

**Minutes of the Council Meeting**  
**Held in the Grosvenor Centre on Monday 11<sup>th</sup> December 2017 beginning at 7.30pm**

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Present	Cllr. P Alker (in the Chair) Cllr M Deegan Cllr G Payne Cllr K Abbott Cllr M Booth Cllr S Powell Cllr S Green Cllr T Innamorati	Cllr. G Gregory Cllr. R Greatrex Cllr K Ingram Cllr. T Simkin Cllr. V Kessey Cllr. D Webb Jayne Cooper, Clerk
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Along with SCC Cllr M Winnington (from 7.55pm)  
And one member of the public

17/137	<b>Public Open Forum</b>  Nothing was raised.	
17/138	<b>To receive apologies and record absences</b>  Apologies were received from Cllr Emsley and Cllr Tomkinson.	
17/139	<b>To record any Declarations of Interest</b>  Cllr Alker declared an interest in discussions about the library and website.	
17/140	<b>To receive and confirm the minutes of the meeting held on 13<sup>th</sup> November 2017</b>  The minutes of the meeting were proposed, seconded and agreed as a true and accurate record.	
17/141	<b>To consider any matters arising from the minutes not covered elsewhere on the agenda</b>  It was confirmed that the sale of goods on land of Station Road that is causing concern both to the Parish Council and some parishioners, was being dealt with by Stafford Borough Council's Planning Department.	
17/129	<b>To receive the following reports:</b>  <b>a) The Clerk's Report including any correspondence</b>  The report included details of all committee and working group meetings held in the past month.  <b>SBC Community Awards</b> – the Clerk and Chairman had accepted a Highly Commended Award on behalf of the GFest Committee. Congratulations were extended to the GFest Committee and volunteer	

	<p>helpers.</p> <p><b>Over 85's Christmas Tea Party</b> would be held on Saturday 16<sup>th</sup> December. Plans are progressing well. Cllrs to help if they were able to.</p> <p>The Clerk and Chairman had attended a pre council meeting with County Cllr Mark Winnington at which the following was discussed:</p> <ul style="list-style-type: none"> <li>• GLEAN, the need for Technical support and future attendance by Cllr Winnington at GLEAN meetings</li> <li>• The management of The Greenway and Rights of Way Consultation.</li> <li>• Collaboration Meetings: Cllr Winnington had suggested that these useful meetings are now held annually with a bigger agenda and representation by senior County Council Officers along with Borough Councillors and local MP's. Gnosall Parish Council representatives to forward this suggestion to the collaboration meeting co-ordinator.</li> <li>• The state of Station Road - as a result of the removal of soil from land adjacent to Station Road that had been reported to the Parish Council several times, Cllr Winnington agreed to report this to Highways for immediate action.</li> <li>• Tennis Court/outdoor gym project – the Parish Council was asked to arrange press releases in the New Year making reference the financial contribution from Staffordshire County Council.</li> </ul> <p><b>Quality Gold Award</b></p> <p>The Clerk reported that the Council's submission for a Quality Gold award was successful and Gnosall Parish Council was now an accredited Quality Gold Council, believed to be the first in the Borough. Cllrs expressed their delight on receiving this news. This award means that the Council has demonstrated that it meets all the requirements for the two lower tiers of the Quality Award system and is at the forefront of best practice by achieving an excellent standard in community governance, community leadership and performance management.</p> <p>Very positive comments received from one of the examiners was read out including a statement that said <i>"not only can I find neither fault nor omission but I would go further and say that this Council performs in a way that all Councils should aspire to"</i>.</p> <p>Press articles would be arranged in the New Year as well as an article for the next edition of GMK.</p> <p><b>(b) Any reports from Parish Councillors on meetings/courses attended including:</b></p> <p><b>Parish Council's Collaboration Meeting held on 30.11.17</b></p> <p>Cllrs Aker and Booth had attended and reported on the main items discussed including whether parish councils were allocating funds in their budgets to carry out highway work, some were and some were not, that gully emptying across the county had not been carried out for two years and therefore a letter signed by all chairmen of represented parish councils would be sent to the County Council. The next meeting</p>	Cllrs
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	<p>would include discussions on the review of Stafford Borough Council's Local Plan.</p> <p><b>SPCA Executive Meeting held on 4.12.17</b>  Cllr Payne had attended and reported that the guest speaker was the recently appointed Chief Constable of Staffordshire who talked about policing across the county and the costs involved. Parish Councils would be asked to help deliver police leaflets about crime prevention. There was also a presentation on HS2 and the impact on villages within the County.</p> <p><b>General Data Protection Training</b>  Attended by Cllrs Booth and Green on 21.11.17. Cllrs received a report on the main changes to be implemented in May 2018 that the Procedures Review Committee would consider at its next meeting. More information is expected.</p> <p><b>Any reports from Borough and County Councillors</b></p> <p>There were no Borough Councillors present.  Cllr Winnington said the pre meetings with the Parish Council are extremely useful and important. He also reported on the gritting schedule currently in operation during the current spell of snow/ice. Parish Councillors expressed concern that the A518 was not being gritted frequently, Cllr Winnington agreed to look into this. Other Highways matters brought to his attention, that had not been rectified despite several reports were:</p> <ul style="list-style-type: none"> <li>• The flooding across Knightley Road (on a dangerous S-bend)</li> <li>• Sunken drain on Newport Road (reported several times)</li> </ul> <p>The Clerk to email Cllr Winnington on 12.11.17 and ask him to check the status of the issues reported.</p>	
17/143	<p><b>To consider Committees/Working Group issues:</b></p> <p><b>a) Matters relating to the Planning Committee</b></p> <ul style="list-style-type: none"> <li>• Minutes of the meeting held on 23.11.17 were accepted</li> <li>• Five applications had been considered but unfortunately information from the Case Officer regarding an application for additional caravans at Knightley Hall Farm was not received in time to make an informed decision. The Case Officer had since confirmed that there are 36 caravans currently on site which represents the original 30 and 6 of the 10 they are currently applying for.</li> <li>• GPC had written to the Enforcement Team about planning conditions (on the same site) that are not being adhered to.</li> </ul>	Clerk

	<p><b>b) Matters relating to the Open Spaces Committee</b></p> <ul style="list-style-type: none"> <li>• Minutes of the meeting held on 20.11.17 were accepted</li> <li>• Work on the Hen &amp; Chicken Lane project is ongoing</li> <li>• Work on the tennis court and outdoor gym project is ongoing and quotes being obtained. It may be necessary to hold a special Open Spaces Committee meeting to appoint a contractor. Cllr Greatrex informed members that the overall cost for this project may exceed £50,000.</li> <li>• A new gate fitted at the entrance to the allotment road had been stolen on the day it was fitted. This had been reported to the police. The Clerk to confirm whether there are any surplus funds from the grant received from the Police Crime Commissioners fund to purchase another, the contractor had agreed to fit a new gate at no cost.</li> <li>• Cllr Greatrex offered to make a branding iron to brand Parish Council property. This was accepted</li> <li>• The court case in relation to the boardwalk arson attack carried out on 13.7.16, had concluded on 1.2.17 with 2 men charged with arson with an 8 months suspended prison sentence, 200 hours of unpaid work and compensation of £250 each to be paid back to the Parish Council.</li> </ul> <p><b>c) Matters relating to the Communications Committee</b></p> <ul style="list-style-type: none"> <li>• Minutes of the meetings held on 5.12.17 were accepted.</li> <li>• The content of future editions of GMK's would be addressed at the next meeting as would the number of editions and associated fees to ensure printing costs do not exceed agreed budget.</li> </ul> <p><b>d) Matters relating to the Grosvenor Centre Committee</b></p> <ul style="list-style-type: none"> <li>• Minutes of the meeting held on 5.12.17 were accepted</li> <li>• The DPS had given notice to cease services and plans would be arranged to appoint a replacement</li> <li>• Maintenance had been reviewed as well as jobs carried out by the Handyman</li> <li>• Budget requirements for 2018/19 were agreed and had been passed to Resources Committee for consideration.</li> <li>• Grosvenor Committee was asked to consider replacing the tables in the Brearley Room.</li> <li>• Thanks were expressed to the Caretakers for fitting in a last minute booking on 9.12.17 (a child's birthday party) when their arranged plans failed.</li> </ul> <p><b>e) Matters relating to the Grosvenor Centre Working Group</b></p> <ul style="list-style-type: none"> <li>• A verbal report of the recent meetings was given. Useful advice had been received from Mr J Rhodes, former chairman of the Neighbourhood Plan Working Group, on planning matters and how to tackle some identified issues.</li> <li>• A planned visit to Audlem Public Hall had been cancelled due to the adverse weather conditions. Visits to other community centres are planned.</li> </ul> <p><b>f) Matters relating to Resources Committee</b></p>	<p>Clerk</p> <p>Cllr Greatrex</p>
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	<ul style="list-style-type: none"> <li>Minutes of the meeting held on 7.12.17 were accepted</li> <li><b>To consider the budget and precept for 2018/19</b> A recommendation from Resources Committee to increase the precept to £66,561, an increase of 6.6% which equates to 3.85 pence per week was reviewed as was the budget for 2018/19. Requests from other committees had been reduced as had some other budget headings to help achieve an acceptable budget.</li> </ul> <p>Cllrs were reminded that any councillors in arrears of paying their own council tax are not legally allowed to vote on the precept. This was noted.</p> <p>It was proposed, seconded and unanimously agreed to request a precept of £66,561.38 from Stafford Borough Council and to accept the budget as presented. The Clerk to action.</p> <p>The Clerk and Cllr Ingram, Chairman of Resources Committee, were thanked for carrying out preparation work on the budget and precept.</p> <p><b>g) Matters relating to the Christmas Working Group</b></p> <ul style="list-style-type: none"> <li>The lights switch on event held on 25.11.17 was successful and the two sessions, a new arrangement for 2017, had been managed well with no difficulties. Many positive comments had been received from parishioners about the event and the parish Christmas trees. A review meeting would be planned in the New Year at which expenditure would be reported.</li> </ul> <p><b>Matters relating to GLEAN (Library Working Group)</b></p> <ul style="list-style-type: none"> <li>Cllrs received a report on how the project had progressed since the last meeting.</li> <li>Staffordshire County Council has sent draft legal documents in connection with the preparation of the lease and the Clerk had obtained initial advice from the Parish Council's solicitor, and consideration is ongoing.</li> <li>The terms are as discussed originally regarding rent and an advance to facilitate the purchase of the portakabin.</li> <li>GLEAN Hub would be sub-tenants.</li> <li>Having received pre-advice, a full application for the Building Regulations would be submitted soon.</li> <li>Entrust would not be offering technical support, Cllr Winnington is considering other means of sourcing technical help.</li> <li>The Awards for All application has been acknowledged and a visit to Werrington Library is planned, to see how another community library is managed.</li> </ul>	Clerk
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17/144	<p><b>To receive a report on financial receipts for November 2017 and receive accounts for approval for December 2017</b></p> <p>The accounts were reviewed then proposed, seconded and accepted.</p>	
17/145	<p><b>To report on any road and footway matters within the parish</b></p> <p>The Clerk was asked to report:</p> <ul style="list-style-type: none"> <li>• Ongoing flooding from fields just past Old Barn Close (on Ranton Road) proving hazardous in the current icy conditions</li> <li>• Despite notices displayed about resurfacing of Hollies Common road, no work had been carried out.</li> </ul> <p>Cllrs were requested to review a letter from Staffordshire County Council on developing a community based approach on Highways and Rights of Way and pass comments to the Clerk who would collate comments into a formal response. Cllr Payne refereed to an ongoing footpath issue in Glendower Close (previously reported at the Council meeting in July) where a parishioner was having difficulties in selling a property because of an historic footpath that had not been removed from plans. It was felt this was not a Parish Council matter but private matter for the homeowner to take up with the planning authorities or legal advisor.</p>	<p>Clerk</p> <p>Cllrs</p>
17/146	<p><b>To request items for the next agenda</b></p> <p>Cllrs to inform the Clerk of items at least 10 days before the date of the next meeting.</p>	Cllrs
17/147	<p><b>To confirm the date and time of the next meeting</b></p> <p>The next meeting would be held on Monday 8<sup>th</sup> January 2018 at 7.30pm.</p>	
17/148	<p><b><i>Members of the press and public were excluded whilst confidential information was discussed</i></b></p> <p><b>Matters relating to the Personnel Committee</b></p> <ul style="list-style-type: none"> <li>• Minutes of the meeting held on 4.12.17 were accepted</li> <li>• It was noted appraisals had been carried out, training needs identified for staff and the Handyman and proposals for next year's budget agreed and passed to the Resources Committee for consideration. It was agreed a breakdown of how increases in staffing costs had been reached, would be provided to councillors.</li> <li>• It was agreed that Christmas gifts would be arranged as in 2017, costs met from the Chairman's expense fund. Clerk to action.</li> </ul>	<p>Clerk</p> <p>Clerk</p>

The meeting closed at 9.15pm

### Gnosall Parish Council PAYMENTS LIST

Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
282	Printing and stationery	11/12/2017	Co-operative	BACS	Stationery	ESPO	S	12.00	2.40	14.40
283	Repairs and renewals at	11/12/2017	Co-operative	BACS	Microwave	ESPO	S	44.00	8.80	52.80
284	Councillor	11/12/2017	Co-operative	BACS	Cllr expenses	G Payne	E	14.40	0.00	14.40
285	Christmas	11/12/2017	Co-operative	BACS	Christmas expenses	G Payne	E	10.00	0.00	10.00
286	Open Spaces	11/12/2017	Co-operative	BACS	DIY materials for Open	TFM	S	48.99	9.79	58.78
287	Councillor	11/12/2017	Co-operative	BACS	Cllr expenses	M Booth	E	9.75	0.00	9.75
288	Licences - Grosvenor	11/12/2017	Co-operative	BACS	PrS licence	PrS for Music	S	220.44	44.09	264.53
289	Staff Travel	11/12/2017	Co-operative	BACS	Staff expenses	J Cooper	E	6.75	0.00	6.75
290	Christmas	11/12/2017	Co-operative	BACS	Christmas expenses	Travis Perkins	S	12.03	2.41	14.44
291	Christmas	11/12/2017	Co-operative	BACS	Christmas expenses	Travis Perkins	S	22.72	4.54	27.26
292	Employment Costs	11/12/2017	Co-operative	BACS	Handyman duties and	P Prince	E	487.39	0.00	487.39
293	Employment Costs	11/12/2017	Co-operative	BACS	Salary	GPC	E	378.23	0.00	378.23
294	Employment Costs	11/12/2017	Co-operative	BACS	Salary	GPC	E	234.98	0.00	234.98
295	Employment Costs	11/12/2017	Co-operative	BACS	Salary	GPC	E	1,837.81	0.00	1,837.81
296	Employment Costs	11/12/2017	Co-operative	BACS	Salary	GPC	E	656.80	0.00	656.80
297	Employment Costs	11/12/2017	Co-operative	BACS	NI&PAYE	GPC	E	803.06	0.00	803.06
298	Employment Costs	11/12/2017	Co-operative	BACS	Pension	GPC	E	714.94	0.00	714.94
300	Gas - Grosvenor	11/12/2017	Co-operative	DD	Gas bill	npower	L	227.01	11.35	238.36
<b>Total</b>								<b>5,741.30</b>	<b>83.38</b>	<b>5,824.68</b>