



# FINSTALL PARISH COUNCIL

Ref: 2/22 P. 1245

## MINUTES of the ORDINARY MEETING of FINSTALL PARISH COUNCIL held on Tuesday 1<sup>st</sup> February 2022 at 7.30 p.m at Finstall Village Hall.

A ten minute period was set aside before the meeting commenced for Public Participation. No members of the public attended.

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### Those present were:

Chairman Cllr Will Taylor, Cllr Christine Orr-Cooper, Cllr Spencer, Cllr Ryan, and Cllr Hewer.

### Also in attendance:

Sarah Whittaker, the Clerk.

### 1. APOLOGIES

Cllr Wendy & Malcolm Molloy due to other commitments. The apologies were accepted by the council.

### 2. MINUTES REFERENCE 12/21 P.1242-1244

Minutes recording the meeting held on Tuesday 11<sup>th</sup> January 2021 as circulated were taken as read, approved and signed subject to amendment of those attending, no members of the neighbourhood policing team were in attendance.

**Resolved.** All members present, were in favour.

### 3. DECLARATION OF INTEREST:

There were no declarations of interest.

### 4. UPDATE FROM NEIGHBOURHOOD POLICE TEAM

No members of the neighbourhood police team were present.

### 5. PROGRESS REPORTS FOR INFORMATION

a). Discussed in item 7.

## **6. CORRESPONDENCE.**

All correspondence reports were noted.

## **7. PENMANOR PLAYGROUND EQUIPMENT**

The Chairman had met with Playsmart to discuss the groundworks required to fit the recommended pad. This can be easily prepared for the swing but the area by the slide is more problematic. There is the option for the council to use another supplier but there were concerns that this may cause problems when Playsmart come to fit the matting. It was thought that there was matting already in place by the swing but there were concerns that safety regulations had changed since the matting had been laid. The quote received from Playsmart included installation of the mats but not the groundwork to ensure the correct depth for the mats. The chairman suggested contacting the current contractor IDG Garden Services for a quote for the groundworks. **AP 1 Chairman to seek a quote from IDG Garden Services for the required groundwork.**

## **8. VILLAGE HALL COMMITTEE SUPPORT**

It was agreed to liaise with the Village Hall Committee regarding their future plans and events such as the upcoming Queen's Platinum Jubilee. The council could financially support some events organised by the village hall.

## **9. REVIEW OF FINANCIAL REGULATIONS**

The financial regulations were reviewed and approved.

## **10. REVIEW OF STANDING ORDERS**

The standing orders were reviewed and approved.

## **11. RISK REVIEW LOG**

It was highlighted that the seats and bus shelter regime should be formally agreed on an annual basis. Other items such as Lengthsman duties noted as ongoing should have a regularly updated schedule. It was requested that the battery speed indicator be checked weekly by the lengthsman to ensure it is working. It was suggested that the Risk Review Log could be reviewed quarterly. **AP2 Clerk to request the lengthsman check the battery for the speed indicator device and agree a schedule for cleaning the signposts in the village.**

## **12. RISK MANAGEMENT POLICY**

At the last internal audit it was suggested that a risk management policy should be adopted by the council. This was deferred to the next meeting to allow further consideration.

### 13. RESERVES POLICY

Due to the small amount of reserves the council holds and the planned upcoming expenditure, it was not felt it was necessary to adopt a new policy at this time.

### 14. PLANNING APPLICATIONS

**Planning Applications:** None to date

**Planning Approvals:** None to date

**Planning Refusals:** None to date

### 15. FINANCE

#### a.) Receipts

Interest Money Manager Account	0.01
	<b><u>£0.01</u></b>

b.) It was proposed by Cllr Hewer and seconded by Cllr Orr-Cooper to make the following payments:

S. Whittaker – January Salary	220.00
Three Counties Payroll (DD)	14.04
S. Skeys December invoice	155.25

**£389.29**

c.) The bank reconciliation for December 2021 was noted.

d.) The internal control review of bank statements and bank reconciliation to be deferred until the next meeting to allow the Clerk to prepare the paperwork used by previous clerk prior to lockdown.

### 16. DATE OF NEXT MEETING

**Resolved:** The next meeting will be an Ordinary Meeting of Finstall Parish Council to commence at 7.30pm on Tuesday 1st March 2022 in the Village Hall.

### 17. OTHER MATTERS FOR DISCUSSION ONLY -

Cllr Spencer reported that the footpath opposite 99 – 101 Finstall Road appears to be in need of repair due to tree roots. **AP3 Clerk to report to Highways.**

Cllr Orr-Cooper queried if elections were due this year, it was confirmed this would take place in 2023.

Cllr Ryan questioned if large circular mirrors were permitted to be placed on a tree on the highway. It was felt if this was on the highway, rather than private

land, then it may not be legal. **AP4 Clerk to contact Kit Taylor to query if there were any rules and regulations around the placement of such mirrors.**

Cllr Hewer asked if the funding for the lengthsman at Bromsgrove District Council will be fed down to Parish councils as this offered the potential for increased duties for the lengthsman if more funds were available. The Clerk had asked Bromsgrove DC and would chase an answer.

There being no further business the Chairman closed the meeting at 8:40pm.

Signed.....

Date.....