

UNADOPTED

PINVIN PARISH COUNCIL

**Minutes of Meeting of Pinvin Parish Council, held at Pinvin Memorial Hall on
Tuesday 9th January 2018 at 7.30pm**

Present

Cllr S Mitchell (Chairman), A Mustard, D Biddle, T O'Dell, A Wilson
N Harding (Clerk)
Two parishioners

1. Apologies for absence

There were apologies received from Cllr Coates and Tucker.

2. Declarations of Interest

Cllr Biddle declared a disclosable pecuniary interest in item 6e, Review of Farm Business Tenancy rental.

3. Parishioners' comments

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

4. Minutes of meeting held on Tuesday 5th December 2017

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

5. Matters arising from 5th December 2017

- *Speed initiatives:* Cllr O'Dell confirmed that the Community Speed-watch Co-ordinator had informed the Council that speed data recently collected was above the criteria for a Community Speed-watch scheme in the village. The data had therefore been forwarded for discussion with partners at Worcestershire County Council, to agree upon a location for the operation of a speed enforcement vehicle at their meeting in February.
The Chairman confirmed he was awaiting information from Prysmian to assist in the ordering of a pole for solar VAS signage, in addition to information outstanding from Worcestershire County Council. It was agreed to forward the quotation for village gating to the Clerk for ordering ahead of the end of the financial year.
Action: Chairman to update further following information from Prysmian. Clerk to forward an order to JACS for village gating.
- *Play area:* The Clerk had obtained Parish Profile data from Wychavon District Council which was shared with members. The data identifies Pinvin as an area of deprivation, given the proximity to essential services, therefore could potentially be useful towards a community survey to identify local need utilising New Home s Bonus funds. It was agreed to revisit the survey proposal later in the new year. Cllr Coates had confirmed ahead of the meeting of his intention to remove the rotting pirate ship and make good the grassed area, along with the sand pit timbers.
- *Transparency Code:* The Clerk had received no further updates from Calc/Nalc since forwarding an application for funding before Christmas.
- *Community Recognition Award:* Cllr Wilson confirmed he would be meeting with residents with local knowledge in order to facilitate the proposed nomination on behalf of the Parish Council.
- *Staffing updates:* Four candidates had been interviewed for the Clerk's replacement. The Chairman recommended the appointment of one applicant, who brings experience in Local Government, funding and grants. Proposed Cllr Mitchell, seconded Cllr Wilson, all in favour to appoint Carole Hirst as new Clerk/RFO to the Parish Council. *Action: Chairman to liaise with the current Clerk to finalise time scales and contract of employment.*

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- *Pinvin Memorial Hall committee*: Following a request from the committee for a representative from the Parish Council to attend future committee meetings, it was agreed to defer this item to the next meeting, given the absence of Cllr Coates and Cllr Rowe.

6. Finance

a) Balances as at 1st January 2018

Current account	£1,151.35
Business account	£34,965.39

b) The following accounts were presented for payment:

Clerk salary and expenses	£569.74
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Proposed Cllr Biddle, seconded Cllr Mustard, all in favour, that the above accounts should be settled.

c) Bank reconciliation & Quarterly budget review: 27 December 2017

The Clerk had forwarded bank reconciliation documents ahead of the meeting to Cllr Coates for verification. In Cllr Coates' absence, these would require signing at the next Parish Council meeting.

A review of the third quarter of the current budget was circulated for discussion. The Chairman confirmed that the Council's finances were on track at this stage for a slight under spend. It was noted that there was an under spend in lengthsman payments due to the lack of invoices received in the last quarter. It was agreed that the Clerk and Cllr Wilson would liaise again with the lengthsman to request that these are submitted more regularly.

d) Budget 2018/19

The Chairman forwarded a draft 2018/19 budget discussed at the January finance committee meeting for consideration and approval. Increases were considered necessary in the following areas: Clerk's expenses due to travelling expenses to be incurred, Audit fees due to the planned level of annual expenditure to exceed £25,000, thereby subjecting the Council to Limited Assurance Review, and grass-cutting, to allow for potential tree maintenance costs. With a planned programme of footway lighting improvements, it was also proposed to increase street lighting maintenance figures in order to fund a rolling programme of works or potential loan repayments. A substantial increase was also considered towards the play area for possible additional equipment aimed at toddler provision and fencing, considered an essential health and safety requirement to enclose the current play area. A discussion ensued, and although the increased budget would reduce the current Parish reserves, it was agreed that the proposed budget was sufficiently balanced, given the additional income from the Parish Precept and potential funding sources.

Reservations were raised about utilising reserves for two large initiatives in one financial year, however it was agreed that there was potential for the application of grant funding towards the ventures proposed and the planned projects could be spread across the financial year. Noting these comments, the following was resolved:

Proposed Cllr Mitchell, seconded Cllr Mustard, all in favour, to approve a budget for a 2% rise in Band D Council Tax, resulting in a total budget request of £16,706.00.

Action: Clerk to forward request to Wychavon District Council.

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e) Review of Farm Business Tenancy rental: Cllr Biddle had declared a disclosable pecuniary interest and left the room for the duration of the discussion.

Proposed Cllr Mitchell, seconded Cllr Wilson, all in favour, to increase the rent to £700.00 per annum as of 1st December 2017. Date for the next review will be 1st December 2022.

Action: Clerk to forward the Council's request in writing to Mr Biddle.

Following the last check of the defibrillator, the Clerk had liaised with the Chairman as the battery requires replacing. In view of the importance of its replacement as soon as possible, in line with the Council's financial regulations, the Clerk and Chairman approved the expenditure ahead of the meeting and reported to members accordingly.

Proposed Cllr Mustard, seconded Cllr Wilson, all in favour, to approve expenditure @ £280.00 (including VAT and delivery,) for a replacement battery, utilising monies from provisions in the 2017/18 budget.

Action: Clerk to liaise with Chairman once in receipt of the delivery to install replacement.

The Chairman confirmed that he would take over the weekly/monthly checks of the equipment and online reporting from the current Clerk.

7. Planning

W/17/01860/RN: Cameron Homes Ltd – Amendments to application for erection of 40 homes on land adjacent, The Business Centre.

The planning committee meeting was attended by Cllr Mitchell and Cllr Wilson, and the application had been approved.

W/17/01373/FUL: Agricultural land, Abbey View Road – Erection of food retail store with associated access, parking, servicing, landscape and drainage.

The planning committee meeting was attended by Cllr Mitchell and Cllr Wilson, and the application had been refused.

8. Correspondence

Wychavon District Council: Details of the provisional tax base for 2018/19 had been received and noted.

9. Reports

District/County Councillor: As Cllr Tucker was not in attendance, there were no reports.

Playing Fields: No reports at present.

Memorial Hall: No reports at present.

10. Date of next meeting

The next meeting of the Parish Council will take place on Tuesday 6th February 2018 at 7.30pm in the Committee Room of Pinvin Memorial Hall.

The meeting closed at 9.05pm.

Signed

Chairman

Date.....

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Parishioners' comments

Residents of Checketts Close were in attendance, to raise concerns regarding inconsiderate parking on the verges at the entrance of the Close, in addition to the junction of Upton Snodsbury Road. As well as causing damage to the grassed area itself, there are concerns that the parking reduces visibility of sight lines for motorists and may result in an accident. The local police team had been informed and the following actions were proposed by members:

Residents to observe the busiest time periods where the parking takes place; Cllr Mitchell, in conjunction with Cllr Coates, to explore costing of materials for the installation of a line of wooden posts to be situated on the verge edges.