

**MINUTES OF A MEETING OF KINVER PARISH COUNCIL HELD ON WEDNESDAY 4<sup>TH</sup> MAY 2016 AT THE COUNCIL OFFICES AT 95 HIGH STREET, KINVER**

PRESENT: Councillor HH Williams (Chairman), Mrs L Hingley (Vice-Chairman),  
Councillors: Mrs C Allen, N Other, IG Sadler, J Irving-Bell, Mrs D Geoghegan, Miss V Webb, G Mander, P Wooddisse, JK Hall, BR Edwards and D Light

OPENING PRAYERS - Rev'd Karen Stanton led the Council in prayer.

69. ELECTION OF CHAIRMAN OF THE PARISH COUNCIL FOR THE COUNCIL YEAR 2016/2017.

There was only one nomination for Chairman for 2016/17, Councillor HH Williams. He was duly elected to the position and signed his declaration of acceptance of office.

70. APPOINTMENT OF VICE-CHAIRMAN OF THE PARISH COUNCIL FOR THE COUNCIL YEAR 2016/2017.

There was only one nomination for Vice Chairman for 2016/17, Councillor Mrs L Hingley. She was duly elected to the position and signed her declaration of acceptance of office.

71. VOTE OF THANKS TO THE OUTGOING CHAIRMAN AND VICE-CHAIRMAN.

The Vice Chairman led members in a vote of thanks for the Chairman Councillor HH Williams, he in turn led a vote of thanks to Councillor Mrs L Hingley as Vice Chairman and thanked all Councillors and staff for their support for the past 12 months.

72. APOLOGIES FOR ABSENCE

Councillors J Cutler and D Hadlington was not in attendance due to other commitments.

73. DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS

None were declared.

74.. MINUTES OF THE PREVIOUS MEETINGS

The Minutes of the meeting held on 6<sup>th</sup> April 2016, having been circulated in advance of the current meeting, were approved and signed as a true record of the proceedings at that meeting.

75. PUBLIC PARTICIPATION

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

Mr I Macey raised with the Council his concerns over the footpath leading to the Church from the Acre Car Park it is very slippery and the steps are breaking down. The Clerk reported that this had been reported to the County Council's Rights of Way Department and a Ranger is due to inspect the path again.

Mr Gordon Smith addressed the Council to summarise briefly the project that he and Mr D Viner had put together re Church Hill improvements, he expressed his dismay that the Council were not progressing this matter further.

Mr Viner also addressed the Council and explained in great detail how the project had been started and his concerns over pedestrians walking down Church Hill to the village. He was very upset with the Council's decision in March, and he then held a meeting with Councillor BR Edwards to raise with him his concerns directly. Councillor BR Edwards suggested he start a petition and submit this to the County Council as it is a Highways matter. Mr Viner has started the petition. He is aware that people can avoid walking down this road altogether by walking down the Holloway (Mr I Macey also pointed this out) but in his opinion it is not suitable for the elderly to walk down.

Standing orders were re-instated.

## 76. COMMITTEE REPORTS

### 76.1 Planning & Development Committee Meeting of the 20<sup>th</sup> April 2016

The minutes of the above meetings, having been circulated, were **Received**, and there were no recommendations to the Council.

### 76.3 Finance and General Purposes Committee Meeting of the 13<sup>th</sup> April 2016

The minutes of the above meetings, having been circulated, were **Received**, and the following recommendations were made to the council

- the year end accounts as set as Appendix 2 to these minutes be accepted.
- the new Financial Regulations are adopted with immediate effect.

The above recommendations were agreed.

## 77. REVIEW OF DELEGATION ARRANGEMENTS TO COMMITTEES, SUB-COMMITTEES, EMPLOYEES AND OTHER LOCAL AUTHORITIES. –NO DELEGATION IS ALLOWED WITHOUT PERMISSION FOR EACH CASE FROM THE PARISH COUNCIL.

The Parish Council only gives delegated Authority to Committees for specific special reasons, i.e each year to Finance to allow them to authorise cheques for payment as the Parish Council does not meet in August.

This was noted and agreed.

## 78. REVIEW OF THE TERMS OF REFERENCES FOR COMMITTEES.

### Leisure and Amenities Committee

The Parish Council has set the following terms of reference for the Committee –

- The Committee shall be an Advisory Committee without powers to make resolved decisions.

- It shall have a maximum of 3 co-opted members of the public as members of the Committee with full voting rights, these to be elected at the first AGM and remain on the Committee for the life of that Council (4 years)
- The Committee is to address issues of the maintenance, management and development of the existing play area and for child/youth recreational facilities and to develop, and where appropriate, manage and maintain schemes for enhancement of the local environment.
- The Committee is to address issues relating to the Public Rights of Way in the Parish of Kinver and liaise with SCC ROW Dept.
- Number on Committee - Chairman of Council (Ex-Officio), Chairman and Vice Chairman of the Committee and up to 7 other Councillors.

#### Finance and General Purposes Committee

The Parish Council has set the following terms of reference for the Committee –

- The Committee shall be an Advisory Committee without powers to make resolved decisions unless these are given for a specific reason by the full Parish Council.
- It shall have no members of the public as members of the Committee.
- The Committee is to address issues relating to all financial aspects of the Council finances and any other General Purposes that are forwarded to the Committee from the Parish Council.
- Number on Committee - Chairman of Council (Ex-Officio), Chairman and Vice Chairman of the Committee and up to 7 other Councillors.

#### Planning and Development Committee

The Parish Council has set the following terms of reference for the Committee –

- The Committee shall be an Advisory Committee without powers to make resolved decisions. It can make recommendations relating to planning matters to the Staffordshire Highways and South Staffordshire District Council, and on general consultations relating to neighbouring authorities.
- It shall have no members of the public as members of the Committee.
- The Committee is to address issues relating to Planning applications in the Parish of Kinver and consultations relating to neighbouring Authorities.
- Number on Committee Chairman of Council (Ex-Officio), Chairman and Vice Chairman of the Committee and up to 7 other Councillors.

Burial Ground Committee

The Parish Council has set the following terms of reference for the Committee –

- The Committee shall be an Advisory Committee without powers to make resolved decisions unless they are associated with approved expenditure relating to maintenance that is within the budget of the Committee.
- It shall have a maximum of 3 co-opted members of the public as members of the Committee with full voting rights, these to be elected at the first AGM and remain on the Committee for the life of that Council (4 years)
- The Committee is to address issues relating to the Management and Maintenance of Comber Ridge Burial Ground.
- Number on Committee - Chairman of Council (Ex-Officio), Chairman and Vice Chairman of the Committee and up to 7 other Councillors.

Personnel Committee

The Parish Council has set the following terms of reference for the Committee –

- The Committee has powers to make some resolved decisions on minor staffing issues, major issues are referred back to the full Parish Council.
- It shall have no members of the public as members of the Committee.
- The Committee is to address issues concerning Staffing related issues.
- Number on Committee - Chairman of Council (Ex-Officio), Vice Chairman of the Council, Chairman of Finance Committee, Chairman of Leisure and Amenities and Burial Ground Committee. (+ either a vice Chairman of one of the Committees if one Councillor holds more than one chairmanship,).

This was noted.

79. COMMITTEE MEMBERSHIP

The following positions were agreed.

	Chairman of Council	HENRY WILLIAMS
	Vice Chairman of Council	LIN HINGLEY
PLANNING	Chairman	CHRISTINE ALLEN
	Vice Chairman	LIN HINGLEY
	Committee	DOUG HADLINGTON DENISE GEOGHEGAN HENRY WILLIAMS JON IRVING BELL JULIAN HALL 3 VACANCIES

FINANCE	Chairman	DUDLEY LIGHT	24/16
	Vice Chairman	PAUL WOODDISSE	
	Member	DOUG HADLINGTON HENRY WILLIAMS BRIAN EDWARDS LIN HINGLEY IAN SADLER JON IRVING BELL JULIAN HALL CHRISTINE ALLEN	
BURIAL GROUND	Chairman	LIN HINGLEY	
	Vice Chairman	HENRY WILLIAMS	
	Member	DENISE GEOGHEGAN NICK OTHER JON IRVING BELL 5 VACANCIES	
LEISURE & AMENITIES	Chairman	JOHN CUTLER	
	Vice Chairman	LIN HINGLEY	
	Member	DENISE GEOGHEGAN NICK OTHER JON IRVING BELL PAUL WOODDISSE CHRISTINE ALLEN GARY MANDER 2 VACANCIES	
PERSONNEL		HENRY WILLIAMS (CHAIR OF COUNCIL) LIN HINGLEY (CHAIR OF BG AND VICE CHAIR OF COUNCIL) DUDLEY LIGHT (CHAIR OF FGP) JOHN CUTLER (CHAIR OF L&A) BRIAN EDWARDS (AS CHAIR OF BG DUPLICATED)	

#### 80. CHEQUE SIGNATORIES AND WORKING PARTIES

1. Works to 95 High Street Working Party (5 members)

Current members – HH William's (Ex-Officio), D Light, Mrs L Hingley, JK Hall, (1 vacancy)

2. Tree Warden's Working Party (2 Members)

Cllrs JK Hall and 1 vacancy

### 3. Cheque Signatories General

Chairman of Council, Chairman of Finance and Clerk with any 2 to sign

### 4. Building Society Signatories (4 members plus Clerk)

Cllrs D Light, JK Hall, Mrs L Hingley and HH William's and Mrs JS Spaul

This was noted and agreed.

### 81. APPOINTMENT OF ANY NEW COMMITTEES, CONFIRMATION OF THE TERMS OF REFERENCE, THE NUMBER OF MEMBERS (INCLUDING, IF APPROPRIATE, SUBSTITUTE COUNCILLORS) AND RECEIPT OF NOMINATIONS TO THEM.

Any new committees may be discussed and formed at this point. None were created.

### 82. REVIEW STANDING ORDERS AND FINANCIAL REGULATIONS.

Financial Regulations will be discussed under item 8. Standing orders are issued to all new members of Council on election.

This was noted.

### 83. REVIEW OF INVENTORY OF LAND AND ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT.

List of assets as per the Insurance Schedule:-

Fixed assets list

Community Assets

- 15 Daneford Gardens - Park
- 16 Jubilee Gardens - Park
- 17 Comber Ridge Burial Ground and Garden Of Remembrance

#### **Fixed assets as at 31st March 2016**

CONTENTS 95 HIGH STREET	12139.45
CLOCK SHELTER	42015.81
DOG BINS / 14 BINS	2182.28
BENCHES / SEATS	11674.00
BUS SHELTERS	5354.46
NOTICE BOARDS	2800.00
WAR MEMORIAL	40654.61
MAINTENANCE MACHINERY	3768.00
CHAIRMAN'S BADGE AND CHAIN	3245.40
S HARRIS CUP AND BOARD	1514.38
VILAGE SIGNS	4351.75
FLASHCAM	7105.90

CHRISTMAS LIGHTS	7490.31
GATES AND FENCES	10927.27
PLAY EQUIPMENT	186961.10
95 HIGH STREET	201353.97
TOILET BLOCK HIGH STREET	100674.12
TOILET BLOK KINVER EDGE	45293.31
	689506.10

This was noted.

84. REVIEW AND CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS.

The Parish Council Insurance Policy expires on the 4<sup>th</sup> June 2017. This was noted.

85. APPOINTMENTS TO OUTSIDE BODIES. - REVIEW OF THE COUNCIL'S AND/OR EMPLOYEES' MEMBERSHIPS OF OTHER BODIES.

1. Kinver Exhibition Foundation (3 Members)

Councillors D Light, Mrs L Hingley and N Other

2. Kinver Sports and Community Association (4 Members)

Councillors N Other, G Mander, J Cutler and J Irving Bell

3. National Trust, AGM Meeting representatives (2 Members)

Councillors Mrs C Allen and Mrs L Hingley.

4. Old Peoples Welfare (2 Members)

Councillors Mrs L Hingley and Mrs C Allen

5. Lady Dorothy Grey Foundation (1 Member)

Councillor Mrs L Hingley

6. Twinning Association (2 Members)

Councillor Mrs D Geoghegan and P Wooddisse

7. Civil Protection (3 Members)

Councillors HH Williams, Mrs C Allen and D Light  
(Chairmen of the Council, P&D Committee and F&GP Committee)

8. Walter Holdnall Trust

Councillor N Other

9. Kinver United Charity

Cllr G Mander  
Cllr D Light

10. Wolverhampton Airport Consultative Committee

Councillor HH Williams

11. Anglo American Society

Councillor Miss V Webb

12. School Committee

3 Councillors and the Chairman (Councillors HH Williams, Mrs C Allen, P Wooddisse and D Light)

The Parish Council subscribes on an annual basis to the following organisations:-

ICCM	£ 75.00
Society of Local Council Clerks	£145.00
Local Council review	£ 13.50
Community Council of Staffordshire	£22.00
Staffordshire Parish Council's Association	£667.00

This was noted and agreed.

87. REVIEWING THE COUNCIL'S COMPLAINTS PROCEDURE.

Kinver Parish Council

1. This Policy sets out procedures for dealing with any complaints that anyone may have about the Kinver Parish Council's administration and procedures. It applies to Kinver Parish Council's employees. Councillors are covered by the Code of Conduct adopted by the Council on May 2002. Complaints against policy decisions made by the Council shall be referred back to Council [but note paragraph 11a of the Council's Standing Orders which says that issues shall not be re-opened for six months].
2. If a complaint about procedures or administration as practised by the Council's employees is notified orally to a Councillor or the Clerk to the Council, they should seek to satisfy the complaint fully. If that fails, the complainant should be asked to put the complaint in writing to the Clerk to the Council and be assured that it will be dealt with promptly after receipt.
3. If the Complainant prefers not to put the complaint to the Clerk to the Council he or she should be advised to put it to the Chairman of Council.
4. a) On receipt of a written complaint the Chairman of Council or the Clerk to the Council (except where the complainant is about his or her own actions), shall try to settle the complaint directly with the complainant. This shall not be done without first notifying the person complained against and giving him or her an opportunity to comment. Efforts should be made to attempt to settle the complaint at this stage.  
b) Where the Clerk to the Council or the Chairman of Council/Mayor receives a written complaint about the Clerk to the Council's own actions, he or she shall refer the complaint to

the Chairman of Council. The Clerk to the Council shall be notified and given an opportunity to comment.

5. The Clerk to the Council or Chairman of Council shall report to the next meeting of the Council any written complaint disposed of by direct action with the complainant.
6. The Clerk to the Council or Chairman of Council shall bring any written complaint that has not been settled to the next meeting of the Council. The Clerk to the Council shall notify the complainant of the date on which the complaint will be considered and the complainant shall be offered an opportunity to explain the complaint orally. (Unless such a matter may be related to Grievance, Disciplinary or Standard Board proceedings that are taking, or likely to take place when such a hearing may prejudice those hearings when the complaint will have to be heard under Exempt Business to exclude any member of the public or the press, or deferred on appropriate advice received).
7. The Council shall consider whether the circumstances attending any complaint warrant the matter being discussed in the absence of the press and public but any decision on a complaint shall be announced at the Council meeting in public.
8. As soon as may be after the decision has been made it and the nature of any action to be taken shall be communicated in writing to the complainant.
9. A Council shall defer dealing with any written complaint only if it is of the opinion that issues of law or practice arise on which advice is necessary. The complaint shall be dealt with at the next meeting after the advice has been received.

This was noted and agreed.

88. REVIEWING THE COUNCIL'S PROCEDURES FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT 2000 AND THE DATA PROTECTION ACT 1998.

The FOI policy is below:-

***Under the above recent legislation all local councils are obliged to prepare a scheme specifying council documents, copies of which members of the public may request. Such a scheme has been prepared by Kinver Parish Council and has been approved by the nationally based Information Commissioner. The scheme may be inspected at the Parish Council Offices at 95 High Street, Kinver during normal working hours Monday – Friday 10.00 a.m. – 12.00 p.m. Copies of documents specified in the scheme will be charged at 25p per A4 side.***

***December 2002***

Model code from the ICM was circulated to all members.

The Council pays annually by Direct debit (in October) for registration to the Data Protection Act. This was noted and agreed.

89. ESTABLISHING OR REVIEWING THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA

The Parish Council has a policy that only the Chairman and the Clerk may deal with the press. All members of the Council may talk to the press if they so wish, but can only express their opinion, they cannot speak on behalf of the Parish Council.

## **KINVER PARISH COUNCIL - MEDIA POLICY**

### **Introduction**

1. Kinver Parish Council (“the Council”) is committed to the provision of accurate information about its governance, decisions and activities. Where this information is not available via the Council’s publication scheme, please contact the Council’s clerk or, in his absence, **the Chairman**.
2. The Council shall, where possible, co-operate with those whose work involves gathering material for publication in any form including use of the internet (“the media”).
3. This policy explains how the Council may work with the media to meet the above objectives in accordance with the legal requirements and restrictions that apply.

### **Legal requirements and restrictions**

4. This policy is subject to the Council’s obligations which are set out in the Public Bodies (Admission to Meetings) Act 1960, the Local Government Act 1972, the Local Government Act 1986, the Freedom of Information Act 2000, the Data Protection Act 1998, other legislation which may apply and the Council’s standing orders and financial regulations. The Council’s financial regulations and relevant standing orders referenced in this policy are available via the Council’s publication scheme.
5. The Council cannot disclose confidential information or information the disclosure of which is prohibited by law. The Council cannot disclose information if this is prohibited under the terms of a court order, by legislation, the Council’s standing orders, under contract or by common law. Councillors are subject to additional restrictions about the disclosure of confidential information which arise from the code of conduct adopted by the Council, a copy of which is available via the Council’s publication scheme.

### **Meetings**

6. A meeting of the Council and its committees is open to the public unless the meeting resolves to exclude them because their presence at the meeting is prejudicial to the public interest due to the confidential nature of the business or other special reason(s) stated in the resolution. In accordance with the Council’s standing orders, persons may be required to leave a meeting of the Council and its committees, if their disorderly behaviour obstructs the business of the meeting.
7. Where a meeting of the Council and its committees include an opportunity for public participation, the media may speak and ask questions. Public participation is regulated by the Council’s standing orders.
8. The photographing, recording, filming or other reporting of a meeting of the Council and its committees (which includes e.g. using a mobile phone or tablet, recording for a TV/radio broadcast, providing commentary on blogs, web forums, or social networking sites such as Twitter, Facebook and YouTube) which enable a person not at the meeting to see, hear or be given commentary about the meeting is permitted unless (i) the meeting has resolved to hold all or part of the meeting without the public present or (ii) such activities disrupt the proceedings or (iii) paragraphs 9 and 10 below apply.

9. The photographing, recording, filming or other reporting of a child or vulnerable adult at a Council or committee meeting is not permitted unless an adult responsible for them has given permission.

10. Oral reporting or commentary about a Council or committee meeting by a person who is present at the meeting is not permitted.

11. The Council shall, as far as it is practicable, provide reasonable facilities for anyone taking a report of a Council or committee meeting and for telephoning their report at their own expense.

12. The Council's standing orders will confirm if attendance by the public, their participation, photographing, recording, filming or other reporting is permitted at a meeting of a sub-committee. Members of the public that wish to film need to complete a form with their details on as a record of the filming.

### **Other communications with the media**

13. This policy does not seek to regulate councillors in their private capacity.

14. The Council's communications with the media seek to represent the corporate position and views of the Council. If the views of councillors are different to the Council's corporate position and views, they will make this clear.

15. The Council's Clerk, or in his absence, **Chairman** may contact the media if the Council wants to provide information, a statement or other material about the Council.

16. Subject to the obligations on councillors not to disclose information referred to in paragraph 5 above and not to misrepresent the Council's position, councillors are free to communicate their position and views.

This was noted and agreed.

### 90. MEMBERS TO REVIEW THEIR DISCLOSABLE INTERESTS.

All members were circulated with their register of interest, and no member had any amendments. Any amendments to be forwarded to the Clerk.

### 91. SCHEDULE OF MEETINGS FOR 2016/17

The draft schedule of meetings for 2016/17 was presented to members below and agreed.

2016/2017	PARISH COUNCIL	LEISURE AND AMENITIES	FINANCE & GENERAL PURPOSES	PERSONNEL	BURIAL GROUND	PLANNING AND DEVELOP.
MAY 2016	4 AGM	25			11	18
JUNE 2016	1		15			8 & 22
JULY 2016	6	27	20	TBA	14*	13
AUGUST 2016	-					3 & 24
SEPT 2016	7	21			28	14

OCT 2016	5		12	TBA		6* & 26	31/16
NOV 2016	2	9	23		30	16	
DEC 2016	7					14	
JAN 2017	4	18			11	5* & 25	
FEB 2017	1		8			15	
MARCH 2017	1 ##	22			15	8 & 29	
APRIL 2017	5		26			19	
MAY 2017	3#	24			10	17	

**All meetings except the Planning and Development meetings marked with a \* to be held on Wednesdays. Planning and Development Committee meetings marked with a \* to be held on Thursdays.**

**THE COUNCIL OFFICES WILL BE CLOSED AS FOLLOWS:**

2016 – 2<sup>nd</sup> May (Mayday), 30<sup>th</sup> May (Spring Holiday), 29<sup>th</sup> August (Late Summer Holiday), Christmas Closure from 24<sup>th</sup> December 2016 to the 3<sup>rd</sup> January 2017

2017 - 14<sup>th</sup> April – 17<sup>th</sup> April (Easter), 1<sup>st</sup> May (Mayday), 29<sup>th</sup> May (Spring Holiday),

## Annual Parish Meeting – to be held at 6.30pm prior to the Parish Council meeting on 1<sup>st</sup> March 2017,

# The AGM will be held on the 3<sup>rd</sup> May 2017 starting at 7.00pm

This was noted and agreed.

92. MATTERS ARISING FROM PREVIOUS MINUTES

None were reported.

93. UPDATE ON EXTENDING THE CAR PARK ON LEGION DRIVE

*The Clerk has emailed Andy Cousins to ask for an update on this matter, and he has not come back with any further information yet. The members asked if Councillor BR Edwards could look into this matter.*

Nothing further has been received.

94. WHAT EMERGENCY PLANS DO THE DISTRICT COUNCIL HAVE IN PLACE IF DANESFORD GARDENS FLOODS AS THERE IS GAS AND ELECTRICITY ON THE SITE. – JK HALL

*It was reported by one of the members that before any services are sited at a location, they have to check with the Environment Agency, members asked the Clerk to write and check if this procedure was followed for Danesford Gardens. The Clerk to write to the Gas and Electricity sub-station Companies to confirm this.*

*In addition to this, Councillor Mrs L Hingley is the flood officer for Kinver, and the Clerk will try to obtain the relevant information from the District Council if the area flooded, what plans / procedures are in place for the next meeting.*

*Information on the above was circulated to all members. It was noted that the District Council have a flood plan but this relates to properties not services.*

*It was agreed that the Clerk write a further letter to the Gas and Electricity Companies to request a response to the previous letter and also CC a copy to the Chief Executive.*

The Clerk contacted the Chief Exec. Of the District Council to ask if he could find the information for me as she thought he would have a direct contact, this is the first response received and she is still waiting for one from Transco:-

Email response from Western Power

"I have been asked to contact you in regard to the flood risk for the above substation at the junction of Stone Lane/High St Kinver.

We are not aware of any instances where the flood water has risen to a level sufficient to effect the operation of our electrical substation in this location. We therefore have no fixed flood protection at the site to mitigate against flooding here specifically. What we do have at strategic locations, is a stock of sandbags ready to be deployed to any electrical substations that are at risk of being flooded, that are dispatched on an ad hoc basis. Along with the utilisation of the afore mentioned sandbags, we would also distribute a range of water pumps that we stock to remove the water from site once we had positioned the sandbags around the substation.

If the flooding is particularly severe, we also own converted fire engines that are sent out on location to remove high volumes of water or, if necessary, to use as an incident command vehicle if the flooding is critical or prolonged in an area.

Hopefully, this answers your questions, if not feel free to contact me on the number below,

Thanks,"

This was noted.

95. DRAIN CLEARANCE AND GUTTER CLEANING

The Assistant Clerk has been photographing the drains and sending in reports of all the ones she has found, 20 went in this week.

Members thanked her for tasking the time to do this and hopefully they will start to be cleared.

96. TO DISCUSS ALLOWING MARKERS ON THE LEGS OF THE NOTICEBOARDS BY THE VINE.

Members asked that the Civic Society write to the Council and just confirm the size and design of the markers.

97. TO RECEIVE THE INTERNAL AUDITORS REPORT

The report was received and accepted by members, there were no recommendations contained within. Report attached as appendix 1 to these minutes.

This was noted

98. OUTSTANDING MATTERS FROM THE DISTRICT / COUNTY AND COUNTY / DISTRICT COUNCILLORS TO ADDRESS THE COUNCIL ON ANY MATTERS RELEVANT TO THE PARISH

Councillor BR Edwards reported he had spoken to Mr Viner (as raised in public participation) as a County Councillor not as a Parish Councillor, as this matter is the responsibility of the County Council not the Parish Council.

Councillor Mrs L Hingley reported that the District Councillors have been given the sum of £400 each to spend on good causes in the village, this is reduced by £1000 each to last year as the balance is going towards supporting the CAB.

It was noted that it was the AGM of the District Council next week.

99. REPORT OF THE OUTGOING CHAIRMAN

The Chairman reported his thanks to those attending the lighting of the Beacon, as he had been unable to attend. It was noted that letters of thanks have been sent to the National Trust and Rev'd Karen Stanton for their help on the night.

He attended the KSCA meeting, where they are looking at Franchising the bar.

The Bowling Club have contacted the Clerk to ask if they will do a letter of support for their planning application, members agreed that the Clerk send a letter to the Bowling Club as follows:-

“The Parish Council met last night, and I raised with them the Bowling Clubs request for support to submit a planning application to enhance the facilities at the Bowling Green.

As Custodian Trustees the Parish Council has no objection to a planning application being submitted to South Staffordshire District Council for this project.”

This was agreed.

100. CLERK'S REPORT

The Clerk reported on the following matters –

## 100.1 Dangerous Parking on Comber Road

A resident has reported that the parking is getting even worse for visitors and staff that are from the Edgeview Home. She has experienced over 14 cars being parked in the road (all day) and then at school times the parents add to the difficulties. Members asked the Clerk

to raise the matter with Lucy Macdonald the Enforcement Officer to check if they have permission to run training events at the site.

34/16

100.2 Speeding White Hill

A copy of an email sent to Gavin Williamson has been received, from a resident very concerned with speeding on White Hill. The speed camera vehicle has been requested at this location, however members asked Councillor BR Edwards to see if a flashing speed sign can be located in that area.

100.3 SSDC Lets Work Together

This event is being held at Codsall on 20<sup>th</sup> May, after being cancelled on the 18<sup>th</sup> March.

100.4 South East Staffordshire and Seisdon Peninsula Clinical Commissioning Group AGM

The above AGM is to be held on Tuesday 28<sup>th</sup> June at Lichfield, 6pm to 8.30pm.

100.5 FOI Request information (circulated to all members)

100.6 BKV Prizes

The BKV Prizes for the Schools competitions are detailed below:-

Foley Infant School

1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place prizes given, but we do not give cash to the schools but the monetary equivalent to £20, £15 and £10.

Brindley Heath Junior School

1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place prizes given, but we do not give cash to the schools but the monetary equivalent to £20, £15 and £10.

Kinver High School

Due to the diverse artwork received, the proposal for this year is not to just give 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup>, but to award over 3 categories just 1<sup>st</sup> and 2<sup>nd</sup> places.

3d / Models – 1<sup>st</sup> £20, 2<sup>nd</sup> £15, Poems – 1<sup>st</sup> £20, 2<sup>nd</sup> £15, Posters – 1<sup>st</sup> £20, 2<sup>nd</sup> £15

100.7 Communication from SSDC re bin removal in Kinver

The District Council have undertaken a survey of bins that are under used in the various Parishes, Kinver has 2 bins that they will be removing, a dog bin on Lawnswood Road (by Holland House) and a litter bin on Enville Road at its junction with Meddins Lane. This was noted.

100.8 Publications to note

Churchill and Blakedown Parish Council agendas

Notification from the County Council, to say they are looking at working with Parish and Local Authorities to devolve power to the other authorities.

35/16

101. ACCOUNTS FOR PAYMENT

The accounts as set out as appendix 2 to these minutes were accepted.

102. REPORTS FROM MEMBERS ON OUTSIDE BODIES

None were reported.

103. ITEMS FOR FUTURE MEETINGS

If there are any additional items for the next agenda these need to be with the Clerk by Monday 23<sup>RD</sup> May 2016.

To look at the nominations for Committees (including Chairman and Vice Chairman) being for a longer period of time i.e life of the Council – J Cutler June meeting.  
Councillor Mrs V Webb to take a seat on the Burial Ground Committee

104. DATES OF THE NEXT MEETINGS

Planning and Development Committee	18 <sup>th</sup> May 2016
Burial Ground Committee	11 <sup>th</sup> May 2016
Leisure and Amenities Committee	25 <sup>th</sup> May 2016
Personnel Committee Meeting	31 <sup>st</sup> May 2016 (9am)
Parish Council	1 <sup>st</sup> June 2016
Finance and General Purposes Committee	8 <sup>th</sup> June 2016
Tripartite Meeting	TBA

All meetings to start at 7.00 pm

## Annual internal audit report 2015/16 to

Enter name of  
smaller authority here:

KINVER PARISH COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2016.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals; and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Accounting statements prepared during the year were prepared on the correct accounting basis ( <del>receipts and payments</del> or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

K. (For local councils only)

Trust funds (including charitable) – The council met its responsibilities as a trustee.

Yes	No	Not applicable
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit

Irene Hesley Browning

Signature of person who carried out the internal audit

I. Browning

Date 16/04/16

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Appendix 2 to the minutes of the Parish Council Meeting held on the 3<sup>rd</sup> May 2016  
Accounts for payment 3rd May 2016

<u>Chq No</u>	<u>Ratification</u>	<u>Fuel</u>	
<b>100713</b>	<b>SWOPS</b>		<b>80.02</b>
100723	Fred Hodges	Plans Comber Ridge	100.00
dd	Lesley Browning	Audit Fee	450.00
		<b>Total</b>	<b>630.02</b>

<u>Chq No</u>	<u>Accounts for payment</u>		
100724	C Fred Hodges	Additional Plans	75.00
100725	Defibrillator		2424.00
100726	ESPO		148.74
100727	JRK		40.51
100728	Kane Mailing	Software support	192.00
100729	Kinver Edge Farm Shop	Opening and closing toilets	110.00
100730	OCL	Supplies	132.64
100731	P AND S Contracts	grass cutting. (tbc extra invoice)	450.00
100732	Petty Cash	April	104.31
100733	Sage	New software legislation updates and support	1060.80
100734	SCC	Pensions	1466.74
100735	SCC	Van lease (tbc)	
100736	swops	Fuel account (tbc)	70.06
100737	SSW	Rates	106.87
100738	Viking Direct	Stationery	101.95
100739	N Power	Clock shelter power supply for a year	624.03
			<b>7107.65</b>

List of Monthly Direct Debits

DD	<b>SSDC</b>	Comber Ridge Rates	38.32
DD	<b>SSDC</b>	Office rates	303.93
DD	South Staffs HA	Garage Rental	34.74
DD	Utility Warehouse	95 High Street Gas and electricity	214.35
DD	Utility Warehouse	Kinver Edge Toilets	11.18
DD	Utility Warehouse	High Street Toilets	19.38
DD	Utility Warehouse	Mobile phone	32.81
DD	Salaries		
DD	Inland Revenue	April	1046.31
DD	Screwfix		38.98
DD	Postage		106.00
DD	Siemens	Franker charges	118.80
DD	Siemens	Franker charges	17.80
		<b>Total</b>	<b>1503.75</b>
		<b>Total Expenditure</b>	<b>9241.42</b>

Receipts

Toilet Income	120.00
Burial Fees	265.00
Precept	72354.50
VAT	1738.35
<b>Total Income</b>	<b>74477.85</b>