

**MINUTES OF A SPECIAL MEETING OF
CHADDESLEY CORBETT PARISH COUNCIL
Held on Monday 7 August 2006
at Stone Village Hall
at 9.00 p.m.**



Present: Councillors: Chairman, Mr J Swift, Cllrs Dr M Bird, Mrs P Pardoe, Mr P Tetstall, Mr K Bartlett, Mr G Vernon, Mrs J Fox, Mr S Williams, Mr M Walford, Mrs E Mack, Clerk Mrs Y Scriven. A member of the public also attended.

1. APOLOGIES: Cllr Mr L Stockford
2. FORMAL APPROVAL OF THE AGENDA – Approved, plus additional item 10 below.
3. MINUTES OF THE MEETING held on 3 July 2006 were approved and signed by the Chairman.
4. STAFFING WORKING GROUP
The Staffing Working Group had met on Wednesday 26 July 2006 and a report had been circulated prior to the meeting.
 - 4.1 It was resolved that the Staffing Working Group would be appointed as a Staffing Committee with Delegated Authority and a Best Practice Guide would be prepared for approval by the Parish Council at their meeting in September.
 - 4.2 The Staffing Working Group had prepared recommendations for consideration by the Parish Council in respect of the terms and conditions of employment of the Clerk.
 - 4.3 The Staffing Working Group also made recommendations regarding office equipment, telephone lines/calls and travelling expenses.
 - 4.4 The Staffing Working Group also reported on the use of electronic equipment for planning applications, a reserve fund of £500 for additional equipment/maintenance costs, insurance and ancillary equipment.
5. RESOLUTIONS
Following recommendations made by the Staffing Working Group, the following matters were discussed and Resolutions were made, seconded and unanimously approved.
 - 5.1 Employment Status of the Clerk: Effective 6 April 2007 the Clerk should be on Employed Status.
 - 5.2 Contracted Hours of Work for the Clerk: The Clerk would be paid for 40 hours per month.
 - 5.3 SCP for Current Clerk: The Clerk would be placed on SCP 24 at an hourly rate of £10.195p per hour. This would be reviewed upon the Parish Council attaining Quality Status.
 - 5.4 Effective Date: Not yet agreed.
 - 5.5 Annual Review: Would take place in March/April of each year.
 - 5.6 Office Equipment: Replacement office equipment would be provided by the Parish Council. It was agreed to reimburse the Clerk for the purchase of a laser printer at a cost of £110.63.

- 5.7 Exclusive Telephone Line for Broadband/Telephone Calls: The Clerk would be reimbursed the full cost of providing a dedicated telephone line, plus calls, including Broadband which was already provided by the Parish Council.
- 5.8 Travelling Expenses: The Clerk would be reimbursed for all travelling/incidental expenses; mileage at a rate of 40p per mile. Receipts and records would be maintained.
- 5.9 Delegated Authority: The Clerk/RFO would have delegated authority to make urgent purchases/services up to a value of £250 without prior approved of the Parish Council, such expenditure to be reported at the next meeting.
- 5.10 Electronic Equipment: It was agreed to purchase a memory stick and mouse for the laptop/projector and submit the account to Wyre Forest District Council for reimbursement from the reserve fund of £500.

6. Gambling Act 2005

A Consultation Document had been circulated for discussion.

The Parish Council felt that the suggested policy made sensible suggestions and was well thought out. It was suggested that other bodies who could be involved were DHSS, Social Services, Headmasters, etc and that endeavours should be made to protect vulnerable peoples of all ages. It was also felt that the introduction of Special Police would be advantageous. The number of such establishments should be controlled.

7. Street Trading Policy

A Consultation Document had been circulated for discussion.

It was noted that the document mainly covered Kidderminster and that Chaddesley Corbett in particular had no restrictions placed upon it. There were no particular objections to the proposals regarding Kidderminster Town Centre streets, but there were issues regarding health and safety which would need to be addressed.

8. Schedule of Receipts and Payments

The Clerk circulated a schedule of receipts of payments, as shown below. This was approved by the Parish Council.

Payments

Mr Waldron	Lengthsman Scheme	£255.00
Mr Grove	1st Qtr Web Page Maintenance	£ 62.50
CC Village Hall	Room Hire – (7)	£ 84.00
Worcs CALC	Training for Cllrs	£ 75.00 + VAT
Wilmar Plant	Rubbish Removal Burial Ground	£200.00 + VAT
Blakedown Farm	Hedge Cutting – Burial Ground	£100.00
Mr Fidoe	Grass Cutting Burial Ground	£250.00
Mrs Scriven	Postage – Annual Report	£149.73
Dudley Print	Printing Annual Report	£399.00

Receipts

Worcs CC	Lengthsman Scheme 2005/6	£413.63
Worcs CC	P3 Parish Footpaths Scheme	£1,495.45
Mr Wells	Excl.Rights F13	£168.75

Invoiced

Worcs CC	Lengthsman Scheme 2006/7	£470.00
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9. Events in Chaddesley Corbett Village 19 August 2006

The Clerk was asked to request a Police presence in the Village on this day due to a wedding, opening of the hairdressers shop and the Garden Fete, and possible traffic congestion due to parking.

10. The next meeting would be at 7.30 p.m. on Monday 4 September 2006 at Chaddesley Corbett Village Hall.