WARSLOW & ELKSTONES Parish Council

**Minutes of the Parish Council Meeting held Monday 20th March 2017**

Present: Parish Councillors - Cllr. Amy Wardman (Chair), Cllr. Charles Barker, Cllr. Stuart Gould, Cllr. Douglas Titley, Cllr. Lee Wilson, Cllr. Jane Prince.

SMDC Cllr. Teresa Riley

**S. Mansfield (Clerk of Warslow & Elkstones Parish Council)**

**Two members of the Public were also present, representing Manifold Academy.**

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| **Agenda item 1** | Attendance Register, Apologies, Public Attendees |
| **Minute 20/03/17/01** | All Parish Councillors were present and signed the attendance register. The members of the public identified themselves to the meeting as representatives of Manifold Academy. |
| Agenda item 2 | **Variation of Order of Business** |
| **Minute 20/03/17/02** | None. |
| Agenda item 3 | **Declarations of Member's Interests** |
| **Minute 20/03/17/03** | Cllr Lee Wilson's forms presented to Council and signed Clerk to send to Staffordshire Moorlands District Council. |
| Agenda item 4 | **Declarations of pecuniary interests and code of conduct** |
| **Minute 20/03/17/04** | No longer applicable. |
| **Agenda item 5** | **Determination of Confidential Items** |
| **Minute 20/03/17/05** | No confidential items. |
| Agenda item 6 | **Minutes of the meeting held 16th January 2017** |
| **Minute 20/03/17/06** | The minutes of the previous meeting held on 16th January 2017 were reviewed and approved. Proposed Cllr Jane Prince, Seconded Cllr Charles Barker |
| **Agenda item 7** | **Public speaking** |
| **Minute 20/03/17/07** | The representatives from Manifold Academy explained to the meeting the project to use existing SCC owned land, currently leased by the Multi-trust Academy, as a playground for children at the Academy in school hours and open it for public use outside school hours.  The meeting was informed that from a consultation form distributed in the area, it was clear that there was much support for the proposal ( forms returned 75, showed as 74 in support and 1 against). There was also support from SCC Councillor Gill Heath, The Right Honourable Karen Bradley MP and the Free School Group. |
| Agenda item 8 | **Managed Works** |
| **Minute 20/03/17/08** | 1)It was again requested by the Clerk that Mr A. Hall and Mr B. Slack to complete time sheets promptly at the 31st March 2017 to ensure that the Parish Council can reclaim the funding in the short time frame available to do so.  2 ) It was resolved that at the next meeting there will be a review of the works undertaken by the lengthsmen to ensure that the Parish Council is paying for works that it requires and SMDC continues to pay for the work that it requires. |
| Agenda item 9 | **Highways** |
| **Minute 20/03/17/09** | 1) The B5053 near Shayside Farm has a rough and potholed surface again.  2) The cattle grid on the Leek Road regularly becomes flooded. It has been suggested by residents and Parish Councillors that this cattle grid is now redundant and that the SCC should consider removing it.  3) SMDC Councillor Teresa Riley raised a complaint from a resident (Mr Herbert Hall) that the SCC had incorrectly made a path and stone wall at Brook Roods, Honeysuckle Cottage. Councillor Charles Barker stated that he had already, some years ago, raised the matter with SCC, had received a response and had given a copy of the response to Mr Hall at the time. The Clerk is requested to search the minutes of meetings circa 2008 -2010 to identify the records of what happened at that time and make them available the next Parish Council meeting. |
| Agenda item 10 | **Policies and Procedures** |
| **Minute 20/03/17/10** | 1) It was identified that two Parish Councillors should update their documents relating to Pecuniary Interests. Clerk to issue forms to Councillors.  2) It was resolved that Mr Adam Robotham be appointed as Internal Auditor of the Parish Council Records covering the period 1st April 2016 to 31st March 2017. |
| Agenda item 11 | **Planning** |
| **Minute 20/03/17/11** | 1) There has still not been any decision made on the application for new houses to be built on the Old Industrial Estate. The Clerk was requested to make enquiries of the property company, John German as to how many of the previous build on that same site were now sold and/or occupied. |
| Agenda item 12 | **Chairperson's Announcements** |
| **Minute 20/03/17/12** | The Chair informed the meeting that Parish resident, Margaret Grant, had contacted SCC highways herself and requested that some better quality barriers be installed at Elkstones Lane End and had informed that Parish Council of her actions. The following response was received from SCC. I *have checked on report reference 4065211 and I can see that we have been advised we cannot install crash barriers at this location. It has been suggested that we should install a different type of bollard in this location to ensure longevity.* |
| Agenda item 13 | **Updates from the Clerk** |
| **Minute 20/03/17/13** | 1) The lengthsman scheme paperwork, invoicing and payments are currently up to date. However, as this is the last payment due from the SCC, it is important that the time-sheets are received from the lengthsmen as soon as possible. SMDC has confirmed that it will continue with the payments for the scheme for one more year but cannot give any assurances regarding subsequent years. Clerk to request time-sheets from lengthsmen immediately at the end of March 2017.  2) Correspondence had been received from the Village hall Committee regarding the insurance premium for the Village Hall. After some discussion of the Parish Council's contribution to the insurance in previous years it was resolve to make a payment of £495 towards the insurance premium. Also a payment of £105 for use of the Village Hall for Parish Council meetings during the year 2016/17. It was pointed out that the budget and precept for the coming year had already been set and that there were limited funds available for unplanned expenditure. It is recommended that the Village Hall Committee give the Parish Council plenty of notice of next year's insurance costs so that advance budgeting can be made. The Clerk was instructed to provide Laura Gordon with a list of when the Parish Council meetings are due to be held.  3) Defibrillator. Councillor Wilson is still waiting to hear about availability of a defibrillator to be sited near the Village Hall.  4) There are funds available from central government allocations for Parish Councils to obtain IT equipment. The Clerk was instructed to apply for this funding.  5) The clerk made available to the meeting letters received regarding the proposed playground project. The meeting discussed these and the information that had been provided by the representatives from the Manifold Academy. It was unanimously resolved that the Clerk should send a letter of support to the project leaders and make it clear that any help that can be provided by the Parish Council will be available. SMDC Councillor Teresa Riley made clear her support for the playground project.  6) There have been no applications for the vacant position of Parish Councillor. The Clerk is instructed to advertise the position more widely, including placing an advertisement in the Alstonfield Newsletter. It was also pointed out to the Clerk that the list of Parish Councillors names in that newsletter needed to be updated.  7) The Clerk noted that it was necessary to perform some administrative actions for the Parish Council to be in compliance with the office of the Pensions Regulator. The Clerk was instructed to proceed with these actions.  8) As Parish Council meeting seem to have more business to deal with recently, the Clerk was requested to arrange for some drinks and refreshments to be available for Councillors and visitors to the meetings. |
| Agenda item 14 | **Finance** |
| **Minute 20/03/17/14** | The Clerk reported that the bank balances stand at;  Business Reserve Account £5022.55 at 3rd March 2017  Current Account £0.00 at 5th January 2017 (most recent statement date)  **Monies received since last financial report.**   |  |  |  |  | | --- | --- | --- | --- | | DATE | Received from | Remittance Advice | Amount | | 30/12/2016 | NatWest Bank | Interest | £0.04 | | 09/02/2017 | SCC | Lengthsman Scheme | £349.50 | | 31/01/2017 | NatWest Bank | Interest | £0.04 | | 28/02/2017 | NatWest Bank | Interest | £0.04 | | 28/02/2017 | SMDC | Lengthsman Scheme | £200.00 |   Total Income £549.62  The Parish Councillors reviewed the liabilities. All the following payments were agreed and cheques issued.   |  |  |  |  | | --- | --- | --- | --- | | Cheque No | Payee | Item | Amount | | 000538 | S Mansfield Clerk | Salary & PAYE 2 months  Expenses 2 months | £315.20  £58.00 | | 000539 | Staffordshire Parish Councils Association | Annual Subscription | £126.00 | | 000540 | Warslow Village Hall | Contribution to Insurance  Meeting Room fees | £495.00  £105.00 |   Total Expenditure £1099.20 |
| Agenda item 15 | **Date and time of next meeting** |
| **Minute 20/03/17/15** | Next meeting date and time was agreed as  Monday 15th May, 2017 at 7.30pm Warslow Village Hall.  All meeting dates for 2017 are proposed as follows  May 15th July 17th Sep 18th Nov 20th  The meeting was closed at 22:20 hours. |
| Agenda item 16 | **Confidential information** |
| **Minute 20/03/17/16** | None. |