

UNADOPTED

PINVIN PARISH COUNCIL

Minutes of Annual Meeting of Pinvin Parish Council, held at Pinvin Memorial Hall on Tuesday 3rd May 2016 at 7.30pm

Present

Cllrs K Rowe (Chairman), S Mitchell, D Biddle, R Coates, A Wilson, A Mustard and T O'Dell.
N Harding (Clerk)
District and County Councillor E Tucker.

1. Election of Chairman and signing of declaration of office

Proposed Cllr Coates, seconded Cllr Wilson, unopposed, to nominate Cllr Rowe as Chairman for 2016/17. Cllr Rowe accepted and signed the declaration of office of Chairman.

2. Apologies for absence

There were no apologies received.

3. Election of Vice-Chairman

Cllr Mitchell informed members of his intention to step down as Parish Councillor in three months time, following sixteen years as member of the Council.

Proposed Cllr Mitchell, seconded Cllr Rowe, all in favour, to nominate Cllr Mustard as Vice-Chairman. Cllr Mitchell to liaise with Cllr Mustard to offer his assistance during the transition period.

4. Declarations of Interest

There were no declarations.

5. Parishioners' comments

Further concerns had been reported regarding recent fires burning at the airfield site. It was agreed that the Chairman and Cllr Tucker would pursue the Chairmen of neighbouring Parish Councils in order to arrange a meeting to discuss putting forward concerns via the local MP Nigel Huddleston.

6. To note Standing Orders

The current adopted model was attached and circulated for reference. Item 1n was raised for discussion in light of new Transparency Code requirements. It was agreed that the Clerk would seek clarification from Calc/Nalc to provide an update at the next meeting.

Item 1k and 33b were also discussed and noted by members for future reference.

7. To note the Council's Code of Conduct

The current adopted model was attached for reference ahead of the meeting and noted by members.

8. To consider any requests for the Council to grant a dispensation

Proposed Cllr Mitchell, seconded Cllr Coates, all in favour, to renew Cllrs' current dispensations until May 2017, relating to land ownership in Pinvin to allow for the participation in any discussion or vote on any matter concerning the setting of the council's budget and annual precept, in addition to Parish owned allotment gardens.

UNADOPTED

9. To consider appointment of members to the following:

- a) Staffing committee – Proposed Cllr Biddle, seconded Cllr Coates, all in favour, to appoint the Chairman and Vice-Chairman as staffing committee.
- b) Allotment committee – Proposed Cllr Mitchell, seconded Cllr Coates, all in favour, to nominate all Councillors with the exception of Cllr Mitchell to the committee, with a quorum of three members.

10. To establish the Council's complaints procedure

The Calc model complaints procedure document had been circulated ahead of the meeting for information. As the Calc model is not at odds with the Council's existing Standing Orders, proposed Cllr Rowe, seconded Cllr Wilson, all in favour, to accept the model in its current format.

11. To review the Council's financial regulations, risk assessment, assets and insurance requirements for 2016/17

An updated Nalc model Financial Regulations had been circulated ahead of the meeting, with new amendments highlighted. Minor areas were noted and discussed. Cllr Mitchell proposed that the Council incorporate the changes noted into the Council's existing regulations for approval at the next Parish Council meeting.

Action: Cllr Mitchell to amend and forward to the Clerk.

The Clerk drew attention to the existing assets register. It was agreed to amend community land valuations in line with the Council's Farm Business tenancy agreement @ £7000.00 per acre for 6 acres.

Action: Clerk to amend prior to internal audit.

No amendments were noted in the Council's insurance arrangements for 2016 and it was agreed that the Clerk would seek further clarification regarding proposals received for consideration for a further Long Term Agreement valid until May 2019.

The Clerk confirmed that the Council's Risk Assessment schedule had been updated for 2016 in line with requirements by the Internal and External auditors.

Action: Clerk to circulate amended document to members for information.

12. Memorial Hall: Further updates from Cllr Rowe

Cllr Rowe confirmed a meeting would ensue with an architect, after which amended plans for an outline planning application would be submitted to the District Council for development of the Village Hall in conjunction with the new development adjacent to the Business Centre. This would include plans for a new village hall incorporating pre-school, a hall for hire and village activities and changing area for sports teams. Community First had approved that the committee could pursue the application process for lottery funding and a business plan was close to completion. Cllr Rowe confirmed that a covenant would be undertaken on the field adjacent to the proposed development to ensure no future housing development. Over £120,000 in funding had been assured by Lone Star Land towards the building costs of a new hall, and match funding is being explored to secure additional monies to ensure that the project can be fulfilled.

Action: Cllr Rowe to circulate the original plans to be submitted to Wychavon District Council to members for information.

13. Neighbourhood Plan: Updates from Cllr Rowe

The Chairman had attended a training event outlining the procedures and requirements involved in the production of a Parish Neighbourhood Plan. Members were requested to review their consideration of a Plan and the Chairman agreed to circulate information to provide further updates and information if requested.

UNADOPTED

14. Tesco Bags for help grant funding

It was agreed that Cllr Wilson and the Clerk would liaise regarding the application process.

15. Minutes of meeting held on 5th & 12th April 2016

Proposed Cllr Mitchell, seconded Cllr Coates, all agreed, that the minutes of the above meeting should be taken as a true record.

16. Matters arising from 5th & 12th April 2016

- *Lengthsman:* Cllr Wilson had met with the newly appointed lengthsman to discuss his first work plan. County Hall had confirmed that funding would remain at £1807.00 in line with 2015/16. The Clerk would forward a contract to the lengthsman once working hours and hourly rate had been approved. A discussion ensued regarding illegal postings on street furniture and whether these could be removed by the lengthsman. It was agreed that the Clerk would seek clarification from Calc and Cllr Tucker would explore further with Highways.
- *Allotments:* A meeting was proposed for Wednesday 4th May at 7pm, regarding the recovery of debt relating to the allotment bund.
- *Rural Communities Programme:* The Council had been requested to advise Wychavon District Council which of its recommendations had been initiated following the recent door knock exercise. The Chairman revised these recommendations and agreed to liaise further with the Localism & Communities officer at Wychavon.
- *Memorial Hall:* Cllr Wilson raised awareness of the current exterior of the grounds and car park of the Memorial Hall which require attention. It was confirmed that this was the responsibility of the Memorial Hall Committee. *Action: Cllr Rowe to initiate at the next committee meeting.*
- *Prysmian:* Payment had been received in respect of damage sustained to the street light column in Pendas Meadow in December 2014 by a WDC refuse lorry.
- *Infinis:* McCartney's land agents had confirmed that a settlement had been agreed with Infinis at £300 in recompense for repair works undertaken on Parish Council land in November 2015.
- *Damaged litter bin:* Cllr Mitchell confirmed he would explore options for a repair.
- *SWDP:* Cllr Rowe provided an update following recent attendance at the SWDP event at Worcester Guild Hall. Although there was no concrete information to share at present, Cllr Rowe confirmed any subsequent updates would be circulated for attention.
- *Notice Board:* The Clerk had reported vandalism sustained to the Parish notice board. *Action: Cllr Wilson to explore a repair and installation of a new lock.*
- *Grass-cutting:* Attention had been drawn to the condition of the grassed area at the traffic lights following the first grass-cut of the season. Cllrs agreed that this should improve after the second cut but would monitor.
- *Calc training:* Cllr Mustard provided updates following attendance at two Cllr training events at Worcestershire Calc. It had been confirmed that the Parish Council was ahead of some other Parishes in terms of fulfilling the requirements of Accountability and Transparency requirements in publicising information on the Pariah website. It was agreed that Cllr Mustard would explore further requirements for the Local Council Award Scheme Foundation level on behalf of members, as it was felt that the Parish Council already fulfils the majority of outlined criteria.

17. Finance

a) Balances as at 1st May 2016

Current account	£1410.85
Business account	£17,467.54

UNADOPTED

Income received to note:

- Wayleave payment @ £47.69
- Precept & Council Tax support grant (i) @ £7229.00
- 2015-16 Grass-cutting contribution from WCC confirmed @ £1101.00

CLLrs were updated that as of 1st April 2016, £17,766 in New Homes Bonus was available to draw down.

b) The following accounts were reported:

Clerk salary: 7/4/16	£405.16
Clerk's final back-pay (iii)	£224.54
Clerk's expenses: Parish Website	£36.89
Clerk's expenses: HMTTC/Postage	£41.23
Mr A. Wilson: Skip hire @ allotments	£180.00
*Came & Company: PC insurance	£367.55
PC telephone charges: April	£26.45
Nalc 2x Good Cllr guides	£6.91
Calc 2x training events	£60.00
Calc/Nalc annual subs	£364.94
Npower: Energy 1/1-31/3/16	£241.77
Npower: Sensor charges 1/1-31/3/16	£15.10

Proposed Cllr Coates, seconded Cllr Wilson, all in favour, that the above accounts should be settled.

c) Proposal to approve attached list of due payments for the financial year 1st April 2016 – 31st March 2017 which arise on a regular basis: Payment of monthly salary to Clerk and payment of tax and National Insurance to HMRC.

Proposed Cllr Mitchell, seconded Cllr Coates, all in favour, to approve the attached payments.

d) Proposal to approve expenditure of up to £50.00 for equipment to clean sand ahead of replenishing play area sand pit:

It was agreed that this expenditure was not necessary as raking the area had been adequate.

e) Proposal to approve monthly working hours and hourly rate of Parish lengthsman 2016-17:

It was proposed to pay the lengthsman at the existing rate of £12.50 for 12 hours per month, subject to review at the end of May following satisfactory performance.

Action: Cllr Wilson to liaise and Clerk to forward contract.

f) To review the Council's current bank mandate requirements & proposal to issue Clerk with a debit card in line with current Nalc Financial Regulations 6:18:

It was agreed to defer this item to the June meeting once the amended model had been circulated to members for approval.

g) Proposal to consider a new long-term insurance agreement with Came & Company, commencing 31st May 2017 for 3 years:

It was agreed that the Clerk would seek further clarification regarding the base price for May 2017-2019 and update members ahead of the renewal date on 1st June 2016. Proposed Cllr Coates, seconded Cllr Biddle, all in favour to approve payment @ £367.55 subject to this clarification.

UNADOPTED

18. Planning

There were no updates to report.

19. Correspondence

- Worcs CC: Public notice received relating to proposed 2 day road closure – part of A4104 Terrace Road, and Station Road from its junction with A44 Abbey View Road, Pinvin, commencing 31st May.
- WDC: Notification of Election of Police & Crime Commissioner – West Mercia.
- WDC: Public health funding available for signage to promote smoke free play parks.

20. Reports

District/County Councillor:

- *Speed limit:* Plans are in the system for the extension of the 30mph speed limit beyond the Bloor Homes housing development.
- *Mello music festival:* The event has been well organised and is scheduled for Bank Holiday weekend at Throckmorton airfield. Cllr Tucker had met with organisers and discussed traffic management of the event.
- *Air show:* The air show event has been confirmed for Saturday 11th June. Cllr Tucker will attend a meeting with the organiser on Thursday 5th May in order to discuss the traffic management plan that has been approved by the District Council, in addition to clarification of a report on the charitable donations generated from the event. Contact details would also be obtained should these be required on the day of the event.
- *Qinetiq:* An appointment has yet to be confirmed for the Manager of Throckmorton Industrial park.
- *Northern Link:* Positive progress is being made, with a briefing meeting confirmed for 11th May 2016, to be attended by Senior officers at County Council Highways.

Playing Fields: No reports at present.

Memorial Hall: As outlined in item 12.

21. To consider the exclusion of the public and press in the public interest for consideration of the following item:

Clerk's appraisal

Proposed Cllr Wilson, seconded Cllr Coates, all in favour, to increase the working hours of the Clerk to 35 hours per month with immediate effect.

22. Date of next meeting

The next meeting of the Parish Council will take place on Tuesday 7th June 2016 at 7.30pm in the Committee Room of Pinvin Memorial Hall.

The meeting closed at 10pm.

Signed

Chairman

Date.....