

Minutes of the Barlaston Parish Council Meeting Held on Tuesday 5 June 2018

Present:

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

Cllr I Moran
Cllr S Hall
Cllr D Norman
Cllr C Hurst

In attendance: Mrs K St Leger (Clerk)

A member of the public was in attendance, no issues were raised.

7:15 – 7:30 Public Open Forum

- 301 Apologies** Cllr's MacMillan, Westwood and Tudor submitted their apologies. It was resolved to accept these.
- 302 Declarations of Interest** There were no declarations of interest
- 303 Written applications for dispensations under the Localism Act 2011** There were no written applications for dispensation
- 304 Approval of minutes of Annual Parish Council meeting on 25 April 2018.** Reference was made to add the methodology discussed to promote the Annual General Meeting for 2019. It was resolved to accept this recommendation.
- 305 Approval of minutes of full Council meeting of 1 May 2018** It was resolved to accept these as a true record
- 306 Matters arising from the meeting of 1 May 2018 and not otherwise on the agenda**

Key themes 2018

574 Draft Neighbourhood Plan update

Following a meeting with Urban Vision and Stafford Borough Council (SBC), the Clerk produced the Consultation Statement.

The Basic Condition Statement, Consultation Statement with appendices and the final version of the Neighbourhood Plan have been forwarded to SBC and have received an acknowledgement of receipt. Clerk to issue copies to the Councillors.

SBC have requested a meeting this week to go through the timetable and any outstanding issues leading up to the commencement of Regulation 16 / referendum. SBC asked us to consider the referendum being undertaken at the same time as the Borough Council elections 19 May 2019, as it would save funds. It was resolved to instruct SBC to commence with Regulation 16 as a matter of urgency, Clerk to action.

Campaigns 2018

9 Speed Watch campaign update

14 volunteers signed up across the Parish, two of which are still awaiting training. There were 5 sessions undertaken in May that involved logging 40 vehicles out of 800 which exceeded 35mph or more. The session in the morning on Meaford Road between 8am and 9am there were 16 vehicles logged, 8 were doing between 40mph and 43mph, all coming into the village. The parked cars on Meaford Road meant only one side could be monitored.

It is a formal process, the equipment is checked and the type, colour, registration and speed are recorded, the information is submitted to the coordinator after each session. The Police issue a warning letter, if they get caught again a second letter is issued, if caught a third time they get a visit from the Police. 3 people at a time are out for an hour, 9 locations are covered which will be varied. After 6 months of operation we are entitled for permanent Speed Watch signs to be erected. We can apply for a grant in August to pay for the signs.

We have a poster which needs to be published to highlight the scheme. Clerk to action.

HGV vehicles accessing the village are also logged along with drivers using mobile phones. The information is submitted to the coordinator but won't trigger a letter. The Coordinator has provided a template we can use to send an independent letter to HGV companies.

To encourage more people to sign up, articles have been published on the website and social media sites. The Parish Council thanked Cllr Norman and the volunteers for the work undertaken.

- 133 Data Protection Legislation update** The Clerk has gone through the documentation to clarify the rationale for retaining data, where it is stored and what it is to be used for.

It is noted we no longer require a Data Protection Officer, however it would be deemed to be best practice. We still need to conform to GDPR guidelines. Cllr O'Dunne offered the Clerk her assistance.

Clerk to produce a new GDPR form and issue to Councillors. Forms for both the Councillors and the Speed Watch Group can be retained by the Clerk in a locked cupboard.

- 485 Dog Foul Campaign update** There is only one month left on the original campaign, we will need to decide if new locations are chosen for monitoring. The number of reported incidents has April showed 90% free, May saw a slightly deterioration with 87% free. This was due to visitors in the area, especially around the Plume of Feathers. More signs have gone up.

- 182 MUGA update** – no progress has been reported

- 191 Update on Health Centre matters** Cllr Jones approached the Lessee of the Medical Centre, there are two lease holders involved, one has lapsed and the other is Cumberland House. They would not divulge any information except to say the lease is coming to an end and would need renegotiating. We expressed an interest in occupying part of the building for community purposes and are awaiting a response.

Cllr Jones drove to Cumberland House to try to see the Practice Manager and also tried to contact the CCG both without success. It appears something is going on and we are not being kept informed. He will keep trying.

- 192 Volunteer Driving Scheme update** £1300 has been raised by a small grant from Stafford Borough Council and the Barlaston Hall gardens event. It was agreed to raise the sum paid to the transport coordinator to £35 per month to cover expenses. This will be closely monitored to ensure all expenses are covered. There is no need to approach the Parish Council for a grant this year.

- 193 Cricket Club Lease update**

Following the last PC meeting the Clerk informed the Cricket Club the Parish Council would not support the change to a Limited Company and the proposed cost to employ Dicksons' solicitors to act on behalf of the Parish Council would need to be met by the Cricket Club as per the lease terms.

No response was received from the Cricket Club, however the Clerk received a telephone call from Myers, they wanted to know if Dicksons' were now taking on the responsibility for the lease replacement. Myers are representing the Cricket Club free of Charge and therefore didn't expect any costs to be associated with the lease renewal.

The blank Heads of Terms were discussed, it was agreed the details for the Hockey Club could be removed. The term of the lease was to be 25 years at £1 per annum. There is a requirement to supply the new names to be included on behalf of the Parish Council. All other terms to be the same.

The Parish Council need to have independent legal representation, the Cricket Club are responsible for the costs as per the terms of the lease.

A Councillor queried why the Parish Council could not support a Limited Company, it was stressed the terms of the lease were to support the charity and not a commercial entity.

It was resolved that the Clerk liaise with Myers to make the approved changes. The final copy to go to Dicksons' for to approve. Expenditure to be borne by the Cricket Club.

195 WWI Commemorations updates:

- 1. War Memorial repairs** the monument has been cleaned, some pointing works are still to be undertaken.
- 2. War Memorial Grade II Listing Status** We have received formal confirmation from Historic England, the Memorial has been granted Listed Building Status and added to the List of Buildings of Special Architectural or Historic Interest. The map showing the location of the monument has been published on the National Heritage List for England and is now available to the public to view.
- 3. Commemoration event** A dinner/dance on a WWII popular music theme would be achievable, we have a DJ who will do this free of charge. The hall has been booked for 10 November. We need to target the relevant audience by posters/leaflets at the Church, Meadow Court, Chemist, Butchers, One Stop and Premier and also the Volunteer Driving Scheme and the WI.

It was noted we needed to research the people recorded on the memorial, where they lived, what regiments they represent and whether there are any living relatives who are contactable. The Clerk advised some of the information was published on the Barlaston History site. The work undertaken is in conjunction with the Church and believe the Vicar's wife is undertaking some research. It was agreed to approach Mr Cochin to see if he would assist with the project.

- 256 Grounds maintenance contract** Following a conversation with Perennial Landscapes, they carried out an assessment and undertook a second cut free of charge. Cllr Hurst and the Clerk had a meeting with their QA manager to address the issues. A further meeting is scheduled for this week. It has been noted various areas marked on the plans had not been cut, these will need to be addressed.

The contract entered into needs to be honoured. Clerk to report back.

On the canal bridge, the hedge is encroaching into the road, it needs to be cut back by the side of the BT drive way.

Cllr Jones visited the Church Yard and the quality of maintenance is very poor. This needs to be addressed. Cllr Jones will liaise with the Church.

- 270 Rights of way / footpath adoptions** The Clerk issued the Cllrs with a footpath map. Staffordshire County Council are developing a community approach to footpaths and rights of way. Cllrs were allocated individual paths to monitor and resolved to accept these. Cllrs to report findings to the Clerk who in turn will liaise with SCC.

287 County Council member for the area update

- 1. (Item 243) Flooding at Brookhouse Drive**
A copy of an email received from SCC was submitted. It does not appear that any further progress is going to be made. They noted water had always been present in the field. It was resolved to maintain pressure on SCC.
- 2. (Item 9) Speed Gate Installation Meaford Road.** The gates are in situ however we are still awaiting the Welcome to Barlaston signs. The gates also require painting. It is noted the grass needs to be cut before the signs to highlight a residential area.
- 3. SRH plans re Parking Barlaston Park** No movement on whether this can be funded
- 5. Blocked Drain – Barlaston Old Road** This was reported. It was resolved to remove this issue.
- 6. (Item 216) Library Consultation** The consultation document is going to Cabinet in July. In the meantime, Cllr Moran is maintaining contact with the mobile library bus service.
- 7. Potholes** The Clerk has uploaded a pothole application and tried this to report a pothole on Station Road. The system is simplistic and easy to install, called Pothole Reporter

- 289 Neighbourhood Watch Scheme Barlaston Park update** Cllr Westwood reported there has been little support received from the residents.

295 Internal Auditors Annual Governance and Accountability Report actions 2017/2018 - to approve Standing Orders, Financial Regulations and Risk Assessment.

It was noted the link to Standing Orders on the website was not working. Clerk to update accordingly. A query was raised regarding the methodology used to co-opt Councillors. The Clerk clarified the process undertaken; Stafford Borough Council are informed of the vacancy, including the ward. They in turn publish the advertisement inviting residents to apply. Following the period specified if there are no expressions of interest the Parish Council are given the option to co-opt a suitable candidate. With regards to the last vacancy, a sub-committee interviewed the two candidates. Prior to the appointment the Parish Council were given the opportunity to accept or reject the recommendation at the full Parish Council meeting.

The Clerk asked Councillors to review the documents prior to the next meeting. It was noted the Risk Assessment document needs to reflect the new GDPR guidelines.

300 Publication of the Heron. It was agreed an Editorial Committee will be formed, consisting of Cllr O'Dunne (Chair) with Cllrs' Jones, Norman and MacMillan.

- **Publication time frame** – ideally during October, prior to commemorations on 10 November.
- **Content** - WWI Commemorations / Neighbourhood Plan / On-going initiatives including footpaths
- **Cllr information** – Clerk issued a breakdown of contact information, roles and responsibilities, and ward representation. This would be useful for the residents to know who to contact. Clerk to liaise with SBC to see if a ward map is available.

307 Diamond Jubilee Bowl nominations

It was resolved to highly commend Rose Kingsbury for the work she carries out coordinating the community transport group. The Community Group are to be recognised for their multiple and varied contributions. It was unanimously agreed that the recipient for the Jubilee Bowl for 2018 would be Mr Joe Poultney for going above and beyond in the maintenance of the village. A presentation will be made at the event on 10 November.

308 Resignation of the Environmental Officer.

The Environmental Officer issued his resignation, his last working day was 31 May 2018. Advertisements have been published on local sites receiving one expression of interest but no formal application. The bin emptying along the canal will prove problematic if this is not addressed.

To make the role more appealing, there is an option to encompass this within a Lengthsman role. The Lengthsman role encompass general maintenance jobs:

- Verge cutting of visibility splays at junctions
- Clearing drainage ditches and gullies
- Attending to minor storm damage, litter clearance and fly tipping
- Checking salt bins
- Cleaning of and clearing around road signs
- Pavement maintenance e.g. removal of grass/mud etc.
- Contingency - when necessary due to bad weather
- Parish Pathways - strimming and repairs when necessary
- Applications must have Current Liability Insurance for £5,000,000

This would be a contract role and not an employee. There are a number of budget headers where the funding could be allocated from including the Environment Officer Role, Grounds Maintenance / Repairs and Maintenance.

The Clerk had obtained a quotation for the assets around the village, would be in the region of £1300.

The Clerk to liaise with other local Parish Councils to see if they employed a Lengthsman and whether this is a service which could be shared. The biggest risk is the emptying of the bins along the canal side.

309 Cllr Parry's Highway Initiative Fund

Cllr Parry has access each year to £7,500 to spend on highway initiatives which has previously been spent on trying to resolve problems unlikely to receive funding.

Initiatives requiring feedback as follows:

1. There is a pot of funding via the PCC/SCC/Safer Roads Partnership that can be used to match fund local road safety schemes. I wondered if we could come up with a Stone Rural-wide idea(s). Our own mobile /shared community speed watch or similar.
2. Hire our own gully emptying service to tackle the worst blocked drains that the Amey crew don't seem to get to.
3. That we use it to fund some rural maintenance that no longer gets done since the community maintenance scheme was withdrawn.

It was noted weeds along the verges have not been dealt with a number of years. Clerk to liaise with Cllr Parry to ascertain details.

It was suggested a survey be undertaken around the village, one person driving with one person taking notes and report back to the next meeting. It was resolved to accept this recommendation.

310 Allotments update SCC have finally issued invoices covering 2016/2017, 2017/2018 and 2018/2019 totalling £3,120. An invoice was submitted to the Allotment Association and was paid by return. It was resolved to dismiss this item.

311 Barlaston Park report No report was submitted

312 Wedgwood report There was no report submitted from Wedgwood

313 Public Forum items There were no public forum items

314 Borough Council member for the area report

315 County Council member for the area report. The County Council Member was not in attendance.

316 Planning Committee Recommendations

Planning Application Ref 18/28215/FUL at Land at Ivyhouse Drive, Barlaston. Outline planning permission had already been granted. However, various issues were raised including the times the parking assessments were carried out; the agreement to allocate households losing a garage to a replacement; confirmation the replacement shop would be up and running before the closure of the current shop. There were also concerns the work schedule showed construction traffic on site on Saturdays between 8am and 2pm, this would pose a risk to residents due to limited access to vehicles during this period. Cllr Jones agreed to call this in and discuss the various issues with Stafford & Rural Homes.

Planning Application Ref 18/28514/OUT at Plot to Rear of 75 Longton Road, Barlaston. The proposed development is described as Proposed dwelling with four car parking spaces and vehicular access will extend from existing access. Councillors deemed this application was outside the Settlement Boundary and to be called in.

Planning Application Ref 18/28558/HOU at 50 Meaford Road, Barlaston. The proposed development is described as Proposed extension to existing loft conversion into existing roof space. No objections were received.

Application Ref: 18/28598/REM at Land Adjacent to Oak Barton, the Green, Barlaston. The proposed development is described as Detached house and double garage. No objections were received.

317 To note financial matters:

The External Audit formal notices have been published in the box outside the Village Hall and advertised on the website to conform to legislation.

- Notification was published on 1 June 2018
- Inspection period commences on 4 June 2018
- Inspection period ends 13 July 2018

Bank reconciliation

Bank	Unity Bank	Lloyds Treasurers A/C	Lloyds Business A/C
Statement	25 – 20/05/18	37 – 04/05/18	4 – 04/05/18
Opening Balance	392.00	5,637.15	32,600.15
Total Paid in	0.00	10,000.00	35,002.43
Total Paid out	0.00	4,315.85	10,000.00
Balance	392.00	11,321.30	57,602.58

Cash flow and budget comparison. Clerk issued reports.

Schedule of payments

Description	Amount	VAT	Cheque No
Toplis Assoc Ltd – Annual Village Hall Audit inv 1,015	137.00	27.40	002383
N Ferguson – SSL Certificate	40.00	0.00	002384
Barlaston Cricket Club - Fireworks Event	350.00	0.00	002385
Staffordshire County Council – Allotment 509/10/11	3120.00	0.00	002386
SLCC Membership	128.00	0.00	002387
SPCA – Planning Course	180.00	0.00	002388
Perennial Landscaping – Inv INV-0995	570.00	114.00	002389
Barlaston Methodist Church – Room Hire – Inv 128	45.00	0.00	002390
Toplis Assoc Ltd – Annual Village Hall Audit inv 1,006	180.00	36.09	002391
K St Leger – Salary & Expenses	1161.66	0.00	002392
M Moorewood – Salary & Expenses	209.56	0.00	002393

318 Weekly play equipment report – No report was submitted / no actions were reported.

319 Risk Assessment Actions GDPR needs to be added to the Risk Assessment.

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

Tree Problem, Ivyhouse Drive, Barlaston – Tree overhangs the road and going through several phone lines. Branches have recently broken off during bad weather. Reported to SCC.

The Clerk advised the Queen's Award for Voluntary Service award was now open. Details to submit nominations as follows: <https://www.gov.uk/queens-award-for-voluntary-service/how-to-make-a-nomination>

Date of Next Meetings

Parish Meeting 3 July 2018 Ruth Dickson Meeting Room, Barlaston Village Hall