

# St Peter the Great County Parish Council

## Minutes

**Minutes** of a meeting of the Parish Council held on **Thursday 11<sup>th</sup> April 2019 at 7:30pm** in the **Village Hall, St Peter's**.

**Present:** Chairman Cllr. Mr. A. Tidy, Cllrs. Mr. A. Tucker, Mr. R. Knight, Mr. M. Johnson, Mr. M. Steele, Mr. J. Kemp, Dr. P. Thorlby (from Agenda item 9 onwards) and Dr. D. Tibbutt. Also, present: County Cllr. Mr. S. Mackay, one member of press and two members of public that identified themselves as standing in the upcoming Parish election in May.

**2819 Apologies for Absence:** Council received apologies from Cllr. Mrs. P. Clayton.

**2919 Declarations of Interest:** Cllrs. Knight and Johnson regarding SPVHA matters. Cllr. Tidy regarding COSA.

**3019 Adoption of Minutes:** Council agreed to adopt the Minutes of the Parish Council Meeting held on Thursday 14<sup>th</sup> March 2019.

**Public Session:** No comments.

**3119 Matters Arising:** The Clerk confirmed that a new contractor's agreement has been created for the Festival Organiser for 2019.

**3219 Reports from District and County Councillors:**

City Cllrs. Mr. Johnson and Mr. Knight gave a verbal update to Council regarding City Council matters. County Cllr. Mr. Mackay gave a verbal report to Council regarding County matters and presented the Clerk with a written copy.

**3319 Financial Report:**

a) The Clerk presented the financial position of Council and confirmed the most up to date bank statements show balances at £77k in the Coop account and £48k in the Money market account. The Clerk also gave an initial verbal update regarding provisional year-end figures showing Newlink as a predicted £3k+ cost to Council. The Clerk to process and distribute year-end figures to Council once a final bank statement is received from Coop.

b) The Clerk confirmed that ongoing claims with HMRC for previous VAT reclaims owed to St Peter's Parish Council have been paid and are showing on the latest bank statement.

c) The Clerk updated Council regarding the newly opened HSBC bank account. Continued delays are now due to the processing of the account opening procedure. HSBC have requested a Parish Council constitution, not known to be in existence. The Clerk has sent a copy of the Standing Orders to the bank in lieu of a constitution and is awaiting confirmation from HSBC. Cllr. Tucker proposed the Clerk make provisional arrangements with Unity bank as a back up should the ongoing process with HSBC not come to fruition. Council unanimously agreed to this and instructed the Clerk to make enquiries.

d) Council agreed payment of accounts as presented at the meeting as follows:

<b>Cheque Number</b>	<b>Amount</b>	<b>Payable To</b>	<b>Reason for Payment</b>
	£182.09	HMRC	Deductions

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	£213.92	Ms. A. Donaldson	Newslink advertising management
	£89.90	Clerk	Purchase of Roses for St Peter's Parks.
	£887.00	ABC Print	Newslink print
	£330.00	Dor2Dor	Newslink delivery
	£1000.00	Mrs. S. Archer	Festival organiser fee

**3419 Clerks Report:** The Clerk presented recent correspondence and addressed administrative items including:

- a) Confirmation that more than 9 nominees have been received by the City Council for St Peter's ward thus resulting in the first ever Parish Election, the Clerk confirmed that initial costs for the running of the election are in the region of £4,000 - £10,000. This amount has not been budgeted for and so the Clerk made Council aware that a resolution to transfer money from reserves to cover the cost would be required at a future meeting. The Clerk also confirmed that the term of office for current Councillors will run until the 7<sup>th</sup> of May.
- b) The Clerk confirmed the acceptance of the Festival Organiser Agreement by the Festival Organiser and gave a verbal update regarding progress of the Festival Working Party.
- c) Confirmation that the Clerk has received a renewed ICO certificate for the next year.
- d) Council has received a letter of thanks for enabling the swift rectification of a damaged hedge in Power Park as delivered via the Parish Wardens.
- e) The Parish Council has received three applications for small donation Grants of £200 from COSA, the local Scout group and SPVHA. Having reviewed the applications the Clerk confirmed that all three applications are of a beneficial and appropriate nature in line with Council policy. Council duly voted nem. con. to accept the applications and instructed the Clerk to process the donations accordingly, subject to receipt of the required paperwork to his satisfaction.

**3519 Portfolio Holder Reports:** The following portfolio holders provided reports to Council:

- a) **Green Spaces:**
  - i) Cllr. Tidy updated Council regarding the latest environmental issues, and a brief review of FoStPP volunteer events including the project to plant Rose bushes in front of the Village Hall in raised beds.
  - ii) Following the removal of several semi mature Oak trees and Daffodil bulbs by County Highways on the verge adjacent to the A38 between St Peter's Drive and the A4440, Council requested the Clerk contact Highways to arrange appropriate recompense for said removal. Clerk to update Council in due course.
  - iii) Cllr Tidy's proposal that the Clerk be authorised to make the following expenditure from budgeted funds during the 2019/20 financial year was unanimously agreed by Council:
    - Up to £650 for the purchase of a public bench for Aldersey Park.
    - Up to £500 for the purchase of bulbs and shrubs for planting in the Parks.
    - Up to £100 for the provision of tea, coffee, milk, biscuits etc. for volunteer events overseen by the Parish Warden.
    - Up to £750 for the repair and installation of the re-claimed children's slide from Battenhall Play Area.

**3619 Confidential Matters:**

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- a) Parish Warden SLA. Council discussed the draft contract from the City Council and agreed a number of amendments to be put back to the City Council by the Clerk and the Chairman who were authorised to conclude matters thereafter.
- b) Newslink Advertising. Council discussed correspondence from the advertising manager and matters raised therein and gave directions to the Clerk.

**3719 Date of Next Meeting:** The Annual Meeting of the Parish confirmed as Thursday 9<sup>th</sup> May 2019 in St Peter's Village Hall at 7:30pm followed by the Annual Parish Council meeting at 8:00pm. At this point the Chairman duly thanked members of Council not standing for re-election for their dedicated service to the local residents of St Peter's in particular Cllr. Thorlby who has served for 16 years and was former Chairman and also Cllr. Clayton who was a former Vice Chair. Council endorsed the Chairman's thanks to Cllr. Clayton, Cllr. Tibbutt, Cllr. Steele and Cllr. Thorlby and wished them well in the future.

Signed..... Chairman Date.....