

MINUTES OF A MEETING OF KINVER PARISH COUNCIL HELD ON WEDNESDAY 2ND SEPTEMBER 2020 AT THE KSCA, LEGION DRIVE, KINVER AND VIA ZOOM

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

83/20. Apologies for Absence

All members present.

84/20. Declarations of Councillors' Interest.

Cllr BR Edwards declared an interest in relation to item 89/20.

85/20. To receive for confirmation and adoption, the Minutes of the Parish Council meeting held in 8th July 2020 and 12th August (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.

86/20. 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.

Presentation from John Cutler 2nd September

Pedestrian bridge over River Stour - He gave members copies of the following items via email prior to the meeting:-

Meeting with David Patterson – Legal executive SSDC and Councillor Hingley 26/10/19
Achievements of FKOS Group – 2009-2019
Schematic photo of proposals
Application / photo of proposals
Application to throw a bridge across the stour
Design and access statement
Heritage statement

Brief Background

Fokos was formed at the request of SSDC about 12 years ago. There was a major initiative to make better use of open land owned by SSDC. A small committee of volunteers was formed- Friends of Kinver Open Spaces (FOKOS) In cooperation with SSDC a tremendous amount of work was done to improve the area.

However the major problem has been ACCESSIBILITY

SSDC continued to be required to maintain /improve their Open Spaces. Hence in Sept 2018 SAD, items 3 and 10 in their key strategies quote:

“We will improve opportunities for ACCESS to Open Spaces and seek to understand any access barriers” and

:

.”We need to INCREASE ACCESSIBILITY and participation of young and older people “

.Brockleys Riverside Walk in a commissioned survey scored BEST of all District Open spaces for AMENITY and WORST by a way for ACCESS

Current access is only reached on foot via highly dangerous Church Lane (especially for prams, children, invalid vehicles, and older people) leading to Dark Lane and thence car park at Oak Close. By Car it is signposted

It is rare to see more than the odd dog walker on the site even on summer's day. Canal towpath walkers and bikers asked why there is no pedestrian bridge to get access to this open space (with its 0.75 mile riverside walk large, low grass play area, picnic benches, longer grass nature areas, riverside benches, trees and bush areas This was particularly so during the recent Covid Crisis

THE CURRENT PROBLEM

FKOS have worked hard for 3 years developing a bridge suitable for access. This has involved much engineering design and civil engineering studies, liason with Canal River Trust, Environment Agency and bridge builders.

During 2019 finally the proposed scheme obtained planning permission after being recommended by KPC and approved by SSDC (virtually unanimously) 18/00973/ful on 20/6/19

Now FOKOS is a volunteer group and can raise the funds, but needs the bridge structure assets to be owned by a statutory body and the obvious bodies are either KPC or the major landowner SSDC. The Canal trust will agree to their land being used but are not interested in ownership.

On 24.10.19 a meeting took place involving myself, Cllr Lin Hingley and David Patterson legal executive of SSDC.

At this meeting it was made clear that no monies were required for both for Capital cost or maintenance from SSDC The group were just asking SSDC to take ownership of the asset. Also grant application to such bodies as ENOVERT would require FKOS to own the land onto which bridge would stand or be lease holder. So FOKOS would need to lease 10sq metres of land for 21 years. If this rental granting is essential because FKOS cannot grants from large funders like ENOVERT. Incidentally the local charity are very supportive of the scheme and have pledge 5K

DP raised other technical questions which were all answered. He saw no legal reasons to prevent SSDC to take ownership but said this would be a council not officers decision. He stated that a sub committee chaired by Cllr Bates should be able to make the decision based on the officers providing the detail brief. Cllr Edwards, Hingley and Wilson are on this committee

The matter was handed down to Ryan Taylor who briefed the sub committee and on 26 March sent e mail to me stating that Cllr Edwards asked if we had approached KPC to take ownership of the asset or at least part ownership (as per clock shelter). A partnership with Parish could help to demonstrate a local commitment to scheme.

Also there was some concerns re objection from Brockleys Walk residents.

Our responses to these points were that Parish Clerk had pointed out several times that this is different to clock tower. Namely SSDC own Brockleys not the Parish . Re Brockleys Walk residents objections. They have always objected to any project which would increase activity on "THEIR LAND" .Police of no problem to increased use which was one of the residents major concerns, Finally SSDC councillors recognised the considerable benefits to the whole community, There are detail sheets in FOKOS records of local support

In conclusion this is a project which will enable flat, safe walks from the village for all users and visitors and provide an incredible amenity for the village and its visitors. We ask that these final matters are resolved between SSDC and Kinver PC .We ask you to confirm full support of the project to SSDC and ask them to accept the asset onto their ownership and grant a 21 year lease on the 10 sq metre of land onto which the bridge will be built

He summarised how the project had got to the date that it has and asked members to help move the project forward to enable the bridge to be built.

Standing orders were reinstated.

87/20. Police to address the Council on relevant matters and any relevant matter relating to ASB in the village and outstanding police matters of concern.

The Police were not in attendance and no report was received for the meeting on statistics of crime.

88/20. To make representations in relation to the reforming of the Planning system from Central Govt.

The items below were referred to the next Planning and Development Meeting.

Reform of the Planning System: Consultations

The Ministry of Housing, Communities and Local Government has issued three consultations dealing with proposed reforms of the planning system, the details of which can be found at the links below. NALC is inviting contributions to its own enquiries as set out in the attached briefings corresponding to each consultation and would be grateful for responses from individual parish and town councils in accordance with the deadlines noted hereunder. Comments on the NALC briefings should be sent by email to policycomms@nalc.gov.uk

Changes to the current planning system (NALC deadline for responses 17th September)

Planning for the future - the planning white paper (NALC deadline for responses 15th October)

Transparency and competition: a call for evidence on data on land control (NALC deadline for responses 16th October)

89/20. To discuss a response to SSDC relating to the trust required if a bridge is built to Brockleys Walk Park by the FoKoS group.

An email has been received from Ryan Taylor from SSDC, he asks the Parish Council 2 questions in relation to the building of a bridge from the canal towpath across the river Stour to Brockleys Walk Park. They are detailed below:-

"I understand that there are a number of residents within Kinver who are opposed to the idea of a new bridge, and during the planning application process we received a petition around this. I appreciate that the parish commented on the proposals through planning, but I'd be keen to understand what the stance of the parish is here – particularly in light of it's members and the residents that you will have links to? I am concerned that without strong public support, the friends will struggle to attract funders to this project. Support from the parish may help here."

Members have already expressed a majority of support from the Parish by recommending approval for the planning application.

“The second point is around on-going maintenance. As you may know, the Canal and Rivers Trust have said that they will accept no liability for a new bridge but have suggested that any future maintenance could sit with a trust of some sort. I should note that there may be a legal cost associated with setting up such a trust and again, the Canal and Rivers Trust have said that they won't contribute towards this. Given this stance, South Staffordshire Council are unwilling to accept any liabilities or costs without strong member support. I did prepare a draft report regarding the possibilities of future maintenance which I discussed informally with our portfolio holder Cllr Bates and also Cllr Edwards (for their reference, I'll copy them both into this email). One of the points we discussed was whether the parish council would be able to get involved by possibly acting as a trust for the project? In a broad sense, this trust would hold a fund for future maintenance and the friends have mentioned that they would seek to fundraise to cover this for a period of time. As I mentioned there may be a legal cost associated with this but I'm not sure what this might be. “

It was proposed by Councillor D Light and seconded by Councillor Mrs C Allen that the Parish Council are not able to become trustees for this project as this commitment should be made by one of the landowners. On a vote this was carried with 9 for the motion, 3 against this motion and 2 abstentions.

90/20. Update on permissions required from Highways to undertake clearing of the footpath on the A458

Members received the email from Diane Firkins detailed below:-

“Following a site meeting it was discussed the overgrowth of the footpath and the constraints we have ourselves, now we no longer have our Neighbourhood Highway Team who used to carry out this type of work.

As mentioned at the meeting it is feasible to raise a task for clearance however with no dedicated crews available we are reliant on crews working on other highway defects such as potholes, lid jammed gullies, signage works becoming available from other priority work to enable them to work on this area and as such this could be a very long time due to the demands we already have on our systems.

We are actively encouraging Parish Councils and Community Groups to assist with such works where possible and therefore if the Parish decide to fund for this work using their own contractors this would very much speed up any works carried out at this location.

Any contractor used would need to have suitable Public Liability Insurance and be accredited by ourselves prior to any work taking place. Traffic Management measures would be required at this location also.

With regards to any spoil that needs moving we would not encourage crossing the road to do this and it was noted there is a ditch course on the opposite side also, therefore any spoil would be best sited under the hedgerow on the same side of the road.

I have made a request for a Land Registry search of the owner of the hedge along this section, once this information comes through I will write to the owner to request that they cut back their hedge hard to ensure the width of the footpath is back to its original position.”

County Councillor Mrs V Wilson has requested a quote for the works from Street Scene, and she will forward this quote as soon as possible. Members were reminded that in our Financial Regulations we should strive to obtain 3 written quotes for the work. Councillor G Sisley will obtain a written quote for the contractor he had approached initially to do this work, with an amendment to either remove the spoil from site or push it under the hedge that is in situ along the road. The Clerk will also try to get a further quote and this will be an agenda item for the next Finance Committee meeting.

91/20. To adopt a Councillor Co-option policy (copy attached)

The policy as circulated to all members with the agenda papers was proposed by Councillor D Light and seconded by Councillor Mrs C Allen, with the addition of allowing questions to be asked by the candidate and the Parish Councillors, allowing a maximum interview time of up to 20 mins. to be adopted. On a vote this was carried.

92/20. To receive an update on charging points in the Parish

Councillor Mrs E Lord presented the following updated report:-

On-street EV charging Scheme:

This Grant scheme is intended to provide for residents who don't have private off-street parking, and so can't install personal charging points.

The government grant provides 75% of cost up to £7500 per pair of points. Grant is administered by OLEV through the Energy Saving Trust (EST).

EST have provisionally approved Kinver PC draft application subject to explicit permission from the car park owner, SSDC.

Site

Installations must be near to housing that does not have off-street parking, and on council-owned sites. The High Street car park, adjacent to toilets, seems the best site as it has power to the toilet building, which we own. The site has been deemed suitable by both potential providers approached.

Permissions:

We now have agreement in principle from SSDC subject to sorting out admin issues.

Access

The points would be available to residents and non-residents, and the bays would be reserved for charging. There must be a pay as you go option. Details must be published on a national map e.g. <https://www.goultralow.com/ev-charging-point-map/>

Type

Points are limited to 7 kW. (A 7kW charger will recharge an EV in 3-5 hours).

Cost

We have approached 3 companies, all approved for the grant scheme. All include 3 years maintenance. Maintenance thereafter would be ca £250 p.a.

Bion Electrical (who are working with S. Staffs EV installations) - estimate awaited.

BP Chargemaster Limited: (Polar network) £4000 plus we provide signage etc.

Phoenix Renewables Ltd £7000 plus we provide signage etc.

Signage, and related work is estimated provisionally as £1500-£2500, and would be included in

the grant application.

These estimates will need to be refreshed, and finalised.

Ongoing costs and income:

KPC receive the income from charge points, subject to a small admin charge; and pay electricity bills.

The BP/ Polar scheme charges membership, and then 12p per kWh.

The Phoenix and Bion schemes allow us to set the price.

It was proposed by Councillor S Anderson and seconded by Councillor Mrs C Allen that this matter is referred to the Finance Committee to look at the part funding required for the project of a maximum of £2500, along with copies of the quotations for the installation and supply, so the grant can be applied for the balance of the project. On a vote this was carried.

It was noted that the KSCA have in the plans to include charging points on their carpark, and are happy to work with the Parish Council if required in the future.

93/20. To discuss undertaking a traffic survey in the area of Potters Cross to show traffic flows, and impact of future developments in that area

It was agreed that the Clerk contact Kelly Harris at SSDC to get information on surveyors to get quotes for undertaking this survey. This is to help the Parish Council use the data when future planning applications come in for this area, to have data that shows information on projected flows of traffic. This can also be fed directly into the Neighbourhood Plan. The costs for the survey to be brought to the next Finance Committee meeting.

The County Council will have looked at the traffic flow and the data would be analysed using a National Matrix, their comments will be on the planning portal against the White Hill Development.

94/20. To receive the minutes and any recommendations from the following Committee meetings:-

Planning and Development Committee 29th July and 24th August 2020

The minutes of the above meeting, having been circulated, were **Received**, the following Recommendation was made to the Parish Council that the Parish Council apply for the grant of £10,000 and start the process of the application. Refer to the Finance Committee any additional funding if required for the project based on the quotations received this to be clarified in detail at the Planning Committee on the

Councillor Mrs E Lord presented the following updated report:-

Proposal to start preparation of a Kinver Neighbourhood Plan

At the Kinver Parish Council Planning Committee meeting on 29 July 2020, it was agreed to Recommend to the Parish Council that the Parish Council commence the process of applying for the grant of up to £10,000 for preparation of a Neighbourhood Plan; and start the application to SSDC to register for preparation of the Kinver Neighbourhood Plan.

Reasons for preparing a Kinver Neighbourhood Plan

A Neighbourhood Plan sets out planning policies for our area. The Neighbourhood Plan has equal legal weight with the Local Plan. Because it is developed by consultation with the community, it should reflect local needs and wishes more closely than the SSDC can. It allows the community to define its aims and priorities, protect valued assets, and set out a planning strategy rather than

responding ad hoc as proposals arise.
See <https://neighbourhoodplanning.org/> for more information.

Impact of recent White Paper.

The government's [Planning for the Future White Paper](#) will change how Local Plans and Neighbourhood Plans work – but having a local strategy may provide greater stability while the planning system undergoes change.

Grants and support available

Any council preparing a Neighbourhood Plan is eligible for a grant for the **full cost, up to £10,000**. The grant may be applied for in portions over time as required.

Additional grants are available for more complex issues such as allocating sites for housing; including design codes in our plan; or for those wishing to bring forward affordable housing for sale. Decisions about such further work would be taken during development of the Plan.

Grants are also available for updating the Plan.

Technical support is available free of charge, funded by central government, for complex areas of work which may arise in preparation of a Neighbourhood Plan. (e.g. allocating sites for development, or including design codes). The Planning Authority (SSDC) has a statutory duty to provide advice and assistance to communities preparing a NP. It also pays for the referendum, and the independent examination. It receives funding to cover this.

Cost

We have received quotes from 2 consultants experienced in this area. Both quotes came in under £10,000. We have talked to several communities who have recently prepared Neighbourhood Plans, and they have all found it possible to work largely or entirely within the grants available. Some chose to set aside an additional contribution from within council budgets.

It is expected therefore that the grant will cover all or most of the cost of the Neighbourhood Plan.

Request to ring-fence contingency funds :

While it is expected that the Grants and other support will cover the majority of the cost of preparing a Neighbourhood Plan, it is possible that some expenditure may be required in advance of the grant arrival; and that we may encounter costs which were not foreseen on the grant application. It would be unfortunate if the process was delayed for several weeks awaiting meetings to approve minor expenditure. We would therefore propose that the Council ring-fence a sum of **£5000** against contingency costs of preparation of the Neighbourhood Plan, subject to confirmation that the funds are available.

It was proposed by Councillor Mrs C Allen and seconded by Councillor S Anderson that the grant for the Neighbourhood plan is applied for, for the maximum amount of £10,000. On a vote this was unanimously agreed.

It was proposed by Councillor S Anderson and seconded by Councillor Mrs C Allen that a sum of £5000 is ring fenced for the Neighbourhood plan, in case it is required in the future if the grant of £10,000 has been spent. These funds would be requested in advance of any expenditure being committed from this sum and the Finance Committee were asked to look to ensure that these funds are available and where they will reserved from. This was agreed with 8 votes 4, 2 abstentions and 4 against.

The minutes of the above meeting, having been circulated, were **Received**, the following Recommendations were made to the Parish Council that:-

the Parish Council allocate a maximum of £2000 for the regeneration of the Giants Well and reconnect the water supply, relocate the dog bin and a plaque to show what it is. After discussions took place, it was agreed that the Leisure and Amenities Committee draw up a specification for the works to the area of the Giants Well, this to be agreed at the next Council meeting, and tenders invited for the works. This will give an accurate cost for the work.

a 1 kg bag of wildflower seeds is purchased for planting on verges within the Parish by members and volunteers at a cost of £70. This matter was referred to the Finance Committee to allocate funding.

Finance Committee

22nd July 2020

The minutes of the above meeting, having been circulated, were **Received**, the following Recommendations were made to the Parish Council that :-

the accounts as set as Appendix 1 to these minutes be accepted.

the sum of £1000 is allocated from the grants budget head to clear the A458 footpath as identified and agreed at the March Parish Council meeting.

The above recommendations were agreed.

95/20. County / District Councillors to address the Council on any matters relevant to the Parish

Councillor Mrs V Wilson reported the following:-

During the current Covid Pandemic, the County Council have spent nearly £200,000 on supporting Community Groups, the vulnerable and the voluntary sector. Thousands of parcels for needy people have been distributed. Covid cases in South Staffordshire have been low, but there have been spikes in outbreaks in Burton and Tamworth. There is a survey on the County website asking for input from the public, and she asks members to complete it if possible.

She especially thanked the voluntary group Kobra, who supported Kinver and Enville, it was noted that members felt that there should be in place a plan for any possible future spikes in the virus to help local authorities to react faster. She asked members to email her with any detailed comments / ideas.

The Diamond bus service has been kept in place until the 27th September, and then the Green Bus will take over their timetable and the service has been increased back to a 1 hourly service. She has been working with the bus Company to work out suitable schedules to help get children back to school with the best timed busses.

Flooding at the Stewpony has been allocated some of her members funding to try to investigate why it floods, with the hope that the problem can start to be dealt with.

Post hole filling during the Pandemic was challenging, as raw materials were hard to get hold of and staff issues (abiding by the 2m rule) were difficult as staff could not travel in the same vehicle.

A new cabinet has been created at County, called Environment and this Committee will be looking into electric charging points also.

A complaint re speeding in the High Street has been received (and copied to Parish), she has looked into Community Speedwatch operating in the High Street, and they are not allowed too as its 20mph zone. She has requested that a traffic count showing speed and volumes of vehicles is undertaken by the County as soon as possible.

Councillor BR Edwards reported that~:-

All meetings at SSDC are being conducted by TEAMS software, and will be doing so indefinitely. The Council offices are in part being converted into a Community Hub, with 27 businesses / organisations using the space, this should be self funding.

All items relating to the District Council are circulated to all members through their weekly mailing.

96/20. To receive a report of the Chairman of his activities on behalf of the Council

This was deferred due to the absence of the Chairman.

97/20. To receive and note the report from the Clerk including Burial Ground Superintendents report.

The following matters were noted:-

Red phone box
Letter from Moss Grove surgery.
Speeding in the village
Parking Enforcement

Superintendents report

Reopening of burial plots	1
Reopening of cremation plots	2
New burial plots	3
New cremation plots	1
Headstone applications	4

Correspondence re footpath – this was deferred until the next meeting.

98/20. Reports from Members sitting on Outside Bodies for the Parish Council.

Councillors Mrs C Allen and P Wooddisse attended the Old Peoples Welfare meeting, they have agreed to issue vouchers again this year, hopefully up to the value of £8 per person and they are reviewing how to safely issue them to comply with current Covid regulations.

99/20. To receive the accounts for payment since the last meeting.

The accounts paid for this financial year to date as set out as appendix 1 to these minutes were accepted.

100/20. Items for future Meetings

To be with the Clerk by 28th September 2020
To discuss Flooding within the Parish Boundary
To discuss using the CA Newsheet again for updating the Community with Parish Council News
Corona virus review and update
Local contingency planning
Footpath Correspondence Comber Ridge

101/20. Dates of Next Meetings –

Finance and General Purposes Committee	16 th September 2020
Leisure and Amenities Committee	9 th September 2020
Planning and Development Committee	30 th September 2020
Full Parish Council meeting	7 th October 2020

DRAFT

Appendix 1 to the minutes of the Parish Council meeting held on the 2nd September 2020

Expenditure between 01/07/20 and 18/08/20

Paid date	Order	Gross	Details
01/07/2020	£1,348.32	Inland Revenue	July payment
15/07/2020	£2,113.95	Staffordshire County Council	July payment pensions
01/07/2020	£1,420.14	Inland Revenue	August payment
15/07/2020	£1,420.34	Inland Revenue	June payment
01/07/2020	£109.00	South Staffordshire Council	Rates for toilets
01/07/2020	£401.88	British Telecom	Phone bill
13/07/2020	£862.08	Glasdon UK Ltd	new bench donation paid
31/07/2020	£31.64	J R K Computer Supplies	Ink Cartridges
31/07/2020	£298.80	J R K Computer Supplies	COVID screens
31/08/2020	£5,523.29	Wages	August
01/07/2020	£2,068.07	Staffordshire County Council	PENSIONS June
31/07/2020	£10.16	Utility Warehouse	Toilet electricity
01/07/2020	£86.88	Medisupplies Ltd	Antibac spray for toilets
17/07/2020	£479.64	Midshires Business Systems	copier charges
07/07/2020	£11.66	O C L	Maintenance Supplies
13/07/2020	£147.31	O C L	Maintenance Supplies
13/07/2020	£155.51	O C L	Maintenance Supplies
13/07/2020	£11.58	O C L	Maintenance Supplies
27/07/2020	£78.71	P D F Filler	software charge
31/07/2020	£65.78	Water Plus	water rates
01/07/2020	£55.00	South Staffordshire Council	Rates for CR
31/07/2020	£109.00	South Staffordshire Council	Rates for toilets
06/07/2020	£184.00	Safe and Sound	Risk Assessments
01/07/2020	£2,113.95	Staffordshire County Council	Pensions for August
02/07/2020	£80.00	Swops Ltd	Fuel
24/07/2020	£80.00	Swops Ltd	Fuel
31/07/2020	£61.17	Utility Warehouse	Office charges
31/07/2020	£14.37	Utility Warehouse	Toilet electricity
31/07/2020	£52.21	Utility Warehouse	Garage electricity
07/07/2020	£61.68	Viking Direct	Supplies
20/07/2020	£128.69	Viking Direct	Supplies
20/07/2020	£30.44	Viking Direct	Supplies
20/07/2020	£14.35	Viking Direct	Supplies
24/07/2020	£15.43	Viking Direct	Supplies
22/07/2020	£61.76	Viking Direct	Supplies
13/07/2020	£67.72	Viking Direct	Supplies
31/07/2020	£16.04	Viking Direct	New Mouse
15/07/2020	£45.63	Water Plus	water rates
24/07/2020	£28.78	Zoom	software charge
	£19,864.96		
Income			
21/07/2020	£1,005.40	VAT	First quarter
21/07/2020	£535.00	H Porter and sons	Burial Fees
	£1,540.40		