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WARSLOW & ELKSTONES Parish Council

Minutes of the Parish Council Meeting held Monday 16th September 2019

Present: Parish Councillors – Vice Chair Cllr. Jane Prince,

Cllr Charles Barker, Cllr Stuart Gould, Cllr. Doug Titley, Cllr Laura Gordon.

Members of the Public – None

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

Agenda item 1	Attendance Register, Apologies, Public Attendees
Minute 16/09/19/01	All Parish Councillors were present and signed the attendance register with the exception of Councillors Amy Wardman and Ian Astle who had sent apologies. The meeting was chaired by Councillor Jane Prince.
Agenda item 2	Variation of Order of Business
Minute 16/09/19/02	It was proposed that Agenda item 8 be dealt with immediately so that the lengthsman could leave the meeting after business of his concern was complete. This was unanimously agreed.
Agenda item 3	Declarations of Member's Interests & Declarations of pecuniary interests
Minute 16/09/19/03	None
Agenda item 4	Determination of Confidential Items
Minute 16/09/19/04	None
Agenda item 5	Minutes of the meeting held 22nd July 2019
Minute 16/09/19/05	The minutes of the previous meeting held on 22 nd July 2019 were reviewed and accepted as an accurate record of proceedings. Proposed Cllr. Jane Prince, seconded Cllr. Laura Gordon.
Agenda item 6	Matters arising from these minutes
Minute 16/09/19/06	None
Agenda item 7	Public speaking
Minute 16/09/19/07	7.1) None
Agenda item 8	Managed Works
Minute 16/09/19/08	<p>8.1) Lengthsman Brian Slack of Elkstones now wishes to retire and it was proposed by Cllr Charles Barker, seconded by Cllr Doug Titley and unanimously agreed that Mr Roger Miller should take over the work that Mr Slack had managed so well over many years. Mr Miller was asked to speak with Mr Slack who could best brief him on the way the work is timed and handled. It was settled that there would be half the number of hours invoiced for the Elkstones lengthsman work as there are for Warslow and that the invoices for both areas of work would be presented at each meeting for review, approval and payment.</p> <p>8.2) There are trees overhanging the carriageway and the lengthsman was asked to cut these back for safety. All tasks performed by Mr Miller in Warslow had been inspected by Councillors and was approved as good work.</p> <p>8.3) The Clerk was asked to prepare a letter to be sent to Warslow Action Group regarding</p>

	the benches in the village which are falling into disrepair, and asking if new memorial benches may be installed. The letter should seek clarification on whether W.A.G. wish to restore the benches or if they are happy for Warslow and Elkstones Parish Council to do so.																				
Agenda item 9	Highways																				
Minute 16/09/19/09	9.1) The tree stump which was blocking a ditch at the southern entrance to the village has been removed and the ditch cleared.																				
Agenda item 10	Policies and Procedures																				
Minute 16/09/19/10	10.1) The new NALC financial regulations were discussed and will be presented for adoption at the next meeting.																				
Agenda item 11	Planning																				
Minute 16/09/19/11	11.1) The Parish Council had no new planning applications to review. 11.2) To hear notifications of Planning Decisions – None notified.																				
Agenda item 12	Chairperson's Announcements																				
Minute 16/09/19/12	12.1) Clerk to ask Sally Stikland for advice on purchasing defibrillator pads and if the alarm on the box should activate every time it is opened.																				
Agenda item 13	Updates from the Clerk																				
Minute 16/09/19/13	13.1) The meeting was advised of a visit at the next meeting by a member of the public who wishes to have the Greyhound Pub declared as a Public Asset. The meeting resolved that this person would be made welcome at the next meeting. 13.2) Councillor Stuart Gould raised a concern about the recent VAT126 claim made by the Clerk. Of particular concern was how the VAT content of invoices for equipment installed in the Village Hall had been handled. Cllr Gould wished to have clarification on how the claim system works and wanted to be sure that the Clerk had complied with all the relevant VAT regulations in making that claim. The Clerk explained the use of the VAT126 form using documents he had to hand in the audit file. The Clerk agreed to send Councillor Gould a copy of the VAT126 form he had used to make the claim. The Clerk explained that he was waiting for the VAT office, dealing with that type of VAT matter, situated at Shipley in Yorkshire, to process the claim form and Advise him if there were any problems with it.																				
Agenda item 14	Finance																				
Minute 16/09/19/14	14.1) The Clerk reported that the bank balances stand at; Business Reserve Account £2148.45 at 30 th August 2019 Current Account £0.00 at 30 th August 2019 Monies received since last meeting.																				
	<table border="1"> <thead> <tr> <th>DATE</th> <th>Received from</th> <th>Remittance Advice</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>31/07/2019</td> <td>NatWest Bank</td> <td>Interest</td> <td>£0.60</td> </tr> <tr> <td>02/08/2019</td> <td>Staffs Moorlands DC</td> <td>Lengthsman Scheme</td> <td>£400.00</td> </tr> <tr> <td>30/08/2019</td> <td>NatWest Bank</td> <td>Interest</td> <td>£0.36</td> </tr> <tr> <td colspan="3" style="text-align: right;">Total Income</td> <td>£400.96</td> </tr> </tbody> </table>	DATE	Received from	Remittance Advice	Amount	31/07/2019	NatWest Bank	Interest	£0.60	02/08/2019	Staffs Moorlands DC	Lengthsman Scheme	£400.00	30/08/2019	NatWest Bank	Interest	£0.36	Total Income			£400.96
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The Parish Councillors reviewed the liabilities and cheque payments. All the following payments were agreed and cheques issued.

Cheque No	Payee	Item	Amount
000625	HMRC	PAYE Liability	£83.00
000626	S. Mansfield	Salary + expenses for 2 months	£390.38
000627	DM Payroll	All 19/20 Payroll service charges	£63.00
000628	Mather Jamie	Pipeline - Grouse Farm Meadow	£5.00
000629	J.R. Miller	Lengthsman	£300.00
000630	B. Slack	Final Lengthsman payment	£480.00
		Total	£1321.38

Agenda item
15

Date and time of next meeting

Minute
16/09/19/15

The meeting dates for 2019 were agreed as
Nov 18th

The meeting was closed at 21.45 hours.

Agenda item
16

Confidential information

Minute
16/09/19/16

Details of this item can be discussed by Contacting the Chair of this meeting Cllr Jane Prince.

Agenda item
17

Any Other Business

Minute
16/09/19/17