MINUTES OF A PATTINGHAM AND PATSHULL PARISH COUNCIL AGM MEETING HELD ON MONDAY 6TH JULY 2020 AT PATTINGHAM VILLAGE HALL

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Present: Councillors: Councillors R Lines (Chairman), D Billson (Vice Chairman), A Freeman, N Hill, J Tomlinson, L Billingham, Mrs C Clarke, Mrs A Davies.

Also present Mrs J Neal – Clerk,

43/20. Election of Chairman of the Parish Council for the Council Year 2020/21.

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

There was only one nomination for Chairman for 2020/21, Councillor R Lines. He was duly elected to the position and signed his declaration of acceptance of office.

44/20. Appointment of Vice-Chairman of the Parish Council for the Council Year 2020/21.

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

There were 2 nominations for Vice Chairman Councillor J Tomlinson and Councillor L Billingham both nominations were proposed and seconded, there were 3 votes for Councillor J Tomlinson and 5 votes for Councillor L Billingham, therefore Councillor L Billingham was elected as Vice Chairman of the Council for 2020/21. He was duly elected to the position and signed his declaration of acceptance of office.

45/20. Vote of Thanks to the Outgoing Chairman and Vice-Chairman.

As there were no changes in the outgoing Chairman however, a vote of thanks was given to the out going Vice Chairman Councillor D Billson.

46/20. Apologies for Absence.

Apologies of absence were received from Councillor N Land due to a previous work commitment, Councillor M Finch due to him shielding their apologies of absence was noted and accepted.

District Councillor T Mason and County Councillor K James also sent their apologies.

The Clerk reported with regret that as Cllr T Mason has not attended a meeting since 2nd December 2019, therefore he has been disqualified from being a Parish Councillor as he needed to attend a meeting before the 2nd June 2020.

47/20. Declarations of Councillors’ Interest.

None were declared.

48/20. Public Forum - Democratic fifteen minute period / public question time.

There were no members of the public present.

49/20. To receive for confirmation and adoption, the Minutes of the Parish Council meeting held on 2nd March 2020.

The minutes of the meetings detailed above were agreed as a true and accurate record of proceedings.

50/20. County / District Councillors to address the Council on any matters relevant to the Parish

Councillor K James had contacted the Clerk to state that there is a new fund being made available at the end of the month to help the community in dealing with Covid-19.

Report from District Councillor T Mason

There is nothing to report on District matters due to closure of Council Offices and only essential meetings have been conducted virtually. All matters that are relevant have already been advised through council newsletters – mainly the green waste charge introduction. I have visited most business premises with Rob Sharratt who is advising on safety measures on re-opening. Where on possible I have corresponded with them.

I also have a virtual briefing this afternoon/evening on the Covid 19 response planning in the event of a local outbreak from the Civil Contingencies Unit including County and District. I will advise on any relevant items by email later.

51/20. Review standing orders, Financial Risk Assessment and Financial regulations.

The standing orders, Financial Risk Assessment and Financial Regulations as distributed to all members prior to the meeting, were agreed to be accepted as they stand this was proposed by Cllr A Freeman and Seconded by Cllr L Billingham and on a vote it was carried

52/20. Review of inventory of land and assets including buildings and office equipment.

The Asset register is listed below:-

FIXED ASSET SCHEDULE 31st MARCH 2020

|  |  |  |  |
| --- | --- | --- | --- |
| ***Asset*** | ***Purchase Value*** | ***Insurance Value*** |  |
|  |  | **2019/20** |  |
| Bus Shelter | 12967.20 | 12967.20 |  |
| Metal Bike Stand |  | 515.27 |  |
| Exterior Notice Board |  | 1401.60 |  |
| 4 Benches |  | 3111.62 |  |
| Wooden Carved Village Sign |  | 4861.76 |  |
| Commemorative Notice at Burnhill Green |  | 1870.48 |  |
| Bench at Burnhill Green |  | 777.28 |  |
| Granite Plaque Burnhill Green |  | 373.60 |  |
| Festoon Lighting and Electrical box |  | 7471.92 |  |
| 2 Nature boards |  | 5288.02 |  |
| Gates and Fences |  | 1001.69 |  |
| Fence and Wall around playing field |  | 19447.06 |  |
| Office Contents |  | 1145.64 |  |
| Personal computer & equipment |  | 1205.84 |  |
| Lawn mower |  | 753.22 |  |
| Petrol Strimmer |  | 250.00 |  |
| Petrol Hedge Trimmer |  | 250.00 |  |
| Petrol Leaf Blower |  | 250.00 |  |
| Badge of Office |  | 286.10 |  |
| Pattingham playing Fields changing rooms |  | 140689.13 |  |
| Youth Shelter |  | 10822.24 |  |
| *Playground Equipment* | 59150.11 | 60339.03 |  |
| *MUGA Tennis courts* |  | 44587.63 |  |
| *Burnhill Green Play area and additional items* | 0 | 77750.72 |  |
| *Skate Park* | 15000.00 | 15000.00 |  |
| ***Total*** |  | **£394,417.05** |  |

It was proposed by Councillor Mrs A Davies and seconded by Councillor Mrs C Clarke to accept the Fixed Asset Schedule as detailed above. On a vote this was carried.

53/20. Review and confirmation of arrangements for insurance cover in respect of all insured risks.

The current insurance policy is with Zurich now as they were lower on premiums, the policy has been renewed again for this financial year. This was noted.

54/20. Reviewing the Council’s complaints procedure and Health and Safety policy.

The Councils Complaints procedures and Health and Safety Policy as distributed to all members prior to the meeting, were agreed as there were no changes this was noted.

55/20. Reviewing the Council’s procedures for handling requests made under the Freedom of Information Act 2000, GDPR and the Data Protection Act 1998.

The above procedures and policies as distributed to all members prior to the meeting, were agreed as there were no changes this was noted.

56/20. Reviewing the Council’s policy for dealing with the press/media

The above policy as distributed to all members prior to the meeting, were agreed as there were no changes this was noted.

57/20. Reviewing CCTV policy

The above policy as distributed to all members prior to the meeting, were agreed as there were no changes this was noted.

58/20. To confirm the dates, times and place of ordinary meetings of the full Council for the year ahead to May 2021.

The schedule of meetings were agreed as below:-

20/7/20 - Pattingham Village Hall (7.30 pm APM and Full Council meeting 7.45pm)

7/9/20 - Pattingham Village Hall

12/10/20 – Pattingham Village Hall

16/11/20 - Precept, Pattingham Village Hall

7/12/20 - Pattingham Village Hall

18/1/21 - Pattingham Village Hall

1/3/21 - Crown rooms

19/4/21 - APM Pattingham Village Hall

10/5/21 - AGM, Pattingham Village Hall

59/20. Confirm authorisation of signatories for Cheques.

It was noted that the Santander Accounts – Cllrs R Lines, T Mason and Mrs A Davies, Clerk – it was agreed to defer this item to the next meeting.

60/20. Appointments on outside bodies

It was agreed to appoint the following members to the bodies below:-

Burnhill Green Residents Association (if still active) – Councillor L Billingham

Pattingham village hall – Councillors Mrs C Clarke, Mrs A Davies, R Lines, D Billson, L Billingham

Over 65’s Lunch Club – Councillors Mrs A Davies and Mrs C Clarke

Police Forum – Councillor J Tomlinson, A Freeman and M Finch ( 2out of 3 to attend)

The Education Foundation – Councillors Mrs A Davies and N Hill

61/20. Report from the Clerk.

The Chairman has sent Anniversary Flowers to Mr and Mrs Penny

Tree Planting update – The tree planting has changed specification, and they are now looking to plant a minimum of 500 trees per area. The Clerk responded stating that we do not have the space for 500+ trees, this was noted.

Parish Licence – The Clerk circulated with the agenda papers correspondence from Dianne Firkins, she will contact the Parish Council when the scheme is up and running.

Noticeboard - The community noticeboard has been ordered., and awaiting delivery, the Clerk to chase the delivery. The Parish noticeboard has been installed.

Scarecrow Festival – has been cancelled for this year due to the Covid 19 pandemic, they had previously asked that the Council support the flyers and posters. This was noted.

Speed Sign - The Clerk has been unable to download the data from the camera and I am waiting for help on getting this to work. She has downloaded the data from 2 cameras in Kinver but can’t actually do anything with the data she has downloaded, but due to Covid she has not been able to meet with the supplier to sort this problem out.

Tennis courts – a request has been made by a resident to hold a key and lock the courts later at night, this was agreed and Councillor Mrs A Davies agreed to get a key cut.

The Clerk updated members in relation to the Children’s Play Area, at this time it was agreed to keep the play area closed and review opening it at the meeting on the 20th July.

Correspondence from resident Mr Ponder to Councillor L Billingham was noted in relation to traffic calming and speeding in Burnhill Green.

62/20. Accounts for Payment.

The accounts for payment as detailed as appendix 1 to these minutes were accepted.

63/20. To receive the year end accounts including Internal Auditors Report.

The accounts for the year ended 31st March 2020 as detailed in Appendix 1 were accepted and the Chairman signed them as a true record.

64/20. To note and agree process for filling casual vacancy

The Parish Council has been advertised as per the District Council election guidelines this expires on the 15th July. If no election is called then a co-option can take place.

Due to the Covid emergency powers, elections are not allowed to take place until May 2021, so the vacancy should be filled by co-option. If an election is called by 10 electors then an election has to be postponed until May 2021.

65/20. Items for future Meetings

Millennium Walks (inc stiles and new land owner update)

War Memorial benches

Moor Lane flooding

Access to St Marys Church

Fly tipping Blue Bell Wood

Burnhill Green traffic bollard

Community Noticeboard

1 min Litter pick Board

Crown Estates sale of land

Christmas Lights (ideas for Burnhill Green also)

Play area update / review

Cheque signatories

Co-Option

Speed sign download

Land owner for farm land at Burnhill Green – re cutting footpath

Update on trees at the park

Repair to perimeter fence on the playing fields

66/20. Dates of Next Meetings –

20th July Pattingham Village Hall APM at 7.30 and general meeting at 7.45

Appendix 1 to the minutes of Pattingham Parish Council held on the 6th July 2020



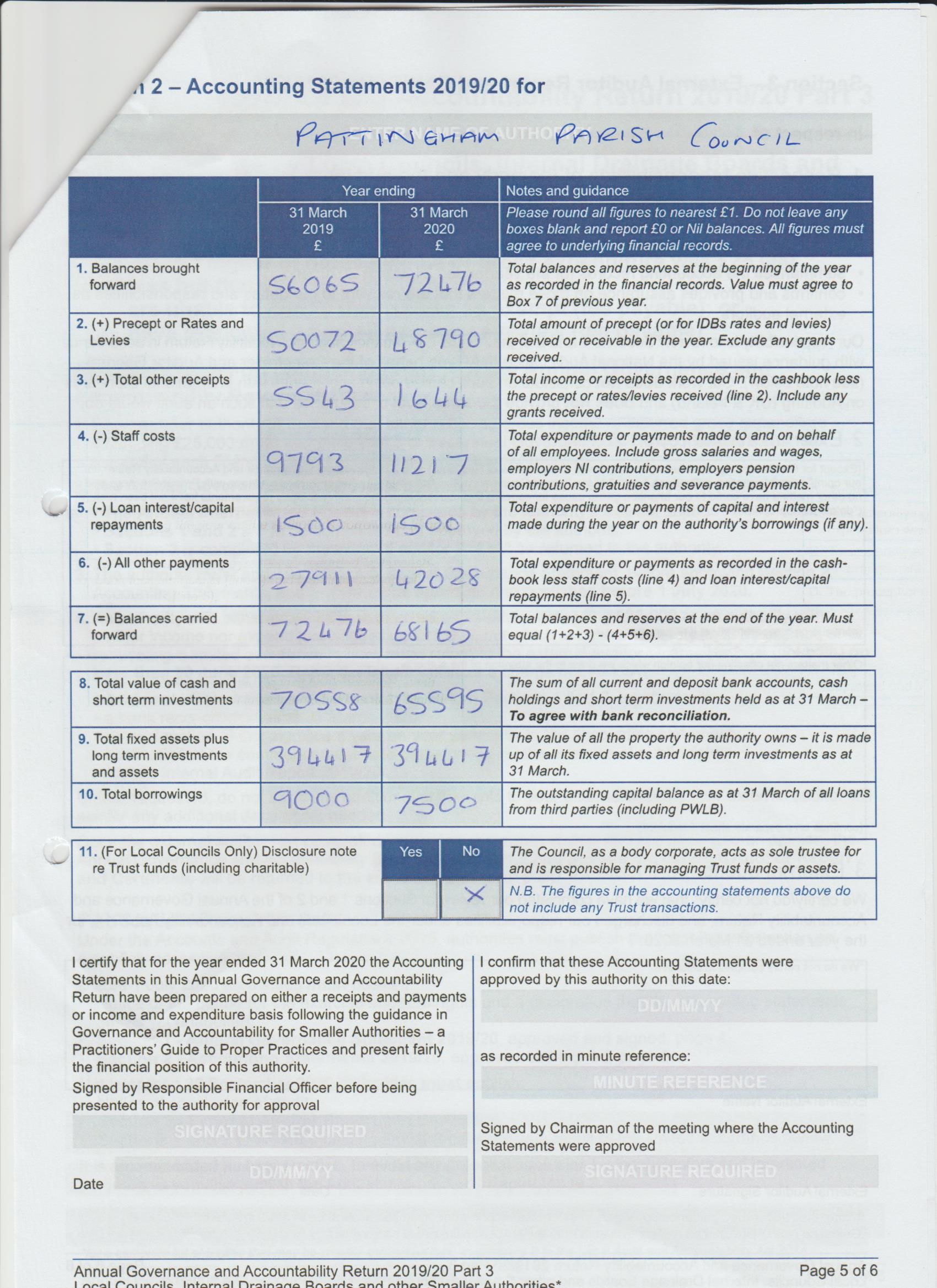


Appendix 2 to the minutes of Pattingham Parish Council held on the 6th July 2020

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