.00	Callow End hall hire	£30.00	CALC training fee	£333.50	Eon Gas – pavilion	£20,570.79	MHDC precept (first half) 2016/17	£2508.23	Worcs CC Lengthsman reimbursement	
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	There being no further business the meeting closed at 9.40pm																					