

**Minutes of the Barlaston Parish Council Meeting
held on Tuesday 8 November 2016**

Present: – Cllr G Jones (Chairman)

Cllr. E Philpott
Cllr. T. Dodd
Cllr. S. Hall
Cllr. P. Linehan
Cllr. P. Fisher
Cllr. I. Moran
Cllr. V. O’ Dunne
Cllr. I MacMillan

In attendance: Mrs K. Squires (Clerk) and Mr J. Blount (consultant)

Public Open Forum. There were no members of the public present.

509. Apologies. There were no apologies

510. Declarations of Interest. There were no Declarations of Interest.

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

512. Minutes of full Council meeting of 11th October 2016. It was resolved to approve these as a true record.

513. Matters arising from the meeting of 11th October 2016 and not otherwise on the agenda.

Account with the Unity Trust Bank. This was now open, stationery had been received.

374. Planting on land on Station Road opposite Plume of Feathers. The Clerk was still awaiting the license from SCC.

424. Trees on Village Green by Spokane House. The Clerk had received confirmation from Mr. Brunt that this work would be completed at his expense by mid-December when the trees had lost their leaves. Clerk to contact Mr. Brunt to remind him that no work should proceed without the approval of the council.

421. Churchyard clearance. Cllr. Jones reported that at a well attended meeting with the Archdeacon had taken place in October, the Archdeacon was apologetic about the unsympathetic clearance of the Churchyard but had reminded those present of the importance of adhering to diocesan rules. The general consensus had been to recognise the rules. It had been agreed that a Churchyard Committee would be re-established under Church leadership.

469. Mowing and Minor Works contracts. Review. Following the walk to inspect Council assets there were some alterations to these to allow for cutting of the wildlife area on the Green.

485. Cricket Club:

Extension of lease and Dog bins. The Clerk reported that the proposals put forward by the Council would be discussed at the next meeting of the Cricket Club Committee on December 6th.

490. Diamond Jubilee Award. This was to be presented at a Village hall social evening on November 19th.

493. Inspection of assets. Following this there were some amendments to the assets register.

494. Councillors’ training date confirmation. The training session was confirmed for 10 am on 28th January.

496. Parking on Longton Road, progress with application for Residents Parking Zone (RPZ). Cllr. Linehan reported that this was proceeding slowly. Cllr. Linehan had requested the paperwork for this.

498. Provision of safety clothing for Environment Officer. The Clerk had contacted Mick Bailey at SBC to see what clothing the Council could provide. She would contact him again as no response had been received.

503. Extension of referendum principles. A letter had been sent to Bill Cash, the MP for the area protesting at the possibility of extending referendum principles to small councils.

514. Report of the Borough Council member for the area. Cllr. Jones reported on:

Boundary Commission: new Constituency Boundaries was now being consulted on.

HS2: an area between M6 and A34 would be a central staging area. Now being consulted on.

M&S foodstore at Westbridge park: planning permission had been given.

515. Report of the County Council member for the area. Cllr. Parry was not at the meeting.

516. Minutes of the extra-ordinary Council meeting of 3rd November 2016. It was resolved to approve these as a true record.

517. Draft Neighbourhood Plan Document. It was resolved to adopt the draft timetable. It was resolved that Cllr. Fisher would implement the timetable.

518. Planning Committee recommendations. No planning applications had been received but comments had been made by the Clerk using delegated powers objecting to application 16/24534/FUL.

519. Financial matters:

Bank reconciliation. The bank statement had not been received so it had not been possible to complete the bank reconciliation

Cashflow and budget comparison. This was considered. It was noted that the financial outlook had worsened.

Schedule of payments

Item	Amount	VAT	Cheque No.
Mrs. Squires, salary and expenses	245.33		2215
Mr. Moorewood, salary and expenses	209.56		2216
Town and Country Services, Flaxman Close	162.00	27.00	2217
Biffa, waste collection from Village Hall	33.13	5.52	2218
Biffa, waste collection from Barlaston Cricket Club	55.20	9.20	2219
Greenfingers, mowing The Green	544.42	90.74	2220
Greenfingers, mowing verges	374.40	62.40	2221
S. Manning Electrical Services. PAT testing	37.50		2222
Urban Vision, Neighbourhood Plan	7500.00	1250.00	2223
Stafford Borough Council. Civic Amenity	170.00	28.33	2224

It was resolved to approve these payments

520. Proposals for major items of expenditure for 2017/18. It was acknowledged that the Council would not be able to commit to major expenditure during 2017/18.

521. Policy on notices on Council property. Sign at The Upper House: it was resolved that the Clerk would write to the proprietor reminding them of the conditions of planning permission for the sign on The Green and requesting that the sign be removed. It was resolved that the Clerk would write to representatives of all local organisations reminding them that the approval of the Council should be sought before placing banners, A frames or other signs on Parish property. There would be no commercial notices. All other signs could be erected no more than 21 days before an event and must be removed within 2 days following the event.

522. Repairs or replacement of Council property. Mr. Blount reported that the parish printer had failed its PAT test. It was resolved to use an older printer until parish finances had improved. The filing cabinet was unsafe. It was resolved to replace with a second hand cabinet from Philpot's Yard. A bench by the canal were unsafe. It was resolved to remove it. The glass fixture bars on the railway noticeboard needed repairing.

523. Weekly play equipment reports. Cllr. Dodd reported that the weekly checks had not shown any areas for concern. The only remedial works now needing doing were the filling of the three holes. Also, a key was needed to open the padlock on the MUGA gate – this would be obtained from Mick Bailey at SBC.

524. Proposals regarding future Village Shows. It was resolved to defer this to the next meeting.

525. Consultation regarding phone boxes at Beechfields and Ivyhouse Drive. The Clerk reported that these two phone kiosks were included on a list that BT intended to remove because both were under-used. The option to adopt the boxes was considered. It was resolved to allow the removal of both boxes.

526. Nominations for the executive committee of Staffordshire Parish Councils' Association. The Council resolved not to propose any members for this.

527. Motions for debate at the AGM of Staffordshire Parish Councils' Association on 5th December. There were no motions for debate;

528. Reports from representatives.

Barlaston Community Group. Cllr. Linehan reported that there were a number of events coming up. The profits from the next film night were to go to Village Hall funds. Barlaston Village Hall Committee. There was no report.

529. Correspondence and circulars.

SPCA. Weekly briefing notes.

SLCC. News update.

SBC Planning. Weekly list.

SBC. Members' Digest.

Pensions Regulator, advice on enrolment.

Email about Children in Need event at Plume of Feathers.

SBC Weekly update of Highways work.

Mr. Withington - email. Safety concerns on Longton Road and uncompleted street lighting work.

530. Questions from Councillors. Questions were asked about:

Programme for Armistice Day. Cllr. Jones responded. There would be a service at the Church and on the Green. All councillors were invited to attend if able.

531. It was resolved to exclude the press and public under S2 and S3 of the Public Bodies (Admission to Meetings) Act 1960 during consideration of items 532 to 537 below because of the confidential nature of the items for discussion.

532. Report from Grant Thornton 2015/16. This was discussed. It was resolved to accept this report.

533. Meeting with HMRC. Mr. Blount reported that there had not been a response from HMRC to the request for a face to face meeting. Accounts for 2015/16 and 2014/15 were now complete. 2013/14 were almost complete and work had begun on 2012/13

534. PWLB loan. The Financial Report was considered. It was resolved to proceed with an application for a PWLB loan for the sum of £30,000 over 3 years

535. Practical support for Barlaston Community Group in connection with Voluntary Transport Scheme. While BCG was anxious that the scheme should continue, the aspects relating to insurance and screening of drivers had caused concerns. The group hoped that a councillor would be prepared to undertake the role of administrator who checked drivers' insurance and DBS checks. Ms. Black's suggestion that the scheme should be a shared lift scheme was considered. It was resolved that the Clerk should contact Ms. Black again and discuss this further.

536. Casual Vacancies. Mrs. Barnett had withdrawn her application to be co-opted onto the Council so two vacancies still needed to be filled. There had been a number of expressions of interest in both vacancies. It was resolved to co-opt Mr. Barnett to the vacancy in Barlaston West. It was resolved to co-opt Andrew Brown to the vacancy in Barlaston East.

537. Clerk's post and interview arrangements. There had been 9 applications for the position of Clerk. It was resolved to invite 5 for interview on 23rd November. The Employment Committee of Cllrs. Jones, Fisher, O'Dunne and Philpot would conduct the interviews and decide who to appoint. Mr. Blount would attend the meetings.

538. Items for next meeting.

Risk assessment for environmental officer's job

Mr. Withington's email

Date and time of next meeting December 13th 2016 at 7.30 pm.