

MINUTES OF A MEETING OF KINVER PARISH COUNCIL HELD ON WEDNESDAY 6th NOVEMBER 2019 AT THE COUNCIL OFFICES AT 95 HIGH STREET, KINVER

PRESENT: Councillors JK Hall (Chairman), Miss V Webb (Vice-Chairman), S Anderson, H Williams, BR Edwards*, Mrs C Allen, D Hadlington, T Talbot-Webb, G Sisley, H Rogers and County Councillor Mrs V Wilson

Arrived at * 205/19

Geoff Beard from Kinver Methodist Church led the Council in prayer.

193/19. Apologies for Absence.

Councillors P Wooddisse, E Simons, IG Sadler, D Light were not in attendance due to other commitments.

194/19. Declarations of Councillors' Interest.

There were no declarations of interest.

195/19. To receive for confirmation and adoption, the Minutes of the Parish Council meeting held on 2nd October 2019.

The Minutes of the meeting held on 2nd October 2019, having been circulated in advance of the current meeting, were approved and signed as a true record of the proceedings at that meeting.

196/19. Public Participation – Standing Orders will be suspended for a maximum of 15 minutes to allow members of the public to address the Council (including BKV Frontages presentations).

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.

There were no members of the public present.

197/19. Matters arising from Previous Minutes.

Response from the County Council in relation to the busses from the Freedom of Information Request:-

"Thank you for your request for information.

Please find information provided by the relevant service area(s) below.

'The statutory times of travel for all ENCTS bus pass holders is 09.30 to 23.00 on weekdays and at any time at weekends and bank holidays. For some years Staffordshire County Council have chosen

to extend the times of travel to 'anytime within the Staffordshire County Council area' using money raised by local taxation. Unfortunately, due to unprecedented financial pressures the county council took the decision to withdraw this enhancement from 1st July 2019.

An inform and engage exercise on the proposal to revert to the statutory travel times was carried out by the County Council between the 1st October 2018 and 30th November 2018, there were 95 responses which covered a range of issues including support of the proposal.

The removal of the free travel before 9:30 will save the County Council £100,000 in a full year, we do not have information on savings for individual areas.

The Kinver Community Bus will still allow elderly bus pass holders to travel free before 9:30.

In respect of service 228 operated by Diamond Buses, this is operated on a fully commercial basis in common with the vast majority of the County's bus network. As with any commercial service, the operator is responsible for determining the route, timetable and fares. Whilst the County Council can (and does) provide comment on commercial changes, the Council does not have any statutory powers to influence or alter decision making in respect of commercial bus services.'

If you have any comments relating to how your request has been handled by our authority you should contact us in the first instance. Send your comment or complaint to:

Access Manager, Access Team, Staffordshire County Council, 2 Staffordshire Place, Stafford ST16 2DH or email.

If you then have any further comments relating to how your request has been handled by our authority, please contact the Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Regards

David Portch

Information Governance Unit"

It was agreed to send this response to Mrs Owen.

198/19. 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 Crime statistics were issued to all members and email correspondence from Staffordshire Smart Alert re ANPR cameras was noted.

An email from Simon Bridgwater following the last meeting was received and circulated to all members in relation to reporting of crimes via 101, 999 or social media.

With regards to the Neighbourhood Watch scheme he has spoken to PCSO Rathbone, and asked her to contact us. He also stated that he believed that anyone that is interested in joining a local scheme, can do so by registering or signing up via www.owl.co.uk.

The clerks assistant had tried to undertake joining online and had submitted her details personally and received no response .

PC Karl Vernon attended the meeting and ran through the crime statistics. He reported that investigations were ongoing in relation to the car thefts in Churchview Gardens and there was some CCTV footage showing the vehicles leaving the road.

2 people have been arrested in relation to breaking into cars in the area. An eye witness reported an incident and following this, arrests were made and substantial property recovered.

Next week a Lightning operation will take place in the locality with SSDC Officers which will include speeding and checking scrap traders details.

Officers have been in attendance at the school following complaints over parking, and further operations will take place with plain clothed officers in the future.

199/19. Update on the Casual Vacancy and next stage of the process

An election has been requested by 10 members of the Parish, if there are any candidates the nomination list will be published on the 14th November, and the election date will be the 12th December. The cost for an election in this one ward would have been circa £6000, but due to the General Election being called the costs will be considerably less. The cost to the Parish will be further reduced by not having poll cards prepared and this will save £1209.74.

200/19. To discuss and confirm arrangements for Remembrance Day

Due to problems at Enville Church the service for this year has been moved to St Peters. The date will be the 10th November at 10.45pm service to start promptly at this time. The parade will start from the War Memorial to the end of the High Street, and then commence again after the service from the end of the High Street to the War Memorial. The Parish Council have been informed by the British Legion that this should be classed as a civic service and therefore fall under the remit of the Parish Council. The Clerk has contacted the Insurance Company, and has completed their requirements (of a Risk Assessment and confirmed that there will be first aiders on site and the parade supervised by Marshalls provided by the British Legion) and on this basis the parade is covered by the Parish Councils Public Liability Insurance at no extra cost to the Council.

The Risk Assessment is attached as appendix 1 for information. This was noted and agreed.

201/19. To discuss renewing of KSCA car park licence expires 31st December 2019

The Car Park licence expires on the 31st December 2019. If the agreement is to continue, then a new sign is required to inform the public of the use of the car park, as the sign that was there has been damaged. It was agreed to renew the lease and accept the cost (as per the current arrangement) of £875 per annum.

Noting that there is a lack of parking within the village centre, it was agreed that the Clerk should ask that the 2 District Council owned car parks, and the parking area on Jubilee Gardens be added as Assets of the Community.

202/19. To receive the Minutes of the following Committee meetings and to consider adoption of any recommendations therein -

Planning and Development Committee 23rd October 2019

The minutes of the above meetings, having been circulated, were **Received**, the following Recommendations were made to the Parish Council the planning recommendations as set out in agenda item 5 are sent to the District Council.

203/19. County / District Councillors to address the Council on any matters relevant to the Parish

County Councillor Mrs V Wilson reported that:-

- Following bus stop issues being raised by Councillor Mrs C Allen and Mrs L Hingley, she has contacted the County Council to ask for assistance in ensuring bus stops are clearly identified. Councillor Mrs C Allen is undertaking preparing a list of all the stops and what is required for each one.
- The Gullies have been cleared in the High Street, it was noted that the flooding at the Stewpony will cost circa £30,000 just to investigate what is wrong with the drain, so at the present time is not in the program to be repaired.
- Flooding on Stourton Bank there was a water leak which was the responsibility of SSW, they have repaired this but there is still a leak that is the County Council's responsibility and this is scheduled to be looked at in December.
- She has been investigating the ownership of the bridge onto Stag Meadow, and has unfortunately drawn a blank as to who is responsible. She has looked through Seisdon and Staffordshire archives and also contacted the land agents responsible for Stag Meadow but cannot find any record of ownership.
- Staffordshire County and South Staffs District Council are investigating how to tackle the increasing problem with Climate change, they are looking at what to focus on in the first instance.

Councillor H Williams reported that he had attended the Parish Summit, and was now also sitting on the Enforcement Sub Committee that are looking at how to speed up the process of Enforcement.

Councillor BR Edwards reported he attended the first 3 tier working together meeting for Locality 1, the Locality 5 session has had to be postponed due to the elections.

Councillor BR Edwards reminded members that all of the waste from the black bins does not go to landfill for Staffordshire but it is incinerated.

204/19. Report of the Chairman

The Chairman reported he had attended the Locality 5 Police Forum, he felt that this was a general discussion Group and was the not the platform to raise specific Parish matters. He also attended the Parish Summit.

Councillor D Hadlington left the meeting at this point.

Councillor BR Edwards arrived at this point of the meeting and presented his report.

205/19. Report from the Clerk.

A new Laptop is required for the Parish Office, for recording of the meetings and also to enable downloading of data from the SID's. Approximate cost is £400. This matter was referred to the next Finance Meeting.

Phone Box removal – it was proposed by Councillor S Anderson and seconded by Councillor D Hadlington not to purchase the phone box.

Remembrance Day Service on the 11th November at Codsall for the Chairman of the Council. This was noted.

Update from Lesley Birch was circulated to all members with regard to the progress of the Burgesses. It was agreed to invite her to attend the Parish Council meeting to update members on the site management.

Assets of Community Value - All 3 sites put forward have been added to the register – Library, The Vine and KSCA

Staffordshire Community Foundation – Grants scheme.

Superintendents Report

1 headstone application
3 new burial plots
1 re-opening of a cremation plot

The above items were noted.

206/19. Reports from Members on Outside Bodies.

Councillor Mrs C Allen reported she had attended the Old Peoples Welfare Committee and vouchers for £7 will issued on Friday 6th December 2019 at 9am.

207/19. Accounts for Payment.

The accounts presented to the members are attached as appendix 2 to these minutes.

208/19. Items for future Meetings

Items for the next meeting to be with the Clerk by Monday 25th November 2019.
Further agenda item SID's,

209/19. Dates of Next Meetings –

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

13th November 2019
20th November 2019
27th November 2019
4th December 2019
11th December 2019

Risk Assessment for Remembrance Day parade

Event / Activity	Remembrance Day Parade
Location	High Street Kinver
Date of Event	10 th November 2019
Risk assessment completed by (name)	J S Neal
Risk assessment completed on (date)	15 th October 2019

No.	What are the hazards?	Who might be harmed and how?	What are you already doing to control this risk?	Do you need to do anything else to control this risk?	Who needs to action these further controls?	Target date for completion of actions	Completed on (date)
1	Terrorism	Marshalls, volunteers, parade, general public including children, elderly, disabled and expectant mothers, Band members, Clergy, Wreath layers, standard bearers.	Risk regarded as low in the village. Police/PCSO usually in attendance. Any suspicious packages to be reported.	No	n/a	n/a	n/a
2	Vehicles not stopping for the parade	Any attendees (as above)	Clear signage, notices posted in advance, marshalls wearing high viz at start and end of the High Street, marshalls communicate via radio.	No	n/a	n/a	n/a
3	Enabling access for emergency vehicles	Any attendees (as above), emergency service staff.	Marshalls would enable access in case of emergency, moving parade attendees out of the way of moving emergency vehicles. Police, fire, and ambulance etc informed of the event in advance.	No	n/a	n/a	n/a
4	Slips, trips and falls	Any attendees (as above)	Parade proceeds along the roadway, with all being alert for any uneven surfaces. Members of the public also being aware of uneven surfaces.	No	n/a	n/a	n/a

			Surfaces could be slippery with ice/snow and in these conditions salt will be scattered to decrease the likelihood of slipping.				
			Cables for PA system marked with hazard tape.				
			First aiders on site.				
6	Manual handling	Marshals, volunteer helpers, band members, standard bearers	Marshals instructed in safe lifting of signage, PA operator trained in manual handling of equipment, band members competent in handling own instruments. Standard bearers instructed by own organisation.	No	n/a	n/a	n/a

Appendix 2 o the full Parish Council minutes held on the 6th November 2019.

Accounts for payment 6th November 2019

<u>Chg No</u>	<u>Accounts for payment</u>		
	Kinver Edge Farm		
405613	Shop	November	80.00
405611	Petty Cash		142.84
405612	British Legion	Wreaths	88.00
SO	Barclays Bank	Charges	6.35
SO	British Telecom	July - November	388.80
SO	ESPO	Supplies	100.71
SO	Inland Revenue	Payment	1243.23
SO	J R K		13.66
SO	KSCA	Hire of rooms for Youth Café	640.00
SO	Midshires	June - September	301.79
SO	OCL	Supplies	35.64
SO	Screwfix	Supplies	230.32
SO	Smiths of Derby	Clock service	122.40
SO	South Staffs Water	Office supply	23.08
SO	South Staffs Water	Kinver Edge toilets	96.45
SO	SCC	Pensions	1930.84
SO	SCC	September	389.48
SO	Swinford Insurance	Van Insurance	809.73
SO	Swops	September	113.70
SO	Viking Direct		91.15
SO	Waterplus	Drainage office	90.85
			6939.02

List of Monthly Direct Debits

DD	SSDC	CR Rates	47.00
DD	Utility Warehouse	Garage electricity	5.84
		95 High Street Gas and electricity and mobile	
DD	Utility Warehouse	phone	98.62
DD	Utility Warehouse	Kinver Edge Toilets	11.19
DD	Utility Warehouse	High Street Toilets	37.90
DD	Salaries	November	5343.54

Total 5544.09
Total Expenditure 12483.11

Receipts

Police rent		1000.00
Burial Fees		3205.00
Toilet income		0.00
Barclays	Loyalty payment	1.27

Total Income 4206.27