

**PINVIN PARISH COUNCIL**

**MINUTES**

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

**Tuesday 7<sup>th</sup> August 2018 at 7.30pm**

*Present*

Cllr S Mitchell (Chairman), D Biddle, A Wilson, A Mustard  
Carole Hirst (Clerk)

**1. Apologies for absence**

T O'Dell, R Coates.

Absent

K Rowe

**2. Declarations of Interest**

None

**3. Parishioners' comments**

None in attendance but Cllr Biddle mentioned a comment on behalf of a parishioner.

**4. Minutes of meeting held on Tuesday 3<sup>rd</sup> July 2018**

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

**5. Matters arising from 3<sup>rd</sup> July 2018**

- Cllr Rowe to complete and submit a revised Register of Interest Form. Clerk received R.O.I. form and form sent to WDC to display on their website.
- Cameron Homes- Adoption of Cameron Homes plans for Section 106 Public Open Space and Attenuation Basin - Cllr Mitchell and the Clerk had a meeting on the 12<sup>th</sup> July with Cameron Homes. A discussion took place about the attenuation basin, fencing to surround the attenuation basin and possible life belt. Cameron Homes clarified that Pinvin PC would not be responsible for the pipework in and around the pond. A further discussion took place regarding an agreed annual maintenance sum which Cameron Homes would provide to Pinvin PC to take care of the necessary maintenance to the attenuation basin including removal of silt. Cameron Homes agreed to supply Pinvin PC with a sample of a similar maintenance schedule for Pinvin PC to consider and clarification on fencing and other related matters. *Action: Clerk to contact Cameron Homes again to chase the promised follow up information and to clarify whether any necessary Public Liability Insurance necessary for the attenuation Pond would be covered by Cameron Homes.*
- Lamppost in footpath on the edge of the development was being dealt with by Clerk who has liaised with Western Power and Cameron Homes. New Lamp is being fitted away from the footpath and the footpath is to be reinstated. *Action: Clerk to chase progress with Cameron Homes.*
- Fencing to play area- Cllr Wilson ascertained completion dates from HFN as end of August to first week in September 2018 and also organised a site meeting to discuss the installation and contract. HFN have confirmed that the new fencing will match existing fencing type.

- Pinvin Play Area- Cllr O'Dell to compile a report for the parish council of the Play Area Working Group meeting once it has taken place. A planned meeting is scheduled for Tuesday 21<sup>st</sup> or Wednesday 22<sup>nd</sup> August to progress this.
- Business Farm Tenancy Agreement- Cllr Biddle was asked to contact his Solicitor to send a formal response to the renewed/extended Business Farm Tenancy Agreement. Solicitor's Letter received 07/07/18
- 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 –. The Clerk wrote to Wyre Piddle Parish Council to request their opinions on the 5/7/18. Wyre Piddle Parish Council have objected to WDC and sent a copy of their planning response to Pinvin PC for information. Pinvin PC noted the Wyre Piddle PC comments.
- Cllr Wilson met with the Lengthsman to discuss reinstating the road next to Tudor House Church Lane. Cllr Wilson met with Lengthsman and requested that the Clerk send a letter to house bordering property where Lengthsman will be working to say that Lengthsman will be cutting hedge back to work. This was sent and the Lengthsman has completed the work.  
**Action: The Clerk to write to WCC Highways Department regarding overgrown hedge on Church Lane.**
- Lamp post 25 – Next to 1 Church Cottage – The light is held on with tape. Cllr Coates has spoken with the resident who has said that the light has not been operational for 2 years now and it was felt that it was not really necessary. **Action: Clerk to contact NPower/Prysmian to ascertain cost to de-activate the light.**
- Letter from Cala Homes re their interest in purchasing land from the parish council. – Clerk notified Cala Homes on the 5<sup>th</sup> July 2018 that the land is in regular use and not for sale and that the parish council is not interested.
- Resident email re speeding at 40mph zone. Cllr Mitchell Responded on 6<sup>th</sup> July 2018 explaining all the measures that the Parish Council are now taking to prevent speeding within the village.
- Public Path Order Pre-Order Consultation proposed diversion of footpath PV-530 (Formerly Footpath 16) in the Parish of Pinvin. Action: The Clerk wrote to WDC on the 5<sup>th</sup> July as instructed by Councillors to say that Pinvin Parish Council had no objection.
- 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 queries within the parish. The Clerk formulated a response on the 4<sup>th</sup> July to the parishioner and where able to forwarded a copy of the information requested by the Parishioner.
- Clerk to provide a copy of the GM Contract and dates for cutting to the Councillors and speak to New Farm Grounds Maintenance Company to discuss suspending cutting during the drought if possible and rearrange cut dates. Clerk emailed a copy of the contract to all Councillors and negotiated with New Farm G.M. on 4/7/18 that we would discuss the next cut on Monday 16<sup>th</sup> before the next cut on Wednesday 18<sup>th</sup> July to establish whether the next cut should go ahead or be rescheduled. 18<sup>th</sup> July scheduled cut was suspended by the Clerk after discussions with Councillors. This date is to be rescheduled.

## 6. Finance

### a) Current Balances at 7<sup>th</sup> August 2018

Current Account	£ 860.10
Business Account	£ 35,828.08
<b>Total:</b>	<b>£36,688.18</b>

b) The following accounts were presented for payment:

Payments to be reported:

Clerk Salary: 5/8/18	£ 338.91
Clerk Expenses from 3th July to 7th Aug 18	£ 51.30
HMRC to 5th Aug	£ 40.80
New Farm Grounds Maintenance. July x 1 cut	£ 429.60
Westcotec	£ 8,916.00
<b>NPower</b>	<b>£ 11.19 PAID</b>
Peter Hurst	£ 412.50
Alan Wilson expenses padlocks inc. vat	£ 57.26
Worcestershire CALC GDPR training	£ 10.00
NPower period 1st Apr to 30th June	£ 215.42
<b>Total</b>	<b>£10,482.98</b>

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

c) Receipts D. Biddle ½ allotment part year rent £ 4

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.

e) A virement transfer of £11,000 was proposed from the Business Instant Account to the Current Account to settle all outstanding payments.

f) It was proposed that a virement of £8582.00 be taken from the street lighting maintenance budget and be transferred to the playground budget to pay for the new fencing to the playground. Proposed Cllr Wilson, Seconded Cllr Mustard- All in favour.

## 7. Planning

- 18/01039/ADV - Orchardene Filling Station, Terrace Road, Pinvin, WR10 2DJ – APPROVED. Councillors noted.

## 8. Lengthsman Job List

- The Parish Council need to grind down the tree stumps where the new public foot path will be alongside the new play area fence. A stump grinder will cost £30.00 + vat for half a day and £40.00 a day for a full day. Cllr Wilson proposed that this be approved, Seconded by Cllr Mitchell – All in favour. (Cllr Biddle had offered to see whether he was able to undertake this task with equipment that he had. If this is the case then there should be no need to hire the stump grinder).
- WCC Lengthsman Scheme Manager has brought to the Parish Council's attention the need to complete the Lengthsman timesheets and submit invoices every month in a timely fashion for audit and budgetary purposes. The Clerk has discussed this with the Lengthsman who felt that he needs support with filling in his worksheet monthly. Lengthsman Liaison Parish Councillor Cllr Wilson to support the Lengthsman in this task. WCC also reminded the Parish Council that as part of the Annual Lengthsman Contract the Parish Council has to obtain a copy of the Lengthsman's Public Liability Insurance and check if his Lengthsman Training Card was still valid. **Actions: Clerk to send the necessary forms to Cllr Wilson. Cllr Wilson to request a copy of the Public Liability Insurance and copy of the Lengthsman Training Card from the Lengthsman.**

**9. Correspondence**

- 5/7/18 Woodlands on Main Street- house is adjacent to the Pinvin Playing fields. Wrote to the Parish Council re proposals for fencing to surround the children’s play area. They requested to see any proposed plans as they are looking at replacing their fencing between themselves and the playing fields and want to ensure they have suitable access going forward and that access to the trees for our maintenance purpose is sufficient. Cllr Wilson reported that the residents were happy with the proposals however did comment that one of the trees was badly overhanging their property and being weighed down by ivy. **Action: Cllr Wilson to see whether this is something that the Lengthsman could deal with.**
- GWR Timetable Changes email 12/7/18 – Noted
- Came and Co Insurance – email- 23/7/18- To cover the VAS equipment against loss or damage based on a sum insured of £8,190, will increase the annual premium payable by £15.04 including Insurance Premium Tax (IPT) which will increase the future annual premium to £379.37 including IPT. However, they advise there is no pro additional premium due until the next renewal date on 1<sup>st</sup> June 2019. **Action: Clerk to contact Wyre Piddle and Bishampton Parish Councils re insurance of the rotating VAS equipment to see whether this should be insured and how a joint approach may be taken.**
- Resident email 22 July - Dog and litter bins in Pinvin were missed last week. Noticed that litter bin in play area is overflowing; dog bins by play area, sports ground and traffic lights are getting full and the dog bin by the work shop business centre is full and blocked. Clerk reported to Wychavon ES 23/7/18 – Councillors noted.

**10. Reports**

*District/County Councillor:* None submitted  
*Village Organisations* – None Submitted

**11. Date of next meeting – Tuesday 4<sup>th</sup> September 2018- Pinvin Memorial Hall**

The meeting closed at 8.50 pm.

**Signed** .....  
Chairman

**Date**.....

**Parishioners’ comments**

Cllr Biddle mentioned that he had been approached by a resident regarding an overgrown hedge at Pool House on Owletts End. Cllr Mustard agreed to speak to the occupant about this matter. **Action: Cllr Mustard to speak to the occupant of Pool House regarding the overgrown hedge.**