

**MINUTES OF A MEETING OF KINVER PARISH COUNCIL HELD ON WEDNESDAY 3RD
JANUARY 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, JK Hall, BR Edwards, N Other, Mrs C Allen
and Mrs D Geoghegan and J Cutler. County Councillor V Wilson.

OPENING PRAYERS - Rev Nick Pedley led the Council in prayer.

1/18. APOLOGIES FOR ABSENCE

Councillors Miss V Webb, G Mander, P Wooddisse and J Irving-Bell sent their apologies for the meeting.

2/18. DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS

None were reported.

3/18. MINUTES OF THE PREVIOUS MEETINGS

The Minutes of the meeting held on 6TH December 2017, 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 following amendment:-

“178/17. REPORT OF THE CHAIRMAN

The Chairman has attended the Small business Saturday and late night opening events. With Councillors BR Edwards and Mr L Hingley they officially opened the new pitch at Stourbridge Rugby Club.”

The minute should read:-

“178/17. REPORT OF THE CHAIRMAN

The Chairman has attended the Small business Saturday and late night opening events. With Councillors BR Edwards and Mrs L Hingley attended the official opening of the new pitch at Stourbridge Rugby Club.”

4/18. MATTERS ARISING FROM PREVIOUS MINUTES

Item 177/17 of the 4th December meeting - Car Parking in Kinver

Cllr J Cutler has undertaken a simple study on car parking and his findings are 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.

In his view workers in the High Street should use the KSCA car park and walk in, this should be actively encouraged. It was noted that a lot of those cars may be residents of the High Street that park all day.

Members felt that parking is not just an issue in the High Street but there are problems all over the village, this problem will increase as more new houses are being built.

It was agreed to have this as an agenda item for the next meeting.

5/18. 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.

No members of the public were present.

6/18. POLICE TO ADDRESS THE COUNCIL

The latest Police statistics were circulated at the meeting, PCSO Paula Wilkes ran through the details.

It was noted that there has been some graffiti on the new panel of the Clock / Shelter that will be reported to the Police.

7/18. HIGH STREET WORKING PARTY UPDATE

A meeting was held on the 15th December at 9.30am.

Councillors H Williams, Mrs L Hingley, D Light, JK Hall, Mrs C Allen and D Hadlington are on this Working Party.

Notes are detailed below:-

Present: Councillors Mrs L Hingley, JK Hall, Mrs C Allen, D Light
Apologies: Councillors J Cutler and H Williams

Members discussed the priorities laid out in the last set of minutes as below:-

- To have red double lines instead of yellow which mean no parking at all – the members present felt that this would only be useful in more urban areas and where there is active traffic management.
- Some of the pinch points need to be reduced in length to create better access specifically the one outside of Eden Blue and No 18 High Street – this was felt it was still important to achieve, but felt that this should be included in a section

106 if the Burgesses is developed as the increased traffic in this vicinity would have a major impact on the existing road layout.

- The pinch point edges need to be rounded off not at 45 deg angle, to stop the issues of tyre and wheel damage –
- Remove pinch point by the travel centre to give more parking space
- Remove village markers either end of the village
- 20 mph symbols painted on the road

The above 4 items are still issues that need to be considered.

- Traffic warden to come and enforce parking on double yellow lines (to try to find out if the Parish Council can employ / support a traffic warden or if the Police can issue tickets).

Free car parking is a challenge still in the village. Members felt that the negotiations with the Constitutional Club should be re-visited to consider re-opening the car park for shoppers in the day time. It was agreed to ask the Parish Council to set up a meeting with 2 / 3 representatives of the Parish Council and some members of the Constitutional Club's Committee to ask them to reopen the car park again and to consider other possible solutions.

Meeting closed at 10.30am

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.

8/18. POLICE MEETING UPDATE

No date has been set yet.

9/18. YOUTH CAFÉ PROGRESS UPDATE

Councillor J Cutler reported the Working Party are on schedule for a launch date of the 16th January. The younger volunteers are going into the school to launch the facility. They have in place the tuck shop, sourcing equipment such as TV's, games consoles and a table tennis table. The DBS checks are well underway, as is the safe guarding training, and the volunteers are now working on a rota.

It is being publicised through Social Media, the group talked over putting a news article in the paper to launch the Youth Facility, but it was felt by the Council that this should

not be done at this stage as it may open the facility up to children from outside of the Kinver Parish area.

Perhaps if attendance is low after a month this could be an option.

This was noted.

10/18. TO ADOPT THE REVISED CODE OF CONDUCT AS PREPARED BY SSDC

The revised code of Conduct is attached as appendix 1 to these minutes. It was proposed by Councillor Mrs C Allen and seconded by Councillor N Other to adopt the revised code of conduct as prepared by South Staffordshire District Council.

11/18. TO DISCUSS PARKING ISSUES OUTSIDE OF THE SCHOOLS

Councillor D Hadlington had seen an article in the local paper where Dudley MBC have bought a car and equipped it with a camera, and this vehicle drives around schools etc. and records cars not parked correctly i.e. on yellow lines etc. From the recordings fines are issued.

The vehicle has recouped thousands of pounds in fines.

Mrs Fullwood has contacted Dudley MBC to ask for details on this scheme, and the Clerk has contacted South Staffordshire District Council to ask if this something that can be considered in Staffordshire. She had a call from Helen Marshall and she is looking into the matter with David Pattison.

12/18. OUTSTANDING MATTERS FROM THE DISTRICT COUNCILLORS AND COUNTY COUNCILLOR TO ADDRESS THE COUNCIL ON ANY MATTERS RELEVANT TO THE PARISH

County Councillor Mrs V Wilson raised the following issues:-

- If any members of the public notice that the grit bins are empty, can they please report them directly to the County using the app, and they will be refilled up ASAP. As following the cold snap a lot of grit has been used. The gritters covered 3500 miles of road during the recent cold weather and they were deployed on 12 hour shifts. The pavements are not gritted, but where the grit can reach around the parked cars then they are cleared with the road salt / grit.
- Due to the weather mentioned above the pot holes have increased and are being looked at.
- The route for Velo has yet to be confirmed as there are some issues with the route through Worcestershire.
- Barclays have agreed to locate an ATM in the White Harte public house, so a cash machine will be available from 7am in the Co-Op and till 11pm in the White Harte.
- The Bathams are looking at also offering a cash back service to their customers.
- Figures published show that unemployment in Staffordshire is at an all-time low of just 1%, the County are continuing to invest in their services, such as broadband, roads and children's services.
- The County are promoting self-help, trying to encourage healthy eating as obesity is having a huge impact on health and wellbeing budgets.

Councillor BR Edwards reported that:-

- The District Council were not successful in getting the Business Rate pilot scheme, there were 10 schemes issued and the nearest to us is Derby.
- The Government have increased the cap on Council Tax from 2% to 3%.
- The pay award from April 2018 for 2 years is likely to be 2%.
- The Connect Service in a years' time will not be part funded from the County, so the District Council are looking at other funding, such as the new Lottery scheme.

13/18. REPORT OF THE CHAIRMAN

The Chairman reported that the Standard for Kinver Parish Council was now complete and displayed permanently in the Council Chamber, he is organising a Civic Service to dedicate the standard using his members allowance from the District Council.

14/18. CLERK'S REPORT

The Clerk reported on the following matters –

1. Let's Work Together

Workshop meeting to be held on the 19th January 2018 at 9am

2. Crime stats for November and December

3. Council tax base, £3207.54, £45.11 per Band D property per annum.

4. Changes to South Staffordshire Voluntary and Community Sector funding arrangements

5. Superintendents report

1 x second interment of ashes

1 x new burial plot for ashes

4 x headstone applications

These were noted.

15/18. COMMITTEE REPORTS

Planning & Development Committee Meeting of the 13th December 2017

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

16/18. ACCOUNTS FOR PAYMENT

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

17/18. REPORTS FROM MEMBERS ON OUTSIDE BODIES

With regard to the Old Peoples Welfare Vouchers, 915 were issued and 10 gifts given for Christmas 2017.

18/18. ITEMS FOR FUTURE MEETINGS

If there are any additional items for the next agenda these need to be with the Clerk by 29th January 2018.

Car parking in Kinver.

19/18. DATES OF THE NEXT MEETINGS

Leisure and Amenities Committee
Planning and Development Committee
Parish Council
Finance and General Purposes Committee

17th January 2018
31st January 2018
7th February 2018
21st February 2018

All meetings to start at 7.00 p.m.

Appendix 1 to the minutes of the Parish Council meeting held on the 3rd January 2018

REVISED SOUTH STAFFORDSHIRE DISTRICT COUNCIL CODE OF CONDUCT – JANUARY 2018 VERSION

Introduction

This Code of Conduct ("the Code") was adopted by Kinver Parish Council ("the Council") as required by Section 27 of the Localism Act, 2011 ("the Act") at a meeting of the Council held on 3rd January 2018.

The Council has a statutory duty under the Act to promote and maintain high standards of conduct by members and co-opted members of the Council ("the members").

This means that the Council expects Members to follow this Code when they are conducting the work of the Council, representing the Council on any external organisation, and otherwise acting in their official capacity.

The Code of Conduct does not apply to what Members do in their private and personal lives¹.

Part One - Standards of Conduct As a member of the Council you must have regard to, and act in accordance with, the following principles of standards of conduct²:

1. Selflessness You should serve only in the public interest, and should never improperly confer an advantage or disadvantage on any person, organisation or group, or any other third party³.
2. Honesty and Integrity You should not place yourself in situations where your honesty and integrity may be questioned, you should not behave improperly and should avoid the appearance of such behaviour.
3. Objectivity You must make decisions based on the information before you, having had regard to any professional advice provided to you and in accordance with your view of the public interest. You should make decisions on merit, this includes when making appointments, awarding contracts, or recommending individuals for awards or other recognition.
4. Accountability

¹ When engaging in political activities such as canvassing for re-election Members are not acting in their official capacity, and for the purposes of this Code of Conduct, such political activities are considered part of a Member's private and personal life. ² And in accordance with any supplementary guidance or protocols agreed by the authority from time to time – in particular the Planning Protocol and the Social Media Protocol ³ This does not mean that Members are under any obligation to support or become involved in all requests for assistance from their constituents.

You are accountable to the public for your decisions and actions and the manner in which you carry out your duties. You must co-operate fully and honestly with any scrutiny appropriate to your office. You should not undertake any action which would bring the Council, your position, or the position of Members generally, into disrepute.

5. Openness You must be as open as possible about your actions and those of the authority, and should be prepared to give reasons for those actions.

6. Leadership You must promote and maintain high standards of conduct by supporting these principles by leadership and by example, and should act in a way that secures or preserves the confidence of others. You must have due regard to the impartiality and integrity of the authority's statutory officers and its other employees⁴.

Part Two – General Obligations

7. — Behaviour

(1) You must treat others with respect.

(2) You must not—

(a) do anything which may cause your authority to breach any of the equality enactments (as defined in section 33 of the Equality Act 2006);

(b) bully any person;

(c) intimidate or attempt to intimidate any person who is or is likely to be—

(i) a complainant, (ii) a witness, or (iii) involved in the administration of any investigation or proceedings, in relation to an allegation that a member (including yourself) has failed to comply with his or her authority's code of conduct; or

(d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, your authority.

8. Confidentiality - You must not—

(a) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where—

4 Members may express themselves robustly in representing their or their constituents' views, although where a Member engages in a sustained or systematic challenge of an employee which is unfounded or in any other way unreasonable, such conduct would fall within the scope of this code.

(i) you have the consent of a person authorised to give it; (ii) you are required by law to do so; the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or

(iii) the disclosure is—

(aa) reasonable and in the public interest; and

(bb) made in good faith and in compliance with the reasonable requirements of the authority;

9. Disrepute - You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or your local authority into disrepute.

10. Acting improperly –

You—

(a) must not use or attempt to use your position as a member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage; and

(b) must, when using or authorising the use by others of the resources of your authority—

(i) act in accordance with your authority's reasonable requirements; (ii) ensure that such resources are not used improperly for political purposes (including party political purposes); and

(c) must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

11. — Advice

(1) When reaching decisions on any matter you must have regard to any relevant advice provided to you by—

(a) your authority's chief finance officer; or

(b) your authority's monitoring officer,

where that officer is acting pursuant to his or her statutory duties.

(2) You must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by your authority.

Part Three – Registration and Disclosure of Interest Registration of Interests

12. Within 28 days of this Code being adopted by the Council or within 28 days of your election or co-option (whichever is the later), you must notify the Monitoring Officer of any 'disclosable pecuniary interests' which you have at that time⁵.

13. Where you are re-elected or re-appointed, notification is only required of any new disclosable pecuniary interests within 28 days of your election or co-option.

14. You must keep your Register of Interests entry up to date by notifying the Monitoring Officer of any changes to your disclosable pecuniary interests within 28 days of the change occurring, or of you becoming aware of the change.

15. A pecuniary interest is a "disclosable pecuniary interest" as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations, 2012.

16. You are also required to notify the Monitoring Officer of any gifts or hospitality⁶ with an estimated value of at least £507. You must inform the Monitoring Officer of any such gifts or hospitality within 28 days of receiving them so that the details can be entered into the Register of Members Gifts and Hospitality.

Sensitive interests 17. If the nature of an interest is such that you and the Monitoring Officer consider that disclosure of the details of the interest could lead to you, or a person connected with you, being

subject to violence or intimidation, the interest must not be included in any published version of the Register of Interests, or be entered into any copy of the register that is made available for public inspection⁸.

Disclosure of disclosable pecuniary interests at meetings 18. The following provisions apply if you are present at a meeting of the authority or of any committee, sub-committee, joint committee or joint subcommittee of the authority, and you are aware that you have a disclosable

5 The Monitoring Officer must enter these interests into the Register of Interests, which will be made available for public inspection and published on the Council's website. 6 Which you receive in your role as a South Staffordshire Councillor 7 This does not include civic gifts or hospitality received by the Chairman of the Council whilst acting in this capacity. Civic gifts are to be recorded in a separate register maintained by the Chairman's Secretary. 8 Instead the Register of Interests may state that the Member has an interest the detail of which are withheld under section 32(2) of the Localism Act 2011

pecuniary interest in a matter to be considered, or being considered, at the meeting.

19. If the interest is not entered in the authority's Register of Interests, you must disclose the interest to the meeting (unless the interest is a sensitive interest⁹).

20. If the interest is not entered in the authority's Register of Interests and is not the subject of a pending notification, you must notify the Monitoring Officer of the interest before the end of 28 days beginning with the date of the disclosure.

21. Where the interest does appear in the Register of Interests, you must bring the interest to the attention of the meeting (unless the interest is a sensitive interest).

22. You may not:

(a) participate, or participate further, in any discussion of the matter at the meeting,

(b) participate in any vote, or further vote, taken on the matter at the meeting (unless the Member has requested and been granted a relevant dispensation by the Standards Committee), or

(c) remain in the room during the discussion or vote on the matter.

23. Where you have a disclosable pecuniary interest in a matter to be considered at a meeting, you may attend the meeting but only for the purposes of making representations, answering questions or giving evidence relating to the matter, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise. Once you have finished, or the meeting decides you have finished, you must leave the room and may not remain in the room during the discussion or vote on the matter.

Disclosure of other interests at meetings 24. Where you are present at a meeting of the authority, or any committee, subcommittee, joint committee or joint sub-committee of the authority, and identify any other significant interests which you feel should be declared in the public interest, such interests may be declared to the meeting; this includes any interest which relates to or is likely to affect:

(i) any body of which the member is in a position of general control or management and to which he/she is appointed or nominated by the Council;

(ii) any body-

9 If the Member is required to disclose such an interest in a meeting, the Member need not disclose the interest, but merely the fact that the Member has a disclosable pecuniary interest in the matter concerned.

(a) exercising functions of a public nature;

(b) directed to charitable purposes; or

(c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which the member of the Council is a member or in a position of general control or management.

25. In such circumstances you must consider whether your continued participation in the matter relating to your interest would be reasonable in the circumstances, particularly if the interest may give rise to a perception of a conflict of interests in the matter under discussion.

Allegations of a Failure to Comply with Code of Conduct 26. All complaints alleging a failure to comply with this Code will be considered in accordance with a procedure agreed by the Council

Appendix 2 to the minutes of the Parish Council meeting held on the 3rd January 2018

Accounts for payment 3rd January 2018

Chq

<u>No</u>	<u>Ratification</u>		
SO	Newton and Newton	New standard flag (funded by grant)	795.60
SO	Pureshine Windows	Windows cleaned	20.00
SO	Ben Turley	50% payment for bus shelter	820.00
101043	Swops	Fuel	86.02
		Total	1721.62

Chq

<u>No</u>	<u>Accounts for payment</u>		
101047	ESPO		154.95
101048	J R K Computer supplies	Stationary	113.31
101049	Kinver Edge Farm Shop	Opening toilets January	80.00
101050	OCL	Supplies	19.73
101051	SCC	Pensions	1632.20
101052	SCC	Van lease	
101053	SWOPS	Fuel account	
101054	Viking Direct	Stationary	169.93
			2170.12

List of Monthly Direct Debits

DD	SSDC	Rates Comber Ridge	38.00
DD	Inland Revenue	December	1138.91
DD	Utility Warehouse	Garage electricity	10.24
DD	Utility Warehouse	95 High Street Gas and electricity	256.56
DD	Utility Warehouse	Kinver Edge Toilets	
DD	Utility Warehouse	High Street Toilets	
DD	Salaries		4929.31
DD	Screwfix	New flooring and supplies	354.50
DD	Postage		
	Midshires	Copier rent and printing	316.02
		Total	6727.52
		Total Expenditure	10619.26

Receipts

Burial Fees	470.00
Toilet Income	0.00
Courts	230.00
Total Income	700.00