

Warslow and Elkstones Parish Council

Minutes

A meeting of Warslow and Elkstones Parish Council Meeting was held at 7.30 pm on Wednesday, 23rd November 2022 in Warslow Village Hall.

Present: Chairman, Mr N Searston, Mrs L Peach, Mr P Moakes, Mrs A Wardman, Mr S Gould, Mr N Gilman, the clerk, Mrs S Hampson and District Councillor, Mrs T Riley.

Non-Confidential items

22.11.1 Attendance and apologies for absence

The members present completed the attendance register.

22.11.2 Declaration of interest of councillors related to the agenda

There was no need, by any members present, to declare an interest in any items from the agenda.

22.11.3 Minutes of the previous agenda

The clerk had forwarded the minutes in advance of the meeting and these had been posted on the website.

Resolved: to accept the minutes as a true record of proceedings. The minutes were signed by the Chairman, Mr Searston.

22.11.4 Public speaking procedures document

This was available for any members of the public in attendance, however, there were none in attendance.

22.11.5 Public speaking

Please see above.

22.11.6 Update from the Village Action Group

Cllr. Mrs Peach advised that she would liaise with some of the members of the Village Action Group with a view to an invitation to attend the next or a future meeting. It was hoped this will enable the group members to advise the parish council of the Action Group's role within the parish. The parish council members would like to ascertain provisions that may have been made in the parish, together with insurance details.

22.11.7 Update from District Councillor/County Councillor

The District Councillor was in attendance. She had nothing to report from the District Council. She had kindly provided the parish council with a wreath for the Remembrance Day service. (Please see items of account).

22.11.8 PCSO update

The Chairman had liaised with the PCSO for the area who had intended to attend the meeting but unfortunately, due to illness, was unable to do so.

Resolved: The Chairman to invite the PCSO to attend the January 2023 meeting.

Resolved: The parish council's lengthsman arrived early to discuss his contract. It was agreed to discuss this agenda item at this point in the meeting. Please see the details under the confidential item 22.11.20.

22.11.9 Noticeboard at Elkstones

The resident from Elkstones, who had originally purchased the noticeboard at Elkstones, had just received the invoice from the contractor who had installed the noticeboard. She had forwarded the documentation via Cllr. Mrs Wardman. The clerk now forwards the parish council minutes and agenda to her and she very

kindly places these items in the noticeboard. The same resident had been advised that an old strimmer belonging to the parish council had been located in Elkstones.

Resolved: Cllr. Mr Moakes to add the noticeboard to the asset register on the parish council's website.

Resolved: Cllr. Mr Moakes to receive the old strimmer to store temporarily and ascertain condition.

Resolved: To place the item on the next agenda to discuss possible disposal or writing off due to age/function.

22.11.10 Village wells' maintenance

The chairman, Mr Searston and Cllr. Mr Gilman had unfortunately, not been able to attend to the wells/troughs due to poor weather conditions.

Resolved: To revisit this item in the Spring.

22.11.11 Update on wayleave agreement

The clerk had not received a response to her previous email to the land agent, Mather Jamie.

Resolved: The clerk to submit further communication to the land agent regarding the wayleave agreement.

22.11.12 Grit bins

Following a request from a resident in Elkstones, the clerk had contacted Staffordshire County Council regarding piles of grit for Elkstones. The clerk had also requested information regarding the possibility of a grit bin near the entrance to the primary school gates. These requests had been somewhat difficult to report on Staffordshire County Council's website and the clerk had raised this via a complaint. Upper Elkstones is also in need of piles of grit.

Resolved: The clerk to make a further request to Staffordshire County Council for additional grit for Upper Elkstones.

22.11.13 Planning, appeals, planning decisions

New planning applications had been received for variation of conditions at Shay Side Farm, Onecote for the entrance gates and another for repositioning of a haybarn further from the highway.

Resolved: To support the above proposals.

A further application had been received for a rear single storey extension at Hole Farm, Elkstones for a rear single storey extension.

Resolved: To support the above proposal.

Planning decision notices had been received granting proposals at Stables Cottage, Warslow Hall; Overdale at Elkstones for a garage and Old Nick Cottage for a kitchen extension.

22.11.14 Items of account, clerk, lengthsman, wayleave, HMRC, Remembrance Day wreaths and lamp post poppies, defibrillator battery, general income and expenditure

Cq 722	Intermedical Ltd	New battery for Warslow defibrillator*	£246.00 (VAT £41)
Cq 723	S Billings	Lengthsman (34 hours Sept-November)	£374.00
Cq 724	Royal British Legion	Remembrance Day wreath	£20.00
Cq 725	HMRC	Quarter 3 Income tax	£177.20
Cq 726	S Hampson	November & December clerk's salary	£472.48
Cq 727	S Hampson	September clerk's salary	£236.34
Cq 728	S Hampson	Mileage allowance	£9.05
Cq 729	L Peach	Reimbursement for lamp post poppies	£60.00

*Chairman, Mr Searston confirmed to the District Councillor that the parish defibrillators are registered with the NHS.

22.11.15 Consideration of budget items for forthcoming precept setting

The clerk had prepared the first draft of budget items for consideration towards the precept setting meeting in January 2023. These figures included amounts for trial holes and legal fees related to the possible new burial ground, plus an amount for next year's parish council elections. Based on additional budget items, the 2023-24 expenditure figure exceeded that of the previous year's precept amount. Any additional budget items were also requested, prior to January 2023. The clerk and responsible finance officer suggested that consideration be given to raising the council's precept figure for 2023-2024.

The tax base figures had not yet been received from Staffordshire Moorlands. The tax base figure will enable a calculation to be made generating an amount for Band D properties in relation to the parish council's precept figure.

The clerk hoped that it would be possible to reclaim, through the Lengthsman Scheme, an amount of £400 and had previously submitted an email but no response had been received. The Chairman, Mr Searston provided the clerk with a telephone contact number for the person concerned with this scheme.

Resolved: To consider final budget items and to set the precept at the January 2023 meeting.

22.11.16 Archive

Cllr. Mr Moakes had liaised with the County Archive at Stafford regarding the numerous items deposited there. It is possible to view items at Stafford or to 'book out' items for a period of time.

Resolved: Cllr. Mr Moakes to make further contact with the Archive and report back at the next meeting.

22.11.17 Highway issues

Pot holes previously reported had still not been repaired. Details of a pot hole at the Elkstones turning were provided to enable the clerk to report the matter again. District Councillor, Mrs Riley suggested that the responsibility for incidents at these locations should rest with the County Council once reported.

22.11.18 Items for the next agenda

Precept, burial ground, wayleave, Village Action Group, PCSO, Casual Vacancy and Co-option, asset register, possible disposal of assets. Additional items to be prepared by the clerk, as required.

22.11.19 Date and time of next meeting

Wednesday, 25th January 2023 at 7.30 pm

Confidential business

22.11.20 Lengthsman's contract

The parish council's lengthsman attended the meeting to discuss his contract and recently devised time sheet. He reported that he takes leaves away and these are subsequently collected by the District Council's contractors.

Resolved: Both the lengthsman and clerk signed two copies of the new contract, one to be retained by the lengthsman and the other retained by the parish council. The lengthsman also took 3 copies of the timesheet to identify works completed at Warslow and at Elkstones. A timesheet will now be submitted with each future invoice.

22.11.21 The burial ground

Cllr. Mr Moakes provided an update on recent conversations with the Diocese's Glebe Agent.

Cllr. Mr Moakes had not received a reply to emails sent to Staffordshire Moorlands District Council, as the burial authority. A discussion took place regarding sources of funding for a parish council loan to purchase suitable land.

Resolved: The District Councillor, Mrs Riley to liaise with Staffordshire Moorlands District Council again and to provide the clerk with the relevant contact details to approach regarding possible funding.

Resolved: The clerk to approach Staffordshire Parish Councils' Association (SPCA) for further details of financial loan boards and terms.

Resolved: Cllr. Mr Moakes to arrange a meeting with personnel from the Diocese.

22.11.22 Casual Vacancy

Unfortunately, due to a lack of attendance by a councillor for 6 months, for a number of reasons, it had become necessary to declare a casual vacancy for one councillor for Warslow and Elkstones Parish Council although parish council elections will take place in May 2023.

Resolved: to advertise the casual vacancy documents prepared by the clerk on noticeboards, the website and to advise the personnel at the District Council accordingly. After the required period of time, the parish council can proceed to co-opt a seventh member of the parish council, if insufficient interest has been received to generate an election.

The meeting was declared closed at 9.10 pm

Mrs S Hampson
Clerk
Warslow and Elkstones Parish Council

26th November 2022