

## **MINUTES OF KINVER PARISH COUNCIL HELD ON WEDNESDAY 3<sup>rd</sup> APRIL 2024 AT 95 HIGH STREET, KINVER**

PRESENT: JK Hall (Chairman), Mrs C Allen (Vice Chairman), Miss N Owen, A Calloway, G Sisley, IG Sadler, D McGirr, K Hosell, S Anderson, P Wooddisse, Ms E Lord, K Davies, S Charlesworth-Jones.

Also present: Mrs J Cree – Clerk, Assistant Clerk Mrs M Fullwood, SSDC Councillors Mrs S Duffy and P Harrison, County Councillor Mrs V Wilson, Dr R Painter.

59/24. Apologies for Absence.

Councillors E Simons and K Slade sent his apologies.

60/24. Declarations of Councillors' Interest.

Cllr I Sadler declared a pecuniary interest in the licence for the EMC Big Day on the 25<sup>th</sup> May and left the room during item 69/24.

61/24. To receive for confirmation and adoption, the Minutes of the Parish Council meetings held on 6<sup>th</sup> March 2024 (copy attached).

The minutes of the meeting held on the above date, were agreed as a true and accurate record of the meeting.

62/24. To receive a report from the PCSO's relating to Kinver

No report was received.

63/24. To discuss the bus service with a presentation from Ben Brown CEO of Select Busses

Mr Brown did not attend from Select Busses.

64/24. Public Participation

Standing Orders were raised to enable members of the public to speak.

Dr Richard Painter, he hopes that the County Council are being chased re: the tip being closed. He agreed to host a meeting at the local pub in Swindon for the 2 leaders of Staffordshire County Council and Dudley MBC.

Standing orders were reinstated.

65/24. County / District Councillor to address the Council on any matters relevant to the Parish

County Councillor Mrs V Wilson addressed the council on the following points:-

- The Police Chief Inspector Chris Cotton has moved on to a new position, the new officer will be in contact shortly.
- 17<sup>th</sup> April – Highways and the new cabinet member for Highways Rob Pritchard are coming to Bobbington Council meeting to raise issues and listen to what's been said. Highways transformation 2 phases, 1<sup>st</sup> is in July which will include being able to report multiple defects at one time, to set up a customer account to have better communication and get updates. There will be a dashboard for each division which will improve and can be shared. Enhance reporting for gullies and look at the History of this service. Improved response speeds to be delivered between July – December. Phase 2 will be to improve reporting other issues easier, and see inspection routes and reports increased transparency, the ability to see winter gritting routes, and see other planned highways works, grass cutting, grit bin refills etc.
- There is £50 million pounds from Government for Highways works, and a further £2 million has been received. The weather has a major impact on the potholes being repaired. Concern was raised over recent repairs to the Kingsford Lane area. The County have discussed and agreed with Amey to change the work ethics, and things should be improving.
- The Wombourne recycling centre was built on 2 sites partly a former quarry. The customer side is not an issue, it's the working side, as lorries could sink into the ground. They have been talking to Dudley MBC and Shropshire, the County has 14 sites, in the area the guidelines say we only need 2. They are looking at a contract with another authority or another site which is being looked into. Licencing etc needs to be agreed. They are looking at limited access to the site with 4 cars in at a time, but they are looking at all options. We

should have a statement out by Friday. Fly tipping reported appears not to have increased to SSDC. Bulky waste collections – could this service be used as a short term issue and would be a District Issue, they were using local recycling centre sites they would have to use other sites.

- She gave brief statistics of Highways Enquiries, gully cleansing and pot holes. She will share this information with the Parish Council.

District Councillor Mrs S Dufty addressed the Council on the following points:-

- School parking – she has spoken to other areas re parking and working together, they have a pilot scheme running at present in Wombourne to tackle parking problems and this may be able to be used in Kinver. She is having a meeting with Mark Keeling and Harvey Baines to look at getting traffic management in the area.

District Councillor P Harrison addressed the council on the following points:-

- The special Council meeting held last night, at SSDC, it was agreed that the new local plan will go out for consultation and will start on the 14<sup>th</sup> April. Essentially the only significant building in Kinver if approved would be the continuation of White Hill site, no other areas have been allocated. The plan for South Staffs is working on developing better connectivity sites rather than building in this area. Positive or negative comments are equally as good to stop the potential developments. We were on target for 10000 new homes and this has reduced to 4600. They have not found enough Gypsy and traveller sites in the district, at this time. The site at Prestwood won their appeal to keep their site on the basis that there are no sites in the area.

If further development takes place then the Potters Cross junction needs to be addressed.

- Licencing hearing for the EMC is being held on the 18<sup>th</sup> April, there is a safety advisory meeting the week before.
- High Street shops – he has spoken to Annette Roberts on this subject, she has rang the agents, the deadline for tidying up by 19<sup>th</sup> April. If it is not cleared then enforcement will take place. There is still an ongoing issue with leasing the former Shimla site. They have not had any interest in the former Chip shop, this to be circulated to see if people locally are interested. Cllr D McGirr has asked with Co-Op property Manger to use the former Spar shop for the British Legion, as they don't have their office anymore.
- Trying to get applications in for various funds that are available for Grants.

66/24. To receive an update on the Community Use Agreement

Cllr S Charlesworth-Jones reported that he has arranged with Laura Chamberlin to meet with Kinver Colts to get use of the football pitches. Kinver Fitness Collective have put on 4 weeks of 4 fitness sessions with induction training free to encourage usage, 9 new inductions in the first 2 weeks, most of which returning for the following 2 weeks. Total 'slots' 22.

Cllr A Calloway will be meeting with Laura Chamberlin to go through the booking system, when the school returns back after the Easter break. Also it may be possible to use the parent payment portal this needs to be discussed when they meet.

Cllr S Charlesworth-Jones left at 7.45pm.

67/24. To receive an update on the Climate Change group

Cllr S Anderson reported that 25<sup>th</sup> April their first AGM, their will be an event on Electric Vehicles and is the next big event to be held by the Group on the 9<sup>th</sup> June 2024 between 1.30pm – 4.00pm at Kinver High School. Further details to follow.

68/24. To receive an update on the empty shops

This was reported under item District Councillor reports.

69/24. To receive an update on the Big Day Event planned for the 25<sup>th</sup> May.

Cllr I Sadler left the meeting having declared a pecuniary interest.

Further information was received from John Chislett and circulated to members as detailed below:-

“Good Morning

The applicant for the above has come back with some additional conditions that may alleviate some concerns with regards to the application

There shall only be 2 events PA covering a max of two weekends

The maximum number of person at any one time shall not exceed 2,000 people inc staff, security etc

There shall be no on-site public parking except (70 parking spaces in centre car park) number of blue badge parking

There shall be off site parking located at farmers field off Church Hill i believe it was used as parking for the Kinver Summer Fayre. (see map below 16 min to walk from car park to the Edward Marsh Centre

With the exception of the event on 25th May 2024 all future events will not clash dates with the Kinver Farmers Market.

**The applicant has also agreed the following conditions with Staffordshire Police**

1. An Event Management Plan (EMP) /Risk Assessment (RA) must be provided to Staffordshire Police Force Events Unit (email: [events@staffordshire.police.uk](mailto:events@staffordshire.police.uk)) 3 months prior to the event taking place. The EMP/RA must include details of security/stewarding arrangements having regard to the anticipated numbers attending the event. The Event Management Plan must include fire risk assessment, provisions for injury/ill health and emergency/evacuation plans, Policing/security/searching provisions (including a drug and weapon search policy), child protection policy including lost child procedure, noise management plan, crowd control/audience behaviour, dispersal policy, traffic management and food hygiene procedures. A Final EMP will be sent no less than 30 days prior to the event.

2. Staff training must include procedures to deal effectively with emergency incidents including:

- Reporting an emergency to the relevant emergency service
- Safe evacuation of customers
- Dealing with terrorist threats or incidents

Staff training to also incorporate:

- Responsible Alcohol Service, including recognising signs of drunkenness, refusal skills, drugs awareness
- Managing and resolving conflict
- Premises Licence conditions
- Relevant obligations and offences under the Licensing Act 2003, including those associated with the sale of alcohol
- Safeguarding awareness in child protection matters (protecting children from harm)

Records of training must be documented and kept on the premises for inspection by the Responsible Authorities.

3. Where the Event Management Plan/Risk Assessment indicates that Security/Door Staff are required, then they must be Security Industry Authority (SIA) registered and conditions 3a and 3b, as referenced below, must be complied with.

3a. The Premises Licence Holder/Designated Premises Supervisor must identify the requirement for Security/Door Staff at all times by way of a risk assessment. Where the Risk Assessment identifies the need for Security/Door Staff to be deployed, staff must be of sufficient number to be able to control entry to the premises and deal with any instances of disorderly behaviour within the premises simultaneously. Security/Door Staff must remain at the premises until such time the premises are closed and all members of the public have left the venue. All persons utilised at the premises in the capacity of a Security/Door Staff must wear yellow high visibility clothing and must utilise radios and Body Worn Cameras with the facility to record at all times they are deployed.

All images must be kept for a consecutive 28 day period and to be produced to the Police, Trading Standards or Local Authority Officers in relation to the investigation of crime and/or disorder issues and suspected licence breaches, upon request or within 24 hours of such request where it is necessary to do so for the prevention of crime and disorder, prosecution or apprehension of offenders or where disclosure is required by law.

3b. Where Security/Door Staff are employed there must be a register of every SIA person employed at the premises that contains the following details:

- Name, date of birth and home address
- Security Industry Authority licence number (In Full)
- Time and date Security/Door Staff starts and finishes duty
- Each entry shall be signed by the Security/Door Staff

That register must be kept fully updated at all times and remain at the licensed premises and be available for inspection immediately by an authorised officer of the Licensing Authority, the Security Industry Authority or Police.

4. No entertainment, performance, service, or exhibition involving nudity or sexual stimulation permitted, except when the premises are operating under the authority of a Sexual Entertainment Venue Licence.
  5. No open vessels containing alcoholic drinks must be taken from the boundaries of the premises.
  6. All drinking receptacles (including bottles) must be of an alternative material other than glass. Any drinks not available in this packaging must be decanted and the glass/bottle retained by the staff at the location and not handed to the customer.
  7. No person in possession of an alcoholic drink in a sealed or unsealed container must be allowed to enter the premises, unless it relates to deliveries being made to the bar/s.
1. Challenge 25 must be operated at the premises whereby all persons who appear to be under 25 and purchasing or attempting to purchase alcohol must be asked to provide identification to prove they are over 18 years of age.
  2. The only acceptable forms of identification allowed must be a valid passport, valid photo ID driving licence or valid proof of age scheme card with the PASS approved hologram.
  3. Challenge 25 signage must be displayed in a clear and prominent public place and at every point of sale at the location.
  4. All staff must be fully trained in relation to the Challenge 25 scheme before being allowed to sell alcohol and a record must be kept of staff training. Training must be refreshed at least every 12 calendar months. Such training must be recorded and be maintained at the premises and made available for inspection upon request by a Responsible Authority. Records for each person must be retained for a minimum of 12 months.
  5. A refusals register must be held at the premises and contain details of the time and date of any sales that are refused in relation to persons that are under age. This refusals register must be checked following each event by the Designated Premises Supervisor or Duty Manager and endorsed accordingly. This register must be made available for inspection upon request by a Responsible Authority. Records must be retained for a minimum of 12 months. This register can be written or electronic.
  6. The Designated Premises Supervisor must ensure that a written notice of authority is kept at the premises for all staff who sell alcohol. The notice must be made available for inspection upon request by a Responsible Authority and all staff selling alcohol must be in possession of formal identification to enable to verify their identity against the notice.

Regards

John”

There is a meeting of the licence committee at Codsall and as we have raised an objection at 2pm on the 17<sup>th</sup> April, it was agreed that Cllr S Anderson will attend the meeting to represent the Parish Council's views. The comments previously submitted will be summarised to bullet points by Cllr K Hosell and Cllr S Anderson. It was agreed to raise any additional concerns to send to the Officers at SSDC at the next planning meeting.

Cllr I Sadler returned to the meeting.

70/24. To discuss allocation / use of the Biodiversity section 106 money

Cllr S Anderson reported that he has not received any update, so it was asked of the SSDC Councillors to raise this issue with Mathew Wall on his behalf.

71/24. To discuss adopting an email policy for the Parish Council

A draft policy was circulated with the agenda papers, this was deferred to the next meeting, to add amendments for length of time emails held archived / deleted, admin access to be covered, councillors that leave how long their emails will they be held, out of office notice / forward emails etc.

72/24. To discuss the format of next year's Annual Parish Meeting

Cllr P Wooddisse reported that it was a disappointing event in March and would like to encourage more of the residents of Kinver to attend. He would like it to be a bigger event. The meeting schedule for the year is set at the May meeting, this date to be confirmed. This to be an agenda for the July meeting to discuss ideas and venue.

73/24. To discuss a Spring Clean for the village

Cllr S Anderson asked for this to be an agenda item, it was felt that supporting the traders already organised event on the 9<sup>th</sup> June would be beneficial. Other areas will also try to be incorporated in the Parish and the Clerk to order more litter pickers for the event.

74/24. To receive the minutes and any recommendations from the following Committee meetings:-

Planning and Development Committee 13<sup>th</sup> March 2024

The minutes were accepted and it was noted that there were no recommendations from the meeting.

L & A Committee 20<sup>th</sup> March 2024

The minutes were accepted and it was noted that there were several recommendations from the meeting listed below:-

- the Hollyhead presentation is the proposed winning brand for the Parish (this was presented by Cllr D McGirr).

Cllr S Anderson proposed and Cllr Mrs C Allen seconded to accept the above recommendation. On a vote this was carried.

- to get costs for a DDA path, to look at costs for new benches and to discuss tree works with Gavin Pearce.
- when the funds are received we would support the proposed site of Produlic at a cost of £19,000 for phase 1 and £29,350 for phase 2.

The above recommendations were agreed.

75/24. To receive and note the report from the Clerk including Burial Ground Superintendents report.

## Decisions

Kinver Market – it was discussed whether to alter the market times on the 25<sup>th</sup> May due to the Big Day Out being on, it was agreed to leave the times as they normally are.

New signs are required for replacing where it says KSCA on the car park opposite the office and also on the sign on Jubilee Gardens.

It was agreed to refer to the Finance Committee to look at funding the A3 car park signs are circa £30 each. With regard to the directional sign towards EMC on the gardens, this to be discussed with the development of Jubilee Gardens at L & A.

The registration of the toilet block at Kinver Edge has been refused by the land registry, as the land it is built on is owned by Staffordshire Highways. It was agreed that the Clerk to write to Highways to ask for the land to be transferred to the Parish Council.

## To Note

80<sup>th</sup> D Day - The beacon needs to be lit by 9.15pm, the Clerk has registered this with the officials, and also the office have contacted the bell ringers to make their ring out for peace bell ringing at 6.30pm. Ewan has agreed to help with

logistics on the evening as required. There is a tribute to read at 9.15 when the beacon is lit which has been circulated.

The grass cutting contractor has resigned at very short notice, we have found a replacement that is willing to undertake the work with the same terms and costs.

Updates from NALC - Funding to schools

**The SPCA Health and Wellbeing toolkit, a resource for Town & Parish Councils, is now available via the SPCA website.**

**Burial Ground Superintendents report** - there have been 2 burials in March.

Cllr Mrs V Wilson left the meeting at 9.00pm.

76/24. Reports from Members sitting on Outside Bodies for the Parish Council.

Kinver United Chairty, they did not spend any funds due to know applications being received. The charity is for hardship cases.

The Parish Council Chairman reported that he attended the award ceremony at the Edward Marsh Centre, with several other members attending. It was agreed to send a letter of thanks and to the organisation.

77/24. To receive the accounts for payment since the last meeting

The accounts for payment were agreed as set out as appendix 1 to these minutes.

78/24. Items for future Meetings Council.

To be with the Clerk by the 22<sup>nd</sup> April 2024 - APM – July meeting.

79/24. Dates of Next Meetings –

Planning and Development	10 <sup>th</sup> April 2024
L & A Committee	17 <sup>th</sup> April 2024
Finance and General Purposes Committee	24 <sup>th</sup> April 2024
Parish Council Annual Meeting	1 <sup>st</sup> May 2024

**Accounts for payment for April 2024 meeting**

<b>Accounts for payment</b>	<b>Description</b>	<b>Total</b>
Andy Read Services Ltd	Contractor work	360.00
Barclays	Monthly charge	8.00
Brierley Hill Printers	Market signs (approved in March)	378.00
Cat Tombs	Marketing of the market	70.00
Gif Gaf	Sim for CCTV at garage and tracker	12.00
HMRC	April	1510.26
IONOS		10.80
J R K	PG Tips	15.95
Kinver Edge Farm Shop	Monthly opening toilets	96.00
Kinver Market	Putting up stalls etc	
Kinver Senior Citizens	Room hire for climate group	48.00
Kinver Youth Café	Grant Approved in March	990.00
Misc	Van wash, key cut and fuel for equipment	39.00
OCL	Top soil	159.00
Our Village Green	Cleaning materials	15.83
Postage		14.70
Salaries	April	5228.17
SCC pensions	April	2014.83
Screwfix		169.74
SSDC	Legal costs for toilet registration	288.00
SSE	Garage bill for July - Oct	240.19
SSE	Garage bill for Oct - Jan	248.57
SSE	Refund	-2752.79
Utility Warehouse	mobile phone	37.90
Wicksteed	Repairs to zip-way	50.41
Viking Direct	Milk and stationary	24.82
	<b>Total Expenditure</b>	<b>9277.38</b>
<b>Receipts</b>		
Burial Fees		450.00
Kinver Market		740.00
Vend electric	February	0.00
	<b>Total Income</b>	<b>1190.00</b>