

**MINUTES OF A MEETING OF KINVER PARISH COUNCIL HELD ON WEDNESDAY 5<sup>TH</sup> SEPTEMBER 2018 AT THE COUNCIL OFFICES AT 95 HIGH STREET, KINVER**

PRESENT: Councillor H Williams (Chairman), Miss V Webb (Vice-Chairman),  
Councillors: IG Sadler, D Light, N Other, Mrs L Hingley, BR Edwards, JK Hall, P Wooddisse,  
Mrs C Allen, DH Hadlington

140/18. Apologies for Absence.

Councillors J Cutler, Mrs D Geoghegan, G Mander, E Simons and County Councillor Mrs V Wilson sent their apologies for the meeting.

141/18. Declarations of Councillors' Interest.

Councillors Mrs L Hingley declared a non-pecuniary interest in relation to any matters relating to the Conservation area and Greenbelt.

142/18. To receive for confirmation and adoption, the Minutes of the Parish Council meeting held on 4<sup>th</sup> July 2018 (copy attached).

The Minutes of the meeting held on 4<sup>th</sup> July 2018, having been circulated in advance of the current meeting, were approved and signed as a true record of the proceedings at that meeting.

143/18. Matters arising from Previous Minutes.

Update on registering a death

"I have been in contact with the Registrar team over at County and they have offered the following additional information

***By law an event can only be registered within the district in which it occurred – an event occurring in Staffordshire can only be registered within Staffordshire. A declaration made to a registrar in a neighbouring district could be made – this would allow the neighbouring district registrars to take the information required in the prescribed format and forward to the registrars in Staffordshire who would register the death and issue death certificates and from allowing the funeral to take place. (Postal service involved)***

Does this help clarify the matter?

Kind Regards

Karen Riley **Customer Service Team Manager"**

144/18. Public Participation - Standing Orders will be suspended for a maximum of 15 minutes to allow members of the public to address the Council.

For note: The public participation is for the public to address the Parish Council on matters that they wish to. The Parish Council cannot comment or resolve action on any points raised at this time. If the item requires information being sent from the Council, the Clerk will do this following the meeting. If it is a matter for further discussion it may be added to a future agenda.

The Best Kept Village Competition Presentations were made to the following people:-

## BEST KEPT FRONTAGES COMPETITION 2018

### BUSINESS FRONTAGES

- 1<sup>st</sup> The Cross Pub
- 2<sup>nd</sup> Moss Grove Surgery
- 3<sup>rd</sup> The Old Tea rooms

### RESIDENTIAL FRONTAGES

The first prize is sponsored by Kinver Civic Society, Margaret Rogers presented the Prize.

- 1<sup>st</sup> 128 High Street – Presented by Mrs M Rogers on behalf of Community Action
- 2<sup>nd</sup> 105/106 High Street
- 3<sup>rd</sup> 92 High Street

### THIS FINAL AWARD IS FOR COMMUNITY SPIRIT.

Pam has provided the plants and maintained the Planter at Danesford Gardens by the crossing; it has given a beautiful display of colour for all to enjoy throughout this summer.

Mrs Jenny Rolinson addressed the Council relating to proposed changes to funding for the doctors surgery. She is the Chairperson of the Patient Panel for Kinver. In summary:-

- Moss Grove Surgery (as previously discussed when Dr Hopkins came to a Council meeting), has 2 premises one in Kingswinford that is funded by Dudley CCG, and the Kinver surgery funded by Staffordshire CCG.
- As they are funded from 2 areas, they have 2 completely different operating systems and paperwork issues. The proposal was that Kinver would be moved into the Dudley CCG (if agreed) to make systems and funded easier.
- Dr Hopkins has put the case forward, which the Parish Council wrote a letter of support, but unfortunately has not been agreed by NHS England.
- Dr Hopkins is having a meeting with NHS England next week to put the case forward again and is seeking letters of support from the community for this change.
- If the merge is not allowed, then funding would continue as it is at present.

Mr Nigel Price a resident of the High Street expressed his concerns over the lack of Police presence, and the continued problems of a group of young people hanging around the Clock Shelter at night till the early hours of the morning. They have friends that join them driving on the pavements with scooters and racing up and down the High Street in vehicles, riding their bikes into the path of vehicles on the road. The noise, litter and verbal abuse from this group of young people is out of hand. He has spoken with Cllr BR Edwards that has brought it to the attention of Helen Marshall at the District Council and she is trying to help solve some of the problems relating to litter...

Furthermore this group even at 5pm have accosted elderly residents that have asked them to tidy up the litter they leave behind, even physically attacking one of them.

At present a group of residents clear the clock shelter area daily (along with the Parish Council Technicians) but the problems are increasing. The PCSO's have been informed but have not appeared to action anything.

John Fallon addressed the Council in relation to the above he had witnessed young girls pushing each other into the road, and he also has been experiencing continuing acts of vandalism and drug use at the KSCA field. Which is witnessed by other dog walkers in the area daily.

The Clerk commented that she had been informed of these incidents and had told the people that had reported them to her they must log a call with 101 to get it recorded as a crime, so it shows that there is a problem in the area. As these were being reported second hand, she could not report them via 101, so reported these incidents via email to the Police Commissioner and the Chief Constable and they had acknowledged the email and said more officers would be in attendance to help with the increasing problems.

If residents see fires or damage, it needs to be left in situ (if they are not going to report it to the Police) until one of the Technicians can go down to the area take a photo and we can then report it as an incident witnessed first-hand.

Mr Cecil Kelly also commented that he has a business in the High Street, and after 9pm each evening the High Street becomes a race track, and speeding of vehicles increases dramatically.

Standing Orders were reinstated

#### 145/18. Police to address the Council on relevant matters

PCSO Alex Rathbone, ran through the crime statistics for the last month. On that list was issues relating to the KSCA graffiti and ASB in the Clock Shelter. Along with a note that an arrest had been made of a Wombourne 16 year old carrying drug dealing equipment / drugs.

She informed the Council that no calls had been made to the Police relating to the ASB in the 2 areas apart from the Graffiti issues. Residents had spoken to herself and PCSO Paul Wilkes, but these are not recorded as incidents as any incident that happens has to be reported using the 101 system. Therefore an increase in officers has not been triggered through the system.

She will reapply for the trail cam camera to be relocated near the shelter to help see what happens in there.

#### 14618. To discuss ASB in Clock Shelter – Cllr JK Hall

As discussed in public participation, there is a great deal of problems relating to the clock shelter and indeed the KSCA area, it was agreed that the Clerk contact the Police and request a meeting as soon as possible to discuss the problems we are experiencing and what they propose to do to resolve them.

Cllr BR Edwards reported that he had spoken to Helen Marshall to ask if the District can locate a further CCTV camera (which they have potential funding for) on the properties opposite to help eliminate these problems.

#### 147/18. ASB at the KSCA Skate Park / bike track

We have been experiencing problems with Drugs and litter, fires etc. at the Bike track at the KSCA.

I have emailed, the MP and the Police Commissioner and a response has been received from the Crime Commissioners office:-

“Thank you for the recent additional information you sent over regarding the issues that have been occurring in your area.

We have liaised with your Neighbourhood Policing Team Commander who has confirmed that your local PCSO's, PCSO Wilkes and PCSO Rathbone are aware and fully briefed of the recent problems at the skate park and will be engaging during patrol times.

PC Clifford and Sgt Dorrington have also attended with recent foot patrols and conducted stopped and searched for anyone who they have reason to believe may be under the influence of, or in the position of, drugs. The NPT are also pursuing leads to try and identify those responsible for the graffiti and will take action as applicable.

I hope this provides the Parish Council with reassurance that the NPT will continue to focus attention on this area and endeavour to address the situation.

Thank you for taking the time to draw this matter to the attention of the Commissioner.

Regards

Cathy Ms Cathy Reid  
Business Support Officer”

This has been dealt with under the above 2 agenda items.

148/18. Parish Clock – report from Cllr P Wooddisse

Cllr P wooddisse reported that the County have approved the clock being installed at the library, so he has arranged for a wooden frame to be made to hang the clock from, then it will installed by the clock repairer. It will also have a copy of the history that we know of lodged with the Clock for future reference.

149/18. To discuss adding an agenda item for Parish Chairman reports at meetings Cllr Mrs C Allen

Cllr Mrs C Allen wanted to discuss the possibility of adding an item to the agenda that would allow late items to be discussed at the Committee meetings, such as having a Chairman's Report item. Yes this could be allowed on the agenda, but no decisions should be made from this item, as a member of the public reading the agenda should be able to see the business to be transacted. This would allow a line that used to be called Any other Business which is not allowed on Council agendas.

Therefore members noted this item and took no action.

150/18. To discuss if the Parish Council wishes to work towards implementing a Local Plan update

The costs for preparing a plan of this nature range from £5000 to £15000 depending on what elements you wish to include in the process. Members agreed not to take this any further at this time.

151/18. Bus stop sign been damaged opposite old Police Station – Cllr JK Hall

The post for the bus shelter has now been removed and the ground made safe, but the bus stop sign has not been reinstated. It was agreed to ask the Clerk to write to the Bus Company (Diamond Busses) and request that the bus stop sign is reinstated.

152/18. Church Hill – Cllr Miss V Webb

As this fell within 6 months of last been discussed, it was agreed to put it on the November agenda for further discussion.

153/18. Scout Camp usage – Cllr Miss V Webb

During June there was a wedding reception held at the Scout Camp, it was a festival themed wedding. There were lots of complaints about the noise which did go on for most of the night. There was also issues relating to food waste and rubbish left on site.

It was agreed that Councillor P Wooddisse would look into this matter with one of the managers of the site and report back.

It was reported at the time to Enforcement who said that no breach of planning had taken place.

154/18. Mobile Library – Cllr Mrs C Allen

Councillor Mrs C Allen reported that in March she had undertaken a leaflet drop to inform Stourton residents of the Mobile Library Service. People were unaware where the library bus stopped as it used to be down as “New Wood” when it stops in Hyperion Road. Since this campaign the foot fall to the library has increased 3 fold and she and Cllr Mrs V Wilson are working to try to keep the service that is in threat of closing in January 2019.

155/18. Completion of external Audit – report from auditors

The audit has been completed and the only comments made related to the valuing of the assets. The Parish Council assets are valued at insurance rates not purchase value. The completion of audit notices have been displayed as required. The comments are attached as appendix 1 to these minutes. Cllr P Wooddisse will have a look in detail and the comment and report back.

This was noted.

156/18. Amendment to standing order no 17, 21, 15 and 18.

Standing order 17d (ii)

to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

Change from section 1.

Model Standing order 21 and 15 (b) (ix)

Further to the Government’s decision to exempt local councils from the definition of “public authority” for the purposes of the general data protection regulation the previous reference to “shall appoint a Data Protection Officer” in model standing order 21 (a) has been

changed to “may appoint a Data Protection Officer”. Model standing order 15 (b) (ix) as also been changed to confirm to the new position.

#### Model Standing order 18

Model standing order 18 © has been changed to include the words “unless it proposes to use an existing list of approved suppliers (framework agreement)” and now reads:

A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).

It was proposed by CllrD Light and seconded by Cllr N Other to accept these amendments, the changes stand until the next meeting when they are voted upon and formally agreed.

#### 157/18. Agenda item for grass cutting contract changes

##### Extract of Finance minutes

“The current contractor costs per annum £13,000 per annum for 16 cuts, weed spraying and the cutting of the KSCA field weekly.

There are still ongoing issues with the quality of the work, and in discussions with the Chairman of Finance, the Clerk suggested we consider possible alternatives for the next grass cutting season...

One option is to move operations back in house... to purchase 2 x grass cutting mowers, one ride on and one self-propelled mower at a cost of a maximum £5000 (discount should be available). These machines would be able to cut all of the grassed areas of Danesford and Jubilee Gardens, Sterrymere edge and also Comber Ridge.

The cost to cut the grass would be circa £2500 which includes tax, NI and pension contributions.

The larger of the 2 mowers could cut the KSCA field but this is not included in the above figures. If this is to be added it would cost a further £1500.00

At best estimated cost to replicate the grass cutting we have it would be circa £4000.

This does not include the weed spraying element of the contract, there are 2 elements of this, the first being our pathways and car parks which can be taken on in house by Lee as he has a weed spraying licence. So only material costs of weed killer to take on board.

But the largest part is the BKV spraying we currently do is from Dark Lane housing estate through to the top of the Enville Road. With Meddins Lane and there alley ways, Stone Lane, Foster Crescent, Part of White Hill up to Horton Road and Meddins Lane.

Members after a lengthy discussion agreed to have an agenda item for this at the Parish Council meeting in September, and take forward for discussion the proposal made by Councillor Mrs C Allen and seconded by Councillor I Sadler that the grass cutting contract

is terminated at the end of this season. The Parish Council purchase 2 x mowing machines at a cost of circa £5000, and then pay Mr L Slater extra hours to cover the cutting of the grass outside of his normal 37 hours per week from March to November.

On a vote this was carried with 5 votes for and 1 abstained.

The additional details re the spraying for BKV are to be discussed at a later date and the Clerk will try to find out who else is cutting the grass and whether the Council's cut is still required."

Since this topic was raised, the contractor has sold his business along with all the contracts and he will be no longer operating as from the 1<sup>st</sup> October. The new contractor will be taking over trading as P & S Contracts.

Members agreed to terminate the contract when the present owner sells the business as of the 1<sup>st</sup> October, and purchase the cutting equipment at a maximum cost of £5000. The Clerk will report back the information relating to the grass cutting at the KSCA field at a future meeting as this has now finished been cut until next year so we have time to resolve this further.

158/18. To receive the Minutes of the following Committee meetings and to consider adoption of any recommendations therein -

Planning and Development Committee (to be tabled\*) 25<sup>th</sup> July and 29<sup>th</sup> August\* 2018

The minutes of the above meetings, having been circulated, were **Received**, the following Recommendations in item 5 of those minutes were made to the Parish Council.

These were accepted.

Finance and General Purposes Committee

18<sup>th</sup> July 2018

The minutes of the above meetings, having been circulated, were **Received**, the following Recommendations were made to the Parish Council:-

- the accounts as set as Appendix 1 to these minutes be accepted.
- to purchase a post litter bin at a cost of £70, to be located in Dark Lane / the Anchor area.

These were accepted.

159/18. County / District Councillors to address the Council on any matters relevant to the Parish (including discussions re Church Hill)

Cllr BR Edwards reported that:-

There have been 2 weddings at Codsall.

There is a job fair on the 26<sup>th</sup> September 2019 where there will be 40 businesses.

The Parish Summit is being held on the 28<sup>th</sup> September at Codsall between 9 and 3.

Cllr Mrs L Hingley reported that:-

SSDC do bulky collections for up to 3 items at a cost of £30.

The walking festival is running free charge throughout South Staffs.

160/18. Report of the Chairman

The Chairman reported that he had received several comments from residents relating to the positive impact the Speed Activated Signs, and residents are asking for a sign in the High Street. The Clerk will try to get a cost for installation of a post.

161/18. Report from the Clerk.

Correspondence from Resident of Enville Road re trying to get a pavement removed and the footpath widened on Meddins Lane instead of having the pavements resurfaced.

SCC E Newsletter

Letter from Jon Pedley the former Youth Pastor thanking us for our support.

The Clerk Magazine

SPCA bulletin

Correspondence from a partially sighted resident in relation to overgrown hedges in Stone Lane / Church View gardens area.

Churchill and Blakedown agenda and minutes

Thank you from a local resident for the flashing speed sign in Dunsley

**Superintendents Report**

We have received a request from the family that have a relative interred in the un-consecrated area at Comber Ridge. They have asked previously but they would like access improved to their grave as they have elderly relatives that struggle to visit.

The Burial Ground Committee have looked at all options, from grass mats, to a gate from the car park off the lay by on Sandy Lane (land levels are too different and we don't own the land to access off), to install a footpath which was a great cost at the time due to the length of the path.

Members felt the situation was unchanged and could not justify this large capital expenditure.

There have been 3 new ashes plots, 1 reopening of an ashes plot and an additional inscription on a headstone.

162/18. Reports from Members on Outside Bodies.

Cllr N Other attended the KSCA AGM, they have a very good group of volunteers helping to revamp the area. They have asked for the Council to look at the re-opening of the toilet near the play area. The Clerk was asked to obtain a cost for replacing the door and providing a pay as you enter locking mechanism.

Cllr Mrs C Allen attended the Old Peoples Welfare Committee meeting, the date for the vouchers to be issued will be the 4<sup>th</sup> December 2018. Doors open at 9.15am.

163/18. Accounts for Payment.

Accounts were presented as below to the members:-

**Accounts for payment 5th September 2018**

<b><u>Chg No</u></b>	<b><u>Ratification</u></b>		
101146	P & S Contracts	Grass cutting	1203.50
101150	SWOPS	Fuel account	50.01
SO	KCSA	Room hire for youth café	416.00
SO	Water plus	Water rates Kinver Edge toilets	140.38
SO	Pure Shine	Windows Cleaned	40.00
<b>Total</b>			<b>1849.89</b>

<b><u>Chg No</u></b>	<b><u>Accounts for payment</u></b>		
101154	Eastern Purchasing	Supplies	133.45
	J R K Computer		
101155	supplies	Supplies	140.16
	Kinver Edge Farm		
101156	Shop	Opening toilets	110.00
101157	Mazars	Audit	480.00
101158	OCL	Supplies	39.64
101159	R H Electrical	Pat testing of lights and brackets	450.00
101160	SCC	Pensions	1834.18
101161	SCC	Van Lease	349.38
101162	SSDC	Legal fees	600.00
101163	Tygar Surfacing	Repair to play area	600.00
101164	Viking Direct	Stationary	4.64
101165	Particular Designs	Invoice from last year for leaflets	312.00
101166	FM Branding	Printing of Polo shirts x 2	24.00
101167	SCC	Van lease	381.67
			<b>5459.12</b>

**List of Monthly Direct Debits**

DD	Inland Revenue	August	961.22
DD	Utility Warehouse	Garage electricity	10.04
		95 High Street Gas and electricity and mobile phone	
DD	Utility Warehouse		110.01
DD	Utility Warehouse	Kinver Edge Toilets	10.84
DD	Utility Warehouse	High Street Toilets	20.92
DD	Salaries	September	5193.70
DD	Screwfix	Supplies payment 31.08.18	50.09
DD	Screwfix	Supplies due for payment 30.09.18	196.25
<b>Total</b>			<b>6553.07</b>
<b>Total Expenditure</b>			<b>13862.08</b>

**Receipts**

Burial fees	520.00
Toilet income	90.00

**Total Income 610.00**

These were accepted.

164/18. Items for future Meetings

Community Speed Watch and mobile parking warden vans – Cllr Mrs V Wilson  
Car Parking in the Village – Cllr JK Hall  
Church Hill - November

165/18. Dates of Next Meetings –

Leisure and Amenities Committee	12 <sup>th</sup> September 2018
Finance and General Purposes Committee	19 <sup>th</sup> September 2018
Planning and Development Committee	26 <sup>th</sup> September 2018
Parish Council	3 <sup>rd</sup> October 2018

All meetings to start at 7.00 pm

166/18. Exclusion of the press and public

The press and public were excluded from the meeting at this point as the business to be transacted was of a confidential staffing matter.

167/18. Personnel Committee Minutes 13<sup>th</sup> August 2018

The minutes of the above meetings, having been circulated, were **Received**, the following Recommendations were made to the Parish Council that the Council decide on the terms and length of the temporary cover. Until this time the person continues on a temporary sub contract basis and submits a time sheet and is paid an agreed sum per hour.

The Clerk outlined the background of the employees illness, the Parish Council agreed that they fully support his absence and that he should refrain from work until he is medically cleared to return and then she left the meeting.

The Chairman Cllr H Williams called upon Cllr D Light to update the Councillors of the personnel meeting of 13<sup>th</sup> August 2018, for the background relating the urgent temporary contracting of a TP to assist with the workload of the Technicians positions.

It was agreed that the council continue with services of the temporary Self Employed contractor on an as needed basis until the next Full council meeting on Wed 3<sup>rd</sup> October when the Council would discuss & review the situation. As the person is on a Self Employed basis **there** is no additional costs involved such as Tax, NI, Pension, No Holiday or sick pay. As a contractor to the council they would therefore be responsible for their own Liability cover.

In the meantime the Clerk should seek HR advice from SSDC so we follow the correct Local government procedure.

It was agreed unanimously to continue with this arrangement and review this arrangement at the next Parish Council meeting.

## 1. INTRODUCTION

This page is part of Section 3 – External auditor report 2017/18

The following matters have been raised to draw items to the attention of Kinver Parish Council. These matters came to the attention of Mazars LLP during the review of the Annual Governance and Accountability Report (AGAR) for the year ended 31 March 2018. This report must be presented alongside the AGAR to a full meeting of the smaller authority for review.

The review of the annual return may not disclose all shortcomings of the systems as some matters may not have come to the attention of the auditor. For this reason, the matters raised may not be the only ones that exist.

**Except for the matters reported below, on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met.**

The Council has not fully implemented recommendations made in 2016/17 internal and / or external audit reports. The Council answered yes to the relevant assertion in the 2017/18 Annual Governance Statement, claiming it has taken appropriate action in respect of audit reports. In future, the Council should ensure that appropriate action in response to audit recommendations is taken within a reasonable time.

The Council has declined to correct the following error(s) at Section 2 of the Annual Governance and Accountability Return so the Annual Governance and Accountability Return has not been prepared in accordance with proper practices:

- Fixed assets at Box 9 were valued on a different basis in 2017/18 to 2016/17. The 2016/17 figures should have been restated to ensure valuations were on a consistent basis.

**Other matters not affecting our opinion which we draw to the attention of the smaller authority:**

Not applicable.

No other matters came to our attention.

For and on behalf of Mazars LLP

Date: 13 August 2018