

**MINUTES OF A MEETING OF KINVER PARISH COUNCIL HELD ON WEDNESDAY 6<sup>TH</sup> SEPTEMBER 2017 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, N Other, JK Hall, Miss V Webb\*, Mrs D Geoghegan, Mrs C Allen, P Wooddisse, BR Edwards, G Mander.

OPENING PRAYERS - Andrew Stilton led the Council in prayer.

102/17. APOLOGIES FOR ABSENCE

Councillors J Irving-Bell and J Cutler sent their apologies to the meeting due to other commitments.

103/17. DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS

None were reported.

104/17. MINUTES OF THE PREVIOUS MEETINGS

The Minutes of the meeting held on 5<sup>th</sup> July 2017, having been circulated in advance of the current meeting, were approved and signed as a true record of the proceedings at that meeting.

105/17. MATTERS ARISING FROM PREVIOUS MINUTES

105.1.1 Update from Samantha Allcott (SSHA) re possible work club in Kinver

“Thank you for the invite to the Kinver Parish Council last week.

I’ve had a chat to Jenny Kirby, she is SSHA’s BBO advocate and she also chairs the Work Clubs. We discussed the possibility of having a Work Club in Kinver. She said they did pilot one a while ago but take up was poor so it was stopped. Jenny says they are picking up some referrals for the BBO in Kinver and they were looking to transport them to the Work Club in Wombourne. As demand increases they can then look to develop the Work Club into Kinver.

Kind regards,  
Sam. “

105.2 Update on High Street CCTV

Email from Helen Marshall

“I wanted to formally notify you that South Staffordshire Council have installed a mobile CCTV camera on High Street close to the junction with Church Hill and Mill Lane Kinver.

Signage was already installed in regard to the old fixed CCTV, these signs will remain. The old system has now been switched off.

I am the point of contact if any data needs to be reviewed.  
Please don’t hesitate to contact me should you have any questions.

Regards  
Helen”

Councillor Mrs C Allen has raised a couple of questions for clarification which the Clerk has forwarded to Helen Marshall. Councillor BR Edwards reported that the location of the cameras has to be on a street lighting column as power is required for the camera. The Clerk will forward any response received from Helen Marshall to all Members.

105.3 Safer Community Partnership

Councillor D Hadlington asked the Parish Council’s permission to apply for safer road signage for the Parish for Vulnerable Road Users. He will complete the paperwork with the assistance of Mrs Fullwood. This was agreed.

106/17. 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.

Firstly the presentations were made for the Best Kept Village Competition:-

Private Dwellings

1<sup>st</sup> 90 High Street – Sponsored by Community Action presented by Mrs M Rogers

(Mrs Parkes could not attend however, she had asked that the prize is used for the Minibus and Marita Fullwood accepted the certificate and paper weight on her behalf).

2<sup>nd</sup> Riverbank

3<sup>rd</sup> 93 High Street

Businesses

1<sup>st</sup> Basil’s

2<sup>nd</sup> The Cross

3<sup>rd</sup> JFM Hairdressers

It was noted that Kinver had come second in the Competition overall.

Mr Clive Corbett of Kinver Rotary Club addressed the Council. He is asking permission for the erection of a sign stating Kinver – Home of Kinver Rotary – location to be agreed. This is an agenda item for later in the meeting.

Sergeant Jill Murphy addressed the Council, members thanked her for the PCSO’s preparing the statistics for them. However there were a couple of incidents that were missed off. She informed members of the cannabis plants that had been found in the Co-Op flat. These were being cleared and sorted.

This was not on the figures presented.

She told members about the Vulnerable people scheme, which is operating in Kinver and that if friends or relatives want to let the police know that they hold a key for a neighbour etc, then if there is ever an issue and access is required to the property of the vulnerable person they can get in without damage to the property.

Standing orders were reinstated as no members of the general public were present.

107/17.

### HIGH STREET LAYOUT AND TO DISCUSS MEMBERSHIP OF THE HIGH STREET WORKING PARTY

Councillors Mrs L Hingley, H Williams, Mrs C Allen, JM Cutler, D Hadlington, D Light and JK Hall had put their names forward for this group. The meeting took place on the 17<sup>th</sup> July notes are below:-

#### **Brief notes from Working Party meeting held on the 17<sup>th</sup> July 2017 at 9am.**

Present: Councillors Mrs L Hingley, D Light, J Cutler and Mrs C Allen

Apologies Councillors JK Hall and H Williams

The notes and maps as attached as appendix 1 to these minutes and a map attached as appendix 2 to these minutes from Cllr JK Hall were circulated to all members of the Council.

Members firstly listed the issues as they see them with the present High Street Layout.

- To have red double lines instead of yellow which mean no parking at all
- The pinch point edges need to be rounded off not at 45 deg angle, to stop the issues of tyre and wheel damage.
- 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
- Remove pinch point by the travel centre to give more parking space
- 20 mph symbols painted on the road
- Traffic warden to come and enforce parking on double yellow lines

Members then discussed the points raised as appendix 1 to these minutes.

They agreed that in the first instance, that bad driving needs to be addressed, the traffic wardens need to hit the village and tackle the parking in bus stops and on the yellow lines as this seriously impacts the traffic flow. Also to look at the possibility of having Cameras in the High Street that can log cars parked illegally and then issue automatic tickets. The 3 District Councillors were asked to take this up directly with the District in the first instance.

When this has been looked at then the above issues can be looked at and prioritised.

Meeting closed at 9.45am.

The meeting was called to discuss issues relating to access and problems at the far end of the village towards Dunsley. This is what the meeting addressed.

Concern was raised that there are no allocated funds for changes to the High Street within the County Council, and this should be looked at also.

Members agreed that the working party will be expanded to include 2 traders, 2 residents of the High Street and a further resident from elsewhere in the village. The Clerk to write out to local business and traders to see who would like to put their names forward to serve on the Working Party. It was noted that Cllr Victoria Wilson should be included in these discussions. The Councillors nominated to service on the Working Party are Cllrs Mrs L Hingley, D Hadlington, Mrs D Geoghegan and JK Hall.

108/17. POLICE MEETING

No date has been set yet for the meeting.

109/17. CLOSURE OF BARCLAYS BANK AND POST OFFICE

Meeting notes attached as appendix 1 to these minutes. The Clerk has queried the closure of the Cash Machine as following the meeting it was agreed the Bank representatives would try to keep the cash machine open for a further 6 months whilst a new location is found as the machine states is it to close in October.

110/17. POST OFFICE CLOCK REPAIR

Councillor P Wooddisse has agreed to contact a local clock repairer to see if they can look at what is required to fix the clock and will report back. It was noted that there is a clock repairer in Hagley and also a local jewellers that can repair clocks too.

111/17. PIA STATEMENT FOR CCTV SYSTEM ADOPTION OF POLICY WITH NEW DATA PROTECTION REGULATIONS

The documents as attached as appendix 1 to these minutes were adopted.

112/17. COMPLETION OF EXTERNAL AUDIT

The audit has been signed off without any comments.

113/17. REQUEST FROM ROTARY TO ERECT SIGNS STATING

Members agreed that it would not be appropriate to allow Rotary to erect a sign, as if they allowed the erection of a sign for 1 then they would have to allow other organisations to erect similar signs. On a vote this was carried, with Cllr Mrs L Hingley recording her name against the decision.

114/17. OUTSTANDING MATTERS FROM THE DISTRICT COUNCILLORS AND COUNTY COUNCILLOR TO ADDRESS THE COUNCIL ON ANY MATTERS RELEVANT TO THE PARISH

Cllr BR Edwards reported that Highways England have reached a better proposition on location for the M54 to M6 link.

115/17. REPORT OF THE CHAIRMAN

The Chairman referred to the comments of concern he has received in relation to the Velo cycle race.

Members raised their concerns over the village being closed, and also referred to an email sent through to the Clerk re how emergency services can get to the village. The

email was factually incorrect as it is not under the jurisdiction of Parish or District Councils it is between the County Council and Velo.

It was resolved to respond to the email correcting the facts and advising the sender that the Parish Council will have this as an agenda item for the next meeting after the ride has happened to make comments in preparations that it may happen again.

## 116/17. CLERK'S REPORT

The Clerk reported on the following matters –

### 116.1 Location of a skip at Comber Ridge

Bob Taylor of South Staffs District Council has asked if we would allow a skip to be located at Comber Ridge permanently for use by ourselves and the litter operatives. It would be emptied weekly.

Preferred location is in blue.



The members agreed to have the skip can be located on the right hand side of the bottom gate with the following conditions:-

- This is for a 12 month trial period, if the skip becomes problematic to the Council or the Burial Ground receives complaints then the skip will have to be removed immediately.
- The skip is to be suitably screened by the District Council and have a covered top to stop animals taking the waste and also to stop fly tipping.
- The skip must be emptied on a regular basis to stop smells etc as it is a burial ground.

### 116.2 Velo

The following email has been received...

“Dear Kinver PC

Having seen a copy of the letter Bobbington PC have submitted regarding the road closures on 24th September for the Birmingham Velo, I would like to know what my Parish councillors have done/ are doing regarding objective consideration of the impact of this event and road closures to its residents.

What are the PC doing to ensure residents can leave the village to attend work (NHS staff & Carers) and return from work (for night shift workers / carers)? What discussions have been held with the NHS should on-call GP services be required? Or residents need to transport a relative to or from Russell’s Hall Hospital? Who is responsible for notifying West Midland ambulance services and paying for the extra ambulances that may be required, that morning, as the only way to access NHS services will be by ringing 999? Where are the defibrillators going to be temporarily moved to as their present positions renders them unobtainable, in a timely manner, without a blue lighted vehicle, which all carry their own defibs.

I would like to see the health and safety reports that have been written with regard to the village residents for the times of road closures and the correspondence that has passed with the required NHS services.

Regards

Vanessa Moore”

This was dealt with under the chairman’s report.

#### 116.3 Kinver Edge Local Committee

Request for a grant of £1000 for the footpath improvements by the Hill Fort and Rock Houses.

This was referred to Finance.

116.4 Request for instatement of bus stop at Iverley – the Clerk has written to the bus company to ask for the bus stop sign to be reinstated.

116.5 Complaint received over the grass cutting at Comber Ridge as we have never had in the contract to clear the cuttings of the graves. The Clerk has spoken to the contractor and he has agreed to blow the grass cuttings off the graves at no extra cost.

116.6 Co-opted member D Tibbetts has resigned from the Leisure and Amenities Committee

#### 116.7 PUBLICATIONS FOR INSPECTION AND NOTE

ICCM journal  
FOI request from Mr G Bache

#### 116.8 SUPERINTENDENTS REPORT

July and August 2017

- We have had 2 new burial plots, 1 reopening of graves.
- The headstone that was installed incorrectly has been sorted by the Mason.
- 4 headstone applications

117/17. COMMITTEE REPORTS

117.1 Planning & Development Committee Meeting of the 26<sup>TH</sup> July and 30<sup>th</sup> August 2017

The minutes of the above meetings, having been circulated, were **Received**, the following Recommendations in item 6 of those minutes were made to the Parish Council.

This was agreed.

117.2 Leisure and Amenities Committee Meeting of the 12<sup>th</sup> July 2017

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

- a Youth Café is set up to run on a Tuesday evening at the KSCA between 7-9pm for a trial 6 month period. The facility will be run by volunteers with the initial entry cost will to the youths of £1, and the cost to the council would be £400.

NB The Committee are checking if DBS checks are required, 3 of the volunteers hold these already and this will be updated at the Finance meeting.

- 2500 daffodil bulbs are purchased at a cost of £145 and planted by volunteers.

The above were referred to the next Finance meeting.

117.3 Finance and General Purposes Committee Meeting of the 19<sup>th</sup> July 2017

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

- the accounts as set as App 1 to these minutes be accepted.
- To purchase 200 Vinyl cling stickers for cyclist safety at a cost of £200.

The above recommendations were agreed.

118/17. ACCOUNTS FOR PAYMENT

The accounts as set out as appendix 2 to these minutes were accepted.

119/17. REPORTS FROM MEMBERS ON OUTSIDE BODIES

None were reported.

120/17. ITEMS FOR FUTURE MEETINGS

If there are any additional items for the next agenda these need to be with the Clerk by Monday 25<sup>th</sup> September 2017.

Prayers before meetings

Discuss having a police item on the agenda each meeting

Velo after the event

121/17. DATES OF THE NEXT MEETINGS

Personnel Committee	7 <sup>th</sup> September 2017
Leisure and Amenities Committee	13 <sup>th</sup> September 2017
Finance and General Purposes Committee	27 <sup>th</sup> September 2017
Planning and Development Committee	20 <sup>th</sup> September 2017
Parish Council	4 <sup>th</sup> October 2017

All meetings to start at 7.00 p.m.

122/17 EXCLUSION OF THE PRESS AND THE PUBLIC

The press and public were excused from the meeting as the business to be transacted was of a confidential sensitive nature.

123/17. COMBER RIDGE INTERMENT

It was agreed that in light of extraordinary circumstances plot d27 is allowed to be used for a new interment as adequate space does permit in this area.



## Appendix 1 to the minutes of the Parish Council meeting held on the 6<sup>th</sup> September 2017

Meeting notes from Wednesday 23<sup>rd</sup> August at 10am.

Present : Cllrs H Williams, Mrs L Hingley, Miss V Webb, JK Hall, Mrs D Geoghegan, BR Edwards, Mrs C Allen, Parish Clerk J Cree and 2 representatives Paula Knowley and Lucy Floyd.

The bank is set to close at the end of October. They have identified 133 customers that are vulnerable, disabled or in need of extra support and are contacting them on a one to one basis to help with the transition of the closure.

The transactions per annum for Barclays in Kinver are 28,000 which equates to 400 per week. Approximately 25% of the residents of Kinver are bank customers.

Since 2014 there was a noticeable down turn in counter transactions, however over the past 2 years Kinver's have remained the same.

The reason for the closures are that banks with only 2 members of staff are more susceptible to be robbed, and the transaction levels processed are very low.

Barclays are aware of the Post Office closing but they had already decided to close the branch before this was announced. The Co-Op are trying to purchase the rights to open a Post Office Counter and Barclays have contacted them to discuss this and they think the bank closing will help their chances of getting this service.

The main issue is the loss of the ATM. Barclays have already given notice on the lease of the building, so there is no way that they can suspend the closure, but the members of staff from Barclays will double check this.

As the building is not owned the ATM will be lost at the end of the lease from its current location. The Councillors present all agreed this would be detrimental to the village not to have access to an ATM 24/7 and this is a priority to keep this service in the village. They also suggested if a paying in machine could be installed, the representatives from the bank, said unfortunately there is not on the market a waterproof machine that can be located next to an external ATM, but they are in discussions with the manufacturer to see if this can be rectified.

Members discussed if another location could not be found, then the Parish Office could house such a facility. The banks advisor is coming into branch each week to help customers and it was suggested he could run an outreach for a set period of time from the Parish Office to support the customers, they can access the office Wi-Fi, bring their own tablet or computer and have support that way.

Also it was discussed whether the local community busses could run a service to the nearest branch.

**Appendix 2 to the minutes of the Parish Council meeting held on the 6<sup>th</sup> September 2017**

**Accounts for payment 6th September 2017**

<b><u>Chq No</u></b>	<b><u>Ratification</u></b>		
100983	Petty Cash	July	73.14
100984	Ivy Designs	New Kinver sign	645.00
100985	Npower	Christmas Lights	11.87
100986	Petty Cash	August	53.98
100987	Safe and Sound	Scaffold tower risk assesment	46.00
		Repairs to electrics at the toilets on Kinver	
100988	R H Electrical	Edge	804.08
100989	Petty Cash	September	54.67
		<b>Total</b>	<b>11.87</b>

<b><u>Chq No</u></b>	<b><u>Accounts for payment</u></b>		
100990	ESPO		66.40
	J R K Computer		
100991	supplies		113.42
	Kinver Edge Farm		
100992	Shop	Opening toilets September	90.00
100993	OCL	Supplies	165.25
100994	P & S Contracts	Grass Cutting	1653.50
100995	Particular Design	Printing of ROW Map	204.60
100996	Smiths of Derby	5 year contract for the clock	657.60
100997	SCC	Pensions	1596.68
100998	SCC	Van lease x 2 months	687.49
100999	SWOPS	Fuel account	94.68

**5055.12**

**List of Monthly Direct Debits**

DD	SSDC	Rates Comber Ridge	38.00
DD	Inland Revenue		1084.35
DD	Utility Warehouse	Garage electricity	9.11
DD	Utility Warehouse	95 High Street Gas and electricity	79.81
DD	Utility Warehouse	Kinver Edge Toilets	9.53
DD	Utility Warehouse	High Street Toilets	45.12
DD	Utility Warehouse	Mobile phone	29.70
DD	Salaries		4644.01
		<b>Total</b>	<b>5939.63</b>
		<b>Total Expenditure</b>	<b>11006.62</b>

**Receipts**

	Burial Fees		545.00
	Toilet Income		10.00
	Staffs Courts	Compensation	0.00
		<b>Total Income</b>	<b>555.00</b>