

**MINUTES OF A MEETING OF KINVER PARISH COUNCIL HELD ON WEDNESDAY 5<sup>TH</sup> JULY 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, J Cutler, D Light, N Other, JK Hall, Miss V Webb, Mrs D Geoghegan and Mrs C Allen.  
County Councillor Mrs V Wilson was also in attendance.

OPENING PRAYERS - Cllr Mrs L Hingley led the Council in prayer.

**84/17. APOLOGIES FOR ABSENCE**

Councillors P Wooddisse, BR Edwards, G Mander and J Irving-Bell sent their apologies to the meeting due to other commitments.

**85/17. DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS**

None were reported.

**86/17. MINUTES OF THE PREVIOUS MEETINGS**

The Minutes of the meeting held on 7<sup>th</sup> June 2017, having been circulated in advance of the current meeting, were approved and signed as a true record of the proceedings at that meeting.

**87/17. MATTERS ARISING FROM PREVIOUS MINUTES**

No matters were reported.

**88/17 JANET GOODE FROM HOUSING PLUS TO DISCUSS UNIVERSAL CREDIT**

Standing orders were raised for members of the public (Mrs J Goode and Mrs S Allcott) to address the Council.

Mrs Allcott went through the details as attached as appendix 1 to these minutes.

Kinver will be the first to undergo these changes to the benefit system as they are a DY postcode and they have swopped over this month.

The main impact of this new Universal Credit is that people being swopped to it have moved from fortnightly payments to every 4 weeks, this will mean that they will start off 4 weeks in arrears.

Housing benefit is no longer paid automatically to the landlord (unless exceptional circumstances happen), as the idea is for one benefit payment to cover several benefits received. All applications have to be made online.

This is obviously going to cause issues for those on benefits as they will not receive a payment for 6 weeks. There is the possibility of a hardship payment that can be made but the Housing Association are setting up extra help classes through the work clubs to assist the claimants. Members agreed that due to Kinver being the first to go over to this scheme then an outreach work club needs to be run here (as the nearest is Wombourne which is 2 busses away) to help with this transition.

#### 89/17. 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.

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

#### 90/17. 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 put their names forward for this group. It was agreed to enable all of these members to form the working party for the High Street. The first meeting is to be convened as soon as possible.

#### 91/17. POLICE MEETING

The Clerk has written to the new Inspector to invite him to a meeting at the Council offices, he has telephoned her back and explained, he cannot visit all 27 Parishes in South Staffs. However, he is going to book a day in each Locality and make appointments for the day for Parish Councillors to go across and speak to him. For us he will come to Wombourne Police Station. Some members were not satisfied with the above compromise, however Cllr JM Cutler proposed and Cllr N Other seconded that 4-5 members of the Parish Council attend the above when a date has been arranged.

Members need to forward the Clerk questions that they would like answered, so as they can be researched by the Inspector before the meeting.

On a vote this motion was carried.

#### 92/17. VULNERABLE ROAD USERS REQUEST FOR FUNDING FOR VEHICLE CLING STICKERS

Councillor D Hadlington has asked the Parish Council to consider funding car stickers for vulnerable road users. He had tried to get 3 quotes only 2 responded and the cost was £200 for 200 stickers. This matter was referred to the next Finance meeting.

#### 93/17. POST OFFICE CLOCK

As the Post office has now closed temporarily in the High Street, the Clock in the window has been collected and returned to the Parish Office. It does not work and has not done so for many years and needs ideally to be repaired.

Mrs Fullwood has contacted a BBC repair show to see if they would be interested in refurbishing the clock as its history may be interesting and they are looking into it. But if this is not successful then quotes need to be sought to repair the clock.

This was noted and members thanked Mrs Fullwood for taking the time to do this.

94/17. OUTSTANDING MATTERS FROM THE DISTRICT COUNCILLORS AND COUNTY COUNCILLOR TO ADDRESS THE COUNCIL ON ANY MATTERS RELEVANT TO THE PARISH

County Matters – Cllr Mrs V Wilson

On Kinver Past and Present there is talk of a cycle race. The Clerk has looked on the Velo website and it shows the 100mile race starting from the NEC and coming through Kinver to Wolverley.

There are blanket road closures from 6.30am to 1.30pm on the 24<sup>th</sup> September 2017.

County Councillor Victoria Wilson said that the reason we do not know anything about it is that Hereford Council have not allowed the race to go through their County, so the new route is taking into account Staffordshire. The route has not been confirmed and so it is unknown what roads will be affected, but they are definitely going past Stourton Castle.

She is also trying to negotiate with the organisers asking what are we in Staffordshire getting in return? Perhaps some pot holes repaired on the route they choose. She has also flagged up the major problems with Church Hill and pointed out that this is too dangerous for cyclists to use in its current state.

The Clerk has also contacted the organisers directly to ask for a list of the roads closed and a proper route as the one online is not detailed enough.

Members expressed their concerns that such a large scale event (and on other Highways Issues) Parish Councils are not consulted, they asked Cllr Mrs V Wilson to look into it further.

There will be no yellow lines to the top of Foster Crescent allowed by the County, Councillor JK Hall asked that if full lines are not to be painted on then perhaps an extension of the ones in place on the corners could be increased. She agreed to look into this further.

As a general comment, it was noted that school time parking anywhere in the village causes great problems.

95/17. REPORT OF THE CHAIRMAN

He reported that he has attended the Airport Consultative Committee meeting and there is a new person in charge, with an Airforce background who seemed to understand the running of a small airfield. There are plans of moving the Café to a unit by the Antiques Shop near the entrance and reusing that space back to being the Aircraft control tower.

The Planning Permission for the Gypsy horse site on the A449 at Prestwood has been refused.

He has received compliments from parishioners re the Flashing Speed Indicator Sign. It was agreed to prepare a list of the locations it needs to go to and post on the website and in the minutes the proposed locations and when it will be there. A second unit was discussed and Finance will look into this further.

96/17. CLERK'S REPORT

The Clerk reported on the following matters –

#### 94.1 Christmas Trees

We have had the prices for the purchase of the 70 trees and Burwarton's have quoted £900 for the 70 trees.

Last year we did look at possible buying artificial trees for the High Street, but there was no time to get it organised.

However this year the Clerk has found 4ft artificial pine trees at a cost of £8.99 each total cost £629.30.

The Clerk has purchased 1 to show members. Members were concerned over whether the trees would last a period of time, however they are still sum £200 cheaper than the real trees purchased each year. Members agreed that the Clerk should purchase a further 69 trees and trial them for this Christmas, then review the situation in the New Year.

#### 94.2 Publications to note

Churchill and Blakedown Parish Council agendas  
The Good Councillors Guide to Finance and Transparency

#### 94.3 Superintendents report

June 2017

- We have had no burials of ashes or full interments this month
- The paths have been rolled with a roller and are better. It does need to be noted that the paths before and after have never been disabled access friendly and cannot be due to the nature of the site being on a hill.

The above items were noted.

- We have had an issue with a stone mason on the 2<sup>nd</sup> June, he was supposed to come to the Parish Office for the stone to be checked before installation. However, he went straight to Comber Ridge and installed the headstone. We have written to the Funeral Directors who engaged the stone mason and informed them that we were not happy with this situation and that in future we would have to consider not allowing the mason back at Comber Ridge. The headstone was not installed correctly, as it is not in line with the other stones and the concrete slab is the wrong size. The Stone Mason is being accompanied by the Funeral Directors this week to rectify the problems. Members agreed with the Clerks actions but asked her to write to the Stone Mason and copy the funeral directors in on the letter (after the problem has been rectified), stating that they are no longer allowed to work at Comber Ridge.

#### 97/17. COMMITTEE REPORTS

##### 97.1 Planning & Development Committee Meeting of the 28<sup>th</sup> June 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.

#### 98/17. ACCOUNTS FOR PAYMENT

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

99/17. REPORTS FROM MEMBERS ON OUTSIDE BODIES

Councillor N Other reported that he had attended the Walter Holdnall Trust meeting, there financial investments are more than satisfactory, they do not have the funds to build any further properties but they are in a healthy financial position.

100/17. ITEMS FOR FUTURE MEETINGS

If there are any additional items for the next agenda these need to be with the Clerk by Monday 29<sup>th</sup> August 2017.

Post Office Closure in the High Street

101/17. DATES OF THE NEXT MEETINGS

Leisure and Amenities Committee  
Finance and General Purposes Committee  
Planning and Development Committee  
Parish Council  
High Street Working Party

26<sup>th</sup> July 2017 (8pm)  
\*19<sup>th</sup> July 2017  
\*26<sup>th</sup> July and 30<sup>th</sup> August 2017  
6<sup>th</sup> September 2017  
TBC

All meetings to start at 7.00 p.m. unless otherwise stated.

\*These 2 meetings have delegated authority permission from the May Council for Finance to authorise cheques, and the Planning Committee to send directly there recommendations to the District Council

# KINVER PARISH COUNCIL

5<sup>TH</sup> JULY 2017

JAN GOODE – NEIGHBOURHOODS DIRECTOR  
SAM ALLCOTT – INCOME MANAGEMENT MANAGER





## What is UC?

- Comprises of 6 main benefits HB (JSA, ESA, HB, Tax Credits – working and child, Income Support)
- For those on a low income or out of work
- One monthly payment – lump sum (6 weeks to get first payment)
- All managed on-line

## What does this mean for customers?

- They will have to move from weekly/fortnightly payments to monthly 'salary' style payments
- They will need to pay their rent to their landlord themselves (not like HB directly paid to HA)
- Will need support with budgeting to ensure all bills are paid
- More pressure from JCP to get into work – claimant commitment
- They will taper off UC as they move into work



## What does this mean for SSHA?

- We already have live service (single claimants) = 40 over last 18 months
- Much more intensive support required – 3 times as long to deal with UC case
- Forecasted increase in rent arrears due to move from HB direct to UC from customer
- Roll out for most of South Staffs is August 2018 – families/couples
- We expect numbers to increase from 1.34% to 4% (£380,000 to £1.1 million) affecting over 2000 customers
- Increased transaction costs for taking more direct payments

## What is the impact on Kinver?

- Due to Dudley Job Centre going full service from 5<sup>th</sup> July 17 – some Kinver postcodes are affected (DY)
- SSHA have 391 properties in the affected postcodes
- 191 are of working age
- 82 receive HB
- These customers will need support to manage their claim and ensure all bills are paid i.e. rent and council tax (priority)

## What are SSHA doing?

- We have contacted all affected residents to explain about UC and support we can offer – also reiterated need to pay rent (leaflet and letter)
- All income team are fully trained to deal with UC cases
- We have an advice and support team to help with claims and budgeting support
- We work closely with the CAB for debt issues
- We have partnerships with the Job Clubs across South Staffs – offering benefits advice, CV, I.T. training, job searching
- Part of the BBO – 1-2-1 support to move those closer to work







## How do we manage UC rent arrears?

- We want to work with UC tenants from the very outset of their claim so we support them through the first 6 weeks up to payment – this has proven to be the most effective way
- We contact customers by text, call, letter and home visit to initiate contact
- If customers don't contact us we will progress our procedure but part of this is attempting to contact the customer every week
- From the start of the procedure to eviction can take up to 5 months – its very lengthy and we make every effort to engage with the customer
- We also have the option of an APA when rent arrears get to 8 weeks worth – also 25% ongoing off the rent arrears along with full rent – we apply directly to the DWP
- We have around 30% (12 customers) on APA's

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## Why should the Councillors know about UC?

- A large proportion of their customers will be affected
- They will need support – budgeting, I.T. job searching
- This should be considered when looking at library closures and other community centres – place for UC claimants to job search
- Look at the initiatives in their areas i.e. food banks and job clubs



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## Useful contacts

South Staffordshire Housing Association

Call 01785 312000

Email [universalcredit@ssha.co.uk](mailto:universalcredit@ssha.co.uk)

Universal Credit Helpline

Call 0345 600 0723 (Call charges apply but you can request a call-back)

Visit [www.gov.uk/universal-credit](http://www.gov.uk/universal-credit)

Citizens Advice (CAB)

Visit [www.citizensadvice.org.uk](http://www.citizensadvice.org.uk)

National Debt Line

Call 0808 808 4000

Go to [www.nationaldebtline.org](http://www.nationaldebtline.org)

Step Change

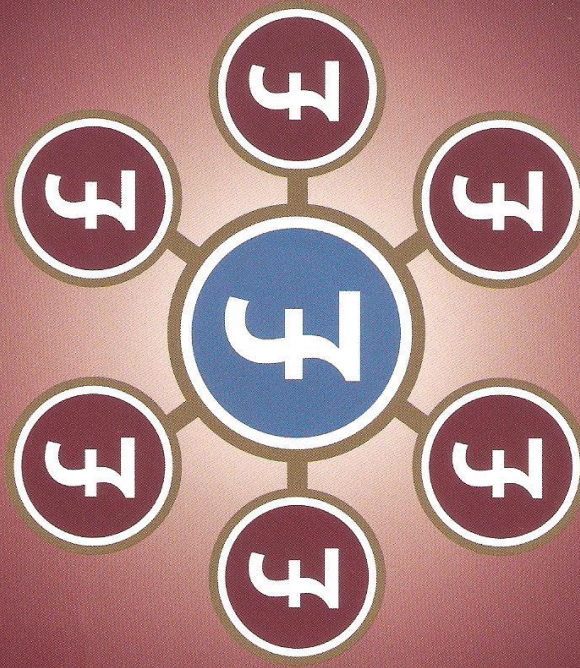
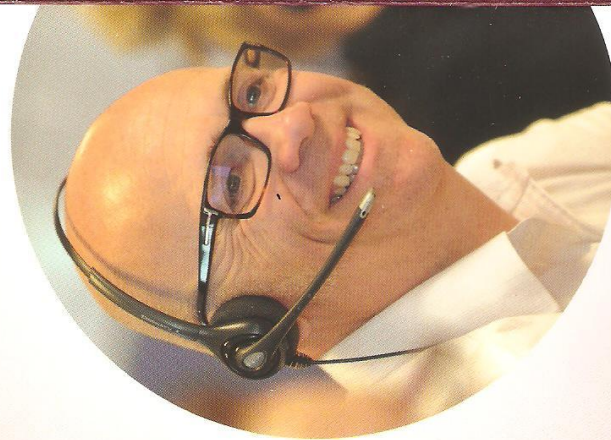
Call 0800 138 1111

Go to [www.stepchange.org](http://www.stepchange.org)

Money Advice Service

Call 0800 138 7777

Go to [www.moneyadviceservice.org.uk](http://www.moneyadviceservice.org.uk)



**UC** Universal  
Credit

# What you need to know

**ssha**<sup>TM</sup>

Member of  
**Housing Plus Group**

Customer Services  
t: 01785 312000  
e: [enquiries@ssha.co.uk](mailto:enquiries@ssha.co.uk)  
[www.ssha.co.uk](http://www.ssha.co.uk)

Member of  
**Housing Plus Group**

**ssha**<sup>TM</sup>  
v1.0 February 2017



## What is Universal Credit?

Universal Credit is a new benefit which brings together six benefits and replaces them with a single monthly payment. It is a working age benefit for those who are either out of work or in work and on a low income.

### Universal Credit will replace:

- Income-based Job Seeker's Allowance
- Income-related Employment and Support Allowance
- Income Support
- Working Tax Credit
- Child Tax Credit
- Housing Benefit

Any benefits you receive which are not in the list above will continue to be paid separately – for example Child Benefit, Carer's Allowance and the Personal Independence Payment.

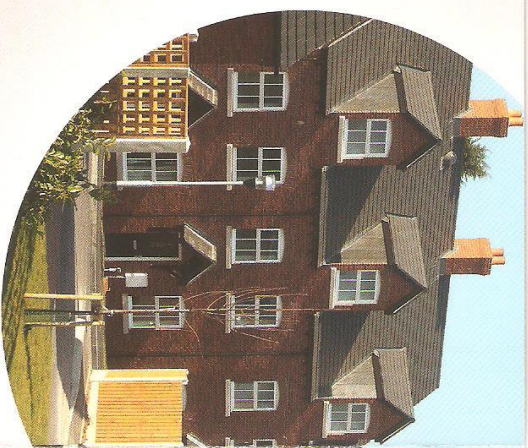
## What will it mean to me?

There are some important differences between Universal Credit and the benefits you might have previously received.

### Universal Credit

- Must be claimed online
- Is paid monthly
- Includes housing costs – you are responsible for making rent payments to your landlord

**Tell us straight away if you are claiming Universal Credit so that we can help you avoid rent arrears.**



## Universal Credit payments

Universal Credit is paid once per month. You will be given a payment date and will receive your payment on the same date each month.

If you receive financial help to pay your rent, this which will be included in your Universal Credit payment. This is called the Housing Costs Element.

**There will no longer be a separate Housing Benefit payment which means that you will pay your rent directly to us as your landlord.**

Your Housing Costs Element might not cover your full rent. If this is the case, you will need to top-up the payment from your personal allowance. If you have arrears, these will also need to be paid from your personal allowance.

## Your first Universal Credit payment

From your date of claim it may be 5-6 weeks before you receive your first payment. If you will find it difficult to manage during these weeks you can ask the DWP for an advance payment. Advance payments are deducted from future Universal Credit payments.





## Work Clubs

As your landlord, we work in partnership with South Staffs Work Clubs delivering advice and support to local people across our area. Support is informal and completely FREE.

### At Work Clubs you can find:

- IT support and free use of laptops
- Career coaching and guidance
- Help with CV writing
- Debt advice
- Budgeting support
- Volunteering advice

...and much more...

Find your nearest Work Club at  
[www.southstaffsworkcafes.co.uk](http://www.southstaffsworkcafes.co.uk)



**UC** Universal Credit

## Paying your rent

The easiest and most convenient way to pay your rent is to set up a direct debit or standing order. These methods will help you to avoid getting into rent arrears through missed or late payments.

You can set up a direct debit or standing order very quickly by calling our Customer Services team on 01785 312000 or email us to request a call [universal.credit@ssha.co.uk](mailto:universal.credit@ssha.co.uk)

There are other ways for you to pay your rent to us:

- **By telephone** – call the Customer Services team on 01785 312000 to make a payment by credit or debit card. Please note that there is an administration fee for these payments.
- **By swipe card** – you can use your swipe card to pay your rent at any Post Office or shop displaying the PayPoint sign. If you don't already have a swipe card, you can request one by calling the Customer Services team.

**Always make rent your top priority. If you don't pay your rent in full and on time, you risk losing your home.**

If you are having difficulties paying your rent, are concerned about debt or are worried about losing your home, please talk to us – there may be ways we can help.



**UC** Universal Credit

**Appendix 2 to the minutes of the Parish Council held on the 5<sup>th</sup> July 2017**

**Accounts for payment 5th July 2017**

**Chq No**      **Ratification**

**Total**

**Chq No**      **Accounts for payment**

100956	ESPO	Noticeboards and cleaning supplies
100957	J R K Computer Supplies	Stationery
100958	Kinver Edge Farm Shop	Opening toilets
100959	OCL	Supplies
100960	P & S Contracts	Grass Cutting
100961	SCC	Pensions
100962	SCC	Van lease
100963	SLCC	Updated cd on Burial Ground procedures
100964	Swops	Fuel
100965	Tygar Surfacing	Repair to play area
100966	Viking Direct	Stationery
100967	S J Payne	Boiler service
100968	ESPO	Toilet supplies
100969	Petty Cash	June payment

**List of Monthly Direct Debits**

DD	SSDC	Rates Comber Ridge
DD	Inland Revenue	June payment
DD	Utility Warehouse	Garage electricity
DD	Utility Warehouse	95 High Street Gas and electricity
DD	Utility Warehouse	Kinver Edge Toilets
DD	Utility Warehouse	High Street Toilets
DD	Utility Warehouse	Mobile phone
DD	Salaries	July
DD	Pitney Bowes	Postage
DD	Midshires	Copier rent and printing

**Total**

**Total Expenditure**

**Receipts**

Burial Fees  
Toilet Income  
Staffs Courts

Compensation

**Total Income**