

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

Present:

Cllr G Jones (Chair)
Cllr P Fisher (Vice Chair)
Cllr A Brown
Cllr I Moran
Cllr E Philpott
Cllr S Tudor

Cllr S Hall
Cllr I MacMillan
Cllr D Westwood
Cllr V O'Dunne

7:15 – 7:30 Public Open Forum

No residents were in attendance.

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

163 Following the recent sad loss of Cllr Patrick Linehan, a tribute was given followed by a minute's silence. The Council would like to pass on its respects to his family.

164 **Apologies** - No apologies were received.

165 **Declarations of Interest** - There were no declarations of Interest

166 **Written applications for dispensations under the Localism Act 2011** - There were no written applications for dispensation

167 **CCG update.** The CCG could not make the PC meeting, they offered several dates to meet at their offices, it was agreed to schedule the 5 January 2018 at 10am. The sub-committee requested a pre-meeting to go through the issues to be raised. Clerk to arrange a date.

168 Role of the Councillor

It was agreed when Councillors were expected to attend an event, the Clerk will issue an email clarifying the details. Apologies to be given if a Councillor cannot attend.

169 **Approve minutes of full Council meeting of 7 November 2017** It was resolved to accept these as a true record.

170 Matters arising from the meeting of 7 November 2017 and not otherwise on the agenda

485 **Dog Foul Campaign update.** The article was published in the Dec/Jan edition of the Church magazine. The campaign officially starts with Stafford Borough Council on the 15 December with the posters going up around the village.

574 **Draft Neighbourhood Plan update.** The public consultation is continuing. Responses have been received via email, post and through the postal boxes. Revised banners have been ordered highlighting the finish of the consultation on 5 January 2018. A steering group will be required to go through the responses received. We will look back through the records to see if the original members would like to attend.

It was noted that a statutory consultee from Stoke on Trent had responded to the plan and recommended the broadband element to be updated to "*Ensure Broadband to new developments (housing and commercial) is connected before they are occupied.*" It was resolved to accept the recommendation.

9 Speed Watch campaign update.

- We are still awaiting clarification regarding the grant. A recommendation from Matthew Ellis was to look at purchasing 30mph flashing speed signs. The Clerk has requested prices.
- It was noted Severn Trent Water are monitoring the road outside their plant.
- The option of installing farm style gates at the entrance to the village was discussed. Gates could be installed both sides of Meaford Road. Clerk to obtain prices.

133 Data Protection Legislation

The EU regulation known as General Data Protection Regulation (GDPR) will come into force on 25 May 2018. Legislative details have yet to be published. SPCA and NALC are pushing the Government for employers of less than 5 employees to have less onerous regulations imposed, this would account for most Parish Councils.

In the meantime, the recommendation is to have a Data Processor (the Clerk). We are also required to have a Data Controller Officer who can challenge the Data Processor. Cllr Westwood has agreed to undertake the Data Controller Officer role.

136 Transport Arrangements re Children Leaving / Arriving in the Village - No response received to date.

143 Risk Assessment Actions – Deeds. The deeds box is on order. The recommendation is for these to be housed in a safe. As an added precaution, spare keys are to be provided to the Chair for safe keeping. Clerk to action.

162 (a) Pathway between Nursery Gardens and Brookhouse Drive

A call was logged with SCC. Their contractors have carried out a risk assessment and confirmed the risk is low and no funds were available therefore repair works will not be undertaken. It was noted two people had recently fallen on the path.

(b) Swings at the back of Beechcroft

The Clerk has liaised with SRH. They confirm there are no plans for building works in the area and the swings will be retained. The risk assessment is the responsibility of SRH.

(c) Proposed change of use at the Lakeside Tavern

It was noted the licence has been granted and the Tavern is going to be re-opened. Concerns were raised Alsations have been seen undertaking attack training in the land adjacent to the golf course. SBC are talking to them regarding a change of use but in planning terms there has been no breach of guidelines. Situation to be monitored.

Matters carried forward for further action

105 Themes for Future Work Programmes

129 To note Joint Playing Field Committee update

171 Maintenance requirements for the Defibrillators

In the October meeting the PC agreed to fund £90 for replacement parts for two defibrillators. However, there are two models in the village and the two that need immediate maintenance will cost £147.60. It is envisaged a further £220 per annum is required thereafter to maintain the devices. It was resolved to accept these costs.

172 Report from Wedgwood – no report was received.

173 Public Forum – no items were raised.

174 Borough Council member for the area – items were discussed within the agenda.

175 Report of the County Council member for the area – the County Councillor was not in attendance.

176 Planning Committee Recommendations

Stafford & Rural Homes (SRH) gave an update regarding proposed building works on Barlaston Park. It was noted funding was now in place. The site of the commercial unit has been moved which will provide adequate parking; the number of bungalows is now 13.

Concerns were raised regarding the garages and the impact on increased parking. SRH advised a large number of garage users were not Barlaston residents and did not use the facility for parking vehicles but storage, termination notices will be served. Residents who use their garage for vehicle storage will be offered an alternative garage. It was not envisaged that the plan would put further pressure on parking, however before proceeding a traffic plan will be submitted to SCC for approval. SRH requested a meeting with the Clerk and SCC to see if alternative parking suggestions could be considered.

Planning Ref: 17/27506/REM at former Meaford Power Station, Meaford Road. Concerns were raised regarding the height of the buildings. Clerk to liaise with SBC. The height of the buildings was a concern. Clerk to raise with SBC.

Planning Ref: 17/27340/HOU at Bell Lane, Barlaston – two storey side extension. No objections were raised.

Planning Ref: 17/27550/HOU at 21 Diamond Ridge, Barlaston – rear dormer extension. No objections were raised.

Planning Ref: 17/27304/COU at Land at Barlaston Malthouse Lane – Retention of static caravan. Screening of the caravan from the road was recommended along with improved waste management. Clerk to update SBC.

Planning Ref: 17/27605/HOU at Wyndowne, Bedcroft, Extension and alterations. No objections were raised.

177 To note financial matters:

Bank reconciliation

Copies of the bank statements and financial figures were distributed.

Bank	Unity Bank	Lloyds Treasurers A/C	Lloyds Business A/C
Statement	No. 017 - 20/11/17	No. 30 – 03/11/17	No.97 – 03/11/17
Opening Balance	£428.00	£4,521.81	£42,592.17
Total Paid in	£0.00	£0.00	£0.67
Total Paid out	£0.00	£2,952.71	£0.00
Balance	£428.00	£1,569.10	£42,592.84

Cash flow and budget comparison

Schedule of payments

Description	Amount	VAT	Cheque No
SPCA Training Course	35.00		002340
Barlaston Methodist Church – Room Hire (interviews)	45.00		002341
Perennial Landscaping Ltd – Grounds maintenance	644.90	107.48	002442
K St Leger Salary & Expenses	2041.04	155.86	002443
M Moorewood Salary & Expenses	209.56		002444
J E Poultney – winter planters	100.00		002445
Barlaston Methodist Church – Room Hire (N Plan)	40.00		002446
The Print Shop – M Brearley – Xmas Church Magazine	300.00		002447

We have received SCC's purchase order for grass cutting @ £3,129.60, An invoice has been issued and await payment.

178 Cheque replacement numbers

002336 replaces 002324 Village Show Committee £25.00
 002337 replaces 002332 M Moorewood..... £209.56
 002338 replaces 002331 SPCA £45.00
 002339 replaces 002329 SBC £250.00

179 PC replacement expenditure

The Clerk purchased a PC direct from HP including a 3-year warranty. Original budget was £831.66, actual cost was £665. Total saving of £166.66. The item has been added to the Asset Register. Following consultation with the Insurance Company, the annual policy value has not changed. It was resolved to discharge this item.

180 Update re HMRC

We are in receipt of a credit of £3,636.44.

181 Budget for 2017/2018

A letter from SBC was distributed. If the Precept is kept the same as 2016/2017 there would be a reduction of 1.1% on a Band D property. It was agreed to schedule a finance meeting to formally approve the budget w/c 1 January 2018.

It was confirmed the Lottery had granted the Village Hall £9.7K to undertake a structural survey and 5-year maintenance plan.

182 Weekly play equipment report

Last report on file from ROSPA goes back to 2013. Cllr Westwood requested copies of previous annual inspection reports on the MUGA. Everything is tidy on site, there is an issue with the fence on the left-hand side. Clerk to investigate.

183 Risk Assessment Actions

Cllr Westwood requested the dates when the Proscenium Players will be using the Village Hall in 2018 to undertake the agreed Risk Assessment, this is in conjunction with the Electrician. It was agreed this would be undertaken in conjunction with the electrician. Clerk to forward information.

A quotation is awaited from Trent Ground Maintenance for the removal of the skate ramp. Clerk to monitor.

184 Correspondence and circulars

Correspondence was distributed upon receipt

185 Questions from Councillors for inclusion on next month's agenda

Volunteer Driving Scheme. It was noted £100 was received from Aviva, which has to be claimed. From March 162 journeys (18 per month) were undertaken with 20 passengers and 11 drivers. It was noted Cllr Moran had reinvigorated the scheme and was complimented. Item added to next month's agenda for monitoring.

Cricket Club Contract Renewal

War Memorial Repairs / WWI commemorations

Flower Trough on Meaford Road

Barlaston Park update

- Concerns were raised regarding SRH vehicles parking on grass verges damaging Bell Lane at the top.
- 5 vehicles were noted as being SORN, 3 have now been removed 2 remain (one on bricks).
- 2 garages with damaged doors were reported to SRH have now been boarded up.
- 2 bulbs have been replaced on the car park.

Bus Route Change Impact

Date of Next Meeting 9 January 2017, Ruth Dickson Meeting Room, Barlaston Village Hall