

**Minutes of the Barlaston Parish Council Meeting
Held on Tuesday 10 January 2017**

Present: – Cllr G Jones (Chairman)

Cllr E Philpott
Cllr T Dodd
Cllr S Hall
Cllr P Linehan
Cllr P Fisher
Cllr I Moran
Cllr J Barnett
Cllr I MacMillan

In attendance: Mrs K St Leger (incoming Clerk), Mrs K Squires (retiring Clerk) and Mr J Blount (consultant)

Public Open Forum

No members of the public were present.

567. Apologies. Cllrs V O' Dunne and A Brown had submitted their apologies. It was resolved to accept these apologies.

568. Declarations of Interest. There were no Declarations of Interest.

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

570. Minutes of full Council meeting of 13th December 2016. It was resolved to approve these as a true record.

571. Matters arising from the meeting of 13th December 2016 and not otherwise on the agenda.

548. Arrangements with respect to new Clerk and resignation of Mrs Squires. Mrs St Leger was formally appointed as Clerk and signed her contract. Mrs Squires submitted her resignation with immediate effect. It was resolved that Mrs Squires should record the minutes of the meeting and support the incoming clerk as a consultant during January.

364. Account with the Unity Trust Bank. Mrs Squires reported that the internet banking facility had now been set up as had a telephone banking facility. All information had been passed to the new Clerk. It was resolved to discharge this item.

374. Planting on land on Station Road opposite Plume of Feathers. Mrs Squires reported that the license had not yet been received.

424. Trees on Village Green by Spokane House. Mrs. Squires reported that she had informed Mr Brunt that the work could proceed but did not know if it had been completed.

421. Churchyard. It was resolved that the new Clerk would set up a meeting to establish a joint committee.

552. Risk assessment for environmental officer's job. Mr Moorewood had received a copy of the risk assessment. Mr Moorewood's duties do not include the emptying of a bin at Wedgwood because it is their responsibility. It was considered that in view of the contribution Wedgwood make towards the Parish, the Council could offer to empty the bin, which became very full especially during the summer. It was resolved that the new Clerk would set up a meeting between Cllr Jones, the Clerk and the new management team at Wedgwood when such matters could be discussed.

469. Mowing and Minor Works contracts. It was explained that the Parish Council had agency agreements with the County Council to mow verges and clear road signs. The verge mowing had expanded outside the agreement and this could not continue unless the agreement could be extended. The County Council would deal with the mowing of these areas. Payment for additional work, which was an annual sum of £660.40 and known as the Lengthsman Agreement would stop at the end of the current financial year. The Clerk explained that this work would be carried out by SCC on a risk management basis – the more aesthetic works such as vegetation maintenance would be low priority. Mrs. Squires reported that there might be the possibility of the Parish Council undertaking this work with SCC agreement.

549. Village Hall waste collection. A discussion took place. Even with penalties for early termination, the service offered by Browns would be more economical. It was resolved that the Parish Council, as the Village Hall sole trustee would terminate the agreement with Biffa.

549. Town and Country Services ground work. An explanation of the invoice received had been requested and received. It was resolved to pay the invoice. Item discharged.

485. Cricket Club:

Extension of lease. Mrs Squires reported that she had written to the Chairman of the Club outlining the Council's offer but a response had not been received.

Dog bins. No more information had been received.

521. Policy on signage on Parish Council-owned land. Mrs Squires had written a policy that reflected the wording agreed at the meeting in November. This was distributed. An extra clause was added: The Council reserves the right to remove all unauthorised signs. An explanation for the imposition of the policy should also be included. It was resolved to accept this policy with the agreed additions. Finalised document to be published on notice boards and on the website. Item discharged.

554. Safety concerns at the junction of Longton Road and Station Road. These had been reported to SCC. No response had been received.

555. Unfinished street lights at Beechfields and Beech Croft. Mrs Squires had spoken to Ms Diane Jackson at EON. The poles in question were being replaced by Western Power Distribution and new lights would be installed by EON when WPD had completed this work. Ms Jackson would make enquiries about this. As the lights on the old poles were still working, EON did not have any concerns.

522. Repairs to or replacement of council owned property. Mrs. Squires reported that some urgent repair work that was identified at the annual inspection of assets had been completed but the sudden death of the managing director of Trent Grounds Maintenance had brought this work to a temporary halt. Less urgent work would be commissioned later in the year.

535. Voluntary Transport Scheme. Cllr. Moran reported that she was looking into other schemes. It was accepted that the scheme may need changes in order to continue. Four areas of concern had been identified: a number of concerns had been identified about the long term viability of the scheme. There has been 18 lifts last month. Cllr Moran would continue to research other schemes and report at the next meeting.

572. Report of the Borough Council member for the area. Cllr Jones reported that: Stafford Borough Council (SBC) would probably be implementing a 2% council tax rise for 2017/18.

SBC were committed to modernising the sporting facilities at Westbridge Park.

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

574. Neighbourhood Plan Document. Quotes for printing work had been received from three printers a) £550 b) £399 c) £160 It was resolved that Cllr Fisher would convene a

meeting of the Neighbourhood Plan Steering Group to consider where posters would be displayed; the distribution method for flyers; a timetable for the consultation period. Questions were raised with regards to the disproportionate figures quoted and whether these were 'like for like', Mrs. Squires clarified the same specification requirements were used by all three companies. It was resolved to accept company c) The Print Room upon the submission of satisfactory sample prints. It was agreed that the Clerk commission changes to the web site to facilitate Neighbourhood Plan consultation.

575. Planning Committee recommendations. It was resolved to accept the recommendations of the committee.

576. Financial matters:

Bank reconciliation. A bank statement had not been received in time for the meeting.
Cashflow and budget comparison. This was considered.
Schedule of payments

Item	Amount	Cheque No.
Mrs. K. Squires, salary and expenses. Est	250.00	2235
Mr. M. Moorewood, salary and expenses	209.56	2236
Ladywell Accountancy Services	240.00	2237
HMRC	3,600.00	2238
Biffa	72.59	2239

Mrs St Leger requested approval to attend the "Development Control: How to respond to Planning Applications" course on Wednesday 8 February at a cost of £20.

It was resolved to approve these payments.

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

578. Chairman's Allowance. It was resolved to increase the Chairman's allowance by £100.

579. Request from County Council for support with Debt Benefit and Consumer Advice. A discussion took place. It was resolved that the Council was in no position to offer financial support to SCC.

580. Minutes of the Finance Committee meeting of 15th December 2016. It was resolved to approve these.

581. Budget recommendations for 2017/18. It was resolved to accept the recommendations of the finance committee.

582. Precept for 2017/18. It was resolved to set a precept of £65,250 for 2017/18

583. Dates for 2017 meetings. It was resolved that the meetings for 2017 would be held on the first Tuesday of each month.

Dates of meetings:

February 7
March 7
April 4
May 2
June 6
July 4
August 1
September 5
October 3

November 7
December 5

584. Reports from representatives.

Barlaston Community Group. Cllr Linehan reported a good turn-out for the litter pick. Barlaston Village Hall Committee. Mr. Blount reported on his research to date and asked for comments on two possible ways forward: to appoint an executive committee with 4 councillors and the existing informal village hall committee members which would meet monthly; continue with the existing committee with the Parish Clerk as advisor. The Clerk would have delegated powers to approve day-to-day running and minor works. Large capital projects would need the approval of the Parish Council as sole trustee. Mr Blount reminded the Council that the AGM convened for 19 January was not an official meeting as only the Parish Council, as Village Hall sole trustee, had the authority to convene the AGM. Also, the Chairman of the Parish Council was also the Chairman at the AGM as specified in the Trust Deed.

585. Weekly play equipment reports. Cllr Dodd reported that all works had been completed and had sent a completed form to Mrs Squires. This would be sent to the Clerk following each weekly inspection.

586. To receive correspondence and circulars.

SPCA. Weekly briefing notes.
SLCC. News update.
SBC Planning. Weekly list.
SBC. Members' Digest.
SCC. Funding

587. Questions from Councillors. There were none.

Date and time of next meeting. Tuesday 7 February 2017 at 7.30