

**Minutes of the Meeting of Council**  
**Held in the Grosvenor Centre on Monday 10<sup>th</sup> September 2018 beginning at 7.30pm**

Present	Cllr P Alker (in the Chair)	Cllr M Booth
	Cllr T Simkin	Cllr V Kessey
	Cllr G Payne	Cllr D Webb
	Cllr K Ingram	Cllr R Greatrex
	Cllr S Powell	Cllr J Archer
	Cllr K Abbott	Jayne Cooper, Clerk
	Cllr J Tomkinson	

Along with SBC Councillor M Smith, PCSO  
P Wright (for part of the meeting), SCC Cllr  
M Winnington and 3 members of the public

18/110	<p><b>Public Open Forum</b></p> <p>Nothing was raised by members of the public</p> <p>PCSO Wright was invited to deliver a report on recent crime statistics in Gnosall. During July and August 107 calls relating to incidents in Gnosall were received, these were broken down to calls relating to anti social behaviour, transport, burglaries, suspicious incidents, violence, safety, domestic and other. PCSO was thanked for this information and for dealing with the issues with inconsiderate parking along Glendower Close which had improved. PCSO Wright would make enquires as to whether there was any feedback following thefts from local farms.</p>	
18/111	<p><b>To receive apologies and record absences</b></p> <p>Apologies were accepted from Cllr Gregory, Cllr Innamorati, Cllr Green and Cllr Emsley</p>	
18/112	<p><b>To record any Declarations of Interest</b></p> <p>Cllr Alker declared an interest in discussions about the library. Cllr Simkin declared an interest relating to agenda item 18/115 (a), the cleaning of council owned buildings.</p>	
18/113	<p><b>To receive and confirm the minutes of the meeting held on 9<sup>th</sup> July 2018</b></p> <p>The minutes of the meeting were proposed, seconded and agreed as a true and accurate record.</p>	
18/114	<p><b>To consider any matters arising from the minutes not covered elsewhere on the agenda</b></p> <p><b>18/099</b> – the Clerk to amend the word aggravated to aggrieved.</p> <p><b>18/102</b> – the sunken grids had not been repaired and are sinking further. The Clerk to report. As part of the road closures on A519 in Woodseaves, it was noted that Lodge Lane and Riley Lane had also been closed.</p>	

18/115	<p><b>To receive the following reports:</b></p> <p><b>a) The Clerk's report including any correspondence and a recommendation to appoint a cleaner for parish council buildings</b></p> <p>A summary of meetings held since July was detailed in the report, there had been a lot of meeting over the summer period and projects had continued. Council were reminded that the first GFest 2019 meeting would be held on 13.9.18 at which plans for next year's festival would commence. The Clerk informed Council that Gnosall Parish Council had been invited to speak at Stafford Brough Council's Parish Forum on Community Achievements.</p> <p>A recommendation was put to Council to have three parish council owned buildings (the parish office, the youth club building and the new library building) cleaned by a paid employee rather than be cleaned voluntarily by staff when time allowed. It was proposed, seconded and unanimously agreed that this recommendation was accepted and it was suggested that 2-3 hours per week would be required to clean the three buildings. The Clerk to action in the first instance asking Mrs Hill, cleaner of the Grosvenor Centre whether she would extend her hours to meet this additional requirement.</p> <p><b>(b) Any reports from Parish Councillors on meetings/courses attended</b></p> <p>Pubic Rights of Way – reports of the last two meetings held in August and September were received. Surveys of Rights of Way continue to be carried out by the working group, it was noted there are 115 public rights of way in the parish and the group are collecting data on each.</p> <p>Council were informed that there is a gap in the boundary hedge between the most recent development site off Knightly Road where it adjoins footpath number 28. This could be hazardous with people running from the housing estate into farm machinery or cattle roaming into the estate. It was felt that a kissing gate should have been fitted by developers and the Clerk was asked to make enquires about this.</p> <p>Heritage Group – membership has grown to about 30, a talk on the history of shoe making and how workers from Gnosall were involved had been planned for 19<sup>th</sup> September, the next open day would be held on 17<sup>th</sup> November; the topic would be Industries and occupations in the parish and would include a talk from a historian on the canal, railway and the role of women.</p> <p>Permission had previously been granted to metal detect on parish council land behind the parish office and The Acres. Permission to sweep county council owned farm land in the parish requires further discussion with relevant staff at the County Council.</p>	Clerk
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	<p><b>b) Any reports from Borough and County Councillors</b></p> <p>Cllr Smith gave a brief update on the work being carried out at Victoria Park in Stafford and at Stone Leisure Centre. He mentioned the Parish Forum on 27<sup>th</sup> September which would be delivered differently this year to previous years and both Gnosall and High Offley parish councils had been invited to speak.</p> <p>Cllr Winnington talking briefly about the County Council's budget and the £350million shortfall. All services are under review to determine where savings could be made. Cllr Winnington would be attending the next meeting of the parish council collaboration group to discuss this further. The date of this meeting is yet to be announced.</p>	
18/116	<p><b>To consider any road and footway matters</b></p> <p>The Clerk was asked to report:</p> <ul style="list-style-type: none"> <li>• Large deep gulley on the edge of the B5405 in Knightley that is dangerous and been the cause of accidents including a car turning over. This had been previously reported. The Clerk to keep Cllr Winnington informed of any works carried out</li> <li>• Grange Road Knightley, loose stones in potholes on a dangerous bend</li> <li>• Deep holes on Wilbrioughton Road under the bridge caused by running water</li> <li>• Road deterioration on Befcote Road caused by running water.</li> <li>• Brookhouse Road girds remain in a poor state</li> </ul> <p>There was a lot of discussion regarding the recent and ongoing road closures that had caused a high level of disruption to traffic. Councillors felt there had been inadequate coordination between the authorities responsible and signage had been confusing and not helpful. It was accepted that drivers become frustrated with the diversions and as a result drive irresponsibly and dangerously in the rural lanes. There had been minor accidents. The closure on Knightley Road had ended however the closure on the A519 continues for several weeks.</p> <p>The Clerk was asked to find out who is responsible for emptying bins on the Millennium Way near to The Crows Nest as it was believed, from previous requests, that having bins on this cycle path was not possible because of collection issues. This ruling may have changed and it was felt if there are two bins already, it would be beneficial to have more to help keep the millennium way litter free and dog waste.</p>	<p>Clerk</p> <p>Clerk</p>
18/117	<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 19.7.18 and 9.8.18 were received</li> </ul> <p><b>b) Matters relating to the Open Spaces Committee</b></p> <ul style="list-style-type: none"> <li>• Minutes of the recent meeting held on 3.9.18 were received.</li> </ul>	

	<p>Minutes of the meeting held on 19.7.18 had been omitted from papers and would be circulated separately. At that meeting M Deegan had presented detailed proposals to councillors on The Acres Phase 3 project. The amount of work involved in delivering this presentation was acknowledged. Councillors were supportive of many of the ideas presented but had agreed to not proceed at the current time and wait until all other projects and maintenance had been completed. The proposals for phase 3 would be reviewed again in 12 months time.</p> <ul style="list-style-type: none"> <li>• Following the meeting on 19.7.18, Open Spaces Committee had carefully considered all the ongoing projects and maintenance requirements and all OS members had carried out inspections of parish council owned land and facilities which had since been discussed and an action plan agreed. The Chair of Open Spaces was pleased to report that many of the small tasks had already been completed and thanked cllrs and staff for their prompt action.</li> </ul> <p>The larger project were now being planned and included resurfacing and extending the car park next to the play area which was being dealt with as a priority. A further meeting to discuss how the jobs are to be financed was held on 17.9.18.</p> <p>A recommendation to apply for £43,617 of S106 funds to help fund the replacement of some park equipment and purchase outdoor gym equipment was supported with all councillors voting in favour of this recommendation. This supersedes the approval of a recommendation to request £15,000 of S106 funds at the Council meeting held on 11.6.18. Clerk to action.</p> <ul style="list-style-type: none"> <li>• It was noted that the tennis court had been officially opened on 18<sup>th</sup> August and a very successful sports related fun day was held and was well attended. The tennis court had been used frequently since opening.</li> </ul> <p><b>c) Matters relating to the Communications Committee</b></p> <p>The next edition of GMK would be circulated mid November. The content had been agreed and articles are to be written and submitted by 9.10.18. Future editions would be planned for March, July and November 2019. Alternative options of the delivery of GMK had been considered by the committee but no changes had been agreed.. The cost of GMK would be part of the budget discussions in the coming months. It was acknowledged that positive feedback is regularly received from parishioners about the GMK and its informative content.</p> <p>A website review meeting would be held an end of this month. Feedback was welcomed. It was suggested that the Neighbourhood Plan section of the website should be reviewed to make finding the information easier. This was noted.</p> <p><b>d) Matters relating to the Resources Committee</b></p> <ul style="list-style-type: none"> <li>• Minutes of the meeting held on 12.7.18 were accepted. The</li> </ul>	Clerk
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	<p>accounts up to the end of June had been reviewed and accepted to be in healthy position for the time of year.</p> <p><b>e) Matters relating to the Grosvenor Committee</b></p> <ul style="list-style-type: none"> <li>• Minutes of the meeting held on 7.8.18 were accepted</li> <li>• Internal decoration of the centre would be carried out in October</li> <li>• Kitchens would be refurbished in November/December</li> <li>• Meetings to discuss extending the lease for rosebuds Nursery would commence in the New Year.</li> <li>• Thanks were extended to Cllr Powell for donating a large projector screen for use in the Grosvenor Centre.</li> </ul>	
18/118	<p><b>To consider purchasing Defibrillator signs for Moreton</b></p> <p>It was proposed, seconded and unanimously agreed to purchase 6 new signs at a cost of £252. The signs would inform parishioners and visitors to the Moreton area of the location of defibrillators. The Clerk to action with help from Cllr Innamorati.</p>	Clerk Cllr Innamorati
18/119	<p><b>To consider a request to amend the Standing Orders and any other documents produced from the time of change replacing the word Chairman to Chair</b></p> <p>Councillors had received a detailed report at the July Council meeting for consideration.</p> <p>Two options had been suggested to replace the word Chairman with Chair</p> <ol style="list-style-type: none"> <li>1. <i>That this Parish Council removes reference to Chairman in its Standing Orders minutes and so forth and replace this with the term Chair.</i></li> <li>2. <i>That this Parish Council resolves that the incumbent in Office be allowed to determine which mode of address they wish to be used ie Chair, Chairman, Madam Chairman, Madam Chair, Chairperson or any other suitable alternative.</i></li> </ol> <p>This matter was discussed and it was noted that the word Chair is commonly used at other local authority and Government meetings. However it was acknowledged that paperwork should reflect the 1972 Local Government Act and the word Chairman should remain but how the Chairman is addressed could be different.</p> <p>It was therefore proposed, seconded and unanimously agreed to accept option 2 (as detailed above) with the words “at meetings” to be added to the relevant section of Standing Orders. The Clerk to amend Standing Orders.</p>	Clerk
18/120	<p><b>To receive a report on recent meetings of GLEAN and an update on the portacabin</b></p>	

	<p>The portable unit has been successfully delivered. Building Control had inspected the unit and accepted a minor snagging problem. The Handyman would now connect the services internally and construct the access ramp. Following that Entrust would inspect the unit; the shelves and furniture and books would then be delivered. The opening date is planned for November and opening times had been agreed which would be reviewed after 3 months. A coffee morning was held for volunteers, when they were briefed on the training and other requirements. The first session of training would be held on 17th September and the last on 5th October.</p> <p>GLEAN Hub had raised a total of £18,447.10 through various efforts and when the lease is signed, the £10,000 advance of rent from Staffordshire County Council would be handed over to the Parish Council. The lease has been signed by the Parish Council's Proper Officer (the Clerk) and returned to the solicitors. The sub-lease, between GLEAN Hub and SCC is still to be finalised.</p>	
18/121	<p><b>To receive minutes of GG's Youth Club Meetings</b></p> <p>Minutes of meeting held on 30.7.18 and 20.8.18 were accepted. Membership remains healthy and membership of senior members is steadily growing. Meeting had been held with GLEAN representatives to discuss matters of mutual concern relating to the shared services. Policies had been reviewed and updated and outstanding maintenance work had been prioritised. Plans for the coming months had been confirmed.</p> <p>Councillors acknowledged GG's continued improvements and the valuable service it provides to younger members of the parish.</p>	
18/122	<p><b>To receive a report on financial receipts for July and August 2018 and to receive accounts for approval for September 2018</b></p> <p>The accounts for the month of September were reviewed then proposed, seconded and accepted. Clerk to action.</p>	Clerk
18/123	<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 including:</p>	
18/124	<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> October 2018 at 7.30pm at Moreton Millennium Centre.</p>	

The meeting closed at 9.00pm



### Gnosall Parish Council PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
185	library project work	10/09/2018		Co-operative	BACS	Rubbish removal	Stafford Borough Council	S	79.17	15.83	95.00
186	Insurance -	10/09/2018		Co-operative	BACS	Addition to insurance	Zurich Insurance	E	49.48	0.00	49.48
187	Open Spaces	10/09/2018		Co-operative	BACS	RoSPA inspection	Rospa	S	266.00	53.20	319.20
188	Employment Costs	10/09/2018		Co-operative	BACS	Salary	GPC	E	339.27	0.00	339.27
189	Employment Costs	10/09/2018		Co-operative	BACS	Salary	GPC	E	1,922.39	0.00	1,922.39
190	Employment Costs	10/09/2018		Co-operative	BACS	Salary	GPC	E	574.54	0.00	574.54
191	Employment Costs	10/09/2018		Co-operative	BACS	Salary	GPC	E	217.07	0.00	217.07
192	Employment Costs	10/09/2018		Co-operative	BACS	Pension	GPC	E	781.06	0.00	781.06
193	Employment Costs	10/09/2018		Co-operative	BACS	NI&PAYE	HMRC	E	838.03	0.00	838.03
194	Grass cutting inc Burial	10/09/2018		Co-operative	BACS	Grass cutting and grounds	JWH Ground	E	1,116.00	0.00	1,116.00
195	Allotments	10/09/2018		Co-operative	BACS	Allotme maintenance -	JWH Ground	E	80.00	0.00	80.00
200	BKV expenditure	10/09/2018		Co-operative		Adjustment	?	Z	20.00	0.00	20.00
229	IT maintenance &	10/09/2018		Co-operative	DD	Software	Adobe systems	S	43.44	8.69	52.13
<b>Total</b>									<b>6,326.45</b>	<b>77.72</b>	<b>6,404.17</b>