

Minutes of the Barlaston Parish Council Meeting Held on Tuesday 5 September 2017

Present:

Cllr G Jones (Chairman)
Cllr P Fisher
Cllr S Hall
Cllr P Linehan
Cllr A Brown

Cllr I Moran
Cllr S Tudor
Cllr V O'Dunne
Cllr I MacMillan

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

6:30 – 7:15 Closed Parish Council Meeting

7:15 – 7:30 Public Open Forum. No issues were raised.

93 Apologies

Cllr Philpott sent her apologies, it was resolved to accept these.

A letter of resignation was received from Cllr Dodd, Cllr Jones will issue a letter thanking him for his valued contribution to the Parish Council. Clerk to issue the vacancy notice noting preference to be given to Barlaston Parish Ward applicants.

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

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

96 Presentation from Stafford Rural Homes

Mr Harpreet presented an overview following a building requirement study undertaken at Barlaston Park. Although the PC welcomed the initiative, concerns were raised with regards to parking and impact on traffic, these needed to be addressed within the proposal.

The PC requested any preference to housing is given to Barlaston Parish residents first, Mr Harpreet confirmed the Section 106 Agreement would specify housing properties will be offered first within Barlaston then would go out to neighbouring parishes.

Mr Harpreet agreed to submit a detailed proposal prior to the formal planning application being submitted.

97 Minutes of full Council meeting of 4 July 2017. It was resolved to accept these as a true record.

98 Matters arising from the meeting of 4 July 2017 and not otherwise on the agenda

374 Planting on land on Station Road opposite Plume of Feathers

The licence has been received from Staffordshire County Council, the associated costs for the administrative work and issue of the licence is £100.00. It was resolved to discharge this item.

485 Dog Foul Campaign

It was noted the Community Group agreed to undertake the project in conjunction with Stafford Borough Council. Cllr Moran agreed to progress this item and review progress.

574 Draft Neighbourhood Plan Document

Stafford Borough Council set a deadline of 4 September to receive responses from the Environmental Agencies to the Screening Assessment. They were still awaiting the response from Natural England.

7 Review Pension Enrolment

It was agreed a private session will be held in October to review the Parish Council contribution.

- 9 Speed Watch campaign**
- A meeting was held with Staffordshire Police who agreed to commence with a new campaign. As part of the project a new speed gun and tuning fork will be required at a cost of around £350. The Clerk to look at possible grant funding for the capital element of the project. With regards to volunteers, the Police recommend a max of 6/8 people, it is envisaged these will be made up from existing volunteers. Cllr Brown would take the lead on this.
- 42 Upper House Signage**
- A planning application was received reference 17/26397/ADV. It was resolved to accept these and discharge this item.
- 43 Allotment Association Lease**
- Staffordshire County Council have still not invoiced for the Allotment Lease. Clerk to monitor.
- 58 Item 5 – Report back on discussions with CCG**
- Defer till December 2017.
- 74 Correspondence and Circulars**
- Clerk distributed circulars. It was noted SPCA were running a training course on setting financial budgets / precepts and completing annual returns on 16 October in Stafford. It was recommended the Councillors should attend. Clerk to distribute details and book the relevant places.
- 75 (a) Path between Longton Road & Bedcroft**
- Residents have addressed the majority of the issues, however there was still work to be undertaken. J Poultney will revisit the path and assess the works to be undertaken. Funding to carry out the works was already agreed.
- (b) Canal Bridge on Wedgwood Lane**
- Works are currently being carried out.
- 99 Plume of Feathers Meeting**
- A positive meeting was held with the Manager, it was noted there was one complaint received following their recent event regarding noise. They have confirmed they are looking to hold the event on an annual basis and have welcomed the involvement of the PC regarding the planning process. Parking and congestion is an issue and sites such as the land adjacent to the railway station has been suggested. It was resolved to discharge this item.
- 100 Allotment Association Meeting**
- The Lease is between SCC and the PC, there is no formal agreement between the PC and the Allotment Association, they have requested a letter of confirmation is sent clarifying the position. The Clerk to issue accordingly.
- They asked if the PC Public Liability covered the Allotment Association, it was confirmed they would still need to provide their own insurance.
- Clarification was requested regarding the ownership of the land adjacent to the site and whether there were any plans for it as it was now unmanaged. The Clerk confirmed the land belongs to SCC and there are no plans in place at the moment with regards to re-leasing it. It was resolved to discharge this item.
- 101 Trentham South Resident Association Meeting**
- A meeting was held with the Trentham South Residents Association who highlighting transport issues with the Severn Trent Water site. A follow up meeting was held with County Councillor Ian Parry who was interested in the traffic concerns but believes the existing 7.5 tonnage restriction around Barlaston would be sufficient to protect the village.
- The Planning Application for the site specifies the existing traffic volumes and routes would not be changed, however before building works commence a separate Construction Traffic

Management Plan has to be submitted and passed. The concerns are that this traffic could impact on the Village.

Severn Trent Water are holding a residents meeting scheduled for Thursday 14 September between 2pm and 7pm at the Trentham Hotel where there is an opportunity to discuss the proposed plans and any concerns with the site manager. The PC would be in attendance.

102 Canal & River Trust Meeting

A meeting took place with the local Volunteer Coordinator of the Canal and River Trust followed by a walk along the adopted towpath. The overall condition of the canal was deemed to be good. A list of recommended works was distributed, the Canal & River Trust would provide the equipment and materials, however volunteers would be needed to assist with the works. It was noted that the Community Group advertised canal project works under their remit. The Clerk to forward the list of requirements and contact information.

103 Phase 2a Consultation

A lot of consultation activity has been taking place with regards to the mile-long maintenance area being built in Yarnfield. It has now been confirmed that Yarnfield Lane is not closing as there will be a link from the M6 which will run parallel. It was resolved to discharge this item.

104 Barlaston Community Group Engagement

No report was submitted.

105 Themes for Future Work Programmes

A list of themes was circulated for discussion. The principal is to create a number of portfolios where Councillors take on key responsibility for areas which impact on the village. This will be built up on a progressive basis and nominations for particular areas would be looked at moving forwards. It was resolved to progress this issue.

106 Tree Maintenance Barlaston Village Green

Regarding the lime tree in the centre of the village green, advice was sought as to whether this needed any maintenance. It was noted the tree is back to how it should look following previous works, however the grass below the tree could be trimmed under current grounds maintenance. It was resolved to discharge the item.

107 IT Equipment requirements

A business case was submitted regarding the replacement of the Parish Council laptop, which was deemed no longer fit for purpose. It was recommended a high end off the shelf machine be purchased. A value of £800 was proposed and seconded.

108 Civic Amenity Visits

A request from Alexandra Watts was received requesting additional visits of the Amenity Vehicle. It was noted this year's allotted time frame was now filled and will be reviewed again next year. It was resolved to discharge this item.

109 Clerk's Appraisal

The Parish Council went into closed session. The Clerk and member of the public were asked to leave the meeting.

Following a successful probationary period, the recommendation of the Council was to increase the salary level to point 27 on the LC2 range. This would be reviewed again on the anniversary of her employment. It was resolved to approve the increase and the item to be discharged.

110 Diamond Jubilee Bowl Search for the 2017

Mr John Russell was proposed due to the work he has undertaken representing the Village at a District and Council Councillor over the years, the proposal was approved unanimously. It was resolved to discharge this item.

111 Report from Wedgwood. No report was submitted.

112 Report of the Borough Council member for the area. No report was submitted.

113 Report of the County Council member for the area. No report was submitted.

114 Planning Committee Recommendations

Application 17/26969/HOU Parkfield Cottage. Due to highway issues, Cllr Jones will call this application in.

115 Financial matters:

Bank reconciliation A report was issued and accepted.

Cash flow and budget comparison A report was issued and accepted.

Schedule of payments

Description	Amount	Cheque No
SLCC ILCA online training course	118.80	002308
SCLL Conference / Training course	30.00	002310
Stone Lions Club – Grant for Prostate Cancer Screening	60.00	002311
Grant Barlaston Village Hall	368.74	002312
K St Leger Salary & Expenses	896.06	002313
M Moorwood Salary & Expenses	209.56	002314
Perennial Landscaping	644.90	002315

A proposal was made for £25 from the Barlaston Village Show Committee to sponsor a trophy, it was resolved to approve this payment.

An update with regards to the Unity Bank was given. Despite numerous letters to the Bank, no progress has been made with accessing the facilities. It was resolved to close the account, Clerk to action.

116 Grant Thornton external audit feedback

To fulfil Grant Thornton's additional information requirement, John Blount carried out further work @ £66.45. It was resolved to accept these charges.

117 Weekly play equipment report

Due to Cllr Dodd's resignation, a replacement will be required to undertake the weekly play equipment assessments. Cllr Jones will liaise with Mr Dodd to fulfil the role until a replacement can be appointed.

118 Risk Assessment Actions

A meeting was held with Mr Moorewood, there were no actions required.

Regarding the Parish Council Risk Assessment, it was noted the historical documents were no longer held in a fire proof safe. It was recommended the Clerk investigate possible solutions.

119 Correspondence and circulars

Item covered under 74.

120 Questions from Councillors

Review progress on the proposed Marina. It was noted no planning application has been submitted by Fiskards. It was resolved to discharge this item.

Barlaston Bus timetable – clarity is required with regards to the bus schedule and any termination of services. Cllr Jones will liaise with the County.

On Station Road, work has recently taken place to remove some of the hedge and install a metal railing. A request was received to remove the hedge completely. It was noted the County Council undertook a risk assessment and the associated works were undertaken. It was resolved to discharge this item.

Biffa garden lorry is leaving waste onto the roads. It was noted there was a plate missing on the vehicle which enables waste to escape. Cllr Jones will liaise with Stafford Borough Council.

Date of Next Meeting 3 October 2017, Ruth Dickson Meeting Room, Barlaston Village Hall