

## PINVIN PARISH COUNCIL

### Minutes of Annual General Meeting of Pinvin Parish Council, held at Pinvin Memorial Hall on

Tuesday 8<sup>th</sup> May 2018 at 7pm

#### *Present*

Cllr A. Mustard (Acting Chairman), D Biddle, A Wilson, T O'Dell, K Rowe, R Coates  
District/County Cllr E. Tucker  
C. Hirst (Clerk)  
One parishioner

1. Election of Chairman  
Despite his absence, Cllr Mitchell had confirmed his willingness to stand again as Chairman. Proposed Cllr Mustard, seconded Cllr Rowe, all in favour, nem con, to nominate Cllr Mitchell as Chairman for 2018-19. Cllr Mitchell to sign his declaration of office of undertaking on his return.
2. Election of Vice-Chairman  
Proposed Cllr Wilson, seconded Cllr Biddle, all in favour, nem con, to nominate Cllr Mustard as vice-chairman for 2018-19.
3. Apologies for absence  
Apologies were received from Cllr Mitchell.
4. Declarations of Interest  
Cllrs were reminded to review their Register of Interests.  
*Action: The clerk was asked to circulate a blank Register of Interest Form to Councillors along with their respective signed form so that they can review.*
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. Proposed by Cllr Mustard and Seconded by Cllr Rowe. All in favour.
7. To note Standing Orders, Financial Regulations, Risk Assessment, Asset Register and insurance requirements (attached by e-mail) and to consider a schedule for their review  
Proposed by Cllr Wilson that we maintain existing policies except Financial Regulations which will be reviewed by the Financial Committee following advice and updates from Worcestershire CALC, seconded Cllr Biddle, all in favour.
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.*

9. To approve a Scheme of Delegation to the following committees.
- a) Staffing Committee: Minimum of 3 Councillors- All Councillors eligible. Proposed Cllr Coates, Seconded Cllr Wilson, All in favour
  - b) Allotment Committee: Cllr Mitchell had requested not to be on this committee. Minimum of 3 Councillors- All Councillors eligible. Proposed Cllr Mustard, Seconded Cllr Rowe. All in favour
  - c) Finance Committee: Minimum of 3 Councillors- All Councillors eligible. Proposed Cllr Coates, Seconded Cllr Wilson, All in favour
  - d) Complaints Committee: Minimum of 3 Councillors- All Councillors eligible. Proposed Cllr Mustard, Seconded Cllr Rowe, All in favour
10. To appoint an individual Councillor to the following role: Lengthsman liaison  
It was proposed by Cllr Mustard and seconded by Cllr Rowe that Cllr Wilson remain as the Lengthsman Liaison. It was agreed that an item be placed on each parish council meeting agenda as "Lengthsman Job List" and that all councillors would input any work they may have noticed within the parish.
11. Minutes of meeting held on Tuesday 10<sup>th</sup> April 2018  
Proposed Cllr Rowe, seconded Cllr Wilson, all agreed, that the minutes of the above meeting should be taken as a true record.
12. Matters arising from 10<sup>th</sup> April 2018
- Email 25 March 2018 received re installation of white gates and concern regarding continuing speeding despite the gates. Dragons Teeth and "Slow" sign now installed. Cllr O'Dell explored whether a speed enforcement van could be used and the police sent through details of where they were going to park the speed enforcement vehicle. The location was not thought suitable and Cllr O'Dell contacted West Mercia Police to say that this location should be reconsidered. West Mercia Police have emailed back to say that he and a colleague would come over to check out locations but as yet Cllr O'Dell has not had a response back. Cllr O'Dell reported that West Mercia Police had indicated that following speed enforcement data collection and review if the speeding in the village hasn't dropped by at least 4% then West Mercia Police would consider other measures to be explored discussing this with other agencies. Cllr Rowe expressed concerns over the volume of large lorries travelling through the village. Cllr O'Dell reported that feedback from Speedwatch stated that the greatest number of speeders but only just were those heading out of the village and speeding up as they left the village. *Action: Cllr O'Dell to chase this up again.*
- Parishioner email on speeding concerns on Upton Snodsbury Rd 40mph zone. Dragons Teeth have now installed. New VAS Signage is ready and now awaiting Worcestershire County Council contractor to erect the pole which is due for installation w/c 21<sup>st</sup> May 2018. Parishioner request for possible additional dragon's teeth markings at the 30mph limit. This proved too expensive and funding for this has not been secured, therefore have arranged gating at the 30mph sign to give some protection to the Gosney Fields junction.
- Yellow backgrounds to be erected behind existing 30mph signage for greater visual effect. This was ordered at the same time as the dragon's teeth (2 months ago) and has yet to be done.
- One portable, battery powered VAS as per the existing model in use, and a fixed variable solar speed sign with Thank you/Slow down messaging. These are ready for delivery but are awaiting the pole mentioned above due for installation w/c 21<sup>st</sup> May 2018.
- The parishioner further mentioned that school coaches were speeding along the road. Cllr Mitchell asked for details of the coach companies speeding (Aston, Dudley and Cresswell's) were supplied. *Action: Councillors to monitor coach traffic within the parish and report back to the next meeting.*

- street light outside the Coach and Horses Pub at Pinvin which had been previously disconnected seems to have had the power supply replaced presumably by Western Power. Clerk investigated whether this could be repaired or cost of replacement. Point number 8 has been repaired with a 35w SOX lamp. Light outside the Coach and Horses – This light still has no power supply. Prysman electrician has taken a look and if Western Power are going to restore the power supply, really the bushes around the pole could do with being cut, a new box put on the pole for Western power to put the power into, a new bracket and lantern. The costs for a new box, bracket and lantern would be around £500.00. The parish may wish to contact WPD as they may restore the power supply free of charge if it is a fault and with planning may transfer it into the new supply box for a reduced price or free at the same time. Councillors noted the update from Cllr Mitchell.
- Parishioner comment at the last Pinvin Parish Council meeting: Clerk has spoken to the Street Cleaning Department and all 7 dog bins in Pinvin should be emptied EVERY Tuesday. Parishioners can use normal litter bins for dog waste. *Action: Clerk to contact WDC to ascertain whether the Street Cleaning Department can monitor the level of waste collected from dog bins each week to see if we need extra bins or larger bins within the parish.*

13. Play Area Inspection Report and subsequent urgent action required following the play area annual inspection by Childrens Play Advisory Service. Following receipt of the report the Cantilever Swing Seat was dismantled and rotten timber scrapped. Cllr Coates had received a quote to replace the rotten timber but there is a decision to be taken as to whether we should replace all poles. Councillors to consider galvanised steel play equipment as part of the new play area proposal which could possibly be plastic or rubber coated. Decisions on the swing to wait until site visit by Playdale and Cllr O'Dell's Play Survey feedback at the next meeting. Councillors to consider a New Homes Bonus application to support other Section 106 funding obtained for Public Open Space.

14. Finance

a) Balances as at 8<sup>th</sup> May 2018

Current account	£ 2,562.07
Business account	£29,970.70
<b>TOTAL</b>	<b>£32,532.77</b>

b) The following accounts were presented for payment:

Clerk salary: 7/5/18	£ 333.29
Clerk Expenses from 10 <sup>th</sup> April to 8 <sup>th</sup> May 18	£ 76.20
HMRC	£ 39.00
Worcestershire CALC Membership 2018/19	£480.45
NPower	£ 11.07
New Farm Grounds Maintenance (1x cut 25/4/18)	£ 429.60
D.M. Payroll Services INTERNAL AUDIT	£ 100.00
Community Heartbeat Pads £35.00+£3pp+vat	£ 45.60
Came & Company Insurance 2018/19	£ 364.33
<b>TOTAL</b>	<b>£1,879.54</b>

**Nb. £2500.00 to be transferred from Business Account to Treasurer Account**

Receipts:

\* First half Precept & Council Tax Support grant payment received @ £8,353.00

\* HM Revenue and Customs VAT for 7<sup>th</sup> Dec 17 to 31<sup>st</sup> Mar 18 £231.28 received.

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

c) Quarterly budget review: 31 March 2018

This was circulated prior to the meeting and variances from 2016/17 to 2017/18 discussed. Proposed Cllr Coates, seconded Cllr Biddle, all in favour to approve.

d) Proposal that attached list of due payments for the financial year 1 April 2018 to 31 March 2019 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 Coates, Seconded Cllr Biddle, all in favour to approve.

e) Proposal to consider and approve parish insurance for the period 1 June 2018- 31 May 2019 Quote had been presented, discussed and approved under item 14.

f) Audited accounts & Annual Governance and Accountability Return: 31<sup>st</sup> March 2018

Annual Governance and Accountability Return Part 3

(i) Consider Internal auditor's report & recommendations circulated prior to the meeting: Proposed Cllr Wilson, seconded Cllr Coates, all in favour to approve the report.

(ii) 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 2017/18.

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

Proposed Cllr Coates, seconded Cllr Wilson, all in favour to approve the statements for the 2017/18 financial year.

15. D.M. Payroll Services quotation for parish council office to carry out the data protection audit and assist with the completion of our Data Protection Impact Assessment includes training and support and advice for any new processes the council may take on, where personal data is recorded. They will become our contact point for the Information Commissioner's Office (ICO) and will assist with requests for information. they will also assist if there is a breach. There will be regular updates and advice on best practice. Cost £300 which will be reduced to £270 if Wyre Piddle take on the service with them as well. This is the cost of year 1. If the Council decides to continue the service the level of input in year 2 would be considerably less and therefore much cheaper. Cost of year 2 not yet known. Cllr Wilson proposed that up to £300 be authorised to Chairman who would await advice from Cllr Tucker who would seek advice from WDC for the Finance Committee to make a decision. Seconded by Cllr Rowe: All in favour.
16. Planning  
18/00094/FUL: Forest Farm Nurseries Allens Hill Pinvin- Conversion of barn to residential use with associated works (Resubmission of application W/16/01833/PN) **REFUSAL**
17. Correspondence
- Section 106 Cameron Homes: Plans for Section 106 in relation to the Parish Council's option to take on the public open space next to the development for Parish approval. Cllr Mustard proposed that this item be deferred to the next parish council meeting and that a site meeting be arranged alongside a walk through the village. Seconded by Cllr Rowe. All in favour. Action: *Cllr Mustard to organise a walk around the village before the next council meeting.*
  - Pinvin Playing Field dog attacked by a German Shepherd dog running loose on the playing field. A dog received injuries requiring medical attention. The owner of the German Shepherd has come forward to apologise but it is now requested that signage be put up to ask that dogs be kept on a lead whilst walked on the playing field. It was proposed by Cllr Biddle and seconded by Cllr Rowe that Cllr Wilson request an update from the three fencing contractors for a fence

between the play area and the playing field. If Cllr Wilson can get approval from the foot path officer that we can move the play area part of the foot path over to the far end of the play area he will also ask the contractors for an extra price for fencing the new path line and making a new access/stile from the road foot path. This will enable the play area to be totally fenced in from stray/loose dogs. *Action: Cllr Wilson to seek approval from the foot path officer that we can move the play area part of the foot path over to the far end of the play area, also ask the contractors for an extra price for fencing the new path line and making a new access/stile from the road foot path.*

- Request for cost of grounds maintenance from New Farm to include the area between the play park and the Memorial Hall following request from the Nursery. New Farm have quoted £15 + vat per cut. Councillors decided that there were much cheaper options available. *Action: Clerk to contact the Nursery and ask them to make an approach to the Memorial Hall Management Committee.*

18. Reports

*District/County Councillor:*

Cllr Tucker gave an update on cabling on footpath from electric vehicle on North End Pinvin. WCC are not used to this type of query but think that the cabling could be made safe if rubber cable matting enclosing the cable was used. Highways Liaison Officers suggest that if this is not accommodated by the occupant then the cabling should be removed to prevent danger to the public.

Northern Link Scheme is still moving along.

Station Road lights were out of action over the May Day Bank Holiday. Problems with the lights being stuck on red and were turned away and put out of use. The lights were not working on Sunday or Monday of the Bank Holiday. An explanation for this problem has been requested.

The footway on the corner by the pub on a list of poor footways to be dealt with. Turning circle by the lights surface in poor condition.

*Playing Fields: No reports at present*

*Memorial Hall: No reports at present*

19. 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.

Proposal to approve new pay rate for the Clerk: National Salary awards 2018

Proposed Cllr Rowe, seconded Cllr Coates, all in favour to approve and implement the 2018 award hourly rate increase.

20. Date of next meeting

The next meeting of the Parish Council will take place on Tuesday 5<sup>th</sup> June 2018 at 7.30pm in the Committee Room of Pinvin Memorial Hall.

The meeting closed at 9.23pm

**Signed** .....

Acting Chairman

**Date**.....

**Parishioner's comments:**

A parishioner was in attendance to discuss 30mph sign on Terrace Road opposite the shop obstructed with vegetation which needs action. Cllr Wilson to add to the Lengthsman list.

Council are looking into rubbish accumulating in the shrubbery by the bus stop on Main Street. A rat problem exists.

Parishioner very concerned following the presentation at the last meeting by WCC on the proposed new road layout. Road racing from the A44 into the village is taking place at the lights which could be very dangerous. A traffic island rather than a pedestrian crossing would be much safer. The parishioner is concerned that comments from the parish may or may not be taken on-board. Cllr Tucker suggested that a re-inforcing letter be sent to WCC to express concerns over the road layout so that there is a written record which could be referred to at a later stage. This was suggested to be sent prior to planning reiterating our concerns raised at the April meeting.

Cllr Mustard requested that the parishioner write in to the council expressing his concerns over the new road layout scheme which would be taken into account as part of the council's correspondence to WCC.