

**MINUTES OF A MEETING OF KINVER PARISH COUNCIL HELD ON WEDNESDAY 9<sup>th</sup> DECEMBER 2020 VIA ZOOM**

PRESENT: Councillors JK Hall (Chairman), Miss V Webb (Vice-Chairman), IG Sadler, Mrs C Allen, Mrs E Lord, G Sisley, P Wooddisse, D Light, BR Edwards, S Anderson, Mrs S Harris, H Williams, E Simons and M Smith

141/20. To receive and note apologies for absence

Councillor Mrs V Wilson sent her apologies as she was unable to attend due to a prior commitment.

Councillor T Talbot-Webb was not in attendance.

142/20. To record members Declarations of Councillors' Interest.

There were no declarations of interest.

143/20. To receive for confirmation and adoption, the Minutes of the Parish Council meeting held on 4<sup>th</sup> November 2020 (copy attached).

The Minutes of the above meetings, having been circulated in advance of the current meeting, were approved and signed as a true record of the proceedings at that meeting with the exception that the officer names on page 2 of the minutes should read "Clodagh Peterson".

144/20. Public Participation – 15 minutes for members of the Parish to raise matters with members of 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.

It was noted that all meetings are recorded and any member of the public not wishing to be recorded when they speak should inform the Clerk prior to addressing the Council.

Standing orders were raised to enable a member of the public to speak.

Mr Martin Homer addressed the Parish Council to express his concerns over the public toilets in the Parish being closed. The area is busier than ever and shopping centres etc, have re-opened their facilities.

The Parish Council agreed to agenda this as an item on the January meeting, and the Clerk explained that the Parish Council do not have the staff to clean toilet facilities as much as they need to be. The disabled toilet on the High Street is opened during weekdays 9 – 3, but we do not have staff that work weekends to open the facilities.

Standing orders were reinstated.

145/20. To discuss having a presentation on 20mph speed limits

It was agreed to have a presentation re 20mph speed limits at the January meeting from Phil Jones.

The following email was received from Mark Keeling with regard to this subject:-

In short, a 20mph zone has to be self-enforcing and this is normally achieved via the use of traffic calming features or perhaps via design, for example on a new build housing estate.

It is unlikely that speeds would reduce on a road that has no additional features or measures to force traffic to slow and in general we would not consider introducing calming measures on a road that has no history of injury incidents.

In terms of enforcement the Police have made it clear that they do not enforce 20mph zones.

Kind regards

Mark Keeling  
Strategic Community Infrastructure Manager"

146/20. To discuss the Corona virus review and update

It was noted that KOBRA had not been operating during the last lockdown, as the local traders have now the facilities to deliver locally to residents that require their services.

147/20. To receive an update on Local contingency planning for the area

Councillor S Anderson and the Clerk had contacted the officer responsible at the District Council, and he has agreed to join a meeting to discuss matters directly at a future Parish Council meeting.

It was agreed to invite him to the February meeting.

148/20. To receive an update on charging points in the Parish

The EV locations have been agreed, the equipment has been ordered and the contractor will be installing the points, erecting and supplying the signage and marking the bays out. The equipment is on back order so there is not a delivery date yet.

149/20. To receive an update on the Neighbourhood Plan

The website is now live, there are still a few technical issues to be resolved. The possible lists of objectives / topic areas are ready to be submitted to the Consultant for her input.

150/20. To discuss correspondence re Climate change

The following email has been received:-

Dear Colleague

Further to my recent email setting out our plan around climate change, I am pleased to inform you that our new Climate Change Action Fund is now open for applications.

As you know, tackling climate change is one of the key principles underpinning everything we have committed to do in our Strategic Plan and as a Council, we are determined to do our bit to reach carbon net zero by 2050.

The £62,000 Climate Change Action Fund has been set up to help build resilience and reduce our contributions to climate change at a local level.

Not-for-profit organisations, including societies, charities, voluntary groups, parish councils and schools, can apply for grant funding of up to £1,000 to do their bit towards protecting the environment.

Projects that reduce the amount of carbon produced, improve air quality or help people to deal with climate change events such as heatwaves, drought or heavy rain are eligible to apply. This could include a wide range of proposals from the improvement of insulation in community buildings to make them more energy efficient, to food waste reduction and recycling initiatives, alternatives to travel by car, improving air quality outside schools or tree planting schemes. Further details of the fund can be found in the [grant scheme guidance](#).

To apply for a grant, organisations will first need to speak with their [County Councillor](#) and then submit an application online.

More information on the Climate Change Action Fund and other funding opportunities for community projects can be found at [www.staffordshire.gov.uk/dobfund](http://www.staffordshire.gov.uk/dobfund).

In the meantime, if you have any questions, please get in touch with me.

Yours sincerely

Julia Jessel

It was agreed to bring suggestions forward to the next meeting to put forward ideas for the grant as the deadline for applications is the end of January.

151/20. To receive a report from PCSO's re incidents and statistics for Kinver

The Clerk had requested the information from the PCSO's and they had forwarded a report on crime figures prior to the meeting. This had been circulated to all members.

152/20. To receive the minutes and any recommendations from the following Committee meetings:-

It was **Resolved** to Recommend to the Parish Council that:-

- the accounts as set as Appendix 1 to these minutes be accepted.
- the budget set out as appendix 2 to the minutes be accepted and a precept to be set at £134709.00.
- the Reserves Policy as set out as appendix 3 to these minutes be accepted.
- the Leisure and Amenities Committee that the cost of £137.88 (inc VAT) is given permission to allow a quote to be prepared for the re-instatement of the water supply at the Giants Well, as a last resort if discussions with South Staffs Water and Severn Trent to get this funded via a Community fund is not successful.
- to purchase the 5 x A3 plastic signs at a total cost of £72.70.

All of the above recommendations were agreed.

Leisure and Amenities Committee

11<sup>th</sup> November 2020

The following recommendation was made to the Council that the Clerk send a letter of support for the reinstatement of the footpath from Kingsford Lane and Compton Road. This recommendation was agreed.

The following recommendations were put to the Parish Council next meeting that the planning recommendations as set out in agenda item 5. These were agreed.

153/20. County / District Councillors to address the Council on any matters relevant to the Parish

Councillor BR Edwards reported that:-

- Ryan Taylor is preparing evidence for flooding in parishes and has asked all Parishes to complete a questionnaire. The Clerk has responded for further clarification.
- The Covid numbers for the South Staffs area are reducing.
- Covid Marshalls have been going around the villages to offer support and help.
- The council tax for Kinver residents for the Parish based on the budget just agreed and on a Band D property will be £41.33 for next year, which is a saving of £3 per annum.
- The District Council approved their Climate Change strategy, he will forward a link to this document for circulation to all members.

154/20. To receive a report of the Chairman of his activities on behalf of the Council

The Chairman attended the Remembrance day service at Enville Church and a wreath laying service at the war memorial in Kinver.

155/20. To receive and note the report from the Clerk including Burial Ground Superintendents report.

Correspondence received from:-

Local resident relating to the changes on the village that they have sent to MP Gavin Williamson

Speeding and dangerous driving on Whittington Hall Lane and the High Street.

Letter received relating to traffic using Foster Street when Stone Lane has been closed.

Superintendents report

1 x reopening of a grave

1 x new grave

2 x ashes plots

The above was noted.

156/20. Reports from Members sitting on Outside Bodies for the Parish Council.

Councillor P Wooddisse reported that he is the Council representative on the FoKos group, he is setting up a Ltd company on their behalf to help manage the project for the future.

157/20. To receive the accounts for payment since the last meeting.

The accounts for payment are set out as appendix 1 to these minutes. These were agreed and noted.

158/20. Items for future Meetings

To be with the Clerk by 21<sup>st</sup> December 2020; Climate change grant; contingency plans presentation February meeting; opening public toilets; 20mph presentation.

159/20. Dates of Next Meetings –

Planning and Development Committee	16 <sup>th</sup> December 2020
Full Parish Council meeting	6 <sup>th</sup> January 2021
Leisure and Amenities Committee	13 <sup>th</sup> January 2021
Finance and General Purposes Committee	17 <sup>th</sup> February 2021

Appendix 1 to the minutes of the Parish Council meeting held on the 9<sup>TH</sup> December 2020  
Accounts for payment for December Parish Council meeting 2020

<u>Accounts for payment</u>	Description	Total
Barclays Bank	Charges November	6.50
British Legion	Wreath	22.00
ESPO	Face masks and sanitiser	77.06
Inland Revenue	November	1652.36
J R K	Copier paper and gloves and print cartridges	253.98
Julian Hall	Chairmans allowance	500.00
Kirkwells	Phase 1 of NPlan	1176.00
OCL	Supplies	277.40
R H Electrical	Christmas Lights	1740.00
SCC	November	2702.05
SCC	Hire vehicle	113.60
Screwfix	Supplies	169.16
South Staffs Water	Refund	-15.80
SPCA	Training courses	80.00
SWOPS	Fuel	130.00
Zoom	Monthly charge	14.39
viking Direct	Paper	13.33
Water plus	Refund	-40.99
Wix		144.72
Zoom		14.39
		<b>9030.15</b>
<b><u>List of Monthly Direct</u></b>		
<b><u>Debits</u></b>		
SSDC	Toilet rates	109.00
SSDC	CR Rates	55.00
Utility Warehouse	Garage electricity Oct	-4.08
Utility Warehouse	95 High Street Gas and electricity and mobile phone Oct	218.91
Utility Warehouse	Kinver Edge Toilets Oct	3.57
Utility Warehouse	High Street Toilets Oct	56.76
Salaries	November	5967.84
	<b>Total</b>	<b>6407.00</b>
	<b>Total Expenditure</b>	<b>15437.15</b>
<b><u>Receipts</u></b>		
Burial Fees		890.00
	<b>Total Income</b>	<b>890.00</b>

Appendix 2 to the minutes of the Parish Council meeting held on the 9<sup>th</sup> December

		BUDGET	BUDGET	PROPOSED	
	<u>EXPENDITURE FOR PARISH</u>	EXPENDITURE	EXPENDITURE	EXP.	
		2019-20	2020-21	2021/22	
60	CONTINGENCIES	0.00	0.00	0.00	
62	HEALTH AND SAFETY AUDIT	0.00	0.00	250.00	Full audit due next year
63'	PROJECTS FOR COMMUNITY FUNDED BY RENT	4000.00	4000.00	4000.00	
100	WAGES / SALARIES				
103/1	SALARIES NET inc pen/Tax/NI/	79000.00	81400.00	83900.00	Increased by 3%
103/3	EMPLOYERS NATIONAL INS.	6000.00	7000.00	6850.00	Increased by 3%
103/5	EMPLOYERS PENSION	17000.00	18000.00	21000.00	Increased by 3%
103/6	OPENING TOILETS	1100.00	1100.00	1150.00	Increased by 3%
	<b>TOTAL WAGES</b>	<b>103100.00</b>	<b>107500.00</b>	<b>112900.00</b>	
101/9	ELECTION EXPENSES	1000.00	1500.00	0.00	No additional funds required as earmarked funds are adequate
105	SOLICITORS FEES	1000.00	1000.00	600.00	Reduced as this is the basic retainer charge
	<b>TOTAL EXPENDITURE</b>	<b>160694.00</b>	<b>160514.00</b>	<b>166768.00</b>	
	<b>TOTAL INCOME</b>	<b>160694.00</b>	<b>160514.00</b>	<b>166768.00</b>	
	<b>TOTAL NET BALANCE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
To take the required deficit from Year end balances for 2018 or 20 held in Ear marked reserves account as income shown in line 11					
Details are below					
		Actual Balance	Projected with funds used to reduce precept for 2021-22		
	<b>Ear Marked Reserve funds</b>	<b>£44,268.66</b>	<b>£34,837.63</b>		
	Play Area	£5,000.00	£5,000.00		
	Contingency	£3,500.00	£3,500.00		
	Election Expenses	£8,445.47	£8,445.47		
	Xmas Lights	£5,392.16	£5,392.16		
	Neighbourhood Plan	£5,000.00	£5,000.00		
	Future Council projects	£0.00	£7,500.00	Projected underspend on budget for year end 31/3/21	
	Balance from Y/end 31/3/20	£13,797.21	£0.00		
	Balance from Y/end 31/3/18	£3,133.42	£0.00		
	<b>Operating reserve fund</b>	<b>£37,533.09</b>			
Any underspends for this financial year to 31st March 2021 to be put back in the Ear Marked reserve fund for future projects Reserve funds for future projects					



Proposed Draft Budget 2021/22					
PARISH COUNCIL INCOME		BUDGET	BUDGET	PROPOSED	COMMENTS
		INCOME	INCOME	INC	
		2019-20	2020/21	2021/22	
10	PRECEPT	144709.00	144709.00	134709.00	Reduced by 6.9%
	BALANCE FROM UNCOMMITTED RESERVE FUND				To use uncommitted reserves held in the West Brom account from year end 2018 and 2020
11		0.00	0.00	16904.00	
14	BURIAL FEES	10225.00	10225.00	10225.00	Reduced as only 1 toilet open
15	TOILETS HIGH STREET	1200.00	1000.00	500.00	
16	DONATIONS	300.00	300.00	300.00	
19	SUNDRIES	0.00	150.00	0.00	
22	INTEREST ON NEW RESERVES ACC AT WBROM	10.00	30.00	30.00	
23	INTEREST BATH BUILDING SOCIETY	250.00	100.00	100.00	
24	POLICE OFFICE RENT	4000.00	4000.00	4000.00	
		<b>160694.00</b>	<b>160514.00</b>	<b>166768.00</b>	
<b></b>					
EXPENDITURE FOR PARISH		BUDGET EXP	BUDGET EXP	PROPOSED	
		2019-20	2020-21	EXP. 21/22	
49'	BARCLAYS BANK CHARGES	0.00	0.00	78.00	£6.50 per month charge
50	GENERAL ADMIN				
50/1	GA TELEPHONE	2100.00	2100.00	2100.00	
50/2	GA STATIONARY	3950.00	2850.00	2850.00	
50/3	GA GENERAL INSURANCE	3500.00	1940.00	2100.00	Increased as we have claimed this year
50/4	GA RATES BURIAL GROUND AND WATER RATES	500.00	1200.00	2300.00	Increased based on this years exp.
50/5	GA OFFICE ELECTRICITY & GAS	1500.00	1700.00	1700.00	
50/6	GA AUDIT	850.00	850.00	850.00	
50/7	GA CHAIRMAN'S ALLOWANCE	500.00	500.00	500.00	
50/9	GA STAFF TRAINING EXPENSES	100.00	100.00	100.00	
50/25	GA MEMBERS EXPENSES	200.00	200.00	200.00	
50/47	GA COMPUTER SUPPORT SERVICES / OFFICE EQUIP (2010)	2300.00	2300.00	2300.00	
50/48	GA PHOTOCOPIER	240.00	240.00	240.00	
50/51	GA ADVERTISING	0.00	0.00	0.00	
	<b>TOTAL FOR ADMINISTRATION</b>	<b>15740.00</b>	<b>13980.00</b>	<b>15240.00</b>	
52	MAINTENANCE				
52/1	MAINTENANCE TOILETS	2500.00	2500.00	2500.00	
52/6	MAINTENANCE MISC.	6500.00	6500.00	6500.00	
52/7	MAINTENANCE GRASS CUTTING	4240.00	3000.00	3500.00	
52/26	MAINTENANCE PLAY AREA	2000.00	2000.00	2000.00	
	<b>MAINTENANCE TOTAL</b>	<b>15240.00</b>	<b>14000.00</b>	<b>14500.00</b>	
54	GRANTS & SUBS EXTERNAL				
54/1	PARISH COUNCIL SUBSCRIPTIONS	500.00	500.00	500.00	
54/2	SPCA & LCR	700.00	700.00	700.00	
54/3	GRANTS	8389.00	5434.00	5000.00	
	<b>GRANTS &amp; SUBS TOTAL</b>	<b>9589.00</b>	<b>6634.00</b>	<b>6200.00</b>	
55	CAR PARK RENTAL	575.00	1450.00	1400.00	
57	CHRISTMAS LIGHTS	4500.00	4500.00	4500.00	
58	VEHICLES				INC DUE TO LEASE
58/1	LEASING	3500.00	3500.00	4500.00	ENDING IN Nov. 21
58/2	FUEL	1400.00	1400.00	1400.00	
58/4	INSURANCE FOR VEHICLE	1050.00	1050.00	1200.00	
	<b>TOTAL FOR VEHICLES</b>	<b>5950.00</b>	<b>5950.00</b>	<b>7100.00</b>	