

# Stowe By Chartley Parish Council

Minutes of the Annual Meeting of Stowe by Chartley Parish Council held on 1<sup>st</sup> May 2018 in Stowe by Chartley Village Hall.

Present: Cllr. Meddings Chairman  
Cllr. Mrs. Grimes. Vice Chairman.  
Cllr. Mrs. Finney  
Cllr. Mrs. Hurdle  
Cllr. Welch.

Also in attendance. Cllr. Mrs. Beatty, Stafford Borough Council, Cllr. Francis, Staffordshire County Council, 2 residents and J. Blount. Clerk/RFO

## **81/18 Election of Chairman for 2018/19.**

Cllr. Mrs. Grimes was proposed and seconded. There being no other nominations Cllr. Mrs. Grimes was duly elected.

**82/18 Declaration of Acceptance of Office** was signed by Cllr. Mrs. Grimes and countersigned by the Proper Officer.

## **83/18 Election of Vice Chairman for 2018/19.**

Cllr. Mrs. Hurdle was proposed and seconded. There being no other nominations Cllr. Mrs. Hurdle was duly elected.

**84/18. Apologies.** Apologies were received from Cllr. Mackellar and Cllr. Tilston.

Resolved to accept the apologies.

## **85/18. Declarations of Interest.**

There were no declarations of interest.

## **86/18. Written applications for dispensations under the Localism Act 2011.**

There were no applications.

## **87/18. Minutes of the meeting held on 3rd April 2018 in Stowe by Chartley Village Hall.**

Resolved to accept the Minutes as a true record.

## **88/18 Review of delegation arrangements to committees, working groups and staff.**

Resolved that discipline, dismissal, recruitment policy and appraisal be delegated to the Employment Committee.

Resolved that responding to planning applications be delegated to Clerk where action is required prior to Council meeting and Members do not call for a Planning Meeting.

Resolved that measures to comply with GDPR requirements be delegated to Clerk who will report progress to Council.

## **89/18 Review of the terms of reference for committees and working groups.**

Resolved to adopt the following terms of reference:

**Employment Committee  
Terms of Reference**

### **Committee Membership**

The Committee shall consist of 3 members of the Parish Council.

### **Committee purpose**

To meet annually in October for the purpose of appraising the clerk.

To manage the recruitment of staff including interviewing and recommending final candidates to the Council.

To deal with formal discipline including warnings and dismissal.

**Delegated Powers.** To issue formal and informal warnings, to dismiss staff, to recommend staff for posts and to carry out appraisals.

### **BKV Working Group.**

#### **Terms of Reference.**

#### **Group Membership.**

The Working Group shall consist of 3 members.

#### **Group Purpose.**

To manage the BKV effort as directed by Council and to make recommendations to the Council with regards to the competition.

**Delegated Powers.** N/A

### **90/18 Appointment of members to existing committees and working groups.**

Resolved to appoint Cllr. Mrs. Grimes, Cllr. Mrs. Finney and Cllr. Meddings to the Employment Committee.

Resolved to appoint Cllr. Mrs. Grimes, Cllr. Welch and J. Blount to the BKV Working Group.

### **91/18 Appointment of any new committees or working groups.**

Resolved to appoint a Partnership Committee if needed to progress a merging with another Council.

### **92/18 Review and adoption of appropriate standing orders and financial regulations.**

Resolved to adopt the latest model Standing Orders with values carried forward from previous version.

Resolved to confirm the latest model Financial Regulations adopted in April 2018.

### **93/18 Review of representation on or work with external bodies and arrangements for reporting back.**

Resolved to invite a representative of OWL (Online Watch Link) to the next meeting to discuss the recruitment of new coordinator.

Resolved that the Clerk liaise with Cllr. Meddings to explore the possibility of using social media

Resolved to confirm Cllr. Mrs. Finney as the person who would attend the Patient Participation Group on the Council's behalf and report back.

### **94/18 Review of inventory of land and assets including buildings and office equipment.**

Resolved that with the removal of one planter that had been stolen the register be approved.

Resolved that the Clerk attempt to replace the lock on the Council's filing cabinet.

**95/18 Confirmation of arrangements for insurance cover in respect of all insured risks.**

Resolved to approve insurance cover.

**96/18 Review of the council's and/or staff subscriptions to other bodies.**

Resolved that the Council would subscribe to the Community Council of Staffordshire. CPRE, Staffordshire Parish Councils' Assoc and the Society of Local Council Clerks.

**97/18 Review of the council's complaints procedure.**

Resolved to adopt the draft Complaint's Procedure.

**98/18 Review of the council's procedures for handling requests made under the Freedom of Information Act 2000, Data Protection Act 1998 and General Data Protection Regulations.**

Resolved to adopt the draft FoI/GDPR request procedure.

**99/18 Review of the council's policy for dealing with the press/media.**

Resolved to adopt the draft Press/Media Policy.

**100/18 Council policy on the use of Social Media.**

Resolved to adopt the draft policy on Social Media.

**101/18 Time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.**

Resolved to hold ordinary Council meetings at 7.30pm in Stowe by Chartley Village Hall on the following dates:

3rd July

4th September

2nd October

6th November

4th December

22nd January 2019

5th March

2nd April

7th May (Annual Meeting)

2nd July

**102/18. Matters arising from the meeting held on 3rd April which are not otherwise on the agenda.**

**019/16 Water on road, Stowe Lane.** Issue reported to County Council.

**226/17 Community Paths Initiative grant application.** Grant received.

Resolved that the Clerk put forward new grant requests for development issues in the Parish.

**292/17 Rights of Way Order on airfield.** Information received from County Council. Clerk to proceed with action.

**299/17 Safety and legislative issues on playing field.** Awaiting solicitor.

**335/17 Registration of St. Johns Close land.** Awaiting solicitor.

**331/17 Asset inspection report.** Awaiting work on bus shelter.

**10/16 Best Kept Village Competition.** All signs and plants in place.

Resolved to add verge alongside Ashmeade in Station Road, Stowe by Chartley, to mowing contract.

**21/18 Foundation Award Scheme.** Awaiting adoption of latest administrative models.

**46/18 New Member issues.** Bank mandates done.

Resolved that Clerk be authorised to take advantage of training opportunities for members – with their agreement.

**53/18 Grouping order or Community Governance Review.** Hixon have agreed to discuss proposals. Only informal contacts from other two councils.

Resolved that the Clerk contacts Hixon Parish Council to thank them for their interest and to ask them to hold pending developments.

**57/18 General Data Protection Regulation.**

Resolved a) to accept the Clerk's draft GDPR audit report,  
b) to adopt the revised draft Records Management Policy  
c) to delegate to the clerk arrangement to comply with the GDPR.

**76/18 Rural Exception Site.**

Meeting with Stafford and Rural Homes has been arranged for Wednesday 9th May at 7.30pm to discuss how to organise the public consultation for a Housing Needs Survey.

Resolved to cancel the meeting until a more independent arrangement could be made for the Housing Needs Survey.

**103/18. Adjourn meeting.**

**Public participation.**

Members of the public complained that there was a lack of transparency about dealings with Stafford and Rural Homes.

**104/18 Standing Items:**

**Inspection Report and new rota.** The inspection report showed no problems.

**Neighbourhood Watch report.** Awaiting discussions with OWL

**Hazeldene House Surgery report.** Nothing to report.

**105/18 Chairman's announcements.** There were no announcements.

**106/18 Questions from Councillors.** In answer to a question the Clerk said that he had complained to the contractors about a lack of strimming at Stowe crossroads.

**107/18 Planning applications and appeals.**

App. 18/27820/PAR outbuilding at Bridge Lane. The Clerk reported that prior approval for change of use of agricultural building to dwellinghouse had been granted. In order to effect the conversion the applicant would have to comply with conditions on access, parking and servicing areas, visibility splays and hard and soft landscaping. Prior approval is also needed for changes to the roof, porches, incidental buildings, chimneys, aerials, gates, fences, walls, painting, solar equipment and any changes to windows, doors and roof lights.

**108/18 Bank reconciliation.**

Resolved to accept the Bank Reconciliation as a true statement.

**109/18 Accounts for payment.**

Item	Net	VAT	Gross	
J. Blount. Salary & expenses	370.27	6.25	376.52	
HMRC	65.44	0	65.44	
Chairman's Allowance	100.00	0	100.00	
Abbey Landscapes, Playing Field work	115.00	0	115.00	
SPCA Training course	20.00	0	20.00	
Trent Grounds Mtnce. Mowing	146.50	29.30	175.80	
Cllr. Mrs. Grimes. Parish Meeting exp	60.00	0	60.00	

**110/18 Internal Auditor's Report.**

Resolved to accept the Internal Auditor's Report.

**111/18 Annual Governance Statement.**

Resolved to approve the Annual Governance Statement for 2017/18.

**112/18 Accounting Statements.**

Resolved to approve the Accounting Statements for 2017/18.

**113/12. Certificate of Exemption for the limited assurance review.**

As the Council has an income of less than £25k there is an exemption from an external audit.

Resolved to submit a Certificate of Exemption to the External Auditors.

**114/18 July Newsletter.**

Resolved to include article on Drointon and Chartley Moss visit as well as an article by Mr. Beardmore to accompany the fete pictures. Dates of Council meetings and dates of civic amenity visits to also be included.

**115/18. Clerk's report on On-line Crime Conference.**

Resolved that the Clerk produce a fuller report for the next meeting.

**116/18 Correspondence.**

Resolved to note the following correspondence.

**SPCA.** Bulletins.

**SLCC** Briefings

**IIMC** Briefings

**Rural Services Network.** Briefings

**Staffs CC.** Highways updates. Web information review.

**SBC Members' Digest.** Invitation to Mayor Making Ceremony.

**Information Commissioner.** Newsletter.

**Keep Britain Tidy.** Promotion.

**Playdale, Sutcliffe, FreshairFitness, and HAGS UK** Play equip.

**Wicksteed,** Play equip funding offer.

**Plantscape.** Street furniture

**117/18 Date of next meeting.**

Resolved to confirm the next date as 3rd July 2018 at 7.30pm.