

MINUTES OF A MEETING OF KINVER PARISH COUNCIL HELD ON WEDNESDAY 26th MAY 2021 AT THE KSCA, LEGION DRIVE, KINVER

PRESENT: Councillors JK Hall (Chairman), IG Sadler, Mrs C Allen, Mrs E Lord, G Sisley, D Light, BR Edwards, H Williams, S Anderson, M Smith, P Wooddisse

96/21. Election of Chairman of the Parish Council for the Council Year 2021/2.

(the new Chairman to be invested with the Chain of Office and to make his/her declaration of Acceptance of Office).

There were 2 nominations for Chairman of the Council, Councillor H Williams and JK Hall. On a vote Cllr JK Hall was duly elected to the office of Chairman and duly signed his acceptance of office form.

97/21. Appointment of Vice-Chairman of the Parish Council for the Council Year 2021/2.

(the new Vice-Chairman to make his/her declaration of Acceptance of Office).

There were no nominations for Vice-Chairman for 2021/22, therefore names were requested to be sent to the Clerk by the 1st June for consideration at the 2nd June meeting.

98/21. Vote of Thanks to the Outgoing Chairman and Vice-Chairman.

A vote of thanks to the Vice Chairman Cllr Miss V Webb was given by all members for her hard work and dedication to the Council.

99/21. Apologies for Absence.

Councillor E Simons, Mrs S Harris, Miss V Webb, T Talbott-Webb and County Councillor Mrs V Wilson sent their apologies for the meeting.

100/21. Declarations of Councillors' Interest.

There were no declarations of interest.

101/21. To receive for confirmation and adoption, the Minutes of the Parish Council meeting held on 5th May 2021 (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.

102/21. 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 in July as the Parish Council does not meet in August. This was noted.

103/21. Review of the terms of references for committees.

The terms of Reference were detailed in the agenda papers.

Leisure and Amenities Committee

The Parish Council has set the following terms of reference for the Committee –
Kinver Parish Council Page 1 of 6 26/5/2021

- The Committee shall be an Advisory Committee without powers to make resolved decisions.
- It shall have a maximum of 3 co-opted members of the public as members of the Committee with full voting rights, these to be elected at the first AGM and remain on the Committee for the life of that Council (4 years)
- The Committee is to address issues of the maintenance, management and development of the existing play area and for child/youth recreational facilities and to develop, and where appropriate, manage and maintain schemes for enhancement of the local environment.
- The Committee is to address issues relating to the Public Rights of Way in the Parish of Kinver and liaise with SCC ROW Dept.
- Number on Committee - Chairman of Council (Ex-Officio), Chairman and Vice Chairman of the Committee and up to 7 other Councillors.

This was agreed and noted.

Finance and General Purposes Committee

The Parish Council has set the following terms of reference for the Committee –

- The Committee shall be an Advisory Committee without powers to make resolved decisions unless these are given for a specific reason by the full Parish Council.
- It shall have no members of the public as members of the Committee.
- The Committee is to address issues relating to all financial aspects of the Council finances and any other General Purposes that are forwarded to the Committee from the Parish Council.
- Number on Committee - Chairman of Council (Ex-Officio), Chairman and Vice Chairman of the Committee and up to 7 other Councillors.

The additional below was moved by Councillor Mrs C Allen, there was no seconder for this motion, therefore it was proposed by Councillor BR Edards and seconded by Councillor D Light to move the original terms of reference for Finance without the addition. On a vote this was carried.

- **Any funding item passed to the Committee will only be discussed on whether it can be afforded within the budget and where it can be funded from. The decision to agree to spend these funds remains with the Parish Council.**

Planning and Development Committee

The Parish Council has set the following terms of reference for the Committee –

- The Committee shall be an Advisory Committee without powers to make resolved decisions. It can make recommendations relating to planning matters to the Staffordshire Highways and South Staffordshire District Council, and on general consultations relating to neighbouring authorities.

- It shall have no members of the public as members of the Committee.
- The Committee is to address issues relating to Planning applications in the Parish of Kinver and consultations relating to neighbouring Authorities.
- Number on Committee Chairman of Council (Ex-Officio), Chairman and Vice Chairman of the Committee and up to 7 other Councillors.

It was proposed by Councillor Mrs C Allen and seconded by Councillor Ms E Lord to accept the amended statement below:-

- **The Committee can make recommendations relating to planning matters directly to the Staffordshire County Council and South Staffordshire District Council, and on general consultations relating to neighbouring authorities.**

On a vote this was carried.

Personnel Committee

The Parish Council has set the following terms of reference for the Committee –

- The Committee has powers to make some resolved decisions on minor staffing issues, major issues are referred back to the full Parish Council.
- It shall have no members of the public as members of the Committee.
- The Committee is to address issues concerning Staffing related issues.
- Number on Committee - Chairman of Council, Vice Chairman of the Council, Chairman of Finance Committee, Chairman of Leisure and Amenities and _Chairman of the Planning Committee.

This was agreed and nited.

104/21. Constitution of Committees of the Council - Receipt of nominations to existing committees (List of nominations attached) including agreeing to the renewal of the co-opted members on the Leisure and Amenities and the Burial Ground Committee.

	Chairman of Council	Julian Hall
	Vice Chairman of Council	
PLANNING	Chairman	Henry Williams
	Vice Chairman	
	Committee	Julian Hall Steve Anderson Eunice Lord
FINANCE	Chairman	
	Vice Chairman	
	Member	Julian Hall Brian Edwards Ian Sadler

		Henry Williams
LEISURE & AMENITIES	Chairman	
	Vice Chairman	
	Member	Steve Anderson
PERSONNEL	Chairman of Parish Council	Julian Hall
	Vice Chair of PC Chair of Finance Chair of L & A Chair of Planning	Henry Williams

The above were agreed and noted

105/21. Constitution of Working Parties of the Council and authorisation of signatories for Cheques (List of nominations attached).

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

Cllrs JK Hall, D Light, J S Cree.

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.

106/21. 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.

It was agreed to re constitute the Row Committee, this to be an agenda item at the next Leisure and Amenities Committee where they will review the old Terms of Reference for the Committee. This was agreed.

107/21. Review standing orders and financial regulations.

The above documents issued previously in the New Councillor packs, were noted.

108/21. Review of inventory of land and assets including buildings and office equipment.

The fixed asset schedule was noted as below:-

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	42292.99
MAINTENANCE 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	217764.32
TOILET BLOCK HIGH STREET	108879.06
TOILET BLOCK KINVER EDGE	48894.72
GARAGE AND STORE COMBER RIDGE	16665.40
STONE TROUGHS	1619.30
SPEED SIGNS	6036.00
CCTV CAMERA KSCA CAR PARK	2450.00
	£750,870.77

It was agreed to have the register as an agenda item for discussion in relation to values / content for the next Finance meeting.

109/21. Review and confirmation of arrangements for insurance cover in respect of all insured risks.

The Parish Council Insurance Policy expires on the 4th June 2021. This is the last year of the fixed contract price with BHIB.

110/21 Appointments to Outside Bodies. - Review of the Council's and/or employees' memberships of other bodies.

This item was deferred until the next meeting.

111/21. Reviewing the Council's complaints procedure.

The above documents issued previously in the New Councillor packs, were noted.

112/21. Reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 and GDPR.

The above documents issued previously in the New Councillor packs, were noted.

113/21. Reviewing the Safe guarding policy for Children and Adults

The above documents issued previously in the New Councillor packs, were noted.

114/21. Reviewing the Council's policy for dealing with the press/media

The above documents issued previously in the New Councillor packs, were noted.

115/21. Members to review their Disclosable Pecuniary Interests

Members should review their disclosable pecuniary interest forms, and submit any changes to the Clerk. The Clerk will circulate new forms if required. This was noted.

116/21. Setting the dates, times and place of ordinary meetings of the full Council for the year ahead (Schedule attached).

This item was deferred until the June 2nd meeting, the dates to be changed to include 3 weekly planning meetings.

117/21. Items for future Meetings

Committee vacancies
Working Party positions
Schedule of meetings

118/21. Dates of Next Meetings –

Parish Council meeting	2 nd June 2021
Leisure and amenities Committee	30 th June 2021
Finance and General Purposes Committee	23 rd June 2021
Planning and Development Committee	16 th June 2021