

These minutes are draft until approved by the Parish Council.

WARSLOW & ELKSTONES Parish Council

Minutes of the Parish Council Meeting held Monday 17th September 2018

Present: Parish Councillors - Cllr. Amy Wardman (Chair), Cllr. Stuart Gould, Cllr Lee Wilson, Cllr Doug Titley.

Members of the Public – Three Principal Councillors – Cllr Teresa Riley SMDC

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

Agenda item 1	Attendance Register, Apologies, Public Attendees
Minute 17/09/18/01	Councillor Jane Prince, Charles Barker and Ian Astle had sent apologies. All other Parish Councillors were present and signed the attendance register.
Agenda item 2	Variation of Order of Business
Minute 17/09/18/02	None
Agenda item 3	Declarations of Member's Interests & Declarations of pecuniary interests
Minute 17/09/18/03	None
Agenda item 4	Determination of Confidential Items
Minute 17/09/18/04	None
Agenda item 5	Minutes of the meeting held 23rd June 2018
Minute 17/09/18/05	The minutes of the previous meeting held on 23 rd June 2018 were reviewed and accepted as an accurate record of proceedings. Proposed Cllr. Doug Titley, seconded Cllr. Stuart Gould.
Agenda item 6	Matters arising from these minutes
Minute 17/09/18/06	6.1) The Parish Council has discussed the issue of the skip that has been placed in Emanuals Lane for some months now and on hearing the public speaking it was requested by the Chair that this item be removed from future agendas.
Agenda item 7	Public speaking
Minute 17/09/18/07	One of the members of the public present was able to provide some further information to the meeting regarding the skip and access through Emanuals Lane. Point clarified were 7.1) The skip is still in use as work continues inside the adjacent property. Slips will not be left there unnecessarily as the cost would be prohibitive. 7.2) There is no dispute by the Gordon family that the Public have access through the lane. 7.3) The request for the removal of the outstanding adoption application on the lane was repeated and the Parish Council confirmed that the Clerk would continue to pursue this official removal. Councillor Teresa Riley of SMDC addressed the meeting and brought a wreath for Remembrance Sunday. It was agreed that the donation for the wreath to the Royal British legion would be made at the November meeting.
Agenda item 8	Managed Works
Minute	8.1) Replacement signage is needed in the telephone kiosk. Councillor Lee Wilson to

17/09/18/08	<p>send items to be ordered to the Clerk.</p> <p>8.2) New signage is needed in Elkstones to lead members of the public more easily to the new defibrillator. Councillor Lee Wilson to send items to be ordered to the Clerk.</p> <p>8.3) The Clerk requires invoices for work completed under the lengthsman's scheme.</p> <p>8.4) The Clerk was requested to investigate costs and assign a contractor for spraying the roadside weeds. The contractor must have a suitable certificate.</p> <p>8.5) It was agreed that the Chapter 8 training for lengthsman Slack and Wilson should proceed.</p>
Agenda item 9	Highways
<p>Minute 17/09/18/09</p>	<p>9.1) Some reported missing white lines have been renewed today.</p> <p>9.2) From School Lane down to Old Shop the surface of the pavement is broken up and is a trip hazard.</p> <p>9.3) There is a broken kerb outside 7 Church Terrace.</p> <p>9.4) There are 2 big potholes on the post office corner – one is already marked out.</p> <p>9.5) All pavements in Warslow have not been properly maintained for years.</p> <p>9.6) the Cattle grid on the Leek road is still flooding.</p>
Agenda item 10	Policies and Procedures
<p>Minute 17/09/18/10</p>	<p>10.1) The Parish Council's website had been updated with several new policy documents. The Parish Councillors formally accepted these documents as Parish Council policy in the meeting. The resolution was proposed by Councillor Amy Wardman, seconded by Councillor Stuart Gould and unanimously accepted by the meeting. The policies adopted were;</p> <p>Human Resources</p> <ul style="list-style-type: none"> -Guide to being a good employer. -Contract Of Employment for The Clerk to Warslow and Elkstones Parish Council -NALC Model Disciplinary and Grievance Procedure -Equal Opportunities Policy -HMRC GUIDELINES <p>Policies and Procedures</p> <ul style="list-style-type: none"> -THE GOOD COUNCILLOR'S GUIDE -THE GOOD COUNCILLOR'S GUIDE TO FINANCE AND TRANSPARENCY -Best practice note on casual vacancies and Co-option -Code of Conduct for Parish Councillors -Financial Regulations -Standing Orders -HOW TO COMPLAIN TO YOUR PARISH OR TOWN COUNCIL
Agenda item 11	Planning
<p>Minute 17/09/18/11</p>	<p>11.1) No planning comments had been made at the previous meeting.</p> <p>11.2) Crow Trees Farm Lower Elkstones Change of use – no objections.</p>
Agenda item 12	Chairperson's Announcements
<p>Minute 17/09/18/12</p>	<p>12.1 On the Leek Road the 20mph sign is difficult to read.</p> <p>12.2) Leave the discussion of the speed restrictions on Elkstones Lane and Stoneyfold Lane until next meeting.</p>

Agenda item 13	Updates from the Clerk																																																				
Minute 17/09/18/13	<p>13.1) The split of WW1 fund monies, now available for disbursement to the organisers of the events in Warslow and Elkstones was not clear. The Clerk is to contact Councillor Jane Prince and work out how the money should be divided between Warslow and Elkstones.</p> <p>13.2) The Clerk confirmed that the certificate of exemption was issued and posted on the website.</p>																																																				
Agenda item 14	Finance																																																				
Minute 17/09/18/14	<p>14.1) The Clerk reported that the bank balances stand at; Business Reserve Account £4383.69 at 31st August 2018 Current Account £0.00 at 31st August 2018</p> <p>Monies received since last financial report.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">DATE</th> <th style="width: 30%;">Received from</th> <th style="width: 30%;">Remittance Advice</th> <th style="width: 25%;">Amount</th> </tr> </thead> <tbody> <tr> <td>31/07/2018</td> <td>NatWest Bank</td> <td>Interest</td> <td style="text-align: right;">£0.17</td> </tr> <tr> <td>24/08/2018</td> <td>SMDC</td> <td>Re WW1 fund</td> <td style="text-align: right;">£435.00</td> </tr> <tr> <td>31/08/2018</td> <td>NatWest Bank</td> <td>Interest</td> <td style="text-align: right;">£0.17</td> </tr> <tr> <td colspan="3" style="text-align: right;">Total Income</td> <td style="text-align: right;">£435.34</td> </tr> </tbody> </table> <p>The Parish Councillors reviewed the liabilities and cheque payments. All the following payments were agreed and cheques issued.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="width: 15%;">Cheque No</th> <th style="width: 30%;">Payee</th> <th style="width: 30%;">Item</th> <th style="width: 25%;">Amount</th> </tr> </thead> <tbody> <tr> <td>000586</td> <td>Mather Jamie</td> <td>rental</td> <td style="text-align: right;">£5.00</td> </tr> <tr> <td>000587</td> <td>DM Payroll</td> <td>Half year fee</td> <td style="text-align: right;">£31.50</td> </tr> <tr> <td>000588</td> <td>Peaklander Electrical</td> <td>Disable Defib Code</td> <td style="text-align: right;">£81.00</td> </tr> <tr> <td>000589</td> <td>E A Fitzgibbon</td> <td>Audit Fee</td> <td style="text-align: right;">£110.00</td> </tr> <tr> <td>000590</td> <td>S Mansfield Clerk</td> <td>Salary 2 month + Back Pay</td> <td style="text-align: right;">£568.47</td> </tr> <tr> <td>000591</td> <td>B. Slack (19/09/18)</td> <td>Lengthsman work</td> <td style="text-align: right;">£388.40</td> </tr> <tr> <td colspan="3" style="text-align: right;">Total Expenditure</td> <td style="text-align: right;">£1184.37</td> </tr> </tbody> </table> <p>The meeting agreed that the determination of the Clerk's holiday pay entitlement should be left to the next meeting.</p>	DATE	Received from	Remittance Advice	Amount	31/07/2018	NatWest Bank	Interest	£0.17	24/08/2018	SMDC	Re WW1 fund	£435.00	31/08/2018	NatWest Bank	Interest	£0.17	Total Income			£435.34	Cheque No	Payee	Item	Amount	000586	Mather Jamie	rental	£5.00	000587	DM Payroll	Half year fee	£31.50	000588	Peaklander Electrical	Disable Defib Code	£81.00	000589	E A Fitzgibbon	Audit Fee	£110.00	000590	S Mansfield Clerk	Salary 2 month + Back Pay	£568.47	000591	B. Slack (19/09/18)	Lengthsman work	£388.40	Total Expenditure			£1184.37
DATE	Received from	Remittance Advice	Amount																																																		
31/07/2018	NatWest Bank	Interest	£0.17																																																		
24/08/2018	SMDC	Re WW1 fund	£435.00																																																		
31/08/2018	NatWest Bank	Interest	£0.17																																																		
Total Income			£435.34																																																		
Cheque No	Payee	Item	Amount																																																		
000586	Mather Jamie	rental	£5.00																																																		
000587	DM Payroll	Half year fee	£31.50																																																		
000588	Peaklander Electrical	Disable Defib Code	£81.00																																																		
000589	E A Fitzgibbon	Audit Fee	£110.00																																																		
000590	S Mansfield Clerk	Salary 2 month + Back Pay	£568.47																																																		
000591	B. Slack (19/09/18)	Lengthsman work	£388.40																																																		
Total Expenditure			£1184.37																																																		
Agenda item 15	Date and time of next meeting																																																				
Minute 17/09/18/15	<p>Next meeting date and time was agreed as Monday 19th November, 2018 at 7.30pm Warslow Village Hall (NB later deferred until Tuesday 27th November 2018)</p> <p>The meeting was closed at 21:45 hours.</p>																																																				
Agenda item 16	Confidential information																																																				
Minute 17/09/18/16	Can be discussed by Contacting The Chair, Councillor Amy Wardman.																																																				

Agenda item 17	Any Other Business
Minute 17/09/18/17	17.1) It was noted that some residents were working towards competing in the Best Kept Village competition and it was reported that 1) The Surrounding area of the Greyhound was good. 2) The Noticeboard was there but needed tidying or replacing. 3) The Telephone box needs repainting 4) Seats are in good condition 5) The well is sluggish 6) Churchyard Good 7) Parish Council notices displayed properly. 17.2) It was also noted that there is a Christmas Fair on the 25 th November 2018 Which has been notified to the Police and County Council. 17.3) 50 lamp-post poppies have been ordered.