

These minutes are draft until approved by the Parish Council.

## WARSLOW & ELKSTONES Parish Council

Minutes of the Parish Council Meeting held Monday 23<sup>rd</sup> July 2018

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

Members of the Public - None

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

Agenda item 1	<b>Attendance Register, Apologies, Public Attendees</b>
<b>Minute</b> 23/07/18/01	Councillor Jane Prince had sent apologies. All other Parish Councillors were present and signed the attendance register.
Agenda item 2	<b>Variation of Order of Business</b>
<b>Minute</b> 23/07/18/02	None
Agenda item 3	<b>Declarations of Member's Interests &amp; Declarations of pecuniary interests</b>
<b>Minute</b> 23/07/18/03	None
Agenda item 4	<b>Determination of Confidential Items</b>
<b>Minute</b> 23/07/18/04	None
Agenda item 5	<b>Minutes of the meeting held 22nd May 2018</b>
<b>Minute</b> 23/07/18/05	The minutes of the previous meeting held on 22 <sup>nd</sup> May 2018 were reviewed and accepted as an accurate record of proceedings. Proposed Cllr. Ian Astle seconded Cllr. Stuart Gould.
Agenda item 6	<b>Matters arising from these minutes</b>
<b>Minute</b> 23/07/18/06	<p>6.1) The Parish Council discussed the issue of the skip that has been placed in Emmanuel's Lane for some months now. Questions were raised which referred to the ownership of the land, the responsibility for the maintenance of the thoroughfare and the issues and implications of the lane being a public right of way. Furthermore, the request from a member of the public in a previous meeting to remove the application to the local authority (SMDC and SCC) for the lane to be adopted and therefore maintained by the local authority has been accepted by the Parish Council. A request to do this is being processed by Staffordshire County Council and the Clerk for Warslow and Elkstones Parish Council has requested assistance from Councillor Gill Heath to expedite this matter.</p> <p>The Parish Council resolved that the next stage in dealing with these complex issues was for the Clerk to write to the persons responsible for placing the skip in Emmanuel's Lane and ask what timescale do they have in mind for the skip to be removed because it is understood that this skip is placed on a public right of way. This resolution was proposed by the Chair, Councillor Amy Wardman and seconded by Councillor Douglas Titley and unanimously approved.</p> <p>The Parish Council requested that the Clerk find old maps of the Parish of Warslow.</p>
Agenda item 7	<b>Public speaking</b>

<b>Minute</b> 23/07/18/07	None
Agenda item 8	<b>Managed Works</b>
<b>Minute</b> 23/07/18/08	<p>8.1) Replacement signage is needed in the telephone kiosk. Councillor Lee Wilson to 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.</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 legal responsibilities regarding training (Chapter 8 certificate for roadside safety) and report back to the Parish Council at the next meeting. For your reference this website is very useful. <a href="https://www.safeandtrained.com/chapter-8/">https://www.safeandtrained.com/chapter-8/</a></p>
Agenda item 9	<b>Highways</b>
<b>Minute</b> 23/07/18/09	<p>9.1) Some reported faults have been repaired but not all.</p> <p>9.2) Councillor Ian Astle has reported a new pothole at the top end of Quarter Lane.</p>
Agenda item 10	<b>Policies and Procedures</b>
<b>Minute</b> 23/07/18/10	<p>10.1) The Parish Council's website has recently been updated with several new policy documents. The Parish Councillors are requested to view these documents so that they can be formally adopted by the Parish Council at the next meeting. These documents are listed below and can be found on the Parish Council website on pages under the following headings.</p> <p><b>Human Resources</b></p> <ul style="list-style-type: none"> <li>-Guide to being a good employer.</li> <li>-Contract Of Employment for The Clerk to Warslow and Elkstones Parish Council</li> <li>-NALC Model Disciplinary and Grievance Procedure</li> <li>-Equal Opportunities Policy</li> <li>-HMRC GUIDELINES</li> </ul> <p><b>Policies and Procedures</b></p> <ul style="list-style-type: none"> <li>-THE GOOD COUNCILLOR'S GUIDE</li> <li>-THE GOOD COUNCILLOR'S GUIDE TO FINANCE AND TRANSPARENCY</li> <li>-Best practice note on casual vacancies and Co-option</li> <li>-Code of Conduct for Parish Councillors</li> <li>-Financial Regulations</li> <li>-Standing Orders</li> <li>-HOW TO COMPLAIN TO YOUR PARISH OR TOWN COUNCIL</li> </ul> <p>The Clerk was requested to print off these documents and had to Councillor Charles Barker who has no internet access facility.</p>
Agenda item 11	<b>Planning</b>
<b>Minute</b> 23/07/18/11	<p>11.1) No planning comments had been made at the previous meeting.</p> <p>11.2) Breach Farm Elkstones – portal framed building to house young bovines – no</p>

	objections.																																								
Agenda item 12	<b>Chairperson's Announcements</b>																																								
<b>Minute</b> 23/07/18/12	<p>12.1) The Chair informed the meeting that SMDC Councillor Teresa Riley had asked if a wreath is needed this year. The Parish Council unanimously agreed that a wreath would be required and usual donation made.</p> <p>12.2) Councillor Douglas Titley and Jane Prince are now signatories on the Parish Council bank account.</p>																																								
Agenda item 13	<b>Updates from the Clerk</b>																																								
<b>Minute</b> 23/07/18/13	<p>13.1) The Clerk presented the meeting with the Annual Governance Report and went through each item with Councillors. The Chair proposed that the meeting accept and sign the document, seconded by Councillor S Gould, unanimously agreed. The Chair and Clerk signed and dated the document.</p> <p>13.2) The Clerk presented the meeting with the Annual Accounting Statement and went through the figures with Councillors. The Chair proposed that the meeting accept and sign the document, seconded by Councillor S Gould, unanimously agreed. The Chair and Clerk signed and dated the document.</p>																																								
Agenda item 14	<b>Finance</b>																																								
<b>Minute</b> 23/07/18/14	<p>14.1) The Clerk reported that the bank balances stand at;  Business Reserve Account £4434.53 at 29<sup>th</sup> June 2018  Current Account £0.00 at 29<sup>th</sup> June 2018</p> <p><b>Monies received since last financial report.</b></p> <table border="1"> <thead> <tr> <th>DATE</th> <th>Received from</th> <th>Remittance Advice</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>31/05/2018</td> <td>NatWest Bank</td> <td>Interest</td> <td>£0.24</td> </tr> <tr> <td>29/06/2018</td> <td>NatWest Bank</td> <td>Interest</td> <td>£0.18</td> </tr> <tr> <td colspan="3" style="text-align: right;">Total Income</td> <td>£0.42</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"> <thead> <tr> <th>Cheque No</th> <th>Payee</th> <th>Item</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>000582</td> <td>SPCA</td> <td>Annual Subscription</td> <td>£126.00</td> </tr> <tr> <td>000583</td> <td>PPPF</td> <td>Annual Subscription</td> <td>£12.00</td> </tr> <tr> <td>000584</td> <td>S Mansfield Clerk</td> <td>Salary 2 months</td> <td>£310.20</td> </tr> <tr> <td>000585</td> <td>Newsletter</td> <td>Donation</td> <td>£50.00</td> </tr> <tr> <td colspan="3" style="text-align: right;">Total Expenditure</td> <td>£498.20</td> </tr> </tbody> </table>	DATE	Received from	Remittance Advice	Amount	31/05/2018	NatWest Bank	Interest	£0.24	29/06/2018	NatWest Bank	Interest	£0.18	Total Income			£0.42	Cheque No	Payee	Item	Amount	000582	SPCA	Annual Subscription	£126.00	000583	PPPF	Annual Subscription	£12.00	000584	S Mansfield Clerk	Salary 2 months	£310.20	000585	Newsletter	Donation	£50.00	Total Expenditure			£498.20
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Agenda item 15	<b>Date and time of next meeting</b>																																								
<b>Minute</b> 23/07/18/15	<p>Next meeting date and time was agreed as  Monday 17<sup>th</sup> September, 2018 at 7.30pm Warslow Village Hall</p> <p>Meetings for the rest of the year were agreed as</p>																																								

	Nov 19th. The meeting was closed at 21:50 hours.
Agenda item 16	<b>Confidential information</b>
<b>Minute</b> 23/07/18/16	Can be discussed by Contacting The Chair, Councillor Amy Wardman.
Agenda item 17	<b>Any Other Business</b>
<b>Minute</b> 23/07/18/17	<p>17.1) The Parish Council requested that the Clerk send a £50 donation to the Alstonfield newsletter which is distributed free of charge in Warslow and Elkstones.</p> <p>17.2) The seat outside the village hall near the war memorial needs varnishing. Request that this work is done either by the lengthsman or Darren Barlow. The work should be completed while the weather is dry.</p> <p>17.3) The location of the defibrillators should be advertised in the Leek Post and the newsletter. Councillor Lee Wilson will send the details of the defibrillators to West Midlands Ambulance Service.</p> <p>17.4) Include as an agenda item for the next meeting speed restrictions on Elkstones Lane and Stoneyfold Lane.</p>