

Minutes of the Council Meeting
Held in the Brearley Room on Monday 8th May 2017 beginning at 7.30pm

Present	Cllr. P Alker (in the Chair) Cllr M Deegan Cllr G Payne Cllr D Webb Cllr S Green Cllr T Simkin	Cllr. G Gregory Cllr. R Greatrex Cllr. M Booth Cllr K Ingram Cllr. J Tomkinson Cllr. V Kessey Jayne Cooper, Clerk
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SBC Cllr K Williamson
SCC Cllr M Winnington (arrived approximately 8pm)
Along with 2 members of the public

17/053	Public Open Forum Mr Hopkins referred to a new £250million fund for highway safety and asked the Parish Council if it would seek assurance from the County Council whether this was new money or money reallocated. When details are known, he asked whether the Parish Council will seek to bid for some of it. The Clerk agreed to forward the question to Cllr Winnington and if it is money the Parish Council could bid for, it is likely that it would.	
17/054	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.	
17/055	To elect a Vice Chairman for the forthcoming year There were two proposals for Vice Chairman; for Cllr Greatrex and Cllr Deegan. Only the proposal for Cllr Deegan was seconded. A vote was taken with 7 cllrs voting in favour of Cllr Deegan being Vice Chairman and 2 voting against. The vote was carried. Cllr Deegan accepted the position of Vice Chairman.	
17/056	To receive apologies, record absences Apologies were received from Cllr C Emsley, Cllr K Abbott, Cllr S Powell, Cllr T Innamorati and SBC Cllr M Smith.	
17/057	To record any Declarations of Interest <ul style="list-style-type: none"> Cllr Alker declared an interest in discussions about library and website 	

17/058	<p>To receive letters of interest in becoming a Parish Councillor for the ward of Gnosall, to interview candidates and co-opt to fill the current vacancy</p> <p>There had been one letter of interest from Mrs Victoria Kessey which all councillors had received prior to the meeting. Mrs Kessey met all the criteria to be a parish councillor. It was proposed, seconded and unanimously agreed to co-opt Mrs Kessey to fill the vacancy. Mrs Kessey signed the Declaration of Acceptance of Office and joined the meeting.</p>	
17/059	<p>To appoint Committees and Working Group</p> <p>As requested at the previous Council meeting, Councillors had informed the Clerk of the committees and working groups they were interested in being a member of. The Clerk, Chairman and Vice Chairman had reviewed the requests alongside completed skills matrices and prepared a draft report on committee and working group membership that was circulated for approval. Cllr Payne expressed his disappointment that he was not a member of the Planning Committee or Open Spaces Committee. The Chairman explained that not all requests from cllrs had been met as it was felt other cllrs should be allowed the chance to be on committees they had not been a member of before.</p> <p>It was proposed that the committee membership of Communications should increase by one councillor and reduce by one non-councillor. This was agreed.</p> <p>It was proposed that the committee membership, with the change to Communications Committee, should be approved. This was seconded and a vote taken with 11 councillors voting in favour and 1 against.</p>	Clerk
17/060	<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
17/061	<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>Cllr Greatrex and Cllr Ingram agreed to inspect the deeds within 6 weeks of this meeting.</p>	Cllrs Greatrex/ Ingram
17/062	<p>To receive and confirm the minutes of the meeting held on 10th April 2017</p> <p>The minutes of the meeting were proposed, seconded and agreed as a true and accurate record.</p>	

17/063	<p>To consider any matters arising from the minutes not covered elsewhere on the agenda</p> <p>17/047 Rooted Christmas trees At the April meeting, Council approved expenditure of up to £600 to purchase rooted trees. The cost for 6 trees was only £270+ VAT therefore it was proposed that a further 6 are purchased making the total expenditure £600. One tree would be for Knightley and others to plant for future use. This was seconded and agreed. Clerk to action.</p> <p>17/033(b) Police Crime Commissions Grant Cllr Simkin had contacted the Police Crime Commissioners Office to discuss other ways of using the funds awarded rather than purchasing a security barrier and is still awaiting a response. This would be discussed further at the Open Spaces meeting on 5th June.</p>	<p>Clerk</p> <p>Cllr Simkin</p>
16/063	<p>To receive the following reports:</p> <p>a) The Clerk's Report including any correspondence</p> <p>The report included details of all committee and working group meetings held in the past month.</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>Details of the Annual Assembly to be held on 25th May were confirmed.</p> <p>Notes of the most recent Parish Council collaboration meeting held on 27th April were included in the Clerk's report for information.</p> <p>Details of the first anniversary celebrations of GG's Youth Club were reported. A request from GG's to the Parish Council for a shed to be located on the grass area to the rear of the Grosvenor Centre was discussed. The Clerk was asked to liaise with Stafford Borough Council to check whether planning permission is required. In the interim period, Cllr Gregory offered to store equipment at her premises until a long term solution is found. This was welcomed.</p> <p>(b) Any reports from Parish Councillors on meetings/courses attended</p> <p>Cllr Booth gave a report following the SCC Parish Council Highways Task and Finish Group meeting that she had attended on behalf of the parish council. As reported previously, Staffordshire County Council is no longer in a position to fund the Lengthsmen or Neighbourhood Highway Team (NHT) initiatives (£2250 was spent on Gnosall from</p>	<p>Clerk</p>

	<p>this initiative) and SCC is asking local councils to get more involved in relatively small tasks . Parish councils are expressing their concerns about this at these meetings and further discussion would be held at the next meeting in May.</p> <p>Cllr Booth also briefly mentioned the on the ongoing work of the recently formed Rights of Way Review Group and how plans are in hand to work with neighbouring parish councils where public rights of way cross parishes.</p> <p>Any reports from Borough and County Councillors</p> <p>There were no reports from borough Councillors.</p> <p>SCC Councillor Winnington informed council that Purdah continues for a further 4 weeks until after the General Election on 8th June.</p> <p>Cllr Winnington was asked to follow up outstanding work on Grange Road, Knightley where flooding is an ongoing issue.</p> <p><i>The meeting was adjourned to allow Mr Hopkins, a member of the public, to ask questions raised earlier in the public open forum regarding the £250 million allocated for highway safety work.</i></p> <p>Cllr Winnington was able to confirm that £3million is new money and would check where the £250M had been allocated from but was sure it was an initiative that parish councils could bid for.</p> <p><i>The meeting resumed</i></p> <p>Referring to the highways Task and Finish Group that Cllr Booth had previously reported on, Cllr Winnington said that SCC does not expect parish councillors or volunteers to work on highways.</p>	
17/065	<p>To consider Committees/Working Group issues:</p> <p>a) Matters relating to the Communications Committee</p> <ul style="list-style-type: none"> • Minutes of the meeting held on 13.5.17 were accepted • A roller banner had been approved and would be ready for use at the Annual Assembly on 25.5.17. <p>b) Matters relating to the Resources Committee</p> <ul style="list-style-type: none"> • Minutes of the meeting held on 24.4.17 were accepted • Cllr Ingram and the Clerk would be reviewing the Asset Register to ensure it ties in with the insurance schedule • The end of year accounts, along with bank balances, had been reviewed and accepted. • The Internal Auditor had completed an internal audit of the accounts and raised no issues. <p>c) Matters relating to Grosvenor Committee working group</p> <ul style="list-style-type: none"> • Notes of an informal parish council meeting held on 25th April were received. Council was asked to approve expenditure to 	<p>Clerk Cllr Ingram</p>

	<p>instruct architects to produce plans for a new Grosvenor Centre. The Clerk confirmed funds had been allocated in the budget for this. It was therefore proposed to proceed with plans as reported. This was seconded and unanimously agreed.</p> <ul style="list-style-type: none"> The next meeting of the working group would be held on 22.5.17. <p>d) Matters relating to the Open Spaces Committee</p> <ul style="list-style-type: none"> The Chippy Jumps play area had been completed and inspected by the Borough Council's S106 Officer who had confirm the project had been completed in line with proposals and had therefore released £43,589 from S106 funds to pay for this work. Work on reconstructing and enhancing the boardwalk would commence at the end of May. Cllr Greatrex asked why there had been a delay in commencing with the resurfacing of the allotment road. The Clerk said this would be discussed further at the next Open Spaces meeting on 5th June. <p>e) Matters relating to the Library Working Group</p> <ul style="list-style-type: none"> Further meetings had been held and progress made. An amended planning application had been submitted and the outcome is eagerly awaited An asbestos survey of the youth club building is necessary and would be arranged as would a scoping visit to a portacabin supplier. <p>f) Matters relating to the GFest17</p> <ul style="list-style-type: none"> Plans are progressing well A marketing leaflet would be distributed to as many houses and businesses in the village over the next 2 weeks Posters for individual events are being prepared Details of some events would be printed in the June GPN The next meeting would be held on 10.5.17 	
17/066	<p>To receive a report on financial receipts for April 2017 and receive accounts for approval for May 2017</p> <p>The Clerk presented the accounts and drew attention to the invoice received from Play & Safety for the supply an installation of the chippy jumps park equipment. She said payment would be deferred until ROSPA had carried out an independent post installation inspection of the play area and if there are no issues raised, the invoice would be paid. This was accepted.</p> <p>The accounts were reviewed then proposed, seconded and accepted.</p>	
17/067	<p>To receive and approve the Annual Return for year ending 31.3.17</p>	

	<p>a) To receive the Annual Governance Statement for 2016/17</p> <p>Councillors received a copy of and approved section 1 of the Annual Return as required. The Chairman and Clerk signed and dated this section.</p> <p>b) To consider the Accounting Statement 2016/17</p> <p>Cllrs received a copy of and 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> <p>Cllr Booth thanked the Clerk for completing the annual return and supporting information.</p>	Clerk
17/068	<p>To request items for the next agenda</p> <p>Cllrs to inform the Clerk of items at least 10 days before the date of the next meeting.</p>	Cllrs
17/069	<p>To confirm the date and time of the next meeting</p> <p>The next meeting would be held on Monday 12th June 2017 at 7.30pm. Apologies were received from Cllr Booth.</p>	

The meeting closed at 9.30pm

Approved payments by BACS

	Paid To	Services	Invoice No.	Net £	VAT £	Total £
1	Staff	Salary	-	445.18	0	445.18
2	Staff	Salary	-	289.08	0	289.08
3	Staff	Salary	-	1837.81	0	1837.81
4	Staff	Salary	-	533.65	0	533.65
5	Handyman	Handyman duties		415.00	0	415.00
6	Prees Heath Forest Nurseries	6 rooted Christmas trees (3 @ £50 and 3 a@ £40)	11196	270.00	54.00	351.00
7	JWH	Grass cutting April	1708	1909.00	0	1909.00
8	C Heelis	Internal Audit	010417	107.00	0	107.00
9	Severn Trent Water	Water at allotments		9.06	0	9.06
10	Zurich Municipal	Insurance 1.6.17-31.5.18	26283175	3564.87	0	3564.87
12	Travis Perkins	DI Y materials	AJV556	4.14	0.83	4.97
13	SBC	Bus Shelter repair	701823110	148.00	29.60	177.60
14	ESPO	Stationery	4401328	42.37	8.47	50.84
15	Bradleys	Payroll service 2016-17	2017/326	195.20	39.04	234.24
16	Play & Leisure	Chippy Jumps park supply and installation of equipment	13759	43,589.50	8717.90	52,307.40
Youth Club						
16	Dolphin Signs	Banner	7534	60.00	12.00	72.00

Payments by Cheque, Direct Debit or Standing Order

	Paid To	Services	Invoice number	Net £	VAT £	Total £
17	BT	Phone and b/band		64.67	12.93	77.60
18	HMRC	Ni & PAYE		578.33	0	578.33
19	SCC	Pension		714.94	0	714.94