

**MINUTES OF A MEETING OF KINVER PARISH COUNCIL HELD ON WEDNESDAY 7TH
FEBRUARY 2018 AT THE COUNCIL OFFICES AT 95 HIGH STREET, KINVER**

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

OPENING PRAYERS - Rev Martin Soar led the Council in prayer.

Members held a minutes silence in memory of Councillor Jon Irving Bell who recently passed away.

20/18. APOLOGIES FOR ABSENCE

Councillors, N Other, JK Hall, G Mander, J Cutler and County Councillor V Wilson sent their apologies for the meeting.

21/18. DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS

None were reported.

22/18. MINUTES OF THE PREVIOUS MEETINGS

The Minutes of the meeting held on 3rd January 2018, having been circulated in advance of the current meeting, were approved and signed as a true record of the proceedings at that meeting.

23/18. MATTERS ARISING FROM PREVIOUS MINUTES

None were reported.

24/18. PHIL TRUEMAN AREA MANAGER AND NICKY GLAZE MANAGER OF THE CO-OP
TO ADDRESS THE COUNCIL ON LOCAL ISSUES

Mr Phil Trueman and Nicky Glaze had been invited to the Parish Council meeting by the Councillors to answer any questions members may have relating to the Co-Op food store in the High Street.

The following was noted:-

- The Post Office has under gone their consultations on relocating the Post Office to the Co-Op foodstore, they are now allowing the Co-Op to have a dedicated counter for basic post office services. This will be 1 of the existing bank of tills at the front of the store. The Post Office will be open from 7am to 10pm each day the same as the normal opening hours of the shop.
- Concern was expressed over the ques that can build up during busy times, Mr Trueman said he would look into this, but they undertake a periodic survey of 50 customers asking for comments on the store and queuing has never been raised before.
- The Spar store is not under Mr Truemans jurisdiction it is managed by the Property Team, he will ask what is proposed to happen with the store, and what would be the possibility of using the 2 stores alongside each other? Also what are the future plans for the store?

- It was noted that security has been stepped up in all stores and all staff now have personal panic buttons that are connected to the Police.
- Parking is also a big problem, and members asked them to look at opening up the 2 car parks and making one entrance in and an exit. It was noted that when the High Street was refurbished the County Council offered to pay to resurface the car park and undertaken this work on behalf of the land owner and he refused...
- There are no current plans as far as they are aware to have a cash machine on the outside wall, but they will ask the question of the property section.

Members thanked both Mr Trueman and Mrs Glaze for attending the meeting.

25/18. PUBLIC PARTICIPATION

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.

Mrs Barbara Alliband addressed the Parish Council on 2 points of concern, she has purchased a house on an un-adopted road (Brockleys Walk) the road surface is in a very poor state and the properties in that area do not have a sat nav reference, so delivery drivers, ambulances and the fire service are not able to find the properties. She asked if the Parish Council can try to get the properties identified on Sat Navs and also improve the signage to their properties.

The second issue relates to a problem with concrete posts that are sliding down the bank from the Housing Association Properties at the start of the lane, she has contacted the Housing Association directly and they are looking into the matter.

Members agreed to put the first item on the Clerks report for the next meeting.

26/18. POLICE TO ADDRESS THE COUNCIL

The latest Police statistics were circulated at the meeting, the PCSO's were not able to attend.

27/18. TO DISCUSS PARKING IN THE VILLAGE AND IN PARTICULAR THE HIGH STREET CAR PARKS

It was agreed that a meeting be arranged with the Constitutional Club to discuss their car parking arrangements, The Chairman of the Council, Chairman of Finance and the Clerk to attend. The Vice Chairman said she would step down from the meeting so there was not too many Councillors present.

The notes of the meeting are below:-

Present: Councillors H Williams and D Light, J Cree (Clerk), Chris Page and Chris.

Councillor D Light explained the reason for the meeting was to understand the issues relating to parking in Kinver.

Car Parks available (spaces available approx.)

KSCA free shoppers car park Monday to Saturday during the day (5 min walk from the High Street) (100 spaces) funded by the Parish Council

Potters Cross Methodist Church free shoppers car park (20 + spaces) funded by the Parish Council

6 Spaces on Stag Meadow entrance free to park

Car park to rear of Tandoori (50 + spaces) owned by SSDC free no restrictions

Acre park to rear of Tandoori (20 + spaces) owned by SSDC free no restrictions

White Harte Car Park (50+ car parking spaces) privately owned ½ free parking and there after a £1 for 2 hours (redeemable against any food purchased)

Former Spar car park 20 + spaces – privately owned free car parking

Constitutional Club Car Park – 50+ spaces free to members all day

The Parish Council did pay for the use of the White Harte Car Park as a shopper's car park, but when this facility was being abused by cars parking there all day and night, restricting the pubs custom, the Brewery withdrew the licence and made it a pay and display. They have allowed the public to park FOC for 30 mins and then charge £1 for 2 hours. If you are using the pub this is redeemable against your bill.

The Parish Council now pay for the KSCA car park to be used every day as a shopper's car park also, this is a maximum walk of 5 mins to the High Street. Walking groups have been encouraged to use this car park now instead of using the central ones.

One of the Councillors did a survey of the cars as below:-

When walking steadily from the KSCA car park, it takes 5 minutes to Stone Lane Island, 7 minutes to the Clock shelter and 9 minutes to the Co-Op.

He monitored cars parked on the Acre and the High Street car park first thing in the morning then returned after 5 hours to revisit each car park.

First thing on the Acre Car Park – 25 cars with 1 space free, High Street Car Park 43 cars 1 space free.

Later in the day on the Acre Car Park 13 cars that were there in the morning were still there and in the High Street Car Park 24 cars were still there that had been in the morning.

It was felt the workers and traders in the High Street should use the KSCA car park and walk in.

Chris Page reported that with regard to the Constitutional Club:-

They had some time ago several times where the Club had been let for a funeral, the mourners had come back to the Con Club after the church service to find that they could not get on the car park. This was on a day when the Club was normally closed but the mourners had to park elsewhere. This caused complaints from the hirer as they hire the venue to utilise the ample parking.

The Con Club, then introduced the barriers with access on and off the Acre Car Park, with the intention allowing 2 hours parking. This was abused by people still parking all day. The Con Club tried to liaise with Andy Perry to ask if the Traffic Warden could book cars on the car park. This could not be undertaken as it was a private car park.

Therefore the barriers had to be in place 24/7. At great cost the new access was created to make it easier for cars to enter and exit the car park. With this system in

place, it is not possible to close leave the barrier open sometimes and then close it, as once the car has exited the High Street, they would have to reverse back a one way road and back out onto the High Street if the Barrier was down. This is not feasible on the grounds of safety.

The Committee of the Con Club have actively encouraged their members to use the car park when they come into Kinver, as of the 3000 members, 1500 are Kinver Residents and are allowed to park on this car park in any case!

Chris Page agreed to email the local residents that are members and remind them of the facility, and the Parish Council when it meets on the 7th February will look at putting out a joint press release detailing the above to try to educate the public on the parking problems and only possible solution.

It was agreed to send a press release out and put it on all social media to explain the parking issues. The Clerk to liaise with the Chris Page and prepare a joint press release and send this out as soon as possible.

It was noted that there had been an issue on the 6th February at Meddins Lane, where the bus could not get up the road due to parents parking and blocking the roadway. Cars had to turn around and go back up Meddins Lane and down Stone Lane.

The traffic warden was in the village also on the 5th at 10am.

28/18. YOUTH CAFÉ PROGRESS UPDATE

The Youth Café launched on the 16th January, the first evening there were 10 youths attending, the second evening there were 17, the third evening 23 and this week 18.

A donation for the additional room hire of the Committee room has been received from Wombourne Memorials for £144.

The tuck shop is making quite a large sum of money each week also. One of the volunteers is running a nail bar each week.

Councillor BR Edwards reported that funding is available from quite a few local sources if the Group need anything in the future.

29/18. TO DISCUSS HAVING A PHOTOGRAPH OF MEMBERS OF THE COUNCIL FOR RECORD ON ELECTION.

Councillor G Mander raised this issue and suggested in light of losing sadly one of the members there is not a photograph follow each election of the Council members. Should this be a regular policy taken up? It was agreed that this should be undertaken as soon as possible following the appointment of the new Councillor for this year using a local photographer, and then this to be done on the start of a new council.

30/18. TO PURCHASE 2 X MOVABLE 12 FT POLES AND 6 LOCKABLE SOCKETS FOR THE SPEED ACTIVATED SIGN AROUND THE PARISH

The cost for purchasing 6 x sockets and 2 12 ft. poles is 1200.00 and to install them is a further 300.00. Total cost 1500.00.

The community safety partnership do have grants, but the funding closed mid-January for 6 months so we are too late to apply until June.

The proposed locations are Corner of Hilboro Rise, Hyde Lane either side of the road on the verges one on the junction by Hyde Close and one by the plant pot on the verge, one on Dunsley grass bank to cater for entering and leaving the village, one on White Hill on the grass verge / corner of Jenks Avenue, and lastly on the grass verge on the corner of Vicarage Drive / High Street.

This matter was referred to the next Finance meeting to consider the funding options.

31/18. CASUAL VACANCY FOR POTTERS CROSS WARD

Following the sad loss of Councillor J Irving Bell. There is now a casual vacancy on the Parish for the Potters Cross Ward.

The vacancy has been placed on the noticeboards, website and Facebook pages as per the rules for a Causal Vacancy. The notice dated the 5th February 2018 has to be in place for 14 working days and ends on the 23rd February 2018.

To call an election 10 electors must sign the relevant form to ask for an election, if this does not happen then the Council can advertise for members of the public to come forward to be considered for co-option onto the Parish Council.

32/18. OUTSTANDING MATTERS FROM THE DISTRICT COUNCILLORS AND COUNTY COUNCILLOR TO ADDRESS THE COUNCIL ON ANY MATTERS RELEVANT TO THE PARISH

Councillor BR Edwards reported that:-

- Councillor Mrs V Wilson had emailed and reported that Velo has been pencilled in for spring 2019, but Worcester are still to meet and decide if they are allowing the cycle race to come through their area.
- There are several elections taking place in the South Staffs area, at Codsall, Essington, and Bilbrook for parish and for District and County elections at Codsall also.
- As part of the SAD process the road infrastructure is being looked at around the Potters Cross area in anticipation of the potential future development at White Hill Farm.
- Council tax increases are likely to be 5% for District, 6% for County, 11% for the Police and 2% for the Fire Service.

33/18. REPORT OF THE CHAIRMAN

A Civic Service and dedication of the Parish Standard has been arranged for April 22nd at 6.30pm, at St Peters Church refreshments to be taken after with venue to be confirmed.

34/18. CLERK'S REPORT

1. Local football facilities questionnaire

Dear Parish Clerks,

What have obesity, dementia, healthy lifestyles, living independently, rural isolation and diversionary activities all got in common? Well there are several answers, but one is that exercise has a positive effect on them all.

South Staffordshire has been included in a pilot running by the Football Association (FA) which is looking not only at the traditional game of football and how more people can be encouraged to play, but importantly how can the community get involved in a more informal game.

There are many variances of football. It doesn't have to be a competitive game, with a league structure. It can be a kick about between adults and children on open space with jumpers being used for goalposts; it can be walking football for older people who are not playing competitively, not having any physical contact, but walking and passing the ball along the way; it can be wheelchair football or football for people with physical or mental disabilities; it can be seated football for people with long term health conditions; it can be circuits incorporating walking, kicking a ball and using an outdoor gym (if you have one in your parish) or it can be walking around a field having a chat with a friend kicking a ball as you go.

The Football Association are very keen to develop a community based arm and South Staffordshire has been chosen to provide a rural element into their thinking. Transport is a big issue in our district, therefore delivering locally is key to bringing all sectors of the community together.

Attached are a few questions South Staffordshire Council would like to ask your parish council regarding open spaces and football pitches. If you have the chance to discuss them with your parish councillors that would be very helpful as we will be developing an action plan for the district and your comments will assist in determining community based activities.

We look forward to hearing from you and ask if you could respond by Friday 23rd February 2018.

Best wishes
Maggie.

Local Football Facilities Plan

The Football Association is embarking on an exciting new piece of work to provide every Local Authority area in the Country with a Local Football Facilities Plan (LFFP) by 2020.

The plans will guide any, and all, future investment that is made in to football facilities and will be the go-to documents for facility delivery. Never before have we had a specific investment plan for each local authority area and we are therefore focused on delivering, and getting right, this new ambition.

Each LFFP will contain a clear understanding of the needs for football facilities within the area and a list of high level priorities focusing on 3G pitches, grass pitches, pavilions and spaces for recreational football/social outcomes.

South Staffordshire has been chosen along with Sandwell, Dudley, Birmingham, Wolverhampton, Walsall and Sheffield, as one of just seven pilot authorities.

Questions for Parishes

Do you have playing fields in your parish, are they used for recreation play including recreational football. Please provide details.

Are there marked football pitches in your parish? Are the pitches of good quality if not how do they need to be improved. Are their changing and toilet facilities for players and spectators? Are they of good quality? If not what improvements are needed?

Do you have any additional green spaces they are used by your community? If so where are they and who are they used by. What is the condition of these areas?

Do you have a Multi-use games area (MUGA) and/or an outside gym in your parish, please describe who users it?

If you don't have a MUGA do you think there is demand for one, what groups do you think would use it? Whole community use would be required.

Do you know of groups in your community who play recreational/casual football (not structured teams) please provide details?

Do you know of groups/individuals in your community who are currently are not active but have an interest in football who would like to be active using football as a tool to engage them and be active. E.g. walking football, football for mums, football for the retired. Please provide details

Do you as a parish provide or encourage activity using your facilities what are they?

Do you know of any barriers in your parish that prevents your community from being active?

Do you know of any volunteers, organisers, leaders who would like to get involved in engaging your community to be active?

The Clerk will respond appropriately.

2. To discuss purchasing further bins for the KSCA

The cost of a new bin is £245 each, ideally 2 to 3 located around the field and on the driveway would help with the increasing litter problem. In addition to include in the costs a dog bin to be located on the bridge area of Prestwood Drive. This was referred to the next Finance meeting.

3. For information

SSDC Infrastructure Delivery Plan consultation ended on the 24th January. The Chairman of planning requested that a comment is made to point out the potential issues of the increased traffic when the Site Allocation Houses are built on White Hill.

Update on data protection changes.

We have been in discussions with David Campbell at the District Council for advice on the new regulations coming in in April.

The basic requirement of keeping any data either electronically or paperwork is you have to justify why it is required to be kept.

For instance planning applications and plans – why are we keeping the plans? In case a member of the public comes and wants to look at them in the future? The plans are stored with the District Council and they are the authority to publicise these plans and store them not Parish Council's therefore the plans should not be kept after the consultation deadline ends.

This also relates to old general files, such as letters received with addresses on that have been dealt with, why are they being kept? Why would you need to refer to them again...?

Therefore Mrs Fullwood and the Clerk have gone through all the filing, they have retained anything relating to land owned and responsibility of the Council such as KSCA (Custodian trustee), play area, Comber Ridge, the gardens in the High Street etc.

All leases and documents obviously have been kept and are in the safe.

The above items were noted.

4. Publications to note

Council news round-up edition 50
Churchill and Blakedown Parish Council agendas and minutes

This was noted.

5. Superintendents report

2 x new headstones have been installed
2 x reopening of graves one in the J section and 1 in the H section

These were noted.

35/18.

COMMITTEE REPORTS

Planning & Development Committee Meeting of the 31st January 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.

This was agreed

Leisure and Amenities Committee Meeting of the 17th January 2018

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

- a letter can be sent to raise awareness of the issue of the cyclists / pedestrian shared footpath problem with the National Trust.

It was agreed to send a letter to the National Trust explaining that concerned residents had mentioned about walkers and cyclists sharing pathways. Include in the letter the cycle.org website information.

- quotes are received from 3 contractors, to tidy and partially landscape the area on the corner of Church Hill and Cookley Lane (to make it minimum maintenance thereafter). The contractor would be responsible for all of the site health and safety

issues. Cllr Mrs C Allen to meet the contractors with the Clerk to discuss some basic ideas.

Members were reminded that the land is not owned by the Parish Council and would be classed as a Highways Verge, therefore it was agreed to write to the County Council and ask them to tidy up the area.

36/18. ACCOUNTS FOR PAYMENT

The accounts as set out as appendix 1 to these minutes were accepted.

37/18. REPORTS FROM MEMBERS ON OUTSIDE BODIES

Councillor P Wooddisse reported that he had attended the first AGM for the Twinning Association. Kinver is hosting the Mer people this year and they will be coming over in early April. There is a shortage of homes if anyone can offer space to a family.

38/18. ITEMS FOR FUTURE MEETINGS

If there are any additional items for the next agenda these need to be with the Clerk by 26th February 2018.

Clerks report – Brockleys Walk

39/18. DATES OF THE NEXT MEETINGS

Finance and General Purposes Committee	21 st February 2018
Planning and Development Committee	28 th February 2018
Parish Council (APM 6.30pm)	7 th March 2018
Parish Council	7 th March 2018
Leisure and Amenities Committee	21 st March 2018

All meetings to start at 7.00 p.m.

Appendix 1 to the minutes of the Parish Council meeting held on the 7th February

Accounts for payment 7th February 2018

Chq

<u>No</u>	<u>Ratification</u>		
101053	SWOPS	Fuel	87.58
101052	SCC	Lease invoice not received November	349.38
101042	SCC	Lease invoice not received December	87.58
SO	Pureshine Windows	Windows cleaned	40.00
SO	Hampshire lags	Gloves	46.78
SO	KSCA	Room hire 3 months	240.00
SO	British Telecom	Phone bill	431.72
SO	Ben Turley	Repair to clock shelter	820.00
		Total	564.54

Chq

<u>No</u>	<u>Accounts for payment</u>		
101054	Edge Computing J R K Computer	Annual Support	541.20
101055	supplies	Stationary	134.12
101056	Kane Mailing	Annual insurance fee	258.00
101057	Kinver Edge Farm Shop	Opening toilets January	80.00
101058	Kinver Youth Café	Donation paid to KSCA for additional room hire	144.00
101059	OCL	Supplies	15.60
101060	Petty Cash	October to January	50.42
101061	R H Electrical	To install a new electricity point in toilets	202.08
101062	SCC	Pensions	1724.75
101063	SCC	Van lease January	
101064	SWOPS	Fuel account	84.49
101065	Viking Direct	Stationary supplies	78.73
		Total	3313.39

List of Monthly Direct Debits

DD	SSDC	Rates Comber Ridge	38.00
DD	Inland Revenue	January	1285.97
DD	Utility Warehouse	Garage electricity	10.58
DD	Utility Warehouse	95 High Street Gas and electricity	272.93
DD	Utility Warehouse	Kinver Edge Toilets	10.41
DD	Utility Warehouse	High Street Toilets	23.55
DD	Salaries	February	4871.47
DD	Screwfix	Supplies (mainly for toilets Kedge)	460.78
DD	Midshires	Copier rent and printing	165.50
DD	Pitney Bowes	Postage	219.20
DD	Siemens	Franker, scales and maintenance / support	184.60
		Total	6973.69
		Total Expenditure	10851.62

Receipts

	Burial Fees	504.00
	Toilet Income	40.00
	Police	Office rental
		1000.00
		Total Income
		1544.00