

## PINVIN PARISH COUNCIL

### Minutes of Meeting of Pinvin Parish Council, held at Pinvin Memorial Hall on Tuesday 2<sup>nd</sup> May 2017 at 7.30pm

#### *Present*

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

#### **1. Election of Chairman**

Proposed Cllr Biddle, seconded Cllr Wilson, all in favour, nem con, to nominate Cllr Mitchell as Chairman for 2017-18. Cllr Mitchell signed his declaration of office of undertaking.

#### **2. Election of Vice-Chairman**

Despite his absence, Cllr Mustard had confirmed his willingness to stand again as vice-chairman. Proposed Cllr Mitchell, seconded Cllr Rowe, all in favour, nem con, to nominate Cllr Mustard as vice-chairman for 2017-18.

#### **3. Apologies for absence**

Apologies were received from Cllr Mustard.

#### **4. Declarations of Interest**

Cllrs were reminded to review their Register of Interests.

Cllr Biddle declared a disclosable pecuniary interest in item 18 of the agenda, as a farm business tenant.

#### **5. Parishioners' comments**

The meeting was adjourned for public question time. A summary is appended to the minutes.

#### **6. To consider any requests for the Council to grant a dispensation**

The Council reviewed two dispensations which are currently in place which enable Cllrs to participate in any discussion or vote on matters concerning the setting of the precept, and matters concerning Parish owned allotment land. The Clerk confirmed that dispensations are valid for a maximum of four years, and that these were next to be reviewed and updated in 2019/20.

#### **7. To note standing orders (attached by e-mail) and to consider a schedule for their review**

Proposed Cllr Rowe, seconded Cllr Coates, all in favour, to note the Council's existing Standing Orders approved in June 2016.

#### **8. To note the Code of Conduct (attached by e-mail)**

Members noted the Code of Conduct approved and circulated in 2012. It was agreed to circulate two appendices for information/retention.

*Action: Cllr Mitchell to forward to members. Clerk to ensure three documents are filed with Council policies.*

**9. To approve a Scheme of Delegation (attached)**

The Chairman had prepared and circulated a draft scheme of delegation for the Council's consideration, as a document intended to outline how Pinvin Parish Council has delegated its powers and the authority to spend. Cllrs considered membership of the following committees: staffing, allotments, finance and complaints, and a discussion ensued regarding suitable committees which may consider specific issues which may arise.

Proposed Cllr Mitchell, seconded Cllr Rowe, all in favour, to adopt the scheme of delegation once modifications had been completed. It was agreed to defer the appointment of membership to each committee to the June meeting.

*Action: Cllr Mitchell to modify document and forward to members. Clerk to include membership of committees on June agenda.*

**10. To review the Council's financial regulations, risk assessment and insurance requirements**

Members agreed that no changes were necessary to the current financial regulations at present.

The Council's insurance schedule received for consideration and approval ahead of the renewal date on 1<sup>st</sup> June was summarised, and it was confirmed that this does not overlap with the current Memorial Hall policy.

The Chairman shared the risk assessment schedule for 2016/17 and members agreed that they were satisfied with the contents. The Chairman drew attention to two dates which required amendment.

*Action: Clerk to amend accordingly.*

As proposals for insurance provision were to be considered under item finance 14e, based upon four quotations and advice received from Came & Company, specialist brokers in Parish Council insurance, proposed Cllr Wilson, seconded Cllr Coates, all in favour, to approve a three year long term agreement with Inspire/Axa insurers @ £357.19, to remain unchanged for the three year duration. This falls within the approved budgeted figure for the 2017/18 financial year @ £380.00.

*Action: Clerk to forward payment and confirmation paperwork to Came & Company ahead of 1<sup>st</sup> June renewal date.*

**11. To appoint an individual Councillor to the following role: Lengthsman liaison**

It was agreed to defer this item to the June meeting of the Parish Council.

The Chairman moved the meeting to item 17a/b, reports.

**12. Minutes of meeting held on Tuesday 4<sup>th</sup> April 2017**

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

**13. Matters arising from 4<sup>th</sup> April 2017**

- *Lengthsman:* The Clerk confirmed a County Council training session had been booked for 22.5.17. The contract between Worcester County Council and the Parish Council had been signed and returned.
- *Allotments:* It was confirmed that annual rent had been received from the tenant at AV15.
- *Speed signage defects:* The County Council had undertaken the necessary repairs.
- *Grounds maintenance:* Public liability insurance had been received and filed. Missed areas in Spion Kop following the first cut had been reported and noted. Cllr Wilson & Cllr Biddle had made contact with Arc & White's and the grass verge had been cut.
- *Speeding:* The Chairman was awaiting contact from the Chairman of Bishampton & Throckmorton Parish Council to initiate a co-ordinated response with the transport managers at the Throckmorton airfield site.

- *Playing Fields/Play area:* The lengthsman had inspected the sand pit and it was agreed to establish costs of recycled plastic as a suitable material to replace the existing rotting wooden trim. *Action: Cllr Mitchell to forward manufacturer contact details to Cllr Wilson.*
- *New Homes Bonus:* Following a productive site meeting with Highways at the beginning of April, there had been a delay in receipt of information agreed. The Chairman confirmed further contact had been made with the Senior Highways Liaison team in order to move forward with the Council's proposals. Further updates to follow.
- *Footway lighting:* The Clerk confirmed that Prysmian had undertaken approved maintenance inspections on all lighting stock and a full report and summary of advice was expected the following week. *Action: Clerk to forward to members once received.*
- *Internal audit:* The Clerk confirmed that documents relating to the 2016/17 accounts were currently being inspected by the newly appointed internal auditor in preparation for approval at the June meeting.

#### 14. Finance

a) Balances as at 1<sup>st</sup> May 2017

Current account	£1,708.17
Business account	£20,632.37

b) The following accounts were presented for payment:

Clerk salary: 7 April 2017	£462.91
Npower: Sensor charges 1/1-31/3/17	£15.27
Npower: Energy charges 1/1-31/3/17	£243.05
Pinvin Memorial Hall Committee: Grant 2017/18	£750.00
Pinvin Playing Fields Association: Grant 2017/18	£750.00
UK Secure webhosting: Renewal 9/5/17-8/5/18	£32.99
New Farm Grounds Maintenance: April cut 1	£429.60

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

c) Quarterly budget review: 31 March 2017

The Chairman agreed to prepare and circulate to members ahead of the next meeting.

d) Proposal that attached list of due payments for the financial year 1 April 2017 to 31 March 2018 which arise on a regular basis are approved for payment and shall be reported at the meeting of Pinvin Parish Council immediately following each payment

Proposed Cllr Mitchell, seconded Cllr Wilson, all in favour to approve.

e) Proposal to consider and approve parish insurance for the period 1 June 2017- 31 May 2018

Quotes had been presented, discussed and approved under item 10.

f) Proposal to approve expenditure @ £339.13 (including VAT) for a 50 litre post mounted litter bin at the path way leading to the crossroads.

*Action: Clerk to place order with WDC. Location to be agreed ahead of installation.*

## 15. Planning

*W/17/00222/OU:* Agricultural land, Abbey View Road:

The applicant had withdrawn their application on 7<sup>th</sup> April 2017.

*Planning proposals for new Aldi store on land off Abbey View Road:* It was agreed that Parish Council members would view the exhibition at Pershore library on Thursday 4<sup>th</sup> May as individual representatives.

*W/17/00040/HP:* 17 Owletts End: Application refused.

*W/17/0457/FUL:* Ashfurlong Nurseries: Following views from potential residents, the Council considered names for the new road. Proposed Cllr Rowe, seconded Cllr Biddle, all in favour, to recommend the name Ashfurlong Drive to Wychavon District Council.

*Action:* Clerk to update Wychavon District Council.

*W/17/00311/OUT:* Land to rear of Terrace Road: Outline application for 5 dwellings and access with all other matters reserved – a decision remained pending with the District Council. Further discussions ensued under item 17, District/County Cllr reports.

## 16. Correspondence

Details had been received of Aldi's new food store proposal for land off Abbey View Road. A public consultation was scheduled for Thursday 4<sup>th</sup> May 3-7pm and Parish Councillors were invited to view the exhibition between 2-3pm.

## 17. Reports

*District/County Councillor:*

*Planning application 17/00311/OUT: Land to rear of Terrace Road:* The Council's attention was drawn to numerous responses from neighbours in the locality, which are currently posted on the planning website for their consideration.

*Petrol station planning application - agricultural land off Abbey View Road:* There were no further reports to update members at present.

*HGV's and speeding:* Following a request for an update following the recent site meeting with County Highways, the Chairman confirmed that the Council had been referred to the Senior traffic management engineer and contact had already been made. Cllr Tucker confirmed that she would also be in communication in order to support the Council in moving progress forward.

*Northern Link:* It was confirmed that Pinvin crossroads forms part of the Northern Link project for consideration at Terrace Road as plans come to fruition.

*Playing Fields:* No reports at present

*Memorial Hall:* The committee were awaiting the finalisation of the Section 106 agreement. The Chairman of the committee confirmed that enquiries were underway regarding modification of outline drawings. Following the meeting with interested stakeholders to discuss the distance of the proposed new hall from the football pitch, this would be taken into consideration in preparation for going out to tender.

## 18. Exclusion of public & press

Proposed Cllr Rowe, seconded Cllr Wilson, all in favour of the Council's resolution to exclude the public and press from the meeting for the following items of business, on the grounds that they involved the likely disclosure of exempt information as defined in paragraphs 1,2,3 and 7 of Schedule 12A of the Local Government Act.

(i) Proposal to approve monthly standing order payment for Clerk's salary  
Proposed Cllr Coates, seconded Cllr Biddle, all in favour.

(ii) Proposal to approve new pay rate for the Clerk: National Salary awards 2016-18

Proposed Cllr Mitchell, seconded Cllr Rowe, all in favour to approve and implement the 2016-18 award hourly rate increase.

(iii) Proposal to approve Clerk's back-pay: National Salary awards 2016-18

Proposed Cllr Mitchell, seconded Cllr Biddle, all in favour to approve the Clerk's back-pay and holiday pay in line with the 2016-18 National salary award hourly rate increases.

(iv) Farm business tenancy: Request to extend existing tenancy for an additional ten years.

*Cllr Biddle left the meeting at this stage and a discussion ensued.*

Proposed Cllr Wilson, seconded Cllr Rowe, all in favour, to agree a five year extension on the current farm business tenancy agreement until 1 December 2027. It was agreed that the tenant would finance the cost of the extension to the current agreement and the Clerk noted the rent review date for the Council's consideration in December 2017.

**19. Date of next meeting**

The next meeting of the Parish Council will take place on Tuesday 6<sup>th</sup> June 2017 at 7.30pm in the Committee Room of Pinvin Memorial Hall.

The meeting closed at 9.55pm

**Signed** .....

Chairman

**Date**.....

**Parishioner's comments:**

A parishioner was in attendance to discuss the naming of the new housing development on land owned at the rear of School Close. As the development will be on the original Ashfurlong nursery site, the Council was requested to consider the name 'Ashfurlong Drive.'

A parishioner had requested the Council's consideration regarding their concerns of the condition of the trees bordering their property on the perimeter of the playing fields. It was agreed that the Council should seek professional advice from a local tree surgeon for further discussion.

*Action: Clerk to obtain a quote for necessary work to be presented at the June meeting.*

Comments had been received regarding safety concerns near to the existing fencing and the lack of play provision for pre-school children at the play area. It was agreed that Cllrs would look at each issue raised individually and provide updates and costings at the June meeting for consideration.

*Action: Cllr Wilson to inspect the current fencing and gate/style. Cllr O'Dell to explore current/future play provision. Clerk to forward contact details of the County Council Footpath Officer to Cllr Wilson.*