



BARLASTON PARISH COUNCIL

MINUTES OF MEETING
Held on Tuesday 14th June 2016 at 7.30pm.
In BARLASTON VILLAGE HALL.

Present: – Cllr. P Fisher (Vice Chairman)

Cllr. T. Dodd
Cllr. V. O'Dunne
Cllr. S. Hall
Cllr. P. Fisher
Cllr. S. Broome
Cllr. E. Philpott
Cllr. I. Macmillan

In attendance: Mrs. K. Squires (minutes), Mr. J. Blount (consultant), Cllr. Ian Parry (Staffordshire County Council), Ms. Hannah Barter (Urban Vision), 6 members of the public

Absent: Cllr. Gent

Public Question Time

Questions were asked about:

The visibility problem at Nursery Gardens caused by vehicles parking on the verge near the junction. The residents believe that bollards placed on this junction will resolve this issue. The chairman recommended that the member of the public contact Royal Mail, the drivers for whom seemed to be the biggest culprits.

A member of the public asked why the verges were only partially cut although apparently, the uncut section had been cut following enquiries.

A member of the public commented that the Welcome to Barlaston sign was positioned after Nursery Gardens. Cllr. Macmillan explained that the Nursery Gardens development had originally fallen outside the village boundary. The residents' feelings about this were noted.

A member of the public asked about the closure of the surgery. The chairman explained that this was a temporary measure following a routine inspection that had revealed electrical faults in ancillary equipment. The closure was for health and safety reasons. It was anticipated that the surgery would re-open within 5 – 6 working days from the evening of the meeting once the electrical problems had been resolved. The chairman also commented on rumours that the surgery would be closed permanently; the GP practice now had a full complement of GPs and were keen to keep the surgery open.

A member of the public asked a question about speeding into and through the village and the number of HGVs ignoring the weight limit signs. Residents were encouraged to record and report problems to the appropriate agencies and also to email Cllr. Macmillan so that a record of all complaints could be kept in order to inform future action. Cllr. Parry also recommended that members of the public needed evidence that the HGVs were not dropping off or collecting from the village. Cllr. Macmillan further recommended that the member of the public first contacted

the companies operating the HGVs as it was unlikely that haulage companies would condone drivers illegally entering the village.

380. **Apologies.** Apologies were received from Cllr. Jones and Cllr Linehan. The Council resolved to accept these apologies.

Cllr. Robinson had tendered his resignation from the Parish Council.

381. **Declarations of interest.** There were no declarations of interest.

382. **Written applications for dispensations under the Localism Act 2011.** There were no written applications for dispensation.

383. **Minutes of the meeting held on 10th May 2016.** Cllr. Gent's absence from the meeting had not been recorded. The Plume of Feathers is on Station Road, not Tittensor Road. Item 378 should read Care Quality Commission, not Quality Care Commission. Cllr Broome not was to become a signatory on the bank account, Cllr Philpott was already a signatory. It was resolved that with the above amendments, these were a true record.

384. **Matters arising from the meeting held on 10th May 2016:**

341. **Neighbourhood plan.** A presentation describing progress to date was given by Ms. Hannah Barter who went through the Neighbourhood Plan template. Councillors were asked to read and suggest items for inclusion especially under Visions and Aims which needed clarification. Policies for Transport and Health and Wellbeing had not yet been written.

Timetable: Ms. Barter said the document was now 2/3 complete and all policies would be written in two weeks. Input from various steering group leaders was needed. A meeting for Thursday 14th July was arranged for the various leaders: Cllrs. Jones, O'Dunne, Linehan, Broome, Fisher, Hall, Dodd, Macmillan and members of the public Ms. Coates and Mr. Clarke would be invited to attend. Mr. Blount would attend and report to the clerk. Ms. Barter anticipated that a draft document would be completed within a month. Mr. Blount recommended that if this can be achieved there should be a Neighbourhood Plan stand at the Village Show; this would be a demonstration of community involvement. The Council resolved to accept this recommendation.

Requirements for the completion of the plan:

- good quality photographs of the village – the areas to be photographed to be decided by the Steering Group;
- a graphic designer to create the final document;
- a grant report so a further tranche of grant money can be applied for. Of the initial £6,000, only £800 had been spent. Urban Vision will produce an invoice for work done to date for £5,400.

360. **Asset register.** Two picnic tables had been stolen. It was reported that replacement tables can be obtained from Wedgwood. It was resolved that further enquiries would be made about this possibility.

362. **Accounts**

Public Liability Insurance. Mr Blount advised that all suppliers have been asked for copies of their insurance. T&C Services and Mr. Poultney had yet to supply theirs. Mr. Blount to talk to Mr. Poultney.

Invoicing. Mr Blount advised that letters requesting reimbursements have been found on the computer. Invoices have been sent to the Village Hall and the Cricket Club (for ground rent).

Grant application form. Mr. Blount advised that this had been produced and three applications had been received. It was resolved to discharge this item.

Account with the Unity Trust Bank. The benefits of opening an account with Unity Trust Bank were considered. The Council passed the following resolution: The Council wishes to open an account with Unity Trust Bank (“the Bank”) and produced to the meeting a copy of the Bank’s terms and conditions for operating the account; the Bank’s Terms and Conditions are approved and we appoint the Bank as Bankers; the Banks Terms and Conditions may vary from time to time and we agree to be bound by them; the Mandate for the operation of the bank account(s), payment instructions and banking be approved and be provided to the Bank by persons authorised to do so in accordance with the Bank’s procedures; and the Bank is entitled to rely upon this Mandate until it receives a later Mandate amending it.

Formal training for the RFO. A decision was deferred to item 387 below

HMRC issues. Mr. Blount had written letters regarding VAT and PAYE and was awaiting replies.

Contracts of employment and job descriptions. A decision was deferred to the next meeting.

Payroll. Mr. Blount reported that Ladywell Accountancy Services were able to manage the payroll for the Council and would also help with any problems arising from the previous year. It was resolved to outsource payroll to Ladywell Accountancy Services.

Weekly visual check of play equipment. A decision was deferred to the next meeting.

Annual inspection of play equipment. Mr. Blount reported that a request to carry this out had been submitted to Stafford Borough Council.

Latest edition or Local Council Administration. A new edition of this is now available. It was resolved to purchase a copy.

Information Commissioner. It was resolved that the clerk would register with the ICO.

Keys for Council property. Mr. Blount has now got an almost complete set of keys and will have a duplicate set made for the chairman. Copies would be purchased if needed.

Financial information on the Council's web site. It was resolved that all accounting information should be published on the website to comply with regulations for Smaller Authorities. Mr. Blount to liaise with Ms. Coates.

Audit programme. Mr. Blount said that the auditors had not responded to his letter. A review had been arranged with the internal auditor for the 22nd August.

374. Progress of plans to enhance land on Station Road opposite Plume of

Feathers. Mr. Blount voiced his concerns that the Council does not have a license to undertake this work. It was resolved that Mr. Blount would apply to SCC for a license.

385. Reports from Chairman and Borough Councillor. Cllr. Jones was not at the meeting.

386. Reports from the County Councillor. Cllr. Parry reported STW would not be re-routing vehicles through the village. He acknowledged that concerns about speeding are valid. Staffordshire Safer Roads Partnership use cameras, accident reports etc. to monitor problem areas. Cllr. Parry will arrange for strip recordings of Meaford road to monitor volume and speed of traffic. One problem is that the village, especially along Meaford Road does not have a 'gateway' that gives drivers advance warning that they are entering a residential area. Cllr. Parry explained that SCC can only approach traffic problems through education (raising awareness of dangers of speeding), engineering (traffic calming), and enforcement (speed cameras). Visual traffic calming measures were discussed but physical traffic calming devices such as cushions and bumps are unpopular with residents. Concerns about safety of children crossing the road after exiting the school bus, Cllr. Parry noted these concerns. Ms. Barter suggested that the Neighbourhood Plan could include road safety under transport policy. Cllr. Parry then reported that contracts were out for the development at Wedgwood College site and that he would arrange for two or three of the potential purchasers of the land to address the council. He had been unaware of the meeting that took place in April with Stoke City Council and one potential developer. He commented on the development at Meaford. A short discussion about the adverse camber on the new road traffic island at Meaford took place. Cllr. Parry commented that the signage about this would be reviewed if there were any problems. Finally, Cllr. Parry informed the council of road closures and diversions on 30 & 31 July for resurfacing work at the crossroads.

387. Parish Clerk vacancy. It was resolved that Mrs. Squires be appointed as Clerk and RFO until the appointment of a new Clerk. Mrs. Squires will be employed for 4 hours a week. Mr. Blount will continue in his role as Consultant.

388. Financial matters. It was resolved that the Finance Committee should meet on 28 June 2016 with the objective of keeping expenditure to the minimum and avoiding borrowing. Mr. Blount attend and prepare report for Clerk.

Bank reconciliation.

No bank statements had been received.

Comparison of spend against budget.

It was resolved that this should be discussed by the Finance Committee.

Schedule of payments.

Payee	Amount	Cheque Number	Description
Community Council of Staffs	£25.00	2096	Subscription
Salaries and expenses	£448.00	2097	Litter picker and Volunteer Transport
PJS Landscapes	£307.20	SO	Graveyard extension maintenance. March
PJS Landscapes	£307.20	SO	Graveyard extension maintenance. June
Rose Kingsbury	£28.00	SO	Voluntary Transport Scheme
Greenfingers	£544.42	2098	Grounds Maintenance
Greenfingers	£544.42	2099	Barlaston grounds maintenance
Greenfingers	£374.40	2100	Brook House, Meadow Rd, Flaxton Close, Bell, Ivy House grounds maintenance
J. Poultney	£245.00	2161	Work on County Council verge
Barlaston Methodist Church	£35.00	2162	Hire of hall
Town & Country Services	£108.00	2163	Cutting Flaxman Close, May
Town & Country Services	£108.00	2164	Cutting Flaxman Close, April
Town & Country Services	£264.00	2165	Cutting Flaxman Close, signs & trees,

It was resolved to approve these payments except for 2164, which would be paid when Mr. Blount was able to confirm that the first cheque to T&C Services had not been presented.

389. Committee terms of reference. This was deferred to the next meeting.

390. Amendments to Council policies. This was deferred to the next meeting.

391. Plans by STW to divert lorries from Strongford Sewerage Treatment works through the village. Following the report from Cllr. Parry, this item was discharged.

392. War Memorial Repair Project. Mr. Fisher is still awaiting a reply to his enquiry from a company in Congleton.

393. Bus shelter project. This item was deferred until the next financial year unless David Wilson Homes offered to fund it.

394. Attendance at Community Asset Transfer Workshop 30th June. As the council had experience of this, it was decided that no-one would attend this workshop. It was resolved to discharge this item.

395. Voluntary Transport driver situation.

Mr. Blount recommended that the Council consult with Brewood parish Council that operates a similar scheme with a paid co-ordinator and DBS checks for drivers. It was resolved to defer this item to the next meeting. Mr Blount would attend and produce a report for the Clerk.

STANDING ORDERS WERE SUSPENDED. IT WAS RESOLVED TO CONCLUDE THE MEETING BY 10.05 pm

396. Grant application from Barlaston Show Committee. This was deferred to the meeting of the Finance Committee.

397. Grant application from Barlaston Community Group. This was deferred to the meeting of the Finance Committee.

398. Grant application from Barlaston Cricket Club. This was deferred to the meeting of the Finance Committee.

399. Questions from Councillors. Cllr. Hall asked about ownership of Downs (Barlaston) car park. This had been added to the next agenda.

Cllr. Broome informed the council about churchyard clearance. Resolved to add this to the next agenda.

400. Reports from the Planning Committee. No objections or comments were made on applications 16/24253, two storey side extension to 2, Crowfoot Cottages, Blurton Road, Barlaston. 16/24230, replacing a shed with a garage at 30, Old Road, Barlaston. 16/23404/REM amendment.

401. There were no reports from representatives.

402. Correspondence and circulars.

Staffordshire parish Council Association weekly briefings

Society of Local Council Clerks Newsletter and Briefing
Information about the Centenary Fields Programme to protect recreational space
New County Council Guide to Rights of Way, appendix 14 – Rights of way committee only
Invitation to Mayor's Charity appeal (Afternoon Tea) at the Upper House Hotel on 6th July
Stafford Borough Council. Members' digest 221
Mrs M. Black. Complaint about standard of grass cutting on The Green
Karen Davies at SBC enclosing a poster for a Refashion and Repair Workshop
Notice about temporary closure of Barlaston Health Centre

403. Items for next meeting.

Ownership of Downs carpark
Graveyard clearance
Complaints from residents of Nursery Gardens

Date and time of next meeting.

7.30 pm 12 July 2016 at Barlaston Village Hall.