

PINVIN PARISH COUNCIL

DRAFT MINUTES

Minutes of Meeting of Pinvin Parish Council held at Pinvin Memorial Hall on

Tuesday 3rd July 2018 at 7.30pm

Present

Cllr S Mitchell (Chairman), D Biddle, A Wilson, R Coates, K Rowe
Carole Hirst (Clerk)

1. Apologies for absence
T O'Dell, A Mustard
2. Declarations of Interest
None
3. Parishioners' comments
None in attendance
4. Minutes of meeting held on Tuesday 5th June 2018
Proposed Cllr Biddle, seconded Cllr Wilson, all agreed, that the minutes of the above meeting should be taken as a true record.
5. Matters arising from 5th June 2018
 - Clerk to contact P.C. Paul Brown to obtain updated details for the PACT Team for the Pinpoint Magazine. Contacted on 6th June 2018 and response circulated to Members, Pinpoint and the noticeboard.
 - Councillors to email Register of Interest Forms to the Clerk for file and WDC. Cllrs Biddle and Mitchell received and sent to WDC to upload onto their website. Cllrs Wilson, O'Dell and Mustard remain unchanged since they were last completed. *Action: Cllr Rowe to complete and submit a revised Register of Interest Form.*
 - GDPR update: Clerk attended GDPR Seminar WorcsCALC and is receiving GDPR training on 9th July 2018.
 - Section 106 Cameron Homes: Plans for Section 106 in relation to the Parish Council's option to take on the management of the public open space next to the Cameron Homes Development. Cllr Mitchell and the Clerk were nominated to negotiate this with Cameron Homes. The Clerk contacted Cameron Homes on the 8th June informing them that the parish council was in favour in principle and requested a meeting to discuss this further. Cameron homes responded asking for the parish council to consider the attenuation basin located within the northern open space which will require maintenance and confirm that this is something the Parish would be willing to take on. A date has now been set for the Clerk and Chairman to meet Cameron Homes on 12th July at 10am on site. Cllr Mitchell informed parish council that until he and the Clerk have met with Cameron Homes and understand the implications/proposal of the attenuation basin then the parish council are not in a position to make any commitment. *Action: Cllr Mitchell to report back on both matters following the meeting on the 12th July.*
 - Cllr Wilson update on fencing to play area: Cllr Wilson obtained a formal agreement from Fiona Argyle (Public Rights of Way Officer WCC) that our proposed plans are acceptable. Fiona confirms that she is satisfied with the re-alignment of the public footpath as part of the fencing proposals. It takes the line of the public footpath closer to that marked on the definitive map to the one currently used. There are some additional ground works required to make the public footpath safe – namely the grinding out of some remaining tree stumps following clearance of this area. There were also some large stones that needed removing but this has now been undertaken. Fiona will make arrangements for the public footpath signpost to be repositioned in due course. Cllr Wilson obtained a 3rd quote for the fencing works and the 3 tenders were

discussed in detail from Spetchley Fencing Ltd, HFN and R J Hartwell Ltd at the meeting with HFN being the cheapest quote.

The letter from Fiona Argyle includes a sentence that “the gate should open into the play area”, we should clarify that it open inwards to the site but not into the play area. *Action: Cllr Wilson to contact Fiona.*

It was proposed by Cllr Rowe that £7,802 plus a 10% contingency fund be used from the parish council street light fund to purchase and install the fencing using HFN as contractor whilst recognising WCC provide the gate. Seconded by Cllr Wilson. All in favour.

Action: Cllr Wilson to ascertain start and completion dates from HFN and organise a site meeting to discuss the installation and contract. Cllr Wilson to provide a copy of the HFN quote (+ the others to show that we followed the correct process) to the Clerk. The Clerk then to place the order with HFN.

- Pinvin Play Area Project: Cllr O'Dell has now produced a written report evaluating the play area questionnaire responses and emailed everyone. A sub group it to be set up to take the play area scheme forward. Cllr O'Dell to offer a few dates on her return from holiday for a meeting of the Play Area Working Group and Councillors were asked to respond and attend if at all possible. *Action: Cllr O'Dell to compile a report for the parish council of the meeting once it has taken place.*
- Parishioner email from Gosney Fields – Re Speeding restriction measures and timescales for implementation- a response was sent by the Chairman on the 8th June 2018.
- The Communications Policy was discussed by Councillors. Cllr Mitchell proposed the Communications Policy be adopted, Seconded by Cllr Rowe. All in favour.
- The parish council were asked to formalise the business farm tenancy agreement extension to 1st December 2027 with David Biddle. Cllr Biddle signed the agreement and returned it to the Parish Council on the 11/06/18. *Action: Cllr Biddle asked to contact his Solicitor to send a formal response to this.*

6. Finance

a) Current Balances at 3rd August 2018

Current Account	£ 2,192.50
Business Account	£35,826.71
Total:	£38,019.21

b) The following accounts were presented for payment:

Payments to be reported:

Clerk Salary: 5/7/18 includes NALC backpay	£ 339.11
Clerk Expenses from 5 th June to 3 rd July 18	£ 51.30
HMRC	£ 40.60
New Farm Grounds Maintenance	£ 859.20

Total **£1,290.01**

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

c)Receipts WCC Grounds Maintenance £ 1,151.90

d) Bank Account Reconciliation – A copy of the summary of the cash book and the bank statement were produced as evidence and the accounts were noted as reconciled.

7. Planning

- 18/01294/CLE- Agricultural Land, Abbey View Road, Pinvin- Lawful Development Certification for Existing operation relating to the implementation of planning permission for the construction of a

new petrol filling station approved under reference W/11/01867/ET- Consultation – On the face of it Pinvin Parish Council have no objection. *Action: Clerk to write to Wyre Piddle Parish Council to request their opinions.*

8. Lengthsman Job List

- Lengthsman to cut back brambles etc to ditch Pendas Meadow.
- Side out roadway to normal width and spread arisings on verge where possible- Tudor house in Church Lane behind the street light. *Action Cllr Wilson to meet with the Lengthsman to discuss this.*

9. Village Walkaround.

- Street light on Main Street causing obstruction to the footpath situated next to Workshop. Clerk has written to Cameron Homes requesting that it is dealt with as a matter of urgency. This is now in hand.
- Large fallen branch to tree behind the bus stop on Main Street Pinvin– Clerk has informed Roof Top Housing Association for them to rectify.
- Lamp post 25 – Next to 1 Church Cottage – The light is held on with tape. *Action: Cllr Coates to investigate.*

10. Correspondence

- Letter 19th June 2018 from Cala Homes- Reference land off Main Street Pinvin owned by the Parish Council that Cala Homes are interested in purchasing for development. Action: Clerk to notify Cala Homes that the land is in regular use and not for sale and that the parish council is not interested.
- Email from Cameron Homes- To clarify that the attenuation basin located within the northern open space will require maintenance also. Please could you confirm that this is something the Parish would be willing to take on as well – *Action: Clerk and Chairman to meet Cameron Homes 12th July on site*
- Resident email re speeding at 40mph zone. *Action: Cllr Mitchell to formulate a response.*
- Email from Wyre Piddle P C re Metal Mesh update 26/6/18 for information. Noted.
- Public Path Order Pre-Order Consultation proposed diversion of footpath PV-530 (Formerly Footpath 16) in the Parish of Pinvin. Action: *Action: Clerk to write to WDC – No Objection*
- Email from WDC Parish Matters Newsletter 29th June 2018 - Noted
- Parishioner email re maintaining oak and sycamore trees on WCC land on Main Street/traffic light junction bordering “New House”. HGV traffic on Main Street and Grounds Maintenance within the parish. Action: Clerk to formulate a response to the parishioner and where able to forward copy of information requested. *Action: Clerk to email parishioner responded to concerns raised with responses provided by the parish council.*

11. Reports

District/County Councillor: Cllr Tucker submitted her apologies as she was way on conference.

Village Organisations – Cllr Rowe reported that the Pinvin Memorial Hall AGM was scheduled for 11th July at 7.30pm.

12. Date of next meeting – Tuesday 7th August 2018- Pinvin Memorial Hall

The meeting closed at 8.42 pm.

Signed

Chairman

Date.....