

Minutes of the Council Meeting
Held in the Brearley Room on Monday 9th May 2016 beginning at 7.30pm

Present	Cllr. P Alker (in the Chair) Cllr M Deegan Cllr G Payne Cllr S Powell Cllr S Green Cllr T Simkin Cllr S Wallis Cllr J Tomkinson	Cllr. J Cook Cllr. G Gregory Cllr. R Greatrex Cllr. M Booth Cllr K Ingram Cllr. D Webb Jayne Cooper, Clerk
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SBC Cllrs M Smith and K Williamson
 Along with 1 member of the public
 And a representative from Staffordshire Newsletter

16/053	Public Open Forum Nothing was raised.	
16/054	To elect a Chairman for the forthcoming year and to receive the Chairman's Declaration of Acceptance of Office A proposal for Chairman was made for Cllr Alker. There were no other nominations. The proposal was seconded and unanimously approved. Cllr Alker accepted the position of Chairman and signed the Declaration of Acceptance.	
16/055	To elect a Vice Chairman for the forthcoming year A proposal for Vice Chairman was made for Cllr Deegan. The proposal was seconded and unanimously approved. Cllr Deegan accepted the position of Vice Chairman.	
16/056	To receive apologies, record absences Apologies received from Cllr C Emsley and Cllr K Abbott	
16/057	To record any Declarations of Interest <ul style="list-style-type: none"> • Cllr Alker declared an interest in discussions about library • As an allotment tenant Cllr Deegan declared an interest in discussions about the allotments. • Cllr Simkin declared an interest in Personnel Committee discussions as her parents are employees of Gnosall Parish Council 	
16/058	To appoint Committees and Working Group Councillors volunteered to be members of committees and working groups. Membership was agreed and the Clerk would circulate an updated list to all councillors.	Clerk

16/059	<p>To appoint representatives to outside bodies</p> <p>Councillors volunteered to be Parish Council representatives on outside bodies. Membership was agreed and the Clerk would circulate an updated list to all councillors.</p>	Clerk
16/060	<p>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</p> <p>Following a recommendation from Procedures Review Group to amend the Standing Orders, it was agreed the inspection of the deeds would be carried out once Standing Order changes had been approved as well as a planned visit to the council's solicitors to review the deeds relating to The Acres.</p>	
16/061	<p>To receive and confirm the minutes of the meeting held on 11th April 2016</p> <p>The minutes of the meeting were proposed, seconded and agreed as a true and accurate record.</p>	
16/062	<p>To consider any matters arising from the minutes not covered elsewhere on the agenda</p> <p>There were no matters arising.</p>	
16/063	<p>To receive the following reports:</p> <p>a) The Clerk's Report including any correspondence The report included details of all committee and working group meetings held in the past month and notes of a meeting held with a landowner regarding possible changes to a small holding on Forresters Lane to convert it to a farm shop.</p> <p>As it was the start of a new Civic Year, the Clerk asked Cllrs to ensure they check the contents of their own Register of Interests that is kept in the parish office and available for the public to view on the Borough Council website.</p> <p>Cllrs gave approval for the Clerk to seek legal clarification from Hand Morgan & Owen Solicitors about the ownership of the road off the A518 leading to the allotment car park and also the exact boundary of Parish Council owned land and land owned by Mr J Forrester near to the play area car park and Forresters Lane small holding. Once details are confirmed by the Solicitors the Clerk was asked to register the Parish Council owned land with The Land Registry.</p> <p>Cllrs received a list of correspondence received and noted in particular letter from Staffordshire County Council's Highways Department asking parish councils to consider taking on additional areas of County Council services - the <i>Lengthsmen Service</i> currently managed by Neighbourhood Highways Teams that would cease in 2016. Cllrs</p>	

	<p>raised their concerns about this, as this is another service being cut by SCC and potentially picked up by the parish council with very little consultation and uncertainty as to whether parish councils would receive additional funding. If no funding is available precepts would have to be increased. Concern was also raised as to whether Parish Councils would be insured to carry out these type of roadside duties. SCC Cllr Mark Winnington noted the concerns and confirmed no definite decision had yet been made by SCC.</p> <p>Cllr Deegan, at the April Council meeting had agreed to draft correspondence with a view to meeting with the Chief Executive of Staffordshire County Council about the increased work parish councils are taking on as a result of SCC cut backs and it was agreed this additional matter would be included expressing concern that parish councils should have been consulted on something so important.</p> <p>(b) Any reports from Parish Councillors on meetings/courses attended</p> <p>Memorial Village Hall meeting (Cllr Powell declared an interest) Cllrs Simkin and Ingram had attended the Memorial Village Hall meeting at which a presentation on Heron Brook Leisure Centre's proposals had been given and discussed. The committee had been asked to consider the proposals and would continue with discussions at the next meeting. Cllr Simkin confirmed that the minutes of the previous meeting, that had misrepresented the parish council, had now been amended.</p> <p>Any reports from Borough and County Councillors Stafford Borough Cllr Smith confirmed that the application for development on Audmore Loop had been refused at a special planning meeting held on 9.6.16 at which Cllr Greatrex had represented Gnosall Parish Council and GRID objecting to the application.</p> <p>Cllr Smith was asked about the Borough Council's current sports consultation and whether the parish councils had been asked to respond. Cllr Smith said the consultation does cover the entire borough and specific sports clubs had been contacted and it is believed parish councils could also respond if necessary.</p> <p>County Cllr, Mark Winnington informed council that outstanding repairs to pot holes in this parish are being chased up and that Staffordshire Day events had been held across the County on 1st May and as this was so successful would probably be an annual event. A Gnosall parishioner had made complaints about flooding on Back Lane and this is on the maintenance list to rectify.</p>	<p>Cllr Deegan</p>
<p>16/048</p>	<p>To consider Committees/Working Group issues:</p> <p>a) Matters relating to the Procedures Review Committee</p> <ul style="list-style-type: none"> • Minutes of the meeting held on 22nd March were accepted • Amendments to Standing Orders were proposed to be 	

	<p>considered at Council meeting in June. This was seconded and agreed.</p> <ul style="list-style-type: none"> Financial Regulations has been amended in line with NALC's Financial Regulations and reviewed by Resources Committee. <p>b) Matters relating to the Resources Committee</p> <ul style="list-style-type: none"> Minutes of the meeting held on 18th April were accepted The Internal Auditor, Mrs Julie Hill, had completed an internal audit of the accounts and raised no issues. Cllrs would receive details of the amended Financial Regulations prior to the next Council meeting and were asked to read them ready for discussion. <p>c) Matters relating to the Planning Committee</p> <ul style="list-style-type: none"> Minutes of the meeting held on 28th April were accepted. Notes of a meeting held with a local landowner had been circulated with the Clerks report and a planning application is now awaited. As reported previously, the application for Audmore Loop was unanimously objected to by SBC's Planning Committee as the development was outside the residential development boundary within the Neighbourhood Plan. Many positive comments had been received about the objection speech delivered on behalf of the Parish Council and Cllr Greatrex was thanked for this. Cllrs noted that the applicant could still appeal against the committee's decision. <p>d) Matters relating to Open Spaces Committee</p> <ul style="list-style-type: none"> A meeting had been held with several play equipment suppliers who had been asked to redesign the Chippy Jumps area with suitable play equipment for children of all ages with a budget of £35,000 (to be met from S106 funds). Resurfacing the allotment road was being considered by Open Spaces Committee and quotations were being obtained however, Severn Trent Water had resurfaced the road. Therefore as a result of this recent unexpected work, the Clerk would be seeking clarification of road ownership from the council's solicitors. Work on clearing the lower plots, including removal of asbestos should commence at the end of May at a cost of £2000 The dog fouling campaign so far had seen a 62% reduction in dog fouling not being cleared up by owners. Additional signs had been ordered and another press release arranged. <p>e) Matters relating to the Library Working Group</p> <ul style="list-style-type: none"> Further meetings had been held and good progress made. A questionnaire would be sent to every household with GMK's asking for views on a new community led library. Suitable premises are being considered including a portacabin at the rear of the Grosvenor Centre. A draft constitution is being worked on and meeting would be 	<p>Clerk Cllrs</p>
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	<p>held to discuss charitable status. Following that a bid would be prepared as well as a Business Plan</p> <p>f) To confirm arrangements for the Queen's Tea Party 11th June</p> <ul style="list-style-type: none"> • Plans progressing well with approximately 120 people attending as well as the Deputy Lord Lieutenant, Mrs Angela Tamms. • Gnosall singers had been asked to sing • An application to Cllr Winnigtons fund for £300 had been successful and Royal British Legion would be donating £150. Gnosall Lions had also been asked for funds to help meet the costs. <p>g) Matters relating to the Youth Club Committee</p> <ul style="list-style-type: none"> • Approximately 43 children had been attending youth club since it opened on 13th April 2016 • Lots of positive feedback had been received from parents and volunteers. • There is a need to recruit more volunteers as it was not the intention for the 6 volunteers to be helping every week but with the number of children attending currently they are all needed. • The Youth Club Committee would be meeting in May to review the accounts, recruitment of more volunteers and plans for the future. • Cllr Powell, as President of Gnosall Lions, suggested that the Clerk writes to Gnosall Lions requesting a donation for the youth club. 	Clerk
16/065	<p>To receive and approve the Annual Return for year ending 31.3.16</p> <p>Cllrs received a copy of Sections 1 and 2 of the Annual Return and noted the contents in both sections.</p> <p>Councillors approved section 1 of the Annual Return as required. The Chairman and Clerk signed and dated this section.</p> <p>Cllrs then approved section 2 of the Annual Return. The Chairman and Clerk signed and dated this section.</p> <p>It was proposed, seconded and agreed that the Annual Return be submitted, as set out with the supporting documents, to Grant Thornton, external auditors. The Clerk to action.</p>	Clerk
16/066	<p>To receive a report on financial receipts for April 2016 and receive accounts for approval for May 2016</p> <p>The accounts were reviewed then proposed, seconded and accepted.</p>	
16/067	<p>To request items for the next agenda</p> <p>Agenda items suggested: Review of contract with current solicitors, Hand Morgan & Owen</p> <p>Cllrs to inform the Clerk of items at least 10 days before the date of</p>	

	the next meeting.	Cllrs
16/068	<p>To confirm the date and time of the next meeting</p> <p>The next meeting would be held on Monday 13th June 2016 at 7.30pm.</p>	
16/069	<p>To exclude members of the press and public whilst confidential items are discussed</p> <p><i>Members of the press and public left the meeting along with the Clerk</i></p> <p>To receive and confirm the minutes of the Personnel Committee meeting held on 5th May 2016</p> <p>Subject to a minor amendment to item 5 of the Confidential Notes, the minutes of the meeting were proposed, seconded and agreed as a true and accurate record.</p> <p>A review had been undertaken of the Clerk's Role and workload which had increased. The Personnel Committee agreed to recommend an increase from 28 hours to 35 hours per week for a period of 6 months commencing on 1st June 2016. Progress would be reviewed in 6 months time. It was also recommended that the Clerk receive an incremental pay increase from LC2, point 34, to LC2 point 35. Chair of Resources confirmed that funding is available to support both recommendations.</p> <p>Following discussion, Cllr Cook, as Chair of Personnel Committee, proposed the above changes to the Clerk's terms of employment, Cllr Greatrex seconded and Council unanimously agreed.</p> <p>It was also noted that the Council Support Officer's probationary period will be extended by 1 month, to 2nd July 2016 to allow for 4 working weeks sick leave. The Clerk to formally write to the CSO to inform her accordingly.</p>	Clerk

The meeting closed at 9.30pm

May 2016 payments

Date	Paid To	Expense	Amount (£)	VAT (£)	Total Amt	Chq no
9.5.16	JWH	Grass cutting	1924.00	0	1924	501338
9.5.16	JWH	Tree and hedge maintenance	270.00	0	270.00	501339
9.5.16	Bradleys Accountancy	Payroll Service 2015-2016	132.80	26.56	159.36	501340
9.5.16	Zurich	Insurance 2016-2017	3064.77	0	3064.77	501341
9.5.16	GAGA	Annual subscriptions (collected with allotment rent)	196.50	0	196.50	501342
9.5.16	Severn Trent Water	Water -Burial Ground	51.32	0	51.32	501343
9.5.16	Travis Perkins	DIY materials	29.55	5.91	35.46	501344
9.5.16	S Green	Reimbursement – Food Hygiene Certificate	20.00	4.00	24.00	501345
9.5.16	B Hill	Salary	289.38	0	289.38	501346
9.5.16	M Hill	Salary	239.62	0	239.62	501347
9.5.16	J Walton-Sanders	Salary	484.25	0	484.25	501348
9.5.16	J Cooper	Salary	1392.98	0	1392.98	501349
9.5.16	HMRC	NI& PAYE	419.85	0	419.85	501350
9.5.16	SCC	Pension	377.47	0	377.47	501351
9.5.16	P Prince	Handyman Duties	341.00	0	341.00	501352
9.5.16	BT	Phone and Broadband	56.69	11.33	68.02	D/Debit
YOUTH CLUB						
9.5.16	Hand Morgan & Owen	Youth Club Legal fees	450.00	90.00	540.00	501353
9.5.16	Travis Perkins	Materials for youth club maintenance	45.84	9.17	55.01	501354
9.5.16	J Knight	Installation of gas cooker and associated work	260.00	0	260.00	501355
9.5.16	Travis Perkins	Materials for youth club maintenance	48.30	9.67	57.97	501356
9.5.16	Zurich	Youth club insurance	296.48	0	296.48	501357
BKV						
9.5.16	Lilypad	BKV materials	12.95	0	12.95	400098
9.5.16	TFM	BKV materials	15.81	1.60	17.41	400099