**MINUTES OF A MEETING OF KINVER PARISH COUNCIL HELD ON WEDNESDAY 5TH DECEMBER 2018 AT THE COUNCIL OFFICES AT 95 HIGH STREET, KINVER**

PRESENT: Councillor H Williams (Chairman), Miss V Webb (Vice-Chairman),

Councillors: D Light, N Other, Mrs L Hingley, JK Hall, Mrs C Allen, J Cutler, DH Hadlington, G Mander, Mrs D Geoghegan, IG Sadler and County Councillor Mrs V Wilson

210/18. Apologies for Absence.

Councillors P Wooddisse, E Simons and BR Edwards sent their apologies for the meeting.

211/18. Declarations of Councillors’ Interest.

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

Councillors Mrs C Allen, Mrs D Geoghegan and J Cutler declared a pecuniary interest in relation to the grant application for the Youth Café item 219/18 they took no part in the discussion / vote on this agenda item.

212/18. To receive for confirmation and adoption, the Minutes of the Parish Council meeting held on 7th November 2018 (copy attached).

The Minutes of the meeting held on 7th November 2018, having been circulated in advance of the current meeting, were approved and signed as a true record of the proceedings at that meeting.

213/18. Matters arising from Previous Minutes.

None were reported.

214/18. 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.

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

No members of the public were present, however Mr Mark Keeling from Staffordshire County Council addressed the members on the proposals from SCC for Parish Council’s buying additional services from them:-

The County are having to save funds which has been reported, this obviously has an effect on the level of services and the amount of times these services can operate.

Parish Councils / volunteer Groups are being asked to help their community and information is available on the Highways your way link.

A programme for the next 3 years has been established for emptying the gullys’s and County Councillor Mrs V Wilson will be able to let the Parish know when gully’s are to be emptied. The schedule is that a and b roads are emptied annually and other roads within a 3 year period. If the Parish Council wanted a gully emptying before it was scheduled this is a service that they can pay for. The service would be provided by Amey their contractor and works would take place on a weekend. The Clerk asked that previously this had been requested and the Parish were informed that there was no spare capacity to do this. This is no longer the case as it would take place outside of scheduled times. A pricelist of costs and what work would be undertaken for that rate is being calculated and will be passed to the Parish Council when it is available.

Other items being picked up by Parishes are SID signs, the Ice Buster scheme to grit areas that are not on primary gritting routes, ROW etc. The Parish Council / Community would never be asked to maintain Highways etc.

Any work undertaken by Volunteers would be risked assessed by the County and we would need to inform them of the work to be undertaken.

Insurance in most cases would not be required but this would be checked by County at the time when risk assessments are prepared.

With regard to the ROW, the Council have been advised that forms have to be completed before stiles etc. are replaced. This is something that has not been undertaken before and will cause delays in repairing footpaths. Mark agreed to look into this further for the Council and report back.

Flooding was raised in several areas, i.e. A458 and the A449 and Mark would look into these sites to see what the issue was.

Members thanked him for attending the meeting as it had been most informative.

Standing orders were reinstated.

215/18. Police to address the Council on relevant matters and any relevant matter relating to ASB in the village and outstanding police matters of concern

PCSO Paul Wilkes went through the crime statistics for November with the members. It was noted that during Road Safety as requested officers conducted speed checks on the High Street late afternoon / early evening with the use of the speed laser gun. Four drivers were spoken to and given advice re speed and road safety.

216/18. Car Parking in the High Street- update from Cllr P Wooddisse

*Previous minutes It was agreed that Councillor P Wooddisse will discuss with the Officers from the Constitutional Club if there is an option to reopen the car park for shoppers and report back to the next meeting.*

*Councillor P Wooddisse has received an email from the Constitutional Club, saying this matter had been resolved with discussions with Councillor Mrs V Wilson and H Williams. This in fact related to a meeting held some time ago, and Councillor P Wooddisse will go back and start discussions again.*

As Councillor P Wooddisse was not in attendance this was deferred until the next meeting.

It was noted that from January the White Harte Car park will having the parking machine removed, they had planned for this to be in place by December but this unfortunately could not be arranged in time.

217/18. Removal of Post Box update

No further information has been received.

218/18. Staffordshire County Council – works potentially funded by Parish Council

**Correspondence received from SPCA**

**“Staffordshire County Council: *“Highways & Rights of Way: Your Choices”***

A reminder that some time ago the county council gave notice of cutbacks in its cyclical highways maintenance programme and earlier this year outlined to parish councils the likely impacts on local communities. The details of exactly how much will be cut from related SCC budgets remain subject to confirmation, and the county council does not yet know, for example, exactly how much it will gain from the Chancellor’s recent announcement in the Budget that some £450m is to be made available nationally for pot-hole repairs.

A clearer picture should emerge once details of the Local Government Finance Settlement are announced on 5th December and the county council is then able to confirm its own budget for 2019/20 (expected in February). Nonetheless it is certain that more responsibility will fall upon parish councils – and their precepts – if current standards of environmental maintenance are to be upheld in future years. In anticipation of these developments, it is recommended that all parish councils should familiarise themselves with the principles and the advice set out in the “*Highways & Rights of Way: Your Choices”* website at: <http://www.highwaysyourway.info/> The website features are many great examples of how parish councils are taking the initiative to ensure they manage their respective small highways amenities to best effect.”

It was agreed to have this as an agenda item for the next meeting, when hopefully costs will be available for works from Mark Keeling.

219/18. To receive the Minutes of the following Committee meetings and to consider adoption of any recommendations therein -

**Leisure and Amenities Committee 14th November 2018**

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

**Finance and General Purposes Committee 21st November 2018**

**(Including the setting of the precept)**

* the accounts as set as Appendix 1 to these minutes be accepted.
* the precept is set at the same rate as the past 10 years of £144709 and associated budget is agreed as set out as appendix 2 to these minutes.
* the fixed assets are no longer adjusted to be in line with Insurance values and the values going forward are the audited figure from the 31st March 2018.
* the Youth Café is given at a cost of £668, it is to be funded from budget line 63 – Projects for Community. The Parish Council will pay the room hire directly to the KSCA and if the Youth Café should not continue, any funds remaining to be returned to the Parish Council.
* the headstones at Comber Ridge are tested at a total cost of £690 and funded from budget head 54/3.
* the Methodist church hall car park is still paid for by the Parish Council to be used by the public during the day, but the price should not be increased, and this price of £575 should be kept for three years.

The above recommendations were agreed.

**Planning and Development Committee 28th November 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.

220/18. County / District Councillors to address the Council on any matters relevant to the Parish

The following items were noted from the District Councillors:-

* Attended a locality 5 meeting on budget cuts for the County
* Attended an Equality and Diversity meeting
* Christmas Tree Festival was well attended and the Parish Council thanked Mrs Fullwood for preparing and erecting the Christmas tree for the Council.
* Small Business Saturday was well attended on the 1st December
* The Codsall Offices are being changed to incorporate a Dr’s Surgery and also a pharmacy, as part of these alterations they will be moving the canteen to the front of the building. It is projected to bring in £845000 extra income per annum.

County Councillor Mrs V Wilson reported that:-

* There are several roads and pavements in the Parish that are in the program for surface dressing, she will forward a list to the Clerk for distribution to members.
* Her DHP fund is going to be given towards resurfacing / repairing the pavements on Dunsley Road, unless a more pressing item is needing the funds. Pavement drops are required on this pavement which is an extra cost to be taken into account.
* The County have yet to finalise budgets for the coming year as they are waiting to hear from Brexit what their funding allocation is to be.

221/18. Report of the Chairman

He reported that he had attended The Remembrance Day Service and Parade, the other services for the Children and the Cross laying were also well attended.

The Chairman updated members on the incident that happened with the Marshall at the end of the parade. He thanked those involved for their quick actions in saving the Marshalls life.

Season’s Greetings were passed to all members from Councillor Mrs C Allen.

222/18. Report from the Clerk.

Financial requests

* To purchase / part fund parking buddies outside of Brindley Heath Junior School they are approx. 180 per set.
* **Contributions to School Crossing Patrols** correspondence received from SPCA:-

Another activity which the county council has announced will be subject to cutbacks is that of school crossing patrols, and many councils have already begun to examine alternative ways of financing the service.

NALC advises that there are two possible answers to this problem, depending upon the role that a parish council wishes to take on and bearing in mind that a parish council has no specific power available to it to provide a school crossing patrol, as follows:-.

The first solution is to obtain a delegation of this function from the county council. Under section 101 of the Local Government Act 1972 any local authority can arrange for one of its functions to be undertaken by another authority. Thus the parish council could agree with the county council for the provision of school crossing patrols to be delegated in respect of its area. In that case the parish council would have all the powers (and all the responsibilities) of the county council for that function. The parish council could then fully fund the scheme in its area but would also have to ensure that its employers’ and public liability insurances covered that activity. The parish council would also be taking on at least some employment responsibilities depending on the terms of the delegation agreement. The parish council would then have to decide whether it wished to take on those additional insurance and employment responsibilities.

The second solution is for the parish council to make contributions to the county council under section 137 of the 1972 Act. This section allows a parish council to incur expenditure on matters for which it has no other power unless it is specifically prohibited from doing so. Section 137 (2) of the 1972 Act specifically allows a parish council to give money to another authority for that other authority’s functions. A grant under section 137 must be for the benefit of the area or residents and the benefit must be enough to justify the level of money granted. It would be for the parish council to decide if these two conditions are met but it seems likely that they will be in relation to school crossing patrols.

Any grant under section 137 will be part of the annual spending limit applicable to that section which is currently set at £7.86 per elector. It would be for the parish council to consider the level of grant required for school crossing patrols against the other demands upon it for grants under this section.

It should be noted that the county council has indicated that it will both provide training and related clothing and equipment for the maintenance of the service to those local councils (or other community bodies) that elect to assume responsibility for school crossing patrols.

These matters were referred to the next Finance Meeting in February.

* **Lock for external toilet at the KSCA**

The cost to purchase a lock is TBC.

Invitation to attend

Kinver Primary Foundation meeting to be held on the 6th December at 6.30pm, any comments relating to this need to be with the school by the 12th December.

Matters to note

Blakedown and Churchill Agenda and papers

Correspondence from Emily Stokes relating to the Pony Paddock, The Compa

Briefing note on elections

We have noted that the bins on the Acre car park are being inappropriately used with broken crockery being placed in them. This is a Health and Safety issue and appropriate notices have been placed on the bin.

The trees are being cut back from Monday in the High Street and will be completed shortly.

Quote has been requested for the lighting in the toilets in the High Street to upgrade to LED.

Burial Ground Superintendent

2 x Headstones installed

3 x tablet permits

1 x burial

1 x reopening of a burial

1 x new ashes plot

Notices are on the gates for the dates for the removal of seasonal tributes, so the public knows when they (if they wish to keep them) need to be removed from the graves (6th January). The tree screens all-round the site have been cut back by a local farmer.

223/18. Reports from Members on Outside Bodies.

The Vouchers are to be distributed by The Old Peoples Welfare Committee on the 7th December.

Councillor N Other reported he had attended the KSCA meeting, when their finances were presented they were slightly improved on last year. It was noted that a new team of volunteers are working hard to improve this facility. He also attended the Walter Holdnall Trust meeting.

Councillor G Mander reported he and Councillor D Light had attended the Kinver United Charities meeting, where funds were given to a local family which will make a difference to their lives.

224/18. Accounts for Payment.

The accounts as detailed in Appendix 2 to these minutes were accepted.

225/18. Items for future Meetings

County Services , Car Parking, Police meeting

226/18. Dates of Next Meetings –

Planning and Development Committee 12th December 2019

Parish Council 9th January 2019

Leisure and Amenities Committee 16th January 2019

Finance and General Purposes Committee 20th February 2019

All meetings to start at 7.00 pm

227/18. Exclusion of the press and public

The press and the public were excluded on the grounds that the business to be transacted related to staffing matters.

228/18. Update on the Staffing issues

The Clerk updated members on the long term absence of the Maintenance Technician. It was noted that a Personnel Meeting will be called in January.

Appendix 1 to the minutes of the Parish Council meeting held on the 5th December 2018

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Proposed draft budget 2019/2020 | Item 10 |  |  |
|   |   |   |   |  |
|   | **PARISH COUNCIL INCOME** | **BUDGET** | **PROPOSED**  | **COMMENTS** |
|   |  | **2018-19** | **BUDGET**  |   |
|   |  |  | **2019-20** |   |
|   |  |  |  |   |
|   |  |  | **0% INC ON PRECEPT** |   |
| 10 | PRECEPT | 144709.00 | 144709.00 |   |
| 12 | INTEREST INSTANT / CURRENT ACC | 0.00 | 0.00 |   |
| 14 | BURIAL FEES | 9928.00 | 10225.00 | Increased by 3% |
| 15 | TOILETS HIGH STREET | 1500.00 | 1200.00 |   |
| 16 | DONATIONS  | 300.00 | 300.00 |   |
| 19 | SUNDRIES | 0.00 | 0.00 |   |
| 22 | INTEREST ON NEW RESERVES ACC AT WBROM | 2.00 | 10.00 |   |
| 23 | INTEREST BATH BUILDING SOCIETY | 1000.00 | 250.00 | Based on last year’s income |
| 24 | POLICE OFFICE RENT | 4000.00 | 4000.00 |   |
|   |   | **161439.00** | **160694.00** |   |
|   |  |   |   |   |
|   | **EXPENDITURE FOR PARISH**  | **BUDGET** | **PROPOSED**  |   |
|   |  | **2018-19** | **BUDGET**  |   |
| 50 | **GENERAL ADMIN** |  |  |   |
| 50/1 | GA TELEPHONE | 1900.00 | 2100.00 |   |
| 50/2 | GA STATIONARY | 2850.00 | 2850.00 |   |
| 50/3 | GA GENERAL INSURANCE | 3500.00 | 3500.00 |   |
| 50/4 | GA RATES BURIAL GROUND AND WATER RATES | 700.00 | 500.00 | Rates £42 per month just Comber Ridge now |
| 50/5 | GA OFFICE ELECTRICITY & GAS | 1500.00 | 1500.00 |   |
| 50/6 | GA AUDIT | 1050.00 | 850.00 |   |
| 50/7 | GA CHAIRMAN'S ALLOWANCE | 500.00 | 500.00 |   |
| 50/9 | GA STAFF TRAINING EXPENSES | 100.00 | 100.00 |   |
| 50/11 | GA MISCELLANEOUS | 0.00 | 0.00 |   |
| 50/25 | GA MEMBERS EXPENSES | 300.00 | 200.00 |   |
| 50/47 | GA COMPUTER SUPPORT SERVICES / OFFICE EQUIP (2010) | 2300.00 | 2300.00 |   |
| 50/48 | GA PHOTOCOPIER | 240.00 | 240.00 |   |
| 50/51 | GA ADVERTISING | 50.00 | 0.00 |   |
| 50/14 | GA CIVIC EXPENSES | 0.00 | 0.00 |   |
| 50/110/1 | GA POSTAGE | 1100.00 | 1100.00 |   |
| 50/110/2 | GA PETTY CASH OTHER | 0.00 | 0.00 |   |
|   |  | **16090.00** | **15740.00** |   |
|   |  |   |  |   |
|   |  |   |  |   |
|   |  |   |  |   |
|   |  |   |  |   |
|   |  |   |  |   |
|   |  |   |  |   |
|   | **EXPENDITURE FOR PARISH**  | **BUDGET** | **PROPOSED**  |   |
|   |  |  | **BUDGET**  |   |
| 52 | **MAINTENANCE** |   |  |   |
| 52/1 | MAINTENANCE TOILETS | 2500.00 | 2500.00 |   |
| 52/6 | MAINTENANCE MISC. | 6500.00 | 6500.00 |   |
| 52/7 | MAINTENANCE GRASS CUTTING | 13000.00 | 4240.00 | £1500 additional cost to cut KSCA field IS INCLUDED IN THIS FIGURE This is for the cutting of pitches March, April, October and 1/2 November. Enville Cricket Club will cut the main season. |
| 52/26 | MAINTENANCE PLAY AREA | 2000.00 | 2000.00 |   |
|   | MAINTENANCE TOTAL | **24000.00** | **15240.00** |   |
| 54 | **GRANTS & SUBS EXTERNAL** |   |   |   |
| 54/1 | PARISH COUNCIL SUBSCRIPTIONS | 500.00 | 500.00 |   |
| 54/2 | SPCA & LCR | 700.00 | 700.00 |   |
| 54/3 | GRANTS | 13030.00 | 8389.00 |   |
|   | **GRANTS & SUBS TOTAL** | **14230.00** | **9589.00** |   |
| 55 | **CAR PARK RENTAL** | **550.00** | **575.00** |   |
| 57 | **CHRISTMAS LIGHTS** | **4500.00** | **4500.00** |   |
| 58 | **VEHICLES** |   |   |   |
| 58/1 | LEASING | 3500.00 | 3500.00 |   |
| 58/2 | FUEL | 1100.00 | 1400.00 | Increased due to using more fuel for mowers |
| 58/4 | INSURANCE FOR VEHICLE | 1050.00 | 1050.00 |   |
|   | TOTAL FOR VEHICLES | **5650.00** | **5950.00** |   |
| **60** | **CONTINGENCIES** | **0.00** | **0.00** |   |
| **62** | **HEALTH AND SAFETY AUDIT** | **200.00** | **0.00** |   |
| **63'** | **PROJECTS FOR COMMUNITY FUNDED BY RENT** | **4000.00** | **4000.00** |   |
| **100** | **WAGES / SALARIES** |   |   |   |
| 103/1 | SALARIES NET inc pen/Tax/NI/ | 70805.00 | 79000.00 | Includes small salary increase for inflation and based on this year’s ACTUAL costs |
| 103/3 | EMPLOYERS NATIONAL INS. | 3484.00 | 6000.00 |   |
| 103/5 | EMPLOYERS PENSION | 14869.00 | 17000.00 |   |
| 103/6 | OPENING TOILETS | 1061.00 | 1100.00 |   |
|   | **TOTAL WAGES** | **90219.00** | **103100.00** |   |
| 101/9 | ELECTION EXPENSES | **0.00** | **1000.00** | Will be charged after May 2019 £8445.47 is in reserves for this bill Balance to be taken from the Contingency fund |
| 105 | SOLICITORS FEES | **2000.00** | **1000.00** |   |
|   | **TOTAL EXPENDITURE** | **161439.00** | **160694.00** |   |
|   |  |  |  |   |
|   | **TOTAL INCOME** | **161439.00** | **160694.00** |   |
|   |  |  |  |   |
|   | **TOTAL NET BALANCE** | **0.00** | **0.00** |   |

Appendix 2 to the minutes of the Parish Council meeting held on the 5th December 2018

|  |  |
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| **Accounts for payment 5th December 2018** |  |
|  |  |  |  |
| **Chq No** | **Ratification** |  |  |
|   |   |   |   |
| 101200 | Kinver Edge Farm Shop | November | 80.00 |
| 101201 | South Staffs Water | Rates | 64.91 |
| 101202 | ESPO | Supplies | 151.20 |
| 101203 | Water Plus | Water rates | 112.78 |
| 101204 | J R K | Computer supplies | 31.36 |
| 101205 | SWOPS | Fuel | 45.59 |
| 101206 | John Harold | Replacement chq | 250.00 |
| SO | Wix Editor | Website annual charges | 202.56 |
| SO | Swinford Insurance | Van insurance | 868.92 |
|  |  |  |  |
|  |  |  |  |
|  |  | **Total** | **1807.32** |
| **Chq No** | **Accounts for payment** |  |  |
|  |   |   |   |
|   |   |   |   |
| 101207 | ESPO |   | 45.21 |
| 101208 | Kinver Edge Farm Shop |   | 150.00 |
| 101209 | SCC | Pensions | 1913.46 |
| 101210 | Viking Direct | Stationery | 41.98 |
| 101211 | Staffordshire County Council | Van Hire for breakdown | 140.40 |
| 101212 | SWOPS | Fuel for November |  |
| 101213 | Staffordshire County Council | Van Lease for November |  |
|   |   |   | **2291.05** |
|  |  |  |  |
|  | **List of Monthly Direct Debits** |  |
| DD | SSDC | Rates | 42.00 |
| DD | Inland Revenue | November | 1346.99 |
| DD | Utility Warehouse | Garage electricity  | 10.22 |
| DD | Utility Warehouse | 95 High Street Gas and electricity and mobile phone | 208.99 |
| DD | Utility Warehouse | Kinver Edge Toilets | 9.91 |
| DD | Utility Warehouse | High Street Toilets | 27.07 |
| DD | Salaries | December | 4863.85 |
| DD | Screwfix | Supplies due for payment 30/11/18 | 126.53 |
|  DD | Pureshine | windows cleaned | 40.00 |
| DD | Postage |   | 109.60 |
|   |   |   |   |
|   |  | **Total** | **6785.16** |
|  |  | **Total Expenditure** | **10883.53** |
|  | **Receipts** |  |  |
|  |   |   |   |
|  | Burial Fees |   | 865.00 |
|  | Toilet income |  | 50.00 |
|  |   |  |   |
|  |  | **Total Income** | **915.00** |