

Minutes of the Barlaston Parish Council Meeting Held on Tuesday 6 March 2018

Present:

Cllr G Jones (Chair)
Cllr P Fisher (Vice Chair)
Cllr I Moran
Cllr V O'Dunne

Cllr S Tudor
Cllr D Norman
Cllr E Philpott

In attendance: Mrs K St Leger (Clerk / Returning Financial Officer)

7:15 – 7:30 Public Open Forum

A resident from Brookhouse Drive raised concerns regarding the surface water in the field backing on to their properties. The Parish Council (PC) had already discussed the issue with the land owners, who were reluctant to take any further action. A call was subsequently logged with the Environment Agency who advised the issue should be referred to Staffordshire County Council (the Lead Local Flood Authority), the Parish Council are awaiting their response.

Apologies were received from Cllrs MacMillan, Westwood and Hall. It was resolved to accept these.

237 Parish Council Vacancy for Barlaston East

Mr David Norman had applied for the vacancy and was invited to give an overview of his background and the benefits he could bring to the PC, following which the PC went into a private session to discuss the appointment. Mr Norman was subsequently offered the position and was welcomed to join the meeting.

The Chairman advised he had received the resignation of Cllr Brown due to increased work commitments, it was noted he had made an effective contribution to the PC and will be missed.

238 **Declarations of Interest.** There were no declarations of interest.

239 **Written applications for dispensations under the Localism Act 2011** There were no written applications for dispensations

240 **Minutes of full Council meeting of 6 February 2018.** It was resolved to accept these as a true record.

241 **Matters arising from the meeting of 6 February 2018 and not otherwise on the agenda**

Key themes 2018

574 To receive Draft Neighbourhood Plan update

Urban Vision has reviewed Stafford Borough Council statutory consultation response and forwarded their recommendations. A meeting will be scheduled to review these, along with the resident responses. Clerk to arrange a meeting for the working group.

Campaigns 2018

9 Speed Watch campaign update

- Staffordshire Police are now in receipt of the Speed Gun and tuning fork. They will issue these at a training session, date to be agreed. Following the resignation of Cllr Brown, a new representative was required, Cllr Norman agreed undertake this project. Clerk to forward information.
- **Speed gate options** – The Clerk submitted three quotations for consideration
Company 1 - 2 x Treated softwood, primed, undercoated and painted white. Fixed on site @ £1200 (Additional cost for Welcome to Barlaston sign)
Company 2 - 2 x Treated softwood, primed, undercoated and painted white. Fixed on site @ £672.00 (Additional cost for Welcome to Barlaston sign)
Company 3 - Material Everwood hollow core sections - white. Delivered flat packed. Including 'Welcome to Barlaston' sign @ £2,531.06. Fitting would be required.
It was resolved to accept the quotation for Company 2 who were subsequently identified as B&K Timber. The Clerk is awaiting confirmation from Staffordshire County Council regarding the regulations required to carry out the installation.

Cllr Norman asked if flashing speed signs had been considered, the Clerk confirmed she had investigated these and was awaiting prices.

- We are still awaiting confirmation from SCC regarding the changing of the signs at Meaford Road crossroads to STOP signs. Clerk to chase.
- 129 Joint Playing Field Committee meeting**
- It was resolved to set the date of the next meeting to 7 April 2018 at 10:00am. Cllrs Fisher, Norman and Moran will be in attendance. Clerk to advise the Cricket Club.
- 133 Data Protection Legislation**
- The web developer has been looking at the format for issuing email addresses, an example being joe.bloggs@barlastonpc.org.uk, these could be set up to automatically forward messages to personal accounts, but can be terminated if a Cllr leaves.
- The methodology for file sharing is being investigated. The Clerk to liaise with Cllr Moran for a suitable solution.
- SCC's proposal for the provision of a Data Protection Officer Service.** Consideration was given to three options, tier 1 @ £150; tier 2 @ £250; tier 3 @ £450. Due to Cllr Westwood's data protection background, it was felt tier 1 would be adequate. More information will be provided before 25th May.
- 136 Transport Arrangements re Children Leaving / Arriving in the Village.** It was noted since the situation was highlighted to SCC, things had improved. It was resolved to monitor the situation.
- 485 Dog Foul Campaign update**
- The instances of dog fouling are still going down, the survey on 18 February shows a decrease from 85 to 35 (73%). Further articles will be published.
- 143 Update on Risk Assessment Actions – Deeds.** The safe is now installed and documents deposited. It was resolved to remove this item.
- 182 Costs associated with annual ROSPA report for the MUGA –** Costs are still awaited, item to be deferred to the April meeting.
- 191 Update from the CCG visit.** The meeting between the CCG and Cumberland House took place on 28 February 2018. Clerk to forward summary of the meeting to the Health Sub Committee.
- It was noted a letter from a resident had been distributed to Cllrs raising concerns regarding the treatment of a relative. Serious failings were raised which needed to be addressed.
- The CCG offered the PC an opportunity to meet with the CCG and Cumberland House. Dates are awaited.
- 192 Volunteer Driving Scheme Update**
- The new scheme has been running over 12 months, there were 232 trips, an average of 19 per month, some months 28 trips were taken. It was felt more people in the village could benefit.
- A further first aid course was undertaken on 19 February 2018. A first aid bag was donated to the Village Hall.
- Two grants are in the pipeline. The scheme needs £360 to run the scheme for another year.
- 195 Update on WWI Commemorations including Memorial repairs**
- The Memorial has been repaired. The Company are waiting for improved weather conditions before they can clean it and complete the works.
 - The Parish Council have booked the Village Hall for a commemoration event on Saturday 10/11/18, the format this will take will need to be decided.
 - Closure of the road by the cenotaph for 2 mins silence at 11am on 11/11/18 will cost £105 for the licence and road closure notifications. It was resolved to accept this charge. Clerk to liaise with Stafford Borough Council to make the arrangements.
- 196 Flower trough on Meaford Road**
- Staffordshire County Council have now approved the Section 115e licence and issued the invoice. It was resolved to pay the £100 required and remove this item from the agenda.
- 197 Implications regarding Bus Route Change impact**
- The Clerk contacted SCC requesting the background data showing the usage of the bus services which run through Barlaston and if it is feasible for the Parish Council to contribute towards a bus

service, in conjunction with other Parish Council's along the route (in particular No. 12) to enable the retention of a service, a response is awaited. Clerk to chase.

216 Update on Barlaston Mobile Library Service

The proposed criteria for the provision of a mobile library is to be within a 2-mile radius from a static library and have an average of 5 visitors per visit. Barlaston meets this criterion. The current Library bus is due to be decommissioned and will be replaced by two smaller busses, holding less stock.

Although it looks like Barlaston will retain a mobile service, the number of visits and time in the Village will be dramatically reduced

It was noted when Staffordshire County Council closed the Library, they advised funding would be ring fenced to ensure a service would be maintained in Barlaston, this needed to be investigated.

The proposal is to investigate a location within Barlaston to host a voluntary run Library Service. Cllr Moran agreed to take this forward. Clerk to liaise with SCC.

221 Update on SRH planning application Barlaston Park

The planning application is in the process of being submitted. Stafford & Rural Homes (SRH) have written to the residents adjacent to the proposed new buildings.

SRH submitted a road layout design, we are awaiting costings. SCC noted they were not in a position to fund this.

230 Salary Review details – A financial report was submitted. It was resolved to discharge this item.

231 Payment method of the Environmental Officer. A Standing Order was in the process of being configured. A cheque will be issued for February's salary.

105 Themes for Future Work Programmes

162 Updates on the Lakeside Tavern development – There were no further updates.

193 Update on Cricket Club Lease – There has been no progress

242 Grounds maintenance contract for 2018/2019. A financial report was submitted with two options proposed from Perennial Landscaping: -

- 1) One year contract to include all areas £280.00 per cut x 14 cuts = £3,920.00 (increase of 4.2%)
- 2) Three year contract to include all areas £285.00 per cut x 14 = £3,990.00 (increase of 5.72%)

The current contribution from SCC was £3,129.60 per annum. It was resolved to retain Perennial Landscaping and to accept the three-year contract. A request was made to cost the option of removing the grass cuttings from the first cut and the last cut of the year, Clerk to obtain prices.

243 Surface water issues at Brookhouse Drive. The Clerk has liaised with the Environment Agency, as the water is surface water they confirm the responsibility of managing the issue lies with Staffordshire County Council as the Lead Local Flood Authority. A call has already been logged with SCC and photographs provided.

244 Training requirements

Planning - SPCA will hold a course for Barlaston Parish Council, can we propose dates which would be available.

- **New Councillor training** – the next course is scheduled for 17 April 2018 @ £20. Cllr Norman wished to attend. Clerk to arrange.
- **Planning** – SPCA will run a course in Barlaston @ £250 plus mileage. It was resolved to accept this charge. Clerk to look at dates / venue.
- **CILCA** – The clerk confirmed she had finished ILCA (Introduction to Local Council Administration) and now needs to move on to CILCA (Certificate in Local Council Administration). The course costs £250.00 and will take 12 months to complete. Estimated 200 hours training time. It was resolved to accept these charges.

245 SPCA / NALC Affiliation renewal – It was resolved to accept the renewal charge of £443.00. Clerk to issue cheque.

246 Report from Barlaston Park – no report was submitted.

247 Report from Wedgwood – no report was submitted.

248 **Public Forum** – The Item was covered under 243

249 **Report of the Borough Council member for the area** – The Borough Council have raised the council tax by 1.9%, there is a significant increase from SCC 4.5%. Full details were not available.

There is huge planning activity around Stafford being considered.

Progress is being made on the M&S building.

Works have begun on the leisure at Westbridge Park, they will contribute to the baths at Allaynes.

250 **The County Council member for the area was not in attendance.**

251 **Planning Committee Recommendations** – There were no planning applications.

252 **To note financial matters:**

Instant access Public Sector Deposit Fund account

To determine Payment schedule / earmarked reserves 2017/2018

Bank reconciliation

Bank	Unity Bank	Lloyds Treasurers A/C	Lloyds Business A/C
Statement	No. 022 – 04/03/18	No. 34 – 02/02/18	No.01 – 02/02/18
Opening Balance	£410.00	£10,715.31	£32,596.22
Total Paid in	£0.00	£1,025.00	£1.29
Total Paid out	£0.00	£2,215.58	£0.00
Balance	£410.00	£9,524.73	£32,597.51

Cash flow and budget comparison. Clerk issued reports.

Schedule of payments

Description	Amount	VAT	Cheque No
Cemetery Grounds Maintenance Grant	£1000.00		002363
Barlaston Volunteer's Car Scheme grant	£100.00		002364
M Moorewood Salary / Expenses	£209.56		002365
K St Leger Salary / Expenses	£1231.95		002369
SLCC Practitioners Conference	£125.00	25.00	002366
Allied Westminster for Village Hall Insurance	£917.13		002367
SPCA Renewal	443.00		002370
Staffordshire County Council Section 115e licence	100.00		002371

Replacement cheque 002368 issued for Poppy Appeal £250 (replaces cheque 002353)

253 **Weekly play equipment report.** No report was submitted.

254 **Risk Assessment Actions** No risks were highlighted.

255 **Correspondence and circulars**

Stafford Borough Council issued the fees for Civic Amenity Visits for 2018/19. It was resolved to accept three two-hour visits during the year @ £130 per visit. Clerk to inform SBC.

256 **Questions from Councillors for inclusion on next month's agenda**

- The bollards at Orchard Place have come out of the ground
- Holes in the road at the entry of Station Road
- Mud on Old Road
- Take away rubbish – Premier Orchard Place / Strongford
- Bus Shelter requires downspout repair

Date of Next Meeting Parish Council Meeting 3 April 2018 Ruth Dickson Meeting Room, Barlaston Village Hall
Annual Parish Meeting 24 April 2018 Ruth Dickson Meeting Room, Barlaston Village Hall