

MINUTES OF A MEETING OF KINVER PARISH COUNCIL HELD ON WEDNESDAY 3RD MARCH 2021 VIA ZOOM

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

39/21. To receive and note apologies for absence

Councillors Miss V Webb (Vice-Chairman) and E Simons sent their apologies for the meeting.

40/21. To record members Declarations of Councillors' Interest.

There were no declarations of interest.

41/21. To receive for confirmation and adoption, the Minutes of the Parish Council meeting held on 3rd February 2021 (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.

42/21. To receive a presentation from Ryan Taylor to come and talk to the Council with regard to feeding in information towards the SSDC Climate Change policy and Tactical flooding.

This is an agenda item for the April meeting.

43/21. Public Participation – 15 minutes for members of the Parish to raise matters with members of the Council

No members of the public present wished to speak.

44/21. Update on the current progress on the working group for a proposal for a 20mph speed limits around the Parish

A presentation from the 20's Plenty Group, with 2 Parish representatives and interested parties was held yesterday evening. The group have had basic discussions with the County Council, and they are not opposed to the speed limit changes but have stated they have no budget for the process or signage. There may be match funding available later in the process. The group will continue to investigate this topic and when there is any further information it will be an agenda item.

45/21. To receive an update on charging points in the Parish

The EV points are now ready to be used, the signage and markings are now in place. The rate for the charging points has been fixed at 25p per unit. The reason for this cost is the unit rate for the electricity is 19.6p there is a handling fee from Vendelectric at 7.5%, that makes the cost per unit is 21.07p. Once the units are live, the Clerk will publicise them with the press and social media.

46/21. To receive a report from PCSO's re incidents and statistics for Kinver

The PCSO Paul Wilkes and Sergeant Dorrington attended the meeting and supplied the crime report for the past 2 months. They were asked about the number of visitors to the area and

inconsiderate parking, they are checking the area, but its is difficult to hand out fines for being on the edge as people are allowed to walk locally.

Members thanked them both for attending.

47/21. To discuss the request to change the trustee status from the KSCA (papers attached)

In the agenda papers was the response from the Parish Solicitor, members still felt that this was not clear, Councillor T Talbot-Webb had looked at this in detail and suggested that a specialist Charity Solicitor should be engaged to look into this matter fully, so members are in-possession of all the facts before a decision is made. It was agreed that the Clerk will contact Kirsty McQuanne from Higgs and Sons for a quote to undertake this work.

48/21. To agree additional representative on the KSCA for Councillor P Wooddisse.

Councillor P Wooddisse withdrew his request to join the KSCA as a trustee at this time.

49/21. To discuss producing a Risk Register for the Parish Council – Councillor S Anderson

The proposal is to produce a risk register for the Parish Council, the main reason for this is to identify things that could cause the PC difficulty and help the PC reduce the potential impact by putting in place mitigation. It then allows you to think better about what level of contingencies the PC needs and to adjust our reserve levels if appropriate.

Risk registers are common in the charity sector and are typically reviewed once a year. Templates are available online and they generally end up with a traffic light system for risks with red obviously being the most problematic ones. They don't require specialist training to complete.

Organisational risks for a Parish Council would generally be 'people', 'premises' and 'kit' related. In many ways Covid has made organisations far more agile and less dependent on one particular computer or building.

It was agreed that the Clerk and Deputy (with the help of Councillor S Anderson) start to prepare a Risk Register.

50/21. To appoint a representative on to the Kinver Civic Society – Councillor P Wooddisse

It was agreed that Councillor P Wooddisse would represent the Parish on this group.

51/21. To discuss supporting the 242 bus service in Kinver – Councillor S Anderson

Councillor S Anderson reported that the bus route would be changing in April. The route is changing slightly as it now will go via Stone Lane, Compton Road, Meddins Lane and 2 additional stops will be put in on that part of the route. The bus will now go via Wollaston rather than down Highpark Avenue and also now has a stop at Stourbridge Junction. They are looking to extend the service to possible Sundays and Bank Holidays.

The bus company are looing at possible wrapping the bus to encourage users to come to Kinver, and also they will be looking at replacing the bus stop flags with bespoke Kinver stops. They may in the future come forward to ask for funding to help with these ideas. If they do they will need to complete a grant application form.

52/21. To Discuss improving the surface of the Holloway

Councillor Mrs E Lord reported that she had received a quote via Councillor Mrs V Wilson for the County to undertake certain works to make good the road / footpath and lighting.

Members agreed that this is not suitable to be pedestrianised as it is the only other vehicle access to the Brockleys Walk Estate. Therefore, it was agreed to set up a working party to discuss options for improving the pedestrian part of the access for all users as this is the safest way to get to and from the village instead of using Church Hill that is narrow with no pavement.

This was agreed.

53/21. To receive the minutes and any recommendations from the following Committee meetings:-

Leisure and Amenities Committee

10th February 2021

The following recommendation was made to the Council that Mr David Tibbetts be co-opted onto the Committee for the rest of the life of this Council.

The above recommendations were agreed.

Finance and General Purposes Committee

17th February 2021

- the accounts as set as Appendix 1 to these minutes be accepted.
- The KSCA grant application is deferred awaiting for further information.
- The Neighbourhood Plan expenditure for the housing needs survey is agreed at £500.
- Bus shelter replacement is deferred until a future meeting.

The above recommendations were agreed.

Planning and Development Committee
(including update on NPlan if applicable)

24th February 2021

- the planning recommendations as set out in agenda item 5.
- the Parish support the rule 6 being proposed by the neighbours of this development (Rose Meadow Farm) to help and support them and the District Council to enable the District Council to get the site put back to what was approved, the link to this rule is below.

The above recommendations were agreed.

54/21. County / District Councillors to address the Council on any matters relevant to the Parish

Councillor Mrs V Wilson reported:-

- The KSCA is being used as a pop-up test centre for Covid
- She will look into the pot-holes on Church Hill and the ones on Kingsford Lane are being filled in at the moment.
- A resident from Enville is encouraging a litter pick and will be putting a trailer near Enville Hall for residents to drop litter they have picked off this weekend, and they will take it to the refuse site on Sunday.
- The flooding at the Stewpony should start to be investigated shortly to see why it floods so badly.

Councillor BR Edwards reported:-

- The District have appointed a new Corporate Director of Finance.
- There is a climate change meeting on the 25th March – he will ensure that the invitation is available to all members.
- The Boundary review consultation ends on the 8th May.
- Virtual meeting legislation expires at the start of May, they are waiting to see if this is extended by the Government.
- The Community Hub has been opened and the Police have moved into their offices. The former Council chamber / civic offices are nearing completion for their change of use.
- The Covid rate has reduced to 99 per 100,000 and this includes care homes and the prisons in South Staffordshire.

55/21. To receive a report of the Chairman of his activities on behalf of the Council

Due to the pandemic, the chairman had no activities to report.

56/21. To receive and note the report from the Clerk including Burial Ground Superintendents report.

There is a Locality 5 meeting on 1st April 5.30 – 7.00 pm.

Burial Ground Superintendent there has been 2 interments and 2 headstones installed.

57/21. Reports from Members sitting on Outside Bodies for the Parish Council.

Councillor Mrs S Harris reported an update on Kinver Eco-Collective and the Biodiversity sub group. They have had a meeting with the County Council to discuss areas for planting. Diane Firkins the County Officer is preparing a "Parish Licence" which allows the Parish to plant on verges without keep requesting permissions to do so. The Group have undertaken cleaning up of areas ready for planting, and seeds will be planted shortly. They are looking at putting signs to show what is growing and these will be uniform and the National Trust will also be doing the same.

Councillor Mrs C Allen reported that KOBRA is using the red Mini bus to take residents to have their Covid injections. In February they took 10 people and the Doctors are passing their groups details to their patients when they are booking to have their vaccinations.

She requested that the Parish Council write and thank Mr and Mrs Calloway for their support in the community, they have cleared and updated laptops for distribution to children in the Parish so they can home school. In addition he wrote the website for KOBRA. This was agreed and members thanked them for all their hard work.

Councillor Mrs V Wilson reported that she had nominated KOBRA for a Staffordshire Star award for their help and work in the Community. The Clerk on behalf of the Parish Council will also write and nominate the group.

58/21. 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.

59/21. Items for future Meetings

To be with the Clerk by 22nd March 2021 - Ryan Taylor presentation April

60/21.	Dates of Next Meetings –	
	N Plan Steering Group	8 th and 22 nd March 2021
	Leisure and Amenities Committee	17 th March 2021
	Planning and Development Committee	31 st March 2021
	Full Parish Council meeting	7 th April 2021
	Finance and General Purposes Committee	21 st April 2021

61/21. Exclusion of the press and public for the Parish Council to discuss an item relating to staffing matters referred from the Finance and General Purposes Committee.

The press and public were excluded as the business to be transacted related to staffing matters.

It was proposed by Councillor by D Light and seconded by Councillor P Wooddisse that all staff as per guidance / advice from the HR Officer from South Staffordshire District Council can be paid in lieu or roll forward any unused holiday entitlement over the next 2 years as per new Covid regulations for those days not taken from the 1st April 2020 to the 31st March 2021. The full details were in the Confidential agenda paper relating to the staff be accepted, this situation is exceptional and one off due to the Covid pandemic. This does not set a precedent for any future years. On a named vote this was carried with 12 votes for, 1 against (2 members were not present).

Appendix 1 to the minutes of the Parish Council meeting held on the 3rd March 2021

Accounts for payment for March Parish Council meeting 2021

<u>Accounts for payment</u>	Description	Total
Barclays Bank	Charges December	6.50
Chubb	Fire checks	37.20
Ebay	Security gate	149.99
Ebay	Ink Cartridge	17.33
JRK	paper and ink cartridges	152.15
Inland Revenue	March	
R H Electrical	Repair to garage alarm	351.60
South Staffs Water	Survey charge	108.00
SCC	Van leases x 2	698.77
SCC pensions	March	
Screwfix	Supplies	53.98
SPCA	Effective Comms course / planning	60.00
SWOPS	Fuel	70.00
Zoom	Monthly charge	14.39
Viking Direct	Stationary	102.44
Waterplus	water rates	7.59
		1829.94

List of Monthly Direct

Debits

SSDC	Toilet rates	0.00
SSDC	CR Rates	0.00
Utility Warehouse	Garage electricity	13.39
Utility Warehouse	95 High Street Gas and electricity and mobile phone	213.30
Utility Warehouse	Kinver Edge Toilets	9.56
Utility Warehouse	High Street Toilets	38.62
Salaries	February	5638.94
	Total	5913.81
	Total Expenditure	7743.75

Receipts

Burial Fees		400.00
Screwfix		24.78
Nplan grant		2000.00
	Total Income	2424.78