

# St Peter the Great County Parish Council

## Minutes

**Minutes** of the Annual Parish Council Meeting held on **Thursday 5<sup>th</sup> May 2021 at 19:30** via Zoom video link due to the ongoing Covid-19 pandemic.

**Present:** Cllrs. Mr. A. Tucker, Mr. A. Tidy, Mr. R. Knight, Mr. M. Johnson, Mr. J. Renshaw, Mr. D. Tibbutt, Mr. D. Saunders.

**Attending:** The Clerk, one member of press.

**5521 Election of Chairman:** There was a single nomination for Cllr. Tucker 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.

**5621 Election of Vice Chairman:** There was a single nomination for Cllr. Tidy to be elected Vice Chairman; proposed by Cllr. Knight and unanimously agreed by Council.

**5721 Apologies for Absence:** Council received apologies from Cllr. Walters.

**5821 Declarations of Interest:** None received.

**5921 Adoption of Minutes:** Council agreed to adopt the Minutes of the Parish Council Meeting held on Thursday 8<sup>th</sup> April 2021.

**Public Session:** No comments.

**6021 Councillor Portfolios:** Council agreed to wait until after the current Councillor vacancy has been filled before considering portfolio allocation in order to give any new Councillor the opportunity to consider how best they could contribute.

**6121 Standing Orders and Financial Regulations:** Council reviewed the Standing Orders and Financial Regulations and noted that detailed reviews of both documents have been carried out over the last two years. It was also noted that the Financial Regulations Appendix 2 has been drafted and is being reviewed before submission to Council for proposed adoption.

**6221 Arrangements with other Authorities:**

(a) Council noted the SLA currently outstanding with the City Council for provision of the Parish Warden.

(b) Council reviewed the 'Council's Charter' 2005 but agreed to hold this item in abeyance as it will be replaced with the renewed Code of Conduct.

**6321 External Representation:** Council reviewed current representation and agreed to the following representation by Council:

(a) Council agreed to continue the appointment of Cllrs. Mr. R. Knight and Mr. A. Tidy to the City Council Standards Committee. The Clerk to confirm arrangements with the City Council.

(b) Cllr. Walters to continue to represent the Parish Council at PACT meetings.

(c) Council noted that Cllr. Tidy has been elected by St Peter's Village Hall Association to be the Parish Council representative within the SPVHA management committee.

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**6421 Inventory:** Council reviewed the current Inventory of land and assets and noted the revised register. It was also noted that Area 51 play area is nearing end of life and that the asset register would need to be appropriately amended once a date of cessation was agreed.

**6521 Insurance Cover:** The Clerk confirmed arrangements for Parish Council insurance cover. Council noted an increase in costs due to Covid-19 and the soon to be installed outdoor gym equipment.

**6621 Memberships:** Council reviewed current Council and/or employees' memberships of other bodies.

(a) Council noted membership of Worcester Arts Council.

(b) Council noted membership of Worcester Play Council.

(c) The Clerk confirmed a requirement for membership of SLCC (Society of Local Council Clerks) at £138.

(d) 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 £100 annually.

**6721 Complaints Procedure:** Council agreed to hold this item in abeyance until a revised procedure can be drafted.

**6821 Information Handling Procedures:** Council reviewed and confirmed the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.

**6921 Press/Media Policy:** Council noted that the Press and Media Policy has been replaced with a newly adopted Communications Policy.

**7021 Meeting Dates & Times:** Council reviewed meeting dates and times and confirmed continuation of current practice to meet on the second Thursday of every month, with the exception of the August and December breaks, and the June meeting to be rescheduled to the 24<sup>th</sup> due to the potential easing of Covid-19 restrictions. The meeting time remains 7:30pm in St Peter's Village Hall.

## **7121 Reports from District and County Councillors:**

a) Cllr. Mackay had communicated a verbal update to the Clerk prior to the meeting to confirm that all park security measures have been completed.

b) City Cllr. Johnson gave a verbal update regarding City matters, including:

i. It was noted that the car boot sale had moved from the Ketch field to the middle field and is now accessed via the A4440. Cllr. Johnson agreed to investigate as concern was raised regarding permission for location and access from the main road.

ii. A point was raised regarding a potential permanent access point for maintenance vehicles to enter Power Park directly from the A4440.

## **7221 Financial Report:**

(a) Council received a verbal financial report from the Clerk on the current financial position of the Council and the latest update on the audit procedure.

(b) No payments required processing.

(c) Council reviewed and agreed unanimously to continue with an updated schedule of due payments arising on a regular basis as a result of a continuing contract or obligation and gave

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consent under Financial Regulations for the payment of the same until the Annual Parish Meeting in May 2022, unless there is due cause for ceasing a contract or payment.

**7321 Correspondence and Administrative Matters:** The Clerk presented recent correspondence, including:

- a) An email from the County Council regarding the continued speed limit instruction by the temporary pedestrian crossing at the Norton roundabout.
- b) Council noted the Worcester Arts Council AGM planned for May. Cllr. Tidy to attend.
- c) Confirmation that the Clerk submitted condolences on behalf of St Peter's Parish Council following the passing of HRH the Duke of Edinburgh.
- d) Confirmation that there were no requests for a bye-election to be contested to fill the current vacancy within the Parish Council. As process dictates, the vacancy will be on the agenda for the next meeting.
- e) An update regarding a proposed bund to be created on public open space at Broomhall Way to deter illegal vehicular access.
- f) The Chairman proposed that the adoption of the Strategic Principles document for 2021 be deferred until Councillors have considered the document in more detail. The Chairman suggested that there may be at least one amendment due to the works being carried out in Power Park and the potential effect on flood management within the park.
- g) Action sheet updates:
  - i. Council noted that there had been no further movement on the Ketch Field development other than it is understood a new housing association has taken over the development and is reviewing the plans.
  - ii. The Clerk confirmed that a copy of the Highways safety audit for the recently completed work on the A4440 Crookbarrow Way has been requested.
  - iii. The Warden SLA has been redrafted by the City Council, taking account of virtually all points raised by the Parish Council, and can now be signed. There is no current Warden in place or any coordinated cover. Once the SLA is signed Council will look to invoke clause 1.3 due to over one month of inactive service.
  - iv. The Clerk has made initial investigations regarding changing the signage of parks and pedways to reflect the new Parish Council logo. Initial estimates are £42 each to replace. Council agreed that this would not be a satisfactory situation.
  - v. PACT. Cllr. Walters provided an update to the Clerk prior to the meeting to confirm that a member of the Police team would endeavour to attend the July Parish Council meeting.
  - vi. VAS. Quarterly reports to be circulated once data is available.
  - vii. Gym equipment. A revised installation date 17<sup>th</sup> June has been suggested although the City Council have not agreed for the installation to proceed yet.

**7421 Portfolio Holder Reports:**

- (a) **Festival:** Cllr. Renshaw updated Council regarding the latest plans for the heritage trail. Cllr. Renshaw and the Festival Organiser have met with the City Council Archology team to progress plans. Council agreed to the proposal to link the heritage trail with the Charter 400 project being undertaken by the City Council. Final plans for the heritage trail to be circulated prior to the next Parish Council meeting for agreement.
- (b) **Planning:** Cllr. Saunders gave a review of latest applications.
- (c) **Environment:** Cllr. Tidy gave a brief review of recent work carried out by the City Council Operations team. The Warden remains unavailable.
- (d) **Newslink:** Cllr. Tidy confirmed that the next edition is to be published in July.

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**7521 Date of Next Meeting:** Confirmed as Thursday 24<sup>th</sup> June 2021 at 7:30pm in St Peter's Village Hall.

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