

**Minutes of the Annual Council Meeting  
Held in the Brearley Room on Monday 18 May 2015 beginning at 7.30pm**

Present	Cllr. P Alker (in the Chair)	Cllr. S Wallis
	Cllr. G Payne	Cllr. K Ingram
	Cllr. D Webb	Cllr. J Cook
	Cllr. M Deegan	Cllr. K Abbott
	Cllr. R Greatrex	Cllr. T Simkin
	Cllr. M Booth	Miss J Cooper, Clerk
	Cllr. J Tomkinson	

Four members of the public present as well as a representative from Staffordshire Newsletter Cllr Winnington (for part of the meeting).

All Councillors signed their Declaration of Acceptance of Office prior to the meeting.

15/059	<b>Public Open Forum</b>  Mrs Gardener thanked Cllr Greatrex for explaining, at the Annual Assembly, the precise financial details of Staffordshire County Council's offer should a swimming pool/leisure centre be built in Gnosall, as outlined in the Memorandum of Understanding.  Mrs Gregory raised her concerns about the land drain on Ranton Road. The Clerk had also noted this and agreed to arrange for a Highways representative to inspect the drain.	Clerk
15/060	<b>To elect a Chairman for the forthcoming year and to receive the Chairman's Declaration of Acceptance of Office</b>  Proposals for Chairman were made for both Cllr Greatrex and Cllr Alker. A paper vote was taken, results counted by the Clerk and a member of the public. Cllr Alker received a higher number of votes and was elected Chairman for the coming year. Cllr Alker signed the Declaration of Acceptance.  Cllr Greatrex was thanked for carrying out his duties as Chairman for Gnosall Parish Council for the past four years.	
15/061	<b>To elect a Vice Chairman for the forthcoming year</b>  Proposals for Vice Chairman were made for both Cllr Greatrex and Cllr Deegan. A paper vote was taken, results counted by the Clerk and a member of the public. Cllr Deegan received a higher number of votes and was elected Vice Chairman for the coming year	
15/062	<b>To receive apologies, record absences</b>  Apologies received from Cllr S Green, Borough Councillor M Smith and Borough Councillor K Williamson. Apologies were accepted.	
15/063	<b>To record any Declarations of Interest</b>  Cllr Greatrex declared an interest in agenda item 15/074, planning application 15/22130/HOU. Cllr Greatrex is a neighbour of the applicant.	Clerk

15/064	<p><b>To agree to suspend Standing Orders item 12(g) “to appoint committees, sub committees and working groups” and allow this business to be dealt with at a separate meeting on 28<sup>th</sup> May 2015.</b></p> <p>It was proposed and seconded to suspend item 12 (g) of the Standing Orders as councillors felt a separate meeting to discuss committee membership and working groups in detail would be advantageous to ensure Cllrs are appointed to the correct committees/groups depending on their skills and experience. A vote was taken with all cllrs voting in favour of the proposal.</p> <p>A meeting would be held on Thursday 28<sup>th</sup> May to which all councillors were invited.</p>	Cllrs
15/065	<p><b>To appoint representatives to outside bodies</b></p> <p>Councillors volunteered to be Parish Council representatives on outside bodies. The Clerk would circulate an updated list to all councillors.</p>	Clerk
15/066	<p><b>To agree a council representative(s) to carry out an inspection of all deeds in the custody of the Council within six weeks of the Annual meeting</b></p> <p>Cllr Payne agreed to inspect the deeds within the next six weeks.</p>	Cllr Payne
15/067	<p><b>To receive and confirm the minutes of the last regular meeting of the Council held on 20th April 2014</b></p> <p>Subject to two minor amendments, the minutes were approved as a true and accurate record.</p>	
15/068	<p><b>To receive any matters arising from the minutes not elsewhere on the agenda</b></p> <p>15/055 Cllr Payne confirmed he had checked the arrangements for deliveries to construction sites on Lowfield Lane and the issue raised at the last meeting did relate to an early morning delivery to the Bellway Site. There had been no reported issues since. Cllr Payne also confirmed that a meeting had been held with Staffordshire County Council regarding safety barriers along Lowfield Lane and a professional Health and Safety Check is being arranged by the County Council.</p>	
15/069	<p><b>To receive the Clerk’s report</b></p> <p><b>Clerk’s Report</b> The Clerk’s report, previously circulated, included details of all committee and working group meetings held in the past month.</p> <p>Cllrs were reminded to complete their Disclosable Pecuniary Interest forms and return to the Clerk by 28<sup>th</sup> May. The three councillor vacancies had been advertised. June 3<sup>rd</sup> is the deadline to respond and candidates would be invited to the Council meeting on 8<sup>th</sup> June for interview. The Clerk confirmed one application had been received so far.</p>	Cllrs

	<p>It was noted that the Neighbourhood Plan is being examined by Mr Nigel McGurk, a leading Neighbourhood Plan Examiner and a public hearing had not been requested by the Examiner.</p> <p>Details of street names within the new development site on Lowfield Lane were also included in the Clerk's report.</p> <p>Copies of the spring edition of the Parish Council's newsletter, GMK, had been delivered to 1000 houses and is available electronically on the Council's website. Interest in the Council's social media sites had grown and is proving useful to share information quickly.</p> <p>The Annual Assembly had been well attended. An update on the Neighbourhood Plan had been presented by Mr Jeff Rhodes, Chairman of the Neighbourhood Plan Working Group.</p> <p>b) Reports from Parish Councillors on meetings attended – there was nothing to report.</p> <p>c) Reports from Borough/County Councillors – nothing to report as Cllrs were not present.</p>	
15/070	<p><b>To consider committee/working group issues</b></p> <p><b>Matters relating to the Planning Committee</b></p> <ul style="list-style-type: none"> <li>Minutes of the meeting held on 23<sup>th</sup> April were accepted.</li> </ul> <p><b>Matters relating to the Resources Committee</b></p> <ul style="list-style-type: none"> <li>Minutes of the meeting held on 7<sup>th</sup> May were accepted</li> <li>It was noted that the Internal Auditor had made positive comments regarding the accounts and systems in place.</li> <li>A copy of the accounts at the end of the financial year ending 31.3.15 was received by all councillors</li> <li>It was noted that funds to Christ Church in Knightley and St Mary's Church in Moreton to help maintain the Burial Grounds could be given by the Parish Council using a specific power under the Local Government Act 1972 section 2104(6) rather than using the more general "donations" budget heading. The Clerk and Chairman of Resources to review this and make a recommendation where budget headings could be amended.</li> <li>It was noted that the funding application for £695 to the County Councillors Fund for a generator, to be used at GFest events and other Parish Council requirements, had been successful. It was therefore agreed that the Handyman would be reimbursed for the generator purchased to replace the broken one borrowed from Gnosall Players.</li> <li>The Clerk was thanked for keeping the financial records for the past year in good order, as recognised by the Internal Auditor.</li> </ul> <p><b>Matters relating Gfest Working Group</b></p> <ul style="list-style-type: none"> <li>Funding applications to Awards for All, Aviva, Waitrose and the Police and Crime Commissioners Fund had been successful. The amount awarded from Aviva depends on parishioners votes, funds from Waitrose depends on community tokens during the month of May and funds from the PCC funds, depends on passing a number</li> </ul>	Clerk Cllr Ingram

	<p>of stages successfully.</p> <ul style="list-style-type: none"> <li>• A finalised programme would be complete in mid June and it is hoped to deliver a copy to all households.</li> <li>• Cllr Booth would be arranging a press release.</li> </ul> <p><i>Cllr Winnington arrived at 8.15pm</i></p> <p><b>Matters relating to Open Spaces</b></p> <p>A meeting with Staffordshire County Council’s Farm Tenant Manager, the Environment Agency and the tenant farmer from Plardiwick Farm was held on 18<sup>th</sup> May to discuss the impact the maintenance work carried out on the Doley Brook on the Acres had had on flooded fields on Plardiwick Farm.</p> <p>Cllr Deegan had prepared a very detailed report following the work carried out in February 2015, with photographic evidence, indicating that the works had a negligible effect on the levels of the Doley Brook upstream and the groundwater levels of the lower field at Plardiwick Farm. However the farmer felt the work had made a positive impact on his fields and water had reduced considerably. It was disappointing that the report, that had previously been sent to SCC and EA had not been read by the County Council’s Farm Manager neither had the actions agreed for SCC to carry out at the meeting in May 2014 been addressed. It was agreed that a follow up meeting be arranged, by the Clerk, with County Councillor Mark Winnington, SCC’s Ecologist and the Environment Agency, to agree the way forward. Several Councillors expressed their concerns that Gnosall Parish Council funds should not be spent on regular dredging of the brook as findings from many years previous had shown that it is not effective, this is also confirmed by The Environment Agency.</p> <p>As County Councillor Mark Winnington had arrived, he reported that the superfast broadband is still patchy in Gnosall but all properties within 1.5 miles of a connection box should be able to receive it.</p> <p><i>Three members of the public, the press and Cllr Winnington left the meeting.</i></p>	Clerk
15/071	<p><b>To receive and approve the Annual Return for year ending 31.3.15</b></p> <p>Councillors approved section 2 of the Annual Return as required. It was proposed, seconded and agreed that the Annual Return be submitted as set out with the supporting documents. The Clerk and Chairman signed off the Annual Return ready for its submission to Grant Thornton, external auditors.</p>	Clerk
15/072	<p><b>To receive a report on financial receipts for April 2015 and receive accounts for approval for May 2015</b></p> <p>The accounts were reviewed then proposed, seconded and accepted.</p>	

15/073	<p><b>To discuss and agree any action needed in relation to:</b></p> <p><b>a) Gnosall Youth Club</b> It was agreed to set up a working group to explore the interest in setting up a new Youth Club and the necessary requirements. Cllrs Deegan, Simkin, Payne and Webb expressed their interest in helping. The Clerk to arrange a meeting.</p> <p><b>b) Gnosall Library</b> Cllrs had received two letters sent recently from Staffordshire County Council regarding the future of the library service including the mobile service. There was discussion about the facilities that are currently needed in the village and it was agreed the Parish Council should facilitate a “village meeting” rather than a Parish Council meeting at which up to date information on the current position of the library service, youth club, swimming pool/leisure centre could be shared. The Clerk to arrange a meeting in early September.</p> <p><b>c) Gnosall Swimming Pool/Leisure Centre Working Group</b> Despite requesting details of meetings, The Clerk had not received any notes from meetings held or dates of future meetings. Information would be requested again to enable a representative of the Parish Council to attend. It was noted that the group has a completed business plan, gained the support from Sir Bill Cash, MP, is arranging a public meeting at the end of June and is awaiting a response from the County Council on possible land. The Clerk and Chairman were asked to meet with a representative of the working group to confirm the Parish Council’s support.</p> <p><b>d) Gnosall Heritage Group</b> Cllr Abbott reported that an initial meeting was held on 15<sup>th</sup> May. The objection is to recreate and maintain an archive of photographs, documents and artefacts for Gnosall Parish under the umbrella of Gnosall Parish Council. The archives would have an historical perspective with a view to providing a resource and reference for future generations. Councillors were asked whether the Parish Council would establish a Heritage Group under its stewardship and if so how this could be achieved.</p> <p>It was agreed by all Councillors that the Parish Council would be interested in this and would arrange a meeting to determine the procedures to put this in place. The Clerk to arrange a meeting.</p> <p><b>e) Gnosall Parish Council’s 120<sup>th</sup> anniversary</b> Cllr Booth reported that she and two other parishioners interested in the history of the Parish Council would be arranging an event during GFest, to be held on Wednesday 8<sup>th</sup> July at 2pm, at which the history of the Parish Council would be displayed as well as the history of parish councils in general. Display boards with illustrations from the archives of life around the end of the 19th century/beginning of the 20th would also be arranged. It was also suggested that a presentation to Cllr Watson-Jones who had recently retired after 56 years serving on the Parish Council could be incorporated into this event.</p>	<p>Clerk</p> <p>Clerk</p> <p>Cllr Alker Clerk</p> <p>Clerk</p>
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	<i>An extension of time, to allow the meeting to continue for a further 10 minutes, was approved.</i>	
15/074	<p><b>To consider correspondence and other communications, received (list enclosed for parish councillors, available to residents on application to the Clerk)</b></p> <p>Cllrs noted the list of correspondence received.</p> <p><b>Planning application 15/22130/HOU</b> demolition of existing garages and outbuildings to provide replacement garages, log and freezer store building at Knightley Cottage was reviewed.</p> <p>The following points were made,</p> <ul style="list-style-type: none"> <li>• As the existing building has a tiled roof, in good condition, it is recommended that the tiles are used on the new roof on the road side to match the existing cottage.</li> <li>• Because of the dangerous T-junction opposite the cottage, it would not be suitable for an entrance for any business use.</li> </ul> <p>It was proposed and seconded that the Clerk responds with no objection to the application and to include the two comments made. A vote was taken with 10 councillors voting in favour of the proposals. There was one abstention.</p>	Clerk
15/075	<p><b>To request items for the next agenda</b></p> <p>Cllrs to contact the Clerk 10 days prior to the next meeting with agenda items.</p> <p>To consider the installation of an alarm on the workshop building.</p>	
15/076	<p><b>To confirm the date and time of the next meeting</b></p> <p>This would be held on 8th June 2015.</p>	
15/077	<p><i>The remaining member of the public left the meeting.</i></p> <p><b>To receive quotations for the Council's insurance and to appoint an insurance provider.</b></p> <p>The Clerk presented a report giving details of insurance cover and fees from Zurich and Aon. Although a meeting had been held with Came and Company to discuss insurance requirements, a quotation had not been received in time to report to Council.</p> <p>Councillors reviewed the information received and it was proposed, seconded and unanimously agreed to appoint Zurich as the Council's insurer for a 3 year period commencing on 1<sup>st</sup> June 2015. The Clerk to action.</p>	Clerk

The meeting closed at 9.40pm