



BARLASTON PARISH COUNCIL

MINUTES OF MEETING

Held on Tuesday 2nd August 2016 at 7.30pm.
In Barlaston Village Hall, BARLASTON.

Present: – Cllr G Jones (Chairman)

Cllr. T. Dodd
Cllr. V. O’Dunne
Cllr. P. Linehan
Cllr. P. Fisher
Cllr. E. Philpott

In attendance: Mrs K. Squires (Clerk), Mr J. Blount (consultant), 6 members of the public

Absent: Cllr. Gent, Cllr. Hall

Public Question Time

Questions were asked about:

Pot holes on Bell Lane – Ivy House Drive, an unadopted road.

Dog mess. Cllr. Dodd would pursue if evidence of the culprits was presented.

Overgrown alley ways - home owners’ responsibility.

Would the emptying of canal dog bins continue?

Cricket ground dog mess. Cllr. Jones would have Environmental officers come to inspect the area.

Spedwatch had lapsed. Willing volunteers were prepared to reinstate the scheme if given proper contacts at SBC.

Churchyard clearance.

Alley ways to Meadow Road.

428. Apologies. Cllrs. S. Broome and I. Macmillan had sent their apologies. It was resolved to accept these apologies

429. Declarations of Interest. There were no declarations of interest.

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

431. Minutes of full Council meeting of 12th July 2016. It was resolved to accept the minutes as a true record.

432. Matters arising from the meeting of 12th July 2016 and not otherwise on the agenda.

Audit programme. The Clerk reported that all items would have been addressed by the end of the meeting and the Internal Auditor should be satisfied when the Clerk and Mr Blount meet him on 22nd August.

Account with the Unity Trust Bank. Councillors Philpott, O’Dunne, Fisher and Jones had now signed the document to complete the documentation required to open this account. The Clerk reported that the account had been set up for the Clerk to view and submit internet payment requests and for those above to view and authorise payments.

HMRC PAYE issues. The Clerk reported that Ladywell Accountancy Services had registered Mrs. Squires and Mr. Moorewood as employees and were resolving issues with Mr. Hemmings employment. It was resolved to ask Staffordshire County Council legal services department for advice on this if necessary.

Weekly visual check of play equipment. Cllr. Dodd had taken over this task and reported on items requiring attention. He had already completed repairs on the panels of the MUGA and had filled the gaps near the gates. Stafford BC had been asked to provide quotes for removing, straightening and replacement of the high ramp and to fill in holes near to the rest rails.

Annual inspection of play equipment. This had now been done. It was resolved to discharge this item.

Keys for Council property. Full sets of keys for the Clerk and Chairman had been acquired. It was resolved to discharge this item.

374. Planting on land on Station Road, opposite Plume of Feathers. The application for the licence could be submitted now that the variety of shrub that had been planted had been established.

392. War Memorial project. The £1000 grant for this had to be returned. It was resolved to discharge this item.

415. Mowing contracts. Details of the contracts were being assembled.

421. Churchyard clearance. The clerk showed the article from the Staffordshire Newsletter about this. An email had not been sent as contact details had not yet been received.

422. Complaints from residents of Nursery Gardens. There had been a successful site meeting with Shane Latham of Staffordshire County Council. The clerk had written to Richard Rayson asking for the Barlaston sign to be re-located and for the whole length of the verge within the new 30 mph limit to be added to the Minor Highways agreement. The clerk had spoken at great length to two of the residents of Nursery Gardens and had now established one point of contact so that the residents could be kept informed of progress on these matters.

423. Proposed electricity pole installation at Old Road Barlaston. Two members attended a site meeting with Mr Ford of Western Power but had been unable to gain access to the site. The new pole and switchgear was designed to allow for isolating an area should a power outage occur this allowing for faster repairs. It was recommended that the Council agree to the proposals. The code to the padlock had been acquired and been passed to Mr. Ford.

424. Trees on Village Green by Spokane House. The Clerk reported that she had written to Mr. Brunt and was awaiting a schedule of work and written confirmation that Mr. Brunt would pay for the work that was done.

433. Minutes of the Neighbourhood Plan meeting of 28th July 2016. All concerned felt that real progress was being made with the document. The next meeting of the Steering Group would be on 22nd September.

434. Recommendations of the Neighbourhood Plan meeting of 28th July 2016.

Further SWOT analysis was needed for the August meeting. It had been agreed that Cllrs. O'Dunne and Dodd would do Environment, Cllrs. Broome and Linehan with Mrs. Black and Mrs. Barnet do Social Facilities and Cllrs. MacMillan and Hall with Ms. Buxton and Mr. Barnett do Transport.

It had also been agreed that the following would write 300 – 400 words for sections of the Plan.

Character of Barlaston	Cllr. Jones.
History and heritage	Mr. T. Cockin. (Mrs. Black to liaise)
Natural Environment	Mrs. Black
Education	Ms. Buxton
Business & Employment	Mr. Barnett
Local Services (with map)	Cllr. Mrs. O'Dunne
Community Assets and facilities	Cllr. Mrs. O'Dunne

Traffic and Transport	Cllr. MacMillan
Infrastructure (including flooding)	Cllr. Jones
Sport & recreation	Mrs. Barnett

Grants and finance.

The End of Grant Report had been submitted showing a £2,400 underspend. This money would have to be returned.

It was recommended that a new bid be submitted for £5,400 covering:

1. Consultant – advice and support on the preparation of the Consultation Statement	500
2. Consultant – Preparation of the Basic Conditions Statement (Including undertaking an equalities impact assessment to address human rights requirements)	2000
3. Print costs – draft plan (repeat)	1400
4. Office costs – working drafts and meeting papers	50
5. Publicity costs – professional poster (repeat)	50
6. Room hire (balance from previous application)	150
7. Delivery costs of draft plan (repeat)	1250

Appointment of a graphic designer for the document.

It was recommended that Mr. J. Barnett's offer to do the graphic design work on the final Plan be accepted. Members were asked to forward good examples of Neighbourhood Plans to Mr. Barnett.

It was resolved to adopt the recommendations of the Steering Group

435. Recommendations from the Planning Committee. It was resolved to approve the recommendations of the Planning Committee.

437. Committee terms of reference. This was considered with regard to the Neighbourhood Plan Steering Group. It was resolved that those Councillors named in the June meeting; Cllrs Jones, O'Dunne, Linehan, Broome, Fisher, Hall, Dodd and Macmillan and Mrs. Coates and Mr. Clark would comprise the Neighbourhood Plan Steering Group.

438. Council policies.

- Expenses policy.
- Sick absence policy
- Health and Safety policy
- Grievance procedure.
- Disciplinary policy.
- Equal Opportunities policy.

As the above policies were referred to in the Clerk's contract, and were also outstanding from the audit items, draft policies had been sent to Councillors before the meeting. It was resolved to adopt these policies.

Freedom of Information requests.

Publication policy.

As the above were a legal requirement, it was resolved to adopt the model policies submitted to the Council.

Press/media policy.

It was resolved to update and adopt the existing policy

439. Questions from Councillors. Cllr. Jones took this opportunity to give a brief report:

- There had been changes to staffing at Wedgwood which accounted for the recent lack of contact. He would seek to establish a new contact within the company.
- He had been appointed to the Board of Stafford and Rural Homes.
- He had attended the opening at Meaford Road and noted that the company are now keen to begin work on units and the power station creating over 2,000 jobs. This would have a great impact on the village.

440. Financial matters:

Bank reconciliation. It was resolved that this was a true record.

Cashflow. This was distributed. The clerk informed the Council of the amount of overtime she was currently doing but that she would not claim it until October, also the amount of the Consultant's fee to date – this would not be payable until April 2017. The clerk also informed the Council that she would be on Jury Duty for 2 weeks from 19th September.

Schedule of payments.

Payee	Amount	Cheque No.
Mrs. Squires, salary and expenses,	£261.97	2184
Mr. Moorewood, salary and expenses,	£390.40	2185
Mrs. Kingsbury, salary and expenses,	£28.00	2186
Greenfingers, Mowing verges	£374.40	2187
Greenfingers, Mowing The Green	£544.42	2188
Town & Country Services, Flaxman Close mowing	£108.00	2189
PJS Landscapes, Churchyard extension mowing	£307.20	SO
Staffs. County Council, return grant	£1,000.00	2190
Barlaston Parish Council (Unity Trust Bank opening deposit)	£500.00	2191
Urban Vision, Neighbourhood Plan work	£1,440.00	2193
Biffa. Barlaston Cricket Club, waste collection	£151.20	2194

It was resolved to approve the above payments.

441. Voluntary Transport Scheme. It was resolved that Cllr. Linehan would take a proposal to the Community Group that Mrs. Kingsbury becomes a volunteer for the Community Group and would run the VT scheme under their umbrella. The Council would give on-going support to the Community Group for this and other initiatives.

442. Litter picking arrangements. Three options were considered: to dispense with Mr. Moorewood's services completely; to lay him off until April 2007 or to cap/reduce the hours he works. It was accepted that whichever option was adopted, Mr. Moorewood must have a written agreement and be paid at the rate of £8.06 to ensure that holiday pay is included. It was resolved to reduce Mr. Moorewood's hours: he would be paid for 4 hours each week for the village routes and 2 hours each week for the canal with priority on the canal being given to emptying the dog bins

443. Continuing support for waste collection at Barlaston Cricket Club. The Parish Council currently pays approximately £750 pa (about 75%) for waste collection at the Cricket Club. The Council was committed to

continuing this arrangement for this financial year. It was resolved that the Council would not pay towards waste collection at the Cricket Club in future.

444. Finance committee recommendations in regard to support for PCC during the current year. The savings that would be made by not paying the insurance for the Chapel of Rest and paying only half of the cost of grass cutting costs for the Churchyard were discussed:

Current costs:

Insurance = £450 pa

Grass cutting = £2180 pa

Total – 2630 pa

Proposed arrangements (if agreed by PCC):

Insurance - £0

Grass cutting - £1843 pa

Total - £1843 pa

Saving - £787 pa

It was resolved that all payments for cutting the Churchyard be suspended until the satisfactory conclusion of the issue of the Churchyard clearance.

445 To receive reports from representatives:

Voluntary Transport Scheme. 24 lifts in July.

Best Kept Village. The village was not placed. Cllr. Linehan commented that a few people had worked really hard but that more support was needed. He had decided not to enter in 2017.

Barlaston Community Group. Now had a bank account with a healthy balance due to successful fund raising initiatives.

Barlaston Village Hall Committee. A new committee was now in place and all was running smoothly.

446. Correspondence and circulars.

Mr. Hemmings: Email responding to Minutes of May meeting.

SPCA. Weekly briefing notes.

SLCC. News update.

SBC Planning. Weekly list.

SBC. Casual vacancy. No poll had been demanded and the Council could now co-opt a new Councillor.

Email about a broken bench near the railway crossing.

447. Items for next meeting.

Clerk's overtime.

Review Clerk's hours.

Broken bench

Date and time of next meeting:

September 13th 2016 at 7.30 pm.