

Minutes of the Barlaston Parish Council Meeting Held on Tuesday 3 October 2017

Present:

Cllr G Jones (Chairman)
Cllr P Fisher
Cllr P Linehan
Cllr A Brown
Cllr I Moran

Cllr E Philpott
Cllr S Tudor
Cllr V O'Dunne
Cllr I MacMillan

7:15 – 7:30 Public Open Forum

Mr Tony Dodd was presented with a gift from Barlaston Parish Council in recognition of the work he has undertaken representing Barlaston Park.

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

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

121 Apologies

Cllr Hall sent his apologies, it was resolved to accept these.

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

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

124 To approve minutes of the Parish Council meeting of 5 September 2017. It was resolved to accept these as a true record.

125 Matters arising from the meeting of 5 September 2017 and not otherwise on the agenda

485 Dog Foul Campaign

Cllr Moran updated the PC with the course of action being undertaken by the Community Group. Questionnaires highlighting problematic areas have been circulated with the closing date of 14 October. The top areas of concern will be addressed first.

574 Draft Neighbourhood Plan Document

All the Environmental letters have now been returned without highlighting the requirement to undertake a specific search based on the Draft Neighbourhood Plan submitted. It was confirmed the launch date is to be 30 October 2017. A meeting will be scheduled for the NP Steering Group to review the documentation prior to issuing.

7 Review Pension Enrolment

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

9 Speed Watch campaign

Difficulties were encountered obtaining a grant to fund the equipment due to the PC taking a lead on the project. There is a possible grant available but will require 50% funding from the PC. It was resolved to accept this charge. Clerk to submit the grant form.

58 Health Centre Update

Cllr Jones talked to the Cumberland House Practice Manager, it was confirmed a full time GP had been appointed and was in post along with the nurses. It means the Practice are no longer reliant on Mansion House for locums.

However, for the near future the service from the Health Centre would remain on a morning service only basis.

Clerk to update the website regarding the GP / Nurses.

74 SPCA Financial Training Course 16 October

The Clerk and three Councillors were booked on the course. Due to a high demand a further course was available on 6 November. It was resolved to discharge this item.

**75 (a) Path between Longton Road & Bedcroft – Works are now complete.
(b) Canal Bridge on Wedgwood Lane – Works are now complete.**

It was resolved to discharge these items.

101 Trentham South Resident Association Meeting

The pre-arranged meeting did not take place however Francesca Williams, the Operations Manager for Severn Trent Water advised their position was straight forward – no HGV's were to go through Barlaston.

The following day it was noted a HGV went into Method Road whilst school children were trying to get on the school bus. An email was issued to Matt Frost but no response had been received.

It was resolved that Cllr MacMillan would email Francesca Williams with the information, copying in the Local Manager. Clerk to forward contact information to Cllr MacMillan.

102 Canal & River Trust Meeting

The Clerk discussed the project with the Chair of the Community Group, who agreed to look at the suggested work programmes from the Canal & River Trust. The Clerk forwarded the details accordingly. It was resolved to discharge this item.

105 Themes for Future Work Programmes

It was noted if the Neighbourhood Plan comes into fruition then it would be key to have Cllrs in place to take on more responsibility in key areas. The Chair would work on the terms of reference and hold meetings on a one-to-one basis to discuss roles. Clerk to re-issue the list to the Cllrs.

107 IT Equipment requirements

The Clerk had identified a HP All in One device which would be suitable including a 3 years maintenance package at £831.66 plus VAT. It was resolved to approve the expenditure.

126 Grant Thornton's Audit report for year ended 31 March 2017

Grant Thornton have signed off the audit for 2016/2017, details have been posted on the PC internet. However, some elements of the audit requirement were omitted and although these were subsequently submitted, it meant that we failed to meet the assertion approved on 6 June.

127 Parish Forum meeting update

Local Plan

Stafford Borough Council have a fully adopted Local Plan until 2031. The Government have advised plans now need to be updated which will take 4-5 years to complete. SBC started reviewing their plan in July 2017. Consultations will follow. They are looking to have the new plan adopted around 2021.

A question was asked if this would affect Neighbourhood Plans as these link directly to the Local Plan. It was noted Neighbourhood Plans do not need to be updated, however some of the individual policies linked to the Local Plan may become out of date.

Litter Campaign

An overview of SBC's litter campaign was given. Part of the plan was to locate where all the litter bins are in the Borough, the next phase is to record the amount of rubbish being removed. This will determine if bins need to be moved or the number increased / decreased.

Litter campaign groups will be popping up across the borough to send out the message. Posters will be put up in hot spot areas.

Street Scene will collect bags of rubbish from litter picker groups at no cost.

Contract Awards

SBC announced the following contracts were awarded:

- Veolia have won the refuse collection contract, starting February 2018
- Leisure & Culture has been outsourced to a new non-profit organisation Freedom Leisure. Starting 1 December 2017 on a 10-year contract. Envisaged saving of £900k per annum.
- Car Parking and CCTV has been outsourced.

128 Stafford Borough Litter Campaign update

Barlaston Parish Council have signed up to the Litter Free Stafford Borough campaign. It was noted the work being undertaken by the Womblers and by the Environmental Officer.

129 Joint Playing Field Committee update

No representatives from the Parish Council attended the meeting and therefore it was not quorate. Cllr Jones attended under his role as Borough Councillor representative.

Ground maintenance issues:

- The Oak Tree at the bottom of the field required maintenance, the Clerk agreed to obtain quotations.
- Dog fouling is still an issue as the field is one of the only open spaces people can run their dogs. The bins at either end of the footpath have helped. It is envisaged this would be dealt with by the Community Group campaign.
- Western Power are to carry out the tree works at the entrance of Malthouse Lane where they touch the power lines. This will be completed over the next 6 weeks.

There had been no progress regarding the renewal of the lease, they are addressing this.

130 Barlaston Cricket Club grant request

A grant application has been received for a contribution towards their annual charitable firework event on Saturday 4 November. It was resolved to contribute £250 towards the event.

131 Barlaston Bus Service update

It was noted that the bus timetable had changed but there was no loss of service. It was resolved to discharge this item.

132 Biffa service update

Following a complaint, Biffa replaced the faulty vehicle. It was resolved to discharge this item.

133 Data Protection Legislation

New transparency legislation will be implemented from May 2018. The Clerk was looking at methods of document storage and dedicated email addresses for Cllrs to minimize risk. Clerk to report findings.

134 Vacancy Application action

7 expressions of interest were received for the Parish Councillor vacancy, 5 were from Barlaston Park. It was resolved to set a date for interviews during October.

A New Councillor training course was scheduled for 14 November, Cllr Tudor expressed an interest to attend. Clerk to forward details.

135 Model Code of Conduct

It was noted a number of documents were out of date, including our Model Code of Conduct. Clerk to review documentation.

136 Transport Arrangements re Children Leaving / Arriving in the Village

SCC have been contacted regarding the Health and Safety risks posed to children once they have been dropped off in the village. Clerk to contact SCC for a response.

137 Report from Wedgwood - No report submitted

138 Report of the Borough Council member for the area – No report was submitted. Subjects had already been covered.

139 To note report of the County Council member for the area - the County Councillor was not in attendance

140 Planning Committee Recommendations

Approval was granted for Planning Application ref 17/26872/FUL at Hartwell Stud Farm, Hartwell Lane, Hartwell and Planning Application ref 17/27148/HOU at Kennel Keepers Cottage, 102 Longton Road.

An extension was requested for Planning Application ref 17/27124/COU at The Country Cabin, Barlaston Road, Blurton to enable Cllrs to visit the site. Clerk to liaise with SBC.

141 Financial matters:

Bank reconciliation / Cash flow and budget comparison – documentation was circulated.

Schedule of payments

Description	Amount	Cheque No
M Moorewood Salary & Expenses	209.56	002317
K St Leger Salary & Expenses	929.11	002318
HMRC NI Contributions	111.39	002319
Stafford County Council Section 115E Licence Fee	100.00	002320
Grant Thornton External Audit Fees	390.00	002321
Chairman's Allowance	250.00	002322
Barlaston Village Show Committee trophy contribution	25.00	002324
Perennial Landscapes Ground Maintenance	644.90	002323
J Poultney, Path Clearance Works	30.00	002325
SLCC National Conference	82.80	002326

The Clerk submitted a claim for VAT and was in receipt of the remittance of £1,420.06

SBC had forwarded an advisory remittance notice £35,001.00 has been transferred regarding the balance of the precept / grant.

142 Weekly play equipment reporting

The Clerk carried out a site visit of the MUGA on 27 Sept, no issues were reported.

Following the resignation of Cllr Dodd, a replacement will need to be found to carry out the weekly inspections required. It was noted the person will need to be adequately trained.

143 Risk Assessment Actions

The Clerk investigated a solution to the storage of deeds. A large fire / water retardant document box would cost in the region of £75 plus VAT providing a 30 min fire rating and 8 hours water protection which would be suitable size to contain the deeds. The box could be transferred to a replacement Clerk should the need arise. Due to the value of the documents a request was made to approach the bank for storage. Clerk to investigate.

The defibrillator pads were now out of date and needed replacing. The cost would be in the region of £90. It was resolved to accept this payment. The First Responders would undertake the works.

144 Correspondence and circulars

A thankyou letter received from Stone Lions Club re contribution for Prostate Screening day

An invitation received for the Mayor's Charity Quiz Night on 4 November, Burton Manor Sports Association

145 Questions from Councillors

The Barlaston Heron WI have requested permission to put a plaque up in the village celebrating their existence. It was felt that a plaque in the Village Centre was not appropriate as they hold their meetings in the Methodist Church. Item to be discharged.

Date of Next Meeting 7 November 2017, Ruth Dickson Meeting Room, Barlaston Village Hall