

POWICK PARISH COUNCIL

Minutes of a meeting of the Parish Council held Wednesday 3rd October 2018
at Powick Parish Hall commencing at 7.30pm

PRESENT: Councillors A. Lamb (Chairman), C. Phillips (V/Chairman), J. Allsopp, J. Foy, M. Richmond, S. Underwood, D. Jones, B. Pilcher & R. Humpage.

Also present: District Cllr E. Newman.

APOLOGIES: Councillors R. Willetts & P. Harris.

DECLARATIONS OF INTEREST: None

No public attended the meeting.

ITEM	MINUTE RECORDED	ACTION AGREED
37.	Minutes of meetings held on 5th September 2018 were agreed and signed as a true record. Proposed Cllr Foy, seconded Cllr Humpage. All agreed.	
38.	Matters Arising: The Chairman & Clerk explained the process regarding vacant Councillor positions, following last month's resignation. Any co-optation must be approved by MHDC and completed before 30 th October due to 2019 elections timetable. A by-election may also be called but this is unlikely due to the elections. The Chairman has yet to speak with Rev. Crellin about the newsletter. There has also been a request to attend 'Lessons & Carols' which the Chairman will attend for the PC.	Chair to inform Rev Crellin re attending the service and speak re the newsletter.
39.	Lengthsman Report: Tasks completed / requested this month – Beauchamp Lane flood pumps have been maintained as required. Monthly tasks have been completed. Reports have been made to Highways re overhanging trees and siding out needed along Upton Rd and towards Old Hills.	
40.	Financial & Governance Matters: The Clerk is progressing the Councillor vacancy as required. A statement of accounts is deferred – Q2 reconciliation underway. It was agreed to discuss banking arrangements at a future agenda, with a view to changing banks. GDPR updates – none. The external audit has been successfully completed.	Clerk to progress vacancy. Clerk to complete Q2 reconciliation and circ a statement of accounts to the next meeting. Clerk to place banking on the agenda as appropriate.
41	Newsletter: The autumn newsletter was distributed at the meeting for delivery within the parish via Cllrs Richmond, Underwood and volunteers. All Cllrs to also assist with delivery.	

	<p>It was agreed that Cllr Richmond will continue to produce the Parishioners Tale. The Council also discussed requirements for content and agreed that Cllr Richmond should circulate guidelines.</p> <p>The PC had received a request from MHT to held with some distribution of flyers in Callow End. All agreed to assist, and Cllr Underwood to make the arrangements.</p> <p>A suggestion was noted that we might publish parish events dates in the newsletter in liaison with Rev. Crellin. No adverts are to be included.</p> <p>Next edition will be during December, so it was agreed to let the printers know well in advance due to Christmas.</p>	<p>Cllr Underwood to liaise with MHT.</p> <p>Chairman to speak with Rev. Crellin.</p> <p>Clerk to notify the printers re December.</p>
42.	<p>Playing Field Reports:</p> <p>Callow End – Cllr Underwood attended the recent PFA meeting to discuss the 2019 fundraising ideas – possibly proms in the Park? RoSPA matters also discussed from 2018 report together with the new outdoor gym equipment, moving from the school to the new site. New RoSPA checks will be required for the gym equipment.</p> <p>The zip wire has now failed H&S checks and it was agreed that the PFA must take responsibility for ensuring no one uses it until either removed or repaired. The external guttering is also in need of repair.</p> <p>The meeting also noted that the PFA are considering installing external lighting, which has been requested by users.</p> <p>Hospital Lane – the meeting noted that the draft tender documents have been produced for a ‘pre-fab’ build to include all build costs. The specification has been drawn up in line with F.A. requirements and to their minimum standard. The groundworks, car park and drainage have not been included with this option.</p> <p>It remains unclear as to whether there is any s106 money available to the PC from Sparrowhall Lane, Hospital Lane, Crown PH land developments. D. Cllr Newman to check with MHDC.</p> <p>CIL money received of £198.00 was noted together with the MHDC criteria for spend and accounting.</p> <p>The meeting also noted recent issues on the playing field about the boundary fence, use of the field, dog waste and concerns from adjoining field tenants. A new gated access has been made from the adjoining field without permission of the PC, which must be removed. D. Cllr Newman is also assisting with the matter and liaising with all parties concerned.</p> <p>It would be helpful to clarify the exact location of the boundary around the field – currently the land Registry plans appear unclear when the scale is enlarged.</p>	<p>Cllr Underwood to inform the PFA of PC concerns re the gym, zip wire and guttering.</p> <p>D. Cllr Newman will check with MHDC re s106 money from local developments.</p> <p>D. Cllr Newman to liaise with the PC and other parties concerning the playing field boundary / usage issues. Clerk to contact Architects re boundary plans available.</p>
43.	<p>District & County Councillor Reports:</p> <p>There was no County Councillor report.</p> <p>D. Cllr Newman had circulated updates via email and gave the following report to the meeting – SWDP updates to be circulated via the Clerk.</p>	

	<p>The unadopted BT telephone kiosk has now been utilised by a charity.</p> <p>The meeting noted PC obligations re H&S of the kiosks i.e. glass panels, paint flaking.</p>	<p>Cllr Pilcher to follow up kiosk usage in Callow End.</p> <p>Chairman to follow up kiosk usage in Powick.</p>
44.	<p>Councillor Reports & Items for Future Agendas:</p> <p>Cllr Humpage – grit bin needed adjacent to the bench at Bastonford.</p> <p>Cllr Foy – public footpath from Manor Farm, across 3 fields to Callow End sewage works has a crop which is overgrowing the path. To be reported to Worcs Hub.</p> <p>Rectory Close footpaths need urgent repair also.</p> <p>Chairman – residents complaints received regarding the amount of dust from building works. To be reported to MHDC.</p> <p>Also attended the Southern Link Rd meeting and gave an update to the meeting re future planned works.</p> <p>‘Tommy’ statues – an article has been placed in the newsletter, but the locations need to be agreed. Social media to be used.</p> <p>PC Remembrance wreath ordered at a cost of approx. £25.00 (s.137 funds).</p> <p>Madresfield Estate now has new contractors in place for hedge cutting.</p>	<p>Clerk to order a grit bin.</p> <p>Cllr Foy to report the footpath to the Worcs Hub.</p> <p>Clerk to report Rectory Close to the Worcs Hub.</p> <p>Clerk to place ‘Tommys’ location question on Facebook.</p>
45.	<p>Report of the Clerk:</p> <p>The recently circulated Historic England report re the war memorial listing was noted.</p> <p>An update was given to the meeting about the Parish Paths Warden scheme and recruitment, which is ongoing with Worcs CC currently.</p> <p>Accounts for payment were proposed by Cllr Humpage, seconded by Cllr Foy, all agreed.</p> <p>£961.02 Clerks salary (September)</p> <p>£18.44 Clerks expenses (phone & internet)</p> <p>£234.53 HMRC PAYE Q2</p> <p>£420.00 Lengthsman fees</p> <p>£60.00 Print-Serve Ltd payroll services</p> <p>£17.71 Water Plus – pavilion supply (retrospective)</p> <p>£240.00 PKF Littlejohn LLP – external audit fee</p> <p>Money received: £22,247.00 MHDC precept (2nd instalment)</p> <p>Apologies noted for the next meeting: Cllrs Phillips, Jones, Pilcher.</p>	<p>Clerk to liaise with Worcs CC re PPW scheme.</p> <p>Clerk to pay accounts as agreed.</p>
	<p>There being no further business the meeting closed at 9.40 pm</p> <p>Next meeting to be held on Wednesday 7th November 2018</p>	