

PINVIN PARISH COUNCIL

Minutes of Meeting of Pinvin Parish Council, held at Pinvin Memorial Hall on Tuesday 6th June 2017 at 7.30pm

Present

A Mustard, D Biddle, A Wilson, T O'Dell, R Coates
N Harding (Clerk)
Four parishioners

1. **Apologies for absence**

Apologies were received from the Chairman and Cllr Rowe, in addition to Cllr O'Dell, who arrived later due to work commitments.

2. **Declarations of Interest**

There were no declarations made.

3. **Parishioners' comments**

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

4. **Minutes of meeting held on 2nd May 2017**

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

5. **Minutes of allotment committee meeting held on Tuesday 28th March 2017**

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

6. **Matters arising from 2nd May 2017**

- *Parish Insurance:* The completed remittance had been received by the insurance brokers. It was confirmed that the annual cover was effective from 1st June, with a three year pricing agreement in place.
- *Speeding:* Information was outstanding from Worcestershire County Council in order to proceed with the Council's New Homes Bonus application, therefore there were no updates at present.
- *Play area:* Playdale had cancelled a meeting arranged with Cllr O'Dell, therefore a new date was to be rescheduled. Cllr O'Dell circulated examples of potential toddler play provision to enhance the current play area. It was confirmed that wooden equipment and safety matting were the most costly items, therefore it was agreed that alternatives and guidance from the CPAS would be explored for further discussion at the next meeting. Following discussions regarding additional safety measures at the play area, Cllr Wilson had requested a quote for a 50ft fence with two gateways, allowing for the existing public right of way. This had not yet been received, therefore an alternative quote had been sourced for future consideration. It was also confirmed that a meeting would ensue with the WCC Footpaths Officer to discuss the implications of fencing around the current public right of way.

The annual inspection of the play area had been completed on 31st May by the Children's Play Advisory Service. Due to rotting timbers detected at the pirate ship, the Council had agreed to take the equipment out of use until it had been assessed and remedial action had been completed. Until such time, the area had been taped and signage erected deterring anyone from using the ship. Pre-School staff confirmed that

they would closely monitor the situation when supervising pre-school and after school play sessions at the park.

Action: Cllr Coates agreed to inspect and advise further, and would erect plastic fencing around the structure as an additional deterrent. Clerk to circulate the CPAS report once received.

- *New Homes Bonus:* There were no updates to report until further information had been received from County Council Highways.
- *New litter bin:* The bin had been installed following agreement of its location with Cllr Wilson. The DC street scene officer had confirmed that bins only have litter or dog waste signage indicated on the receptacles, therefore should the Parish Council wish to indicate to parishioners that both litter and dog waste can be deposited, they should purchase adhesive labels separately. The Clerk had sourced some examples of such stickers and they were inexpensive and readily available online.

Action: Clerk to include item for consideration on the July agenda.

- *Youth Bus:* Three children had attended the new session on 1st June and it had been agreed that there would be a further visit to the village in July.

Action: Clerk to advertise in the next edition of Pinpoint. School to be notified of the date in order to advertise further.

- *Footway lighting:* Ahead of the meeting, members had been circulated a report and completed lighting stock assessment as received by the Parish Council's maintenance contractors. The contract manager of the street lighting department had offered to meet with the Council to discuss any of the findings and it was agreed that this would be a useful starting point in agreeing short and longer term courses of action.

Action: Clerk to liaise with contract manager and update members to agree a meeting date and time.

- *Farm Business tenancy:* Following approval at the May meeting to agree a five year extension on the current farm business tenancy agreement until 1 December 2027, the Parish Council is awaiting contact from the tenant's legal advisor.

7. Finance

a) Balances as at 1st June 2017

Current account	£2,323.28
Business account	£25,817.32

b) The following accounts were presented for payment:

Salary (April 2017)	£479.66
Salary (May 2017)	£479.66
Expenses (Stationery/postage)	£10.00
Internal audit fee 2016/17 accounts	£100.00
New Farm Grounds Maintenance: April cut 2	£429.60
Worcs. Calc: Annual subscriptions 2017/18	£437.96

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

c) Quarterly Budget Review: Year ending 31st March 2017

The Chairman had prepared a review of the budget for the end of the 2016/17 financial year which had been circulated to members ahead of the meeting.

Proposed Cllr Wilson, seconded Cllr Coates, all in favour, to accept the contents of the review.

d) Annual Return 2016/17 accounts: Documents had been circulated ahead of the meeting for members' consideration.

(i) Proposal to approve Section 1: Annual Governance statement:

Proposed Cllr Wilson, seconded Cllr Coates, all in favour to approve each statement in Section 1 of the Annual Return.

(ii) Proposal to approve Section 2: Accounting statements:

Proposed Cllr Coates, seconded Cllr Wilson, all in favour to approve the statements for the 2016/17 financial year.

Members were notified of the period of elector's rights as 12/6/17-21/7/17.

Action: Clerk to publish sections 1&2 of the Annual Return on the Council's website, in addition to the declaration of status of 2016/17 accounts and notice of elector's rights in line with the Accounts and Audit regulations 2015. Documents to be forwarded to external auditors, Grant Thornton, by 14th June.

8. Approval of membership of committees: staffing, allotments, finance and complaints

In line with the Council's Scheme of Delegation approved in May 2017, Cllrs approved membership on the following committees:

Finance: Chairman, Cllr Coates and Cllr Wilson

Staffing: Chairman, Vice-Chairman and Cllr Coates

Allotments: Cllr Mustard, Cllr Coates, Cllr Biddle, Cllr Wilson, Cllr O'Dell

Complaints: Cllr Mustard, Cllr O'Dell and Cllr Coates. Cllrs were reminded that a meeting should be scheduled in the near future to agree a Chairman.

Planning: Cllr O'Dell and Vice-Chairman – Proposed Cllr Wilson, seconded Cllr Biddle, all in favour, to propose the Chairman as the third committee member in his absence.

9. Planning

W/17/00857/HP: 17 Owletts End – New two storey end extension with facing brick and tiled pitch roof to match existing main house. Amendment to approval ref. 17/00040/HP. *Application approved.*

W/17/00311/OUT: Rear of Terrace Road – Application for 5 dwellings and access with all matters reserved. *Decision pending.*

W/17/00982/CU: Serece, Main Street – Change of use of former agricultural land to domestic amenity space (retrospective) *Any comments to be received by 15th June.*

W/17/01030/FUL: Unit A, Abbey View Road – extension to White's Logistics Centre. *Any comments to be received by 22nd June.*

W/17/01027/OL: Agricultural land, Abbey View Road – Installation of third wire to existing over head wire (*Western Power Distribution.*) *Any comments to be received by 19th June.*

10. Correspondence

Wychavon District Council: The Summer edition of Parish Matters had been received. It was agreed that the Clerk would circulate to members.

11. Reports

District/County Councillor:

DC/CCllr Tucker was not in attendance, therefore no report at present.

Playing Fields:

No reports at present.

Memorial Hall: No reports at present.

Pre-School: A celebration to mark the 25th anniversary of Pinvin Pre-School was scheduled for Saturday 10th June, 3pm-6pm on the playing fields.

12. Date of next meeting

The next meeting of the Parish Council will take place on Tuesday 4th July 2017 at 7.30pm in the Committee Room of Pinvin Memorial Hall.

The meeting closed at 8.50pm.

Signed

Chairman

Date.....

3. Parishioners' comments

Representatives from Pinvin Pre-School were in attendance to draw the Council's attention to recent vandalism at the forest school area. All incidents had been reported to the local police team and a copy of the report was forwarded to the Clerk. A request was made to store a new lockable storage container at the site and it was agreed that the committee would forward a specific proposal for the Council's consideration ahead of their next meeting.

A resident had drawn the Council's attention to concerns regarding the overtaking of vehicles close to the junction of Gosney Fields and the B4082. This had been forwarded to the Chairman and the Clerk had provided updates regarding the Council's proposed speed initiatives.

A request was received requesting the possible re-siting of the small 30mph sign currently attached to the litter bin adjacent to bungalows along Main Street. It was agreed that the Clerk would explore the possibility with the Worcestershire Hub, or alternatively, make contact with the homeowner nearby to request that the overgrowth is cut back in order to maintain greater visibility.

Action: Clerk to make enquiries and update at the next meeting.

An overgrown public right of way was reported adjacent to the Business Centre track.

Action: Clerk to report to Parish Footpath Warden/WCC Footpaths Officer.