

## Minutes of the Barlaston Parish Council Meeting Held on Tuesday 1 May 2018

### Present:

Cllr G Jones (Chairman)  
Cllr P Fisher  
Cllr I MacMillan  
Cllr E Philpott

Cllr I Moran  
Cllr S Tudor  
Cllr S Hall

**In attendance:** Mrs K St Leger (Clerk)

**279 Election of a Chairman** - Cllr Jones was proposed and seconded and formally accepted the position of Chairman.

**280 Election of Vice Chairman** - Cllr Fisher was proposed and seconded and formally accepted the position of Vice Chairman.

### **281 Parish Council Vacancy for Barlaston East**

Christopher Hurst was co-opted as the Councillor for Barlaston East, he duly signed the acceptance form and was invited to join the meeting.

**282 Apologies** - Cllrs' Norman, Westwood and O'Dunne submitted their apologies, it was resolved to accept these.

**283 Declarations of Interest** There were no declarations of interest

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

**285 Approval of minutes of full Council meeting of 3 April 2018** It was resolved to accept these as a true record.

### **286 Matters arising from the meeting of 3 April 2018 and not otherwise on the agenda**

#### **Key themes 2018**

#### **574 Draft Neighbourhood Plan update**

Final amendments were made to the Plan and submitted to Urban Vision for scrutiny and to start the Basic Conditions Statement. Instructions were given to Stafford Borough Council (SBC) to start the process for Regulation 16. The Parish Council have been invited to a meeting with SBC to discuss the actions, it was agreed to invite Urban Vision to attend the meeting. Clerk to action

#### **Campaigns 2018**

#### **9 Update on Speed Watch campaign**

- Initial Training session held at Methodist Church Hall Saturday 14th April – 9 attendees.
- 4 more volunteers interested – further training session being arranged ASAP.
- The Police Community Engagement Coordinator and the PCSO were both delighted with Barlaston response.
- Cllr Norman and Cllr Macmillan have “walked” the village; reviewed existing 6 sites previously risk-assessed in 2016; and identified a couple of further sites to be assessed. Cllr Norman is meeting with the Community Engagement Coordinator and the PCSO on Tuesday 1st May.
- Cllr Macmillan attended a CSW Focus Group in Stafford on 17th April.
- All Speed Watch equipment now received.
- Cllr Norman has collected contact details/availability to support preparation of an initial rota. Each Session to be run by 3 volunteers for approx. 1 hour.
- Weather permitting, they should be ready to commence first sessions within the next week – to include Friday afternoon and Saturday morning.
- Hopefully, their visibility will encourage other volunteers to join but, more importantly, start to make a difference to speed and safety through the village.
- A great start!

Cllr MacMillan noted the volunteers were going to experience some hostilities, however the visibility of the volunteers should reduce speeding in the village. Repeat offenders will be dealt with by the Police.

There is still an issue with HGV's illegally accessing the village, details are being recorded and Companies contacted. This is an area where further work is required.

#### **129 Review of Joint Playing Field Committee Meeting**

Final amendments to the minutes were received from the Cricket Club and distributed.

A grant application was submitted for £350 towards the Annual Fireworks event. It was resolved to accept this.

#### **133 Data Protection Legislation**

Registration of a Data Controller is required with the ICO, cost is £40. Clerk to action.

The latest SPCA circular advised an amendment to the GDPR bill. There is no longer a requirement for the PC to appoint an independent Data Protection Officer, however it is now good practice to appoint one – Cllr Westwood should now be able to undertake this role on our behalf.

The Clerk advised additional hours would be required to undertake the checks required to conform to GDPR legislation, it was resolved to accept additional costs associated.

#### **485 Dog Foul Campaign update**

We have gone from 85 recorded instances of fouling to 8 (90% overall reduction), one more review is to be undertaken by SBC during May, we are aiming for a 100% reduction. Following the conclusion of this monitoring, it is hoped further sites will be scheduled.

#### **182 MUGA update**

We are still awaiting the welding to be undertaken, once complete arrangements will be made to undertake the painting and cleaning.

#### **191 Health Centre update**

The Chairman reported on a recent conversation that he had with Tracey Cox of Staffordshire and Surrounds CCG.

#### **192 Volunteer Driving Scheme Update**

A presentation and raffle took place at the monthly coffee morning held at the Methodist Hall. By mid May the scheme will know if they will receive funding from Stafford Borough Council.

A mobile phone has been supplied to the Coordinator, it would prove a cheaper option than using the home phone.

#### **193 Cricket Club Lease update**

Clerk has spoken to Dickson's Solicitors, they are generally happy with the terms, there are several typing errors which are easily rectified, however the following points need clarification:

- Names contained within the lease need changing, it still refers to Ruth Dickson.
- The date on top of the document implies the lease starts from 1995. As this would be a new lease it is presumed the date should be 2018
- Point 3C refers to a 30-year rolling lease renewal. As the Cricket Club gave the preference for a 25-year lease this will need to be addressed.
- Reference was made in the Joint Playing Field minutes to the possibility of the Cricket Club becoming a Limited Company. Dickson's confirmed it would be up to the Parish Council to determine if they would support such a change. It was determined the change would not be supported by the Parish Council, Clerk to inform the Cricket Club.

Dickson's asked If the Parish Council wished to employ their services what reasonable fee would the Parish Council be willing to pay? It was determined a fee of between £400 - £500 would be reasonable. Clerk to liaise with Dickson's. However, if

a fee is agreed, this will need to be submitted to the Cricket Club as they are liable for any costs associated with the lease renewal.

**195 WWI Commemorations including Memorial repairs** - The final works are still outstanding.

**256 1. Update on posts at Orchard Drive** – The posts have been repaired not removed

**2. Waste left on Old road** – To enable action to be taken, evidence is required and reporting to the Police.

**3. Update on first grass cut of the season** – The standard of grass cutting was deemed to be very poor, large machinery was again taken onto sodden ground and got stuck, the cutting was abandoned and ground left with large gouges. It was noted grass cutting continued on Meaford Road during a downpour. Grass was left on the pavements. These were the same issues experienced with the first cut of the season last year, and things have not improved. The Clerk and Cllr Hurst to arrange a date to meet the Contractor to discuss a way forward.

**270 Rights of way / footpath adoptions**

It was resolved to dedicate a portion of the next meeting to determine the way forward. Clerk to arrange printing and distribution of the latest map.

**287 Update on meeting with the County Council member for the area**

**1. (Item 243) Flooding at Brookhouse Drive** – A Land Drainage Engineer from Staffordshire County Council has been appointed to address the issue. Clerk to monitor

**2. (Item 9) Speed Gate Installation Meaford Road** – Approval was granted for the installation of the gates. The Clerk and Cllr Fisher met with Highways to establish a suitable location on Meaford Road. Anticipated installation date is 5 May 2018, Clerk to meet the Company on site to clarify details.

Once installed, the PC will need to apply to SCC for a section 115e licence.

**3. SRH plans re Parking Barlaston Park**

Copies of the road plans were submitted to SCC along with costings. SCC are looking to see if they can part fund the works.

**4. Change of Give Way sign to Stop Sign at the junction of Old Road / Meaford Road**

There is a lot of legislation behind the changing of signs from a give way to Stop. Unfortunately, in this instance nothing can be done.

**5. Blocked Drain – Barlaston Old Road** – This has been Reported

**6. (Item 216) Library Consultation** – We are awaiting a response from SCC.

Cllrs' Moran and Hurst attended the Friends of Stone Library meeting, it was noted there were 43 Libraries, 20 of which are run by voluntary groups. Barlaston currently has a mobile Library. There was an agreement to promote the Libraries and services they provide including access to free music.

**7. Potholes** – dependant upon depth/size will determine how quickly SCC carry out a repair which can range from days to weeks dependent upon severity. There is a phone application available where residents can accurately report the location of the pothole using GIS and instantly report it. The Clerk has downloaded the app and will forward details to Cllrs.

**288 Consider grant application from Barlaston Village Hall**

A grant form has been submitted for £250 to cut the tree back in the Village Hall car park. The bill will be £250 plus VAT. It is therefore suggested the PC pay for the bill under general maintenance. It was resolved to accept this cost. Clerk to liaise with the tree surgeon to determine the best time of year to undertake the works.

**289 Report from Councillor - Barlaston Park**

Complaints have been received about parking on Bell Lane and Ivyhouse Drive with a lack of space being most concerning; we are also aware of nuisance teens on motor cross bikes and quads; scrap metal merchants are scouring the estate looking in people gardens. To address these issues consideration is being made to start a neighbourhood watch scheme. The PC agreed to support this initiative.

**290 Report from Wedgwood – no report was submitted**

**291 Items raised from the Public Forum – no public were in attendance**

**292 Borough Council member for the area report – already covered in item 191**

**293 Report of the County Council member for the area – the Councillor was not in attendance**

**294 Planning Committee Recommendations**

Planning App Planning Application Ref 18/28337/HOU at Greenfields, 15 Old Road, Barlaston – described as Proposed single storey rear extension. It was resolved to accept this application.

Planning Application Ref 18/28321/HOU at 7 Park Drive, Barlaston – described as Proposed alterations and extensions to the rear. It was resolved to accept this application.

For Planning Applications received prior to the next PC meeting requiring a decision, a recommendation was made for the information to be distributed to the Planning Committee only. Following feedback, the final decision will be distributed before submitting the details to Stafford Borough Council. Clerk to action

**295 Internal Auditors Annual Governance and Accountability Report 2017/2018** It was resolved to accept the report. The following items were noted:

GDPR comes into force on 25 May, the Parish Council will need to be compliant.

Observations / recommendations for consideration:

1. *During the fiscal year the Council should review the Risk Assessment to ensure that it still reflects the current environment. The Council should then minute its ratification;*
2. *During the fiscal year the Council should review Standing Orders and Financial Regulations to ensure that they still reflect the current environment. The Council should then minute its ratification;*
3. *Copies of both your current Standing Orders, Finance Regulations and Risk Assessment should be displayed on the website and each document must show the latest date of revision and ratification;*
4. *A reminder that when the Council discusses, amends or ratifies significant documents copies should be made available on your web site for members of the public to view. These documents should be either appendices to published minutes and agenda papers or as separate documents on the web site (preferably with a hypertext link to facilitate ease of searching);*
5. *We are carrying earmarked funds, the Council should agree these in a full council meeting and ratify them and minute the detail and amounts at least once in each fiscal year preferably just before the year end.*

*It is the Council's responsibility to display the AGAR notification. Clerk to action.*

**296 Annual Governance Statement 2017/2018**

(a) It was resolved to accept Section 1 of the Annual Governance Statement 2017/2018 and was duly signed by the Chairman and the Clerk / Returning Financial Officer

(b) It was resolved to accept Section 2 Accounting Statements 2017/2018 was duly signed by the Chairman and the Clerk / Returning Financial Officer

**297 To note financial matters:**

**Instant access Public Sector Deposit Fund account** – The Clerk submitted details of the fund for consideration, the minimum investment deposit was £25,000 with instant access. The Council resolved to look at this fund again following year end 2018/19.

## Payment schedule / earmarked reserves 2018/2019

The Clerk submitted a detailed financial breakdown for 2017/2018 with projected spend for 2018/2019 (Appendix A). It was resolved to accept the budget for 2018/2019 closing off the figures for 2017/2018. Clerk to update the accounting system.

The general reserve recommendation was discussed:

- *The recommendation of General Reserve of £11,400 (minimum recommended by the guidance (25% of spend), including a contingency of £2k)*
- *Start building up an asset replacement fund of around £40k*
- *Include an election reserve £7k*
- *Any surplus to start building up an investment policy*

It was resolved to review these recommendations.

**Bank reconciliation** – it was resolved to accept the reconciliation statements

### Schedule of payments

In addition to the payment schedule, the Insurance renewal was received for £979.65 which requires payment before end May. It was resolved to accept this payment, Clerk to issue cheque 002382.

Description	Amount	VAT	Cheque No
Barlaston Community Group - Open Gardens Grant	350.00	0.00	002376
K St Leger Salary/Expenses	1403.44	37.98	002377
M Moorewood Salary/Expenses	209.56	0.00	SO
Barlaston Village Show Committee	750.00	0.00	002378
SPCA Training Invoice	20.00	0.00	002379
BK Timber – Speed Gates	672.00	0.00	002380
Rialtas Business Solutions – User licence	23.00	4.60	002381

**298 Weekly play equipment report** – no report was submitted

**299 Risk Assessment Actions** – No actions required

**300 Questions from Councillors for inclusion on next month's agenda**

Public attendance at the Parish Council AGM had been poor despite a publicity campaign that involved notice boards, websites and social media. It was agreed that for the 2019 event an attempt to generate more interest would be made that could involve the reestablishment of the 'Heron' in partnership with a commercial printer.

### Date of Next Meetings

AGM of the Sole Trustee 17 May at the Methodist Church, Park Drive, Barlaston

Parish Meeting 5 June 2018 Ruth Dickson Meeting Room, Barlaston Village Hall

## Financial Matters 2017/2018 compared with 2018/2019

<b>INCOME</b>	<b>2017/2018</b>	<b>2018/2019</b>
Precept (Council Tax)	£65,251.00	£65,251.00
CGI Grant	£4,752.00	£4,752.00
Staffordshire County Council Grass Cutting Contribution	£3,129.60	£3,129.60
Lease for Cricket Club	£1.00	£1.00
VAT Reclaim	£1,420.06	£2,500.00
	<b>£74,553.66</b>	<b>£75,633.60</b>
<b>Expenditure</b>	<b>Expenditure</b>	
Salaries	£11,046.00	£11,377.00
Expenses	£1,230.00	£1,430.00
HMRC / NI	£670.00	£850.00
Environmental Officer	£2,515.00	£2,590.00
Grass Cutting	£3,796.94	£4,000.00
Lengthsman	£0.00	£1,500.00
Grounds Maintenance (Planters / footpath clearance)	£700.00	£700.00
Civic Amenity Visits	£312.50	£390.00
Insurance	£1,088.51	£1,088.51
	<b>£21,358.95</b>	<b>£23,925.51</b>
<b>Asset Repairs / Replacement</b>	<b>Asset Repairs / Replacement</b>	
New PC	£665.00	£1,300.00
Repair notice boards / fix litter bin	£175.00	£1,500.00
Defribulator maintenance (Pads/Batteries)	£156.30	£250.00
Update Village Map	£17.00	£250.00
Document Safe	£197.00	
MUGA (remove skate Ramp)	£50.00	
Speed Gun / Tuning Fork	£110.00	
New Bin MUGA	£145.00	
	<b>£1,515.30</b>	<b>£5,300.00</b>
	<b>£11,917.21</b>	<b>£1,000.00</b>
Consultancy		
<b>Training</b>	<b>Training</b>	
Staff	£174.00	£2,850.00
Councillors	£55.00	£300.00
	<b>£229.00</b>	<b>£3,150.00</b>
Auditor / Accountancy Fees	£800.90	£825.00
Software - Accountancy	£667.50	£702.50
Licencing Section 115e Agreements	£200.00	£200.00
Data Protection Fees (GDPR)	£0.00	£1,000.00
Web Hosting / Maintenance	£375.00	£375.00
Neighbourhood Plan	£4,845.35	£500.00
Neighbourhood Plan Grant Return	£1,265.47	£0.00
	<b>£8,154.22</b>	<b>£3,602.50</b>
<b>Grant Payments</b>		
Village Hall Maintenance	£1,107.00	£350.00
Poppy Appeal	£250.00	£300.00
Cricket Club Firework Event	£250.00	£1,000.00
Graveyard Maintenance	£1,812.50	£750.00
Prostate Cancer Event	£60.00	
B Festival	£500.00	
Volunteers Car Scheme	£100.00	
Barlaston Village Show Committee	£25.00	
Trig point replacement contribution	£85.00	
	<b>£4,189.50</b>	<b>£4,300.00</b>
Subscriptions - SPCA / NALC / ICO / SLCC / SPFA	£503.00	£600.00
Conferences	£249.00	£250.00
Chairman's Allowance	£250.00	£250.00
Land Lease Stafford Borough Council	£20.00	£10.00
	<b>£1,022.00</b>	<b>£1,110.00</b>
	<b>£48,386.18</b>	<b>£42,388.01</b>