

# St Peter the Great County Parish Council

## Minutes

**Minutes** of a meeting of the Parish Council held on **Thursday 10<sup>th</sup> October 2019 at 7:30pm** in the **Village Hall, St Peter's**.

**Present:** Chairman Cllr. A. Tucker, Cllrs. Mr. A. Tidy, Mr. M. Johnson, Mrs. L. Murray, Mr. J. Renshaw and Mr. P. Walters.

Also present: one member of press and the Clerk.

**9619 Apologies for Absence:** Council received apologies from Cllrs. Mr. R. Knight, Mr. J. Kemp, Mr. D. Carney and City and County Cllr. Mr. S. Mackay.

**9719 Declarations of Interest:** None.

**9819 Adoption of Minutes:** Council agreed to adopt the Minutes of the Parish Council Meeting held on Thursday 12<sup>th</sup> September 2019 as a true record of events. The Chairman duly signed the master copy, held within the minute book.

**Public Participation:** No comments.

### **9919 Reports from District and County Councillors:**

a) City and County Cllr. Mackay was not present but had emailed a written copy of his report to the Clerk prior to the meeting. The Clerk read aloud the written report which included an update regarding A4440 road works and bridge installation timeframe and other County-wide matters.

b) Cllr. Johnson gave an update on City Council matters affecting the Parish including:

i) An update on the pedestrian footbridge over the A4440.

ii) Confirmation that the issue of compensatory land being allocated for land lost in Power Park due to the landing site of the new pedestrian bridge will be investigated.

### **10019 Financial Report:**

a) The Clerk presented the half year financial report to Council. This report contained both the actual financial transactions through the Parish accounts as confirmed via bank statements and the transaction register in addition to the reconciled accounts showing expected committed expenditure. The financial report also set the expected committed expenditure against the budget spread sheet to ensure Councillors have a true understanding of the current financial position of Council. The Clerk confirmed reconciled balances as £48, 276 in the savings account and £93,957 in the community account. The Clerk to prepare the HMRC VAT reclaim following the completion of the external audit.

b) The Clerk confirmed that a fully cleared External Audit has been received from PFK Littlejohn. In line with statutory obligation, the Notification of Publication of Audited Accounts has been published. Council thanked the Clerk for the many hours invested in this process to ensure Council is both legally and financially compliant.

c) The Clerk confirmed that online access is now live with HSBC. The Clerk also updated Council regarding the banking switch process. The latest communication from HSBC confirmed that it is not possible to process a full switch of accounts due to a discrepancy with the Council bank account name. With Coop, Council is known as St Peter's Parish Council, but with HSBC Council goes by full formal name of St Peter the Great County Parish Council. Confirmation of this discrepancy means that the Coop account will have to be transferred and

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closed manually. Therefore, following a request from the Clerk, Council formally resolved to authorise the Clerk to transfer all balances from Coop bank to HSBC with immediate effect and to close the Coop account at the end of the financial year (March 2020).

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

Amount	Payable To	Reason for Payment
£330.00	Dor2Dor	Newslink delivery
£6,142.80	Worcester City Council	Warden scheme pt. 1
£360.00	PKF LittleJohn	External Audit
£54.00	DCK Accounting	Payroll
£100.00	Clerks & Council's direct	Online and print service
£79.98	The Clerk	Reimbursement for funds spent on Friends of St Peter's Parks supplies (Rose plants x2)
£172.00	St John's Ambulance	Festival First aid
£622.00	HMRC	Quarterly contributions

**10119 Clerks Report:** The Clerk presented recent correspondence and addressed administrative items including:

**a)** Reports of an uneven paving stone located adjacent to the Village Hall. The Clerk has reported to County Council and City Council to no avail. Further investigations continue. It was also commented that the footpath in front of the Village Hall is particularly dark. The Clerk to raise a request with County Council.

**b)** The potential project to install 10 outdoor gym equipment modules within Power Park may be in excess of £30k. A full project plan will be required. Cllr. Johnson and Cllr. Tidy to liaise with the City Council regarding funding and the Clerk to produce a one-page document to highlight the initial facts of the project for the January meeting.

**c)** Correspondence has been received from the City Council legal team regarding the ongoing issue of usage of land situated at the old Larkspur play area. This piece of land has been left fallow for many years despite efforts from Council and Cllr. Knight to change into either managed greenspace or further urgently required parking spaces for local residents. Council requested the Clerk formally respond to the City Council to acknowledge the communication and work with Cllr. Knight to progress the matter.

**d)** Following a complaint from a resident regarding out of hours operations at Tesco, it was reported to Council that the resident concerned has received an apology from Tesco.

## **10219 St Peter's Parish Festival:**

**a)** The Clerk reported that progress has been made regarding recruitment of a replacement Festival Organiser. Two high quality applications have been received by the Clerk with further recruitment period remaining. Council resolved that the Clerk should work with Cllr. Renshaw (Festival Portfolio holder) to review applicants and be authorised to make an appointment should a suitable candidate be forthcoming.

**b)** The Clerk has contacted a resident regarding inclusion in the Festival working party due to be held in November. The Clerk and Cllr. Renshaw to arrange the next Working party and report back to Council in due course.

## **10319 Budget:**

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- a) Cllr. Tucker presented a draft budget for 2020/21 as previously circulated via email. Major financial commitments such as Warden Scheme, Newslink and Festival were considered.
- b) Cllr. Tucker also confirmed that a budget working party would be arranged to report back to Council in due course.

## **10419 Highways, Developments & Planning:**

Council reviewed the current knowledge base of ongoing and future road works and planning/development issues affecting the Parish. Due to the ongoing major developments in and around the Parish, the Chairman suggested this heading be a standing Agenda item for the foreseeable future to which Council agreed. Matters discussed included:

- a) A review of information relating to the installation of bridges over the A4440 including the pedestrian bridge entering Power Park. It was reported that the City Council has responded to the County Council and Fields in Trust to confirm that no compensatory land is requested to mitigate for land lost in Power Park as a result of the pedestrian bridge landing site. This is in direct opposition to the detailed and specific request from St Peter's Parish Council to have compensatory land attributed within Broomhall Green to mitigate for the loss of green space in Power Park. This would enable the land on Broomhall Green to be protected in perpetuity and would enable police enforcement to forcibly remove unauthorised encampments within 24 hours; a protection not currently in place. The Clerk to liaise with Cllr. Tidy regarding the production of an official Parish Council response to the City Council specifically with regard to the issue of compensatory land for Power Park.
- b) It was reported that communications have been somewhat lacking between the Parish and County Council with regard to roadwork and construction updates. The Clerk and Cllr. Kemp to restore communication channels with the County Council to ensure the residents of the Parish are kept properly informed regarding on-going works likely to disrupt daily life.
- c) Council confirmed that as a result of the many planned and on-going developments affecting the Parish, "Highways, Developments and Planning" would be a standing Agenda item for the foreseeable future.
- d) Larkspur Close. Refer to 10119 c).
- e) Cllr. Johnson has received early indications from County highways that the pedestrian crossing at the Crookbarrow/ St Peter's roundabout will be ceasing in 2020 upon completion and opening of the new pedestrian bridges.
- f) The modifications of the land at the site of the proposed duelling of the Carrington Bridge and the Ketch Viewpoint are likely to prove disruptive in the coming months as the project progresses. Council agreed it would be beneficial to seek clarification regarding the effect this expansion could have on the Ketch roundabout.
- g) The new housing estate and business use of land on the former Ketch car boot field and towards Kempsey and Norton are likely to have a considerable impact on road infrastructure. No start date is known for this development.

## **10519 Newslink:**

Council reviewed the performance of the Newslink Parish Magazine following a financial update from the Clerk.

- a) It was confirmed that an accurate reconciliation to balance advertising revenue is urgently required. Council requested the Clerk contact the advertising manager to again request financial performance figures for issue 141.
- b) Council responded to a request from the advertising manager regarding confirmation of publishing deadlines for Newslink. The advertising manager states that firm deadlines will enable a more productive advertising strategy to attract further potential advertisers. Council confirmed the deadline for the Christmas edition content as 18<sup>th</sup> November for 2<sup>nd</sup> December

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delivery. Firm delivery deadlines were agreed as March/June/September/December. Council requested the Clerk re-confirm this information to the advertising manager and editor.

**10619 Portfolio Holder Reports:** The following portfolio holders provided reports to Council:

**a) Green Spaces:** Cllr. Tidy updated Council regarding the latest environmental issues, including:

**i)** A brief review of FoStPP volunteer events including a recent event to plant further Rose bushes outside the Village Hall. Only one more session of Rose planting remains, planned for 12<sup>th</sup> November.

**10719 Date of Next Meeting:** The date of the next Parish Council Meeting was confirmed as Thursday 14<sup>th</sup> November 2019 in St Peter's Village Hall at 7:30pm.

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