

**MINUTES OF A MEETING OF KINVER PARISH COUNCIL HELD ON WEDNESDAY 15<sup>TH</sup> MAY 2019 AT THE COUNCIL OFFICES AT 95 HIGH STREET, KINVER**

PRESENT: Councillors H Williams (Chairman), Miss V Webb (Vice-Chairman), Mrs C Allen, IG Sadler, JK Hall, BR Edwards, \*P Wooddisse, D Light, G Sisley, S Anderson, H Rogers, Mrs M Rogers, R Talbot-Webb and D Hadlington

Joined the meeting after agenda item 83/19 \*

The Chairman welcomed the new members to the Parish Council and members introduced themselves.

77/19. Election of Chairman of the Parish Council for the Council Year 2019/20.

There were 2 nominations for Chairman for 2019/20, Councillor JK Hall and Councillor H Williams. A vote was taken by secret ballot and the majority being for Councillor JK Hall who was duly elected to the position of Chairman and signed his declaration of acceptance of office.

78/19. Appointment of Vice-Chairman of the Parish Council for the Council Year 2019/20.

There were 2 nominations for Vice-Chairman for 2019/20, Councillor Mrs M Rogers and Councillor Miss V Webb. A vote was taken by secret ballot and the majority of the votes were for Councillor Miss V Webb who was duly elected to the position of Vice-Chairman, as signed her declaration of acceptance of office.

79/19. Vote of Thanks to the Outgoing Chairman and Vice-Chairman.

The Vice Chairman Councillor Miss V Webb led a vote of thanks to the outgoing Chairman Councillor H Williams.

80/19. Apologies for Absence.

Councillor Mrs V Wilson was not in attendance due to other commitments.

81/19. Declarations of Councillors' Interest.

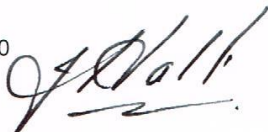
Councillor S Anderson declared a non-pecuniary interest in relation to the items relating to the National Trust.

82/19. To receive for confirmation and adoption, the Minutes of the Parish Council meeting held on 3<sup>rd</sup> April 2019 (copy attached).

The Minutes of the meeting held on 3<sup>rd</sup> April 2019, having been circulated in advance of the current meeting, were approved and signed as a true record of the proceedings at that meeting.

83/19. To agree co-option of potential candidates for the 2 vacancies in Dunsley Ward

There were 3 nominations for election for co-option to the Parish Council, Mr Charles Sadler, Mr Paul Wooddisse and Mr Ed Simons. A secret ballot was taken and Mr Paul Wooddisse and Mr Ed Simons received the highest number of votes. Therefore it was proposed by Councillor Mrs C Allen and



seconded by Councillor Miss V Webb that the 2 candidates with the majority of votes be co-opted onto the Parish Council. On a vote this was carried.

Councillor P Wooddisse, signed his declaration of office and joined the meeting. The Clerk will forward the paperwork required to Councillor Mr E Simons which he will need to complete for the next meeting.

84/19. Public Participation - Standing Orders will be suspended for a maximum of 15 minutes to allow members of the public to address the Council.

There were no members of the public present.

85/19. To receive the Minutes of the following Committee meetings and to consider adoption of any recommendations therein -

Planning and Development Committee 24<sup>th</sup> April 2019

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

The minutes were accepted and noted.

Finance and General Purposes Committee 17<sup>th</sup> April 2019

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

- the year-end accounts as set as Appendix 1 and the Internal Auditors report as set out as Appendix 2 to these minutes be accepted.

It was proposed by Councillor Mrs M Rogers and seconded by Councillor Mrs C Allen to accept the above recommendation and on a vote it was agreed.

86/19. 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.

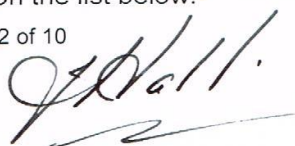
The Parish Council only gives delegated Authority to Committees for specific special reasons, i.e. each year to Finance to allow them to authorise cheques for payment and Planning Committee to send their recommendations to District Directly in July as the Parish Council does not meet in August. It was proposed by Councillor Mrs M Rogers and seconded by Councillor D Light to accept the above and on a vote it was agreed.

87/19. Review of the terms of references for committees.

The terms of reference as detailed on the agenda papers, were proposed by Councillor D Light and seconded by Councillor Mrs M Rogers and on a vote they were agreed.

88/19. Constitution of Committees of the Council - Receipt of nominations to existing committees

There were no votes for any positions on the list below:-



	Chairman of Council	Julian Hall
	Vice Chairman of Council	Virginia Webb
PLANNING	Chairman	Christine Allen
	Vice Chairman	Julian Hall (Ex-Officio)
	Committee	Margaret Rogers Harry Rogers Geoff Sisley Virginia Webb 4 vacancies
FINANCE	Chairman	Dudley Light
	Vice Chairman	Brian Edwards
	Member	Henry Williams Margaret Rogers Julian Hall (Ex-Officio) Virginia Webb Christine Allen 3 vacancies
LEISURE & AMENITIES	Chairman	Margaret Rogers
	Vice Chairman	
	Member	Harry Rogers Christine Allen Geoff Sisley JK Hall (Ex-Officio) 5 vacancies
PERSONNEL	Chairman of Parish Council	Julian Hall
	Vice Chair of PC	Virginia Webb
	Chair of Finance	Dudley Light
	Chair of L & A	Margaret Rogers
	Chair of Planning	Christine Allen

89/19. Constitution of Working Parties of the Council and authorisation of signatories for Cheques

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

This committee is to remain, and members will be allocated as and when it is required

2. Cheque Signatories General

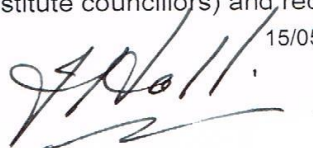
Chairman of Council, Chairman of Finance and Clerk with any 2 to sign

3. Building Society Signatories (4 members plus Clerk)

Current signatories - Cllrs D Light, JK Hall, H William's and Miss J S Cree

The above were agreed.

90/19. 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. As this is a new council it may be prudent to defer this until a later meeting. This was agreed.

91/19. Review standing orders, Financial Risk Assessment and Financial Regulations.

Documents issued in new Councillor packs, it was Proposed by Councillor Mrs C Allen and seconded by Councillor D Hadlington to accept the above. On a vote this was carried.

92/19. Review of inventory of land and assets including buildings and office equipment.

### Fixed assets list

#### Community Assets

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

31/03/2019

CONTENTS 95 HIGH STREET	12628.66
CLOCK SHELTER	43709.05
DOG BINS / 14 BINS	2270.22
BENCHES / SEATS	12144.76
BUS SHELTERS	5549.43
NOTICE BOARDS	2912.84
WAR MEMORIAL MAINTENANCE	42292.99
MACHINERY	3919.86
CHAIRMAN'S BADGE AND CHAIN	3376.19
S HARRIS CUP AND BOARD	1575.41
VILLAGE SIGNS	4527.13
CHRISTMAS LIGHTS	7792.17
GATES AND FENCES	11367.64
PLAY EQUIPMENT	194495.62
95 HIGH STREET TOILET BLOCK HIGH STREET	217764.32
TOILET BLOCK KINVER EDGE	108879.06
GARAGE AND STORE	48894.72
COMBER RIDGE	16665.40
STONE TROUGHS	1619.30
SPEED SIGNS	6036.00
CCTV CAMERA KSCA CAR PARK	2450.00



£750,870.77

It was Proposed by Councillor B Edwards and seconded by Councillor P Wooddisse to accept the Fixed Assets list detailed above. On a vote this was carried.

93/19. 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, B Edwards and Mrs M Rogers

2. Kinver Sports and Community Association (2 Members)

Councillor S Anderson and 1 vacancy

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

Councillors Mrs C Allen and Miss V Webb

4. Old Peoples Welfare (2 Members)

Councillors Mrs C Allen and P Wooddisse

5. Lady Dorothy Grey Foundation (1 Member)

Councillor Miss V Webb

6. Twinning Association (2 Members)

Councillor P Wooddisse and 1 vacancy

7. Walter Holdnall Trust

Councillor Mrs C Allen

8. Kinver United Charity (fixed term 2019/20)

1 vacancy  
Cllr D Light

9. Wolverhampton Airport Consultative Committee

Chairman of the Council

10. Anglo American Society

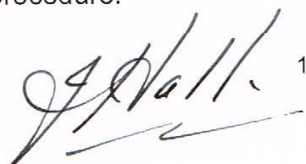
1 Vacancy

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

ICCM	£ 75.00
Society of Local Council Clerks	£145.00
Community Council of Staffordshire	£22.00
Staffordshire Parish Council's Association	£694.00

The above were agreed.

94/19. Reviewing the Council's complaints procedure.



Documents issued in new Councillor packs, it was Proposed by Councillor Mrs C Allen and seconded by Councillor P Wooddise to accept the above procedure. On a vote this was carried.

95/19. Reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018.

Documents issued in new Councillor packs, it was Proposed by Councillor Mrs C Allen and seconded by Councillor S Anderson to accept the above procedure. On a vote this was carried.

96/19. Reviewing the Safe guarding policy for Children and Adults

Documents issued in new Councillor packs, it was Proposed by Councillor S Anderson and seconded by Councillor T Talbot-Webb to accept the above procedure. On a vote this was carried.

97/19. Reviewing the Council's policy for dealing with the press/media

Documents issued in new Councillor packs, it was Proposed by Councillor D Light and seconded by Councillor Miss V Webb to accept the Complaints procedure. On a vote this was carried.

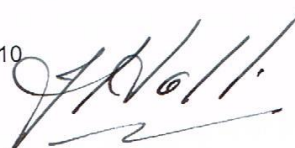
98/19. Setting the dates, times and place of ordinary meetings of the full Council for the year ahead (Schedule attached).

The meeting schedule as detailed below was accepted:-

2019/20	PARISH COUNCIL	LEISURE AND AMENITIES	FINANCE & GENERAL PURPOSES	PLANNING AND DEVELOP.
MAY 2019	15		22	29
JUNE 2019	5	12		26
JULY 2019	3		24**	31**
AUGUST 2019				28
SEPT 2019	4	18	11	25
OCT 2019	2			30
NOV 2019	6	13	20	27
DEC 2019	4			11
JAN 2020	8	15		29
FEB 2020	5		19	26
MARCH 2020	4 ##	18		25
APRIL 2020	1		22	29

**All meetings to be held on Wednesdays. Planning and Development Committee and Finance meetings marked with a \*\* to be given delegated authority to send off planning recommendations (Planning) and agree accounts payable (Finance) due to no meeting in August.**

**##March 4<sup>th</sup> 2020 is a joint Parish Council and Annual Parish Meeting**



It was Proposed by Councillor D Light and seconded by Councillor Mrs C Allen to accept the above schedule of meetings. On a vote this was carried.

100/19. Matters arising from Previous Minutes.

The Clerk circulated with the agenda papers the correspondence sent to the National Trust and responses from that correspondence.

It was proposed by Councilor P Wooddisse and seconded by Councilor D Light, that a meeting with the National Trust (to discuss this particular matter) should not be called by the Parish Council as they have no jurisdiction over the proposals. If members wish to make personal comments on the proposals then they should do so in their own right. On a vote this was carried with 8 for and 6 against.

NB The Parish Council cannot meet the National Trust Local at a closed meeting as all meetings must be held in the public unless there are specific grounds for a closed meeting, in this case there are no grounds for this to take place.

Removal of telephone from High Street phone box and replace with a defib, request from AED Charity. NB there is already a defib in the High Street on the clinic.

We have received an email from South Staffordshire District Council, they have been approached by the Charity AED who are looking to purchase the original red phone boxes in the area. They have requested to purchase the one in Kinver High Street.

Members requested that the Clerk write back to the District Council stating that we do not want to lose the telephone box from the area, this is the only working telephone. The phone box itself is a listed asset and should be retained in its current location in the Conservation Area.

101/19. County / District Councillors to address the Council on any matters relevant to the Parish

County Councillor Mrs V Wilson has asked if she hold County drop in sessions using the Parish Council offices. Members agreed to refuse this request as this is against Council Policy.

Councillor BR Edwards updated members on the results of the elections. He has been nominated to be re-elected as the Leader of the District Council and Councillor Mrs L Hingley has been nominated as Vice Chairman of the District Council.

The Planning has been reduced from 49 member to 21 at the District Council, Councillor Mrs L Hingley is the Kinver representative. Therefore Councillors H Williams and BR Edwards can take the Parish Council comments forward to the District without issue of Purdah.

102/19. Report of the outgoing Chairman

Councillor H Williams, thanked the members for their support whilst he has chaired the Parish Council.

103/19. Report from the Clerk.

Superintendents Report

**Kinver Parish Council**

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15/05/2019

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We have confirmed the Rules and Regulations with the District Council's Legal Department, and they have confirmed only 1 minor change for clarification and approved the additional wording, this will be brought to the next meeting of the full Council.

There have been:-

- 5 new burial Plots
- 1 x new ashes plot
- 1 x reopening of a burial plot
- 1 x new headstone and inscription

This was noted.

104/19. Reports from Members on Outside Bodies.

The Kinver Old Peoples Welfare Group have distributed 900 vouchers which means that £6159.55 was spent extra at the village businesses.

105/19. Accounts for Payment.

The accounts for payment as set out as appendix 1 to these minutes were accepted, proposed by Councillor D Light and seconded by Councillor Mrs C Allen, on a vote they were carried.

106/19. To agree how members of the Council wish to receive their correspondence, and calling papers and to agree setting up email addresses for members just for Parish Council communications

Members agreed the following:-

To receive all communications via email – Councillors S Anderson; Miss V Webb; Mrs C Allen; H Williams; BR Edwards; P Wooddisse; T Talbot-Webb; G Sisley, (printed packs will be prepared for collection from the Parish Office for members or they will be tabled at the meetings if not collected).

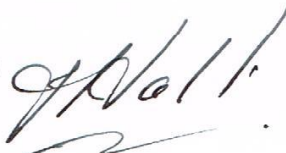
To receive meeting paperwork and general correspondence by post – Councillor I Sadler; JK Hall; H Rogers; D Hadlington

To receive email correspondence and posted agendas – Councillors Mrs M Rogers; D Light

It was agreed that all members will retain their own email addresses.

107/19. Items for future Meetings

- Costings for County works
- Proactive councillors
- Format for Public participation
- APM format
- Green Village
- To appoint new standard bearers
- Usage of village hall car park at St Peters
- Assets of Community Value





Filling of vacancy's on Committees (T Talbott-Webb – L & A, I Sadler – Finance; P Wooddisse – Planning, L & A and Finance; S Anderson – Planning and L&A)

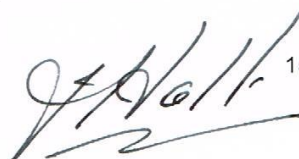
108/19. Dates of Next Meetings –

Finance and General Purposes Committee	22 <sup>nd</sup> May 2019
Planning and Development Committee	29 <sup>th</sup> May 2019
Parish Council	5 <sup>th</sup> June 2019
Leisure and Amenities Committee	12 <sup>th</sup> June 2019

Appendix 1 to the minutes of the meeting held on the 15<sup>th</sup> May 2019

**Accounts for payment 15th May 2019**

<u>Chq No</u>	<u>Ratification</u>		
	KSCA	Grant 31/3/19	500.00
		<b>Total</b>	<b>500.00</b>
<u>Chq No</u>	<u>Accounts for payment</u>		
101235	Petty Cash	April	43.63
101236	C Allen	Travelling expenses	38.47
	Kinver Methodist		
101237	Church	Annual car park rental	575.00
101238	Mayfield Medical Practice		67.50
	Kinver Edge Farm		
101239	Shop	Opening toilets for May	100.00
SO	Barclays Bank	Charges for Feb - March	21.00
SO	Barclays Bank	Charges for April	23.26
SO	BT	1/4 charge	390.97
SO	CIS	Ground sockets	696.00
SO	ESPO	Replacement bins for Play area	308.75
SO	ICCM	Annual Subs	95.00
SO	Inland Revenue	April	2551.22
SO	JRK	Supplies	70.35
SO	N Power	Clock shelter annual feed	1082.75
SO	OCL	Supplies	322.29
	Pure Shine		
SO	Windows	Windows Cleaned	40.00
SO	Rutell Accounting	Internal Audit	450.00
SO	Sage	Annual Support	696.00
SO	SCC	Pensions	2831.27
	South Staffs		
SO	Water	Water rates	24.43
	South Staffs		
SO	Water	Water rates	696.00
SO	SSDC	Charges for advisory services	576.00
SO	Swops	Fuel for March	98.63
SO	Viking Direct	Stationery	50.90



SO	Waters Plus	Sewage charges	31.44
	Wombourne		
SO	Funeral Services	Memorial Safety testing	948.00
			<b>12746.76</b>

**List of Monthly Direct Debits**

DD	SSDC	CR Rates April	48.49
DD	SSDC	CR Rates May	47.00
DD	Utility Warehouse	Garage electricity	43.28
		95 High Street Gas and electricity and	
DD	Utility Warehouse	mobile phone	230.28
DD	Utility Warehouse	Kinver Edge Toilets	8.93
DD	Utility Warehouse	High Street Toilets	54.70
DD	Screwfix	Supplies due for payment 30/4/2019	48.92
DD	Salaries	May	3977.61
		<b>Total</b>	<b>4459.21</b>
		<b>Total Expenditure</b>	<b>17705.97</b>

**Receipts**

	Burial Fees	1185.00
	Toilet income	60.00
	Precept	74354.50
	Barclays	Loyalty payment
	Police rent	4.20
		2000.00
	<b>Total Income</b>	<b>77603.70</b>

