

PINVIN PARISH COUNCIL

Minutes of Meeting of Pinvin Parish Council, held at Pinvin Memorial Hall on Tuesday 4th April 2017 at 7.30pm

Present

Cllr S Mitchell (Chairman), D Biddle, A Wilson, T O'Dell, A Mustard, K Rowe, R Coates
District/County Cllr E. Tucker
N Harding (Clerk)
One parishioner

1. Apologies for absence

There were no apologies.

2. Declarations of Interest

There were no declarations.

3. Parishioners' comments

A dead horse had been discovered at the rear of properties at North End. The RSPCA had been informed and a vet attended.

A new bollard had been installed on the footway adjacent to the pumping station approaching the traffic lights. A parishioner would continue to monitor and liaise with Severn Trent as there have been unpleasant odours reported from the nearby manhole.

A 30mph speed sign near to Caradwell, Main Street was reported, as it is partially hidden in nearby shrubbery. An enquiry was made whether the sign could be relocated to a more prominent place in the vicinity, in addition to the nearby litter bin relocated to the green area towards the traffic lights.

Action: Cllrs to explore and report back at the next meeting.

A report had been received of a particular vehicle parked dangerously near to the junction of Church Lane and Main Street. The car details were forwarded to the Middle School and Parish Council.

Action: It was agreed to request a traffic warden's attendance next term to monitor the situation.

4. Minutes of meeting held on 7th March 2017

Proposed Cllr Wilson, seconded Cllr O'Dell, all agreed, that the minutes of the above meeting should be taken as a true record.

5. Matters arising from 7th March 2017

- *Dog fouling:* The Clerk had established that the local dog warden had conducted three patrols in the area in March. New bye-laws are coming into force in the near future and it was confirmed that further advice would be provided from the senior dog warden in due course. The lengthsman had noted that bagged waste was a particular concern near the cross roads and it was agreed that the installation of a litter bin in the vicinity could alleviate the problem as dog waste as well as general waste may be deposited here. A covered bin on a post was considered the best option, with signage 'dog waste permitted.'
Action: Clerk to establish the cost and associated charges of a litter bin from the District Council.
- *AV allotments:* Following a site visit on 30th March, Cllrs agreed that Parish owned land at the rear of AV16 & 17 was not being utilised, however AV15 was.
Action: It was agreed that a further written request be prepared and forwarded by the Clerk for rent or the removal of items on the land.

- *Speed signage:* Following two reports from the Clerk, Worcestershire County Council had confirmed that they were aware of the current defects along Upton Snodsbury Road and orders had been raised for their repair. It was agreed to check the area as it was believed that the repairs may already have been undertaken.
- *Grounds maintenance:* The first cut of the season had been completed. A report had been received that two garden frontages in Spion Kop had not been cut despite being included in the cutting plan. Following a parishioner's enquiry, it was reiterated that although the play area is cut by the grass contractors, the area immediately outside the Memorial Hall was the Memorial Hall Committee's responsibility.
Action: Clerk to inform New Farm Grounds Maintenance of the missed areas in Spion Kop and request copy of public liability insurance documentation.
Cllr Biddle & Cllr Wilson to make contact with Arc & Whites. Lengthsman to be requested to cut a strip on the verge at the crossroads in the Worcester direction.
- *Speeding concerns:* The Chairman was continuing attempts to make contact with the main transport manager at Long Lane and would update members accordingly.
- *Playing Fields:* Following Cllr Rowe's further inspection of the play equipment at the top area of the playing fields, it was agreed that it was possible and inexpensive to address the two main defects on the tyre and chain in order to make safe, ahead of the next play area inspection from the Children's Play Advisory Service in May/June.
Action: Cllr Wilson to include in the lengthsman's next work-plan. Cllr Mitchell to reinstate barrier tape around the equipment.
- *New Homes Bonus:* A meeting had been arranged with the County Council's Senior Highways Engineer, Cllr Mitchell & Cllr Wilson on Thursday 6th April, 10.30am in order to confirm costings for speed initiatives.
- *Footway lighting:* Updates were provided following Prysmian's quote for lighting maintenance charges (proposal under item 7e.) The Council is advised to have all lighting points electrically tested, visually inspected and the inventory validated in order to provide an understanding of the current lighting stock, any immediate upgrades which may be required and assistance with planning any forward maintenance.

6. Finance

a) Balances as at 31st March 2017

Current account	£2,954.23
Business account	£20,631.45

b) The following accounts were presented for payment:

Clerk salary and expenses	£529.99
Mr S. Mitchell: Barrier tape	£13.00
UK Secure: PC website domain renewal	£6.99
Worcs. CALC: Clerk's training	£10.00
Mr P. Hurst: March work-plan	£112.50
Mr M Harris: Arts & Crafts donation	£75.00

The following income was reported:

HMRC: VAT refund Oct '16 – Feb '17	£376.37
Worcs. CC: Lengthsman claim July-Feb '16/17	£521.21
Worcs. CC: Cllr Tucker divisional funding (Arts & Crafts sessions.)	£150.00

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

c) Bank reconciliation 31st March 2017: The final quarterly bank reconciliation had been forwarded to Cllr Coates for verification ahead of the meeting. Cllr Coates confirmed the accuracy of the reconciliation and signed all documentation for retention.

d) Proposal to appoint an internal auditor for the 2016-17 Annual Return: Background details had been provided and circulated ahead of the meeting. Proposed Cllr Mitchell, seconded Cllr Rowe, all in favour, to appoint Anne Shephard as internal auditor @ up to £100.00 per annum.

Action: Clerk to complete appointment of internal auditor letter and liaise with Mrs Shephard ahead of completion of the 2016-17 Annual Return.

e) Proposal to approve expenditure @ £360.00 plus VAT for electrical testing, visual inspections and inventory of current Parish lighting stock.

Proposed Cllr Wilson, seconded Cllr Coates, all in favour to approve this expenditure.

Action: Clerk to forward an order to Prysmian and agree date for maintenance inspections.

f) Proposal to approve expenditure up to £30.00 including VAT for purchase of materials for sand pit repairs at play area:

Since the previous inspection of the equipment, it was confirmed that further posts had since rotted, therefore additional posts would be required.

The Chairman proposed therefore, seconded by Cllr Rowe, all members in favour, to approve expenditure of up to £60.00 excluding VAT from the playground budget.

Action: Cllr Wilson to source materials and liaise with the lengthsman who would be requested to undertake the repairs.

7. Parish Lengthsman contract 2017-18:

The lengthsman had confirmed his willingness to continue in the role for the new financial year. Proposed Cllr Wilson, seconded Cllr Rowe, all in favour to renew the lengthsman's contract for the period 2017-18. Cllr Wilson confirmed that a directed schedule of works would be agreed for the lengthsman to follow and that a reminder had been made to submit future time sheets in a timely fashion each month.

Action: Clerk to complete the contract paperwork between the Parish Council and County Council and forward to the manger of the lengthsman scheme. Clerk to establish with County Council if any further training requirements are necessary.

8. Planning

- W/17/00222/OU: Agricultural land, Abbey View Road: Extension of time of planning approval W/08/02930/OU for the construction of a new petrol filling station, not in accordance with condition 7 of planning permission W/11/01867/ET to remove the pre-commencement element of the drainage condition.

It was agreed that Cllr Tucker would establish definitive information and time scales from Planning and provide further updates once received.

- W/17/00040/HP: 17 Owletts End: New two storey end extension with facing brick and tiled pitched roof to match existing main house.

Full documents had still not been available to inspect online and a decision remained pending.

Action: It was agreed that the Chairman would explore further and report back to members.

- W/17/00203: Woodlands, Main Street: Proposed boundary fence replacing existing hedge. Application had been approved.

- W/17/0457/FUL: Ashfurlong Nurseries, Main Street: Amendment to planning permission W/15/03106/PN – Removal of barns and replacement with 4 detached dwellings with integral and 2 detached garages. Comments were due to be received by 18th April. The Parish Council was asked for their consideration of a street name for the approved development.
Action: Members were undecided and requested further time to consider – item to be revisited at the next Parish Council meeting in May.
- W/17/00311/OUT: Land to rear of Terrace Road: Outline Application for 5No Dwellings (C3) and Access with all Other Matters Reserved
Comments were due to be received by 20th April.
*Action: Cllr Tucker to obtain additional information and circulate to members.
Cllr O'Dell and Cllr Rowe to gauge opinion with Terrace Road residents ahead of the Council agreeing and submitting a response.*

9. Correspondence

Wyre Piddle Parish Council: A request had been received to forward a letter of support towards a grant funding application for play area improvements in the Parish. The request had been circulated and approved by members and the Clerk had forwarded a response on behalf of the Council.

10. Reports

District/County Councillor:

- A door knocking exercise had been conducted at Gosney Fields and it was confirmed that speeding in the vicinity remains a concern amongst residents.
- Heavy Goods vehicle loader movements along Long Lane have become increasingly frequent. The current and projected use of the airfield site for vehicle storage was currently being explored and Cllr Tucker confirmed that further enquiries were in hand.
- Confirmation had been received that the Chief Executive of Worcestershire County Council was due to stand down in the near future.
- Further consideration of the Arts & Crafts sessions was necessary ahead of proposals for future subsidies in the new financial year.
- A young pony had been reported on the highway in the local area. It was confirmed that the animal was currently tethered on the grassed verge along the A44 at Duffledown View.

Playing Fields: No reports at present.

Memorial Hall: No reports at present.

11. Date of next meeting

The next meeting of the Parish Council will take place on Tuesday 2nd May 2017 **at 7.15pm** in the Committee Room of Pinvin Memorial Hall.

The meeting closed at 9pm.

Signed
Chairman

Date.....