

Minutes of the Annual Meeting of Council
Held in the Grosvenor Centre on Monday 13th May 2019 beginning at 7.30pm

Present	Cllr G Gregory (in the Chair)	Cllr M Booth
	Cllr A Mills (from agenda item 19/064)	Cllr V Kessey
	Cllr G Payne	Cllr R Greatrex
	Cllr P Alker	Cllr J Archer
	Cllr S Powell	Cllr D Webb
	Cllr J Lammin	Cllr K Ingram
	Cllr T Simkin	Jayne Cooper, Clerk
	Cllr J Tomkinson	

Along with 2 members of the public

Prior to the meeting, all councillors signed the Declaration of Acceptance of Office. Cllr Emsley had previously signed his copy and submitted it to the Clerk.		
19/059	Public Open Forum No questions were raised.	
19/060	To elect a Chair for the forthcoming year and to receive the Chair's Declaration of Acceptance of Office Cllr Gregory was proposed as Chair. There were no other nominations. The proposal was seconded and unanimously agreed. Cllr Gregory accepted the position of Chair and signed the Declaration of Acceptance.	
19/061	To elect a Vice Chair Cllr Alker was proposed as Vice Chair. There were no other nominations. The proposal was seconded and unanimously agreed.	
19/062	To receive apologies and record absences Apologies were received and accepted from Cllr Emsley, Borough Cllrs M Smith and P Farrington and SCC Cllr M Winnington.	
19/063	To record any Declarations of Interest Cllr Alker declared an interest in discussions about the website.	
19/064	To co-opt to fill one of two vacancies to the Moreton ward Cllrs had previously received a letter from Mr Allan Mills expressing his interest in becoming a parish councillor and confirming his eligibility for the role. Mr Mills gave further details and asked questions presented to him. Mr Mills left the room whilst Council discussed his application. It was proposed seconded and unanimously agreed to co-opt Mr Mills onto the Parish Council to represent the ward of Moreton.	

	<p>Mr Mills returned to the meeting and was informed of the decision. He signed the Declaration of Acceptance of office and was welcomed to the meeting as a Councillor.</p> <p>Cllr Powell asked why, at the recent election, the address of some candidates was published but not for all, those without the full address had the word Stafford next to their name. He had noted that those candidates without the address received the fewest votes. Cllrs believed that selecting to have an address removed was a tick box on the nomination form. Cllr Powell offered to contact the Elections office for clarification.</p> <p>It was reported that one vacancy remains for the ward of Moreton which would be advertised. The Clerk to action.</p>	Clerk
19/065	<p>To appoint Committees and Working Groups and receive an up to date copy of the meeting diary for the remainder of 2019</p> <p>Councillors had previously been asked to inform the Clerk which committees and working groups they would like to be a member of for the 2019/20 council year. The Clerk explained that she and the Chairman had met to review the information provided and presented Council with a recommended committee and working group structure. It was proposed, seconded and agreed to accept the recommendation as presented. Details would be posted on the parish council's website.</p> <p>Cllr Mills, as a newly co-opted member would inform the Clerk of committees and working groups he was interested in joining.</p>	Clerk
19/066	<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
19/067	<p>To receive and confirm the minutes of the last regular meeting of the Council held on 8th April 2019</p> <p>The minutes of the meeting were proposed, seconded and agreed as a true and accurate record.</p>	
19/068	<p>To consider any matters arising from the minutes of the meeting held on 8th April not covered elsewhere on the agenda</p> <p>19/049 The Clerk had contacted Walsall Housing Group via the website enquiry form but had not received any response. It was agreed the Clerk should send a letter, by recorded delivery, and include details that had been shared with the Clerk by Stafford Police regarding anti social behaviour.</p> <p>19/051 It was noted Audmore loop had been resurfaced to a very high standard.</p>	Clerk

	<p>19/054 Container – the base work had been completed. A response from Stafford Borough Council’s Planning Officers is still awaited as to whether planning permission is required for a parish council. The container would be ordered in the next month.</p>	
19/069	<p>To receive the minutes of the Annual Assembly held on 1st May 2019</p> <p>The Annual Assembly had been very successful with interesting and informative presentations. During the period of purdah, councillors were unable to present reports therefore the Clerk had delivered council related presentations and representatives from community groups had presented others.</p> <p>The community awards had been well received with more nominations than the previous year. Most of the nominees were present and all nominations were read out in full. Details of nominations and winners would be posted on the Parish Council’s website.</p> <p>It was proposed, seconded and agreed that the minutes of the meeting were a true and accurate record.</p>	Clerk
19/070	<p>To receive the following reports:</p> <p>a) The Clerk’s report</p> <p>The report included details of the parish election and legal matters that have to take place at the Annual meeting.</p> <p>The Clerk informed Council that there are other matters that need to be attended to in accordance with the Council’s Standing Orders. Councillors received details of procedural matters and when they would be dealt with. This was accepted.</p> <p>Prior to the June Council meeting, the Clerk would issue all councillors with a new information pack with all updated relevant documents.</p> <p>The Clerk’s report included details of committee meetings held in the past month as well as a meeting with representatives from the Canal and River Trust about canal tow path improvements, a project being managed by the Best Kept Village sub group.</p> <p>(b) Any reports from Parish Councillors on meetings/courses attended</p> <p>Memorial Village Hall – Cllr Simkin had attended the most recent meeting. The Village Hall Committee is sourcing funding for village hall projects working with Mr M Deegan.</p> <p>c) Any reports from Borough and County Councillors</p> <p>There were no reports.</p>	Clerk

19/071	<p>To consider Committees/Working Group issues</p> <p>a) Matters relating to the Resources Committee</p> <ul style="list-style-type: none"> • Minutes of the meetings held on 16.4.19 and 1.5.19 were accepted. Details of changes to the financial regulations on how and when quotations are sought were explained and accepted (details of working practices at Stafford Borough Council had been obtained to help make the necessary changes). • A recommendation to donate£100 to the Border Group of Churches was approved • Details of the accounts at the yearend 31.3.19 had been reviewed and accepted. <p>b) Matters relating to the Planning Committee</p> <ul style="list-style-type: none"> • Minutes of the meeting held on 25.4.19 were accepted <p>c) Councillors received a separate report detailing all outstanding work for each of the committees and working groups and were asked to note ongoing projects, tasks in hand and be prepared for detailed discussion at the first meeting of each of the committees/working groups. Any preparation work, prior to meetings that would assist the Clerk would be welcomed.</p>	All cllrs
19/072	<p>To receive a report on financial receipts for April 2019 and to receive accounts for approval for May 2019</p> <p>The accounts for the month of May were reviewed then proposed, seconded and accepted. Clerk to action. Details of receipts for the month of April to be circulated.</p>	Clerk
19/073	<p>To receive and accept an updated copy of the Governing Document of Gnosall Heritage Group</p> <p>This item to be carried forward to the next meeting.</p>	
19/074	<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
19/075	<p>To confirm the date and time of the next meeting</p> <p>The next meeting would be held on Monday 10th June 2019 at 7.30pm.</p>	
19/076	<p><i>To exclude the press and public whilst confidential information is discussed</i></p> <p>Personnel Matters</p> <p>Minutes of the meeting held on 25th April 2019 were accepted.</p>	

19/077	<p>The Clerk thanked the Council for supporting her request for changes to the office layout to provide private space for her to work without interruption. She explained there may be changes to the office opening hours and signage would be improved. Councillors were asked to respect the opening times. The Council Support Officer's role would change slightly. Cllr Greatrex was thanked for his input into the office layout changes.</p> <p>Insurance Claim Details of a claim against the parish council were shared. A response was agreed that the Clerk would submit to the Council's insurers along with details of the claim.</p>	Clerk
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The meeting closed at 8.56pm

Approved payments

Paid To	Services	Invoice No	Net £	VAT £	Total £
JWH	Grass cutting/tree work/allotment maintenance	1970	2817.00	0	2817.00
EFC	Building materials for container base	166399	29.40	5.88	35.28
EFC	Building materials for container base	166426	70.15	14.03	84.18
ESPO	Stationery	5223790	30.07	6.01	36.08
CEF	Trunking for cables G/Centre	190576	6.42	1.28	7.70
Mr Print It	Annual Report Printing	006740	100.00	20.00	120.00
Zurich	Insurance 2019/20		3294.15	0	3294.15
Zurich	Addition to insurance (gym equipment)	37466122	84.50	0	84.50
SBC	Civic Amenity Visits June/Oct/Feb	770239666	245.00	49.00	294.00
SBC	Civic Amenity Visits to allotments	70239677	245.00	49.00	294.00
SBC	Repairs to bus shelter	70240723	200.00	40.00	240.00
Greg Hill	Repairs and repositioning water trough at allotments	1912	368.62	3.72	442.34
Arts Alive	Screening of Bohemian Rhapsody	42935	250.00	50.00	300.00
Broxap	Outdoor gym	246282	7263.00	1452.60	8715.60
Broxap	Outdoor gym installation	246456	2709.00	541.80	3250.80
Bradleys Accountancy	Payroll Service	2019/414	219.20	43.84	263.04
Huws Gray	Parish Office modifications and chippy jumps repair work	10803318	179.91	35.98	215.89
GAGA	GAGA membership (collected with allotment renewal fees)		185.50	0	185.50
David Minshull	Building Container base	5117	200.00	40.00	240.00
BT	Phone and broadband		76.80	15.36	92.16
P Prince	Handyman duties	1160	195.00	0	195.00
Staff	Salary	-	333.49	0	372.26
Staff	Salary	-	342.72	0	353.32
staff	Salary	-	2067.24	0	2073.94
Staff	Salary	-	610.35	0	610.35
HMRC	NI & PAYE	-	1009.86	0	1023.86
SCC	Pension	-	889.63	0	

BKV

Swan Pit	Plants and gardening materials		214.35	42.87	257.22
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