

# Stowe By Chartley Parish Council

Minutes of the meeting of Stowe by Chartley Parish Council held on 6<sup>th</sup> November 2018 in Stowe by Chartley Village Hall.

Present: Cllr. Mrs. M. E. Hurdle. Vice Chair  
Cllr. Mrs. E. Finney  
Cllr. B. Mackellar  
Cllr. G. Meddings  
Cllr. C. Welch

Also in attendance. Two residents and J. Blount. Clerk/RFO.

Cllr. Mrs. Beatty and Cllr. J. Francis sent their apologies.

## **Public participation.**

A member of the public complained that the Council had not recognised the WW1 Centenary. The ex-Neighbourhood Watch Administrator handed over records from the Neighbourhood Watch.

## **181/18. Apologies.**

Apologies were received from Cllr. Mrs. Grimes and Cllr. Tilston  
Resolved to accept the apologies.

## **182/18. Declarations of Interest.**

There were no declarations of interest.

Cllr. Mrs. Finney arrived.

## **183/18. Written applications for dispensations under the Localism Act 2011.**

There were no applications.

## **184/18. Minutes of the meeting held on 2<sup>nd</sup> October 2018 in Stowe by Chartley Village Hall.**

Resolved that the Minutes be accepted as a true record.

## **185/18. Matters arising from the meeting held on 2<sup>nd</sup> October which are not otherwise on the agenda.**

### **93/18 Neighbourhood Watch coordinator.**

Police officer concerned on long term sick leave.

### **019/16 Water on road, Stowe Lane.**

No further developments.

### **292/17 Rights of Way Order on airfield.**

The Secretary of State has directed the County Council to determine the application.

### **335/17 Registration of St. Johns Close land.**

Statement of Truth signed. Awaiting Land Registry.

### **118/18 Flooding issue on C0037 at Drointon.**

No further developments.

### **123/18 CPI bid for steps on FP 23. (34)**

The Right of Way is still obstructed and steps still hazardous but landowner dealing with this in the near future.

## **161/18 Play equipment maintenance tasks.**

### **Inspection Report and Clerk's report.**

The Clerk had commissioned Wicksteeds to carry out the annual play equipment inspection and ordered a new phone number label for the playing field notice board. Playing field hedge cutting awaiting resolution of insurance issue.

The play equipment maintenance work had not been commissioned because of complications with the quotations.

The Clerk had researched other clerk's approach to rabbit infestations and said that commissioning a qualified contractor was the recommended course of action. This was confirmed by the Council's insurers.

#### **168/18 Asset inspection issues**

The Tree Inspection report had been received.

Resolved to get quotations for the tree work.

The asset inspection work had not been commissioned because of complications with the quotations.

PAT testing had yet to be arranged.

The spare printer had been sold to a company at Amerton Farm for £25.

#### **169/18 Accounting procedures**

Deregistration for VAT will be initiated after the 3<sup>rd</sup> quarter claim.

#### **170/18 Internal auditor**

The internal auditor has been commissioned and a date for the interim audit is awaited.

#### **171/18 GDPR and Cybercrime**

The General Privacy Notice has been put on the Council's web site. A Privacy Notice has been given to employees, workers, volunteers, contractors, agents and other role holders within the Council including former staff and former councillors.

The Employment Committee has been asked to advise on appointing the Clerk as Data Protection Compliance Officer.

#### **173/18 Communication - Web site issues**

The Clerk has removed pictures of individuals from the website gallery, updated the Council's Publication Scheme, updated the Xara web design software, produced two password protected memory sticks to hold backups, taken out Data Breach Response insurance and asked the Employment Committee to advise on the Clerk being tasked with overseeing Cyber Security for the Council. The website update was done but not yet posted to the site.

Resolved that Clerk update survey information on web site.

#### **177/18 Meeting with Blithfield Parish Council.**

Resolved that the Clerk would advise Blithfield that Cllr. Welch and Cllr. Mackellar would attend the meeting in February and report back.

#### **149/18 Clerk's appraisal.**

The Employment Committee meeting to be arranged.

#### **186/18 Housing Needs Assessment interim report.**

Clerk collected a further 8 late surveys to add to the 109 collected so far. About 10 surveys indicated a housing need.

Resolved to note the interim report from the independent assessor and arrange a 7pm start for the January meeting to allow for a public presentation of the full report.

#### **187/18 Standing Items:**

**Inspection Report.** The report was awaited.

**Neighbourhood Watch report.** There was no report.

**188/18 Chairman's announcements.** There were no announcements.

**189/18 Questions from Councillors.**

Cllr. Welch asked if there was some way to establish a closer relationship with parishioners. The Vice Chair said that this deserved some consideration and asked the Clerk to add an item to the next agenda.

**190/18 Planning applications and appeals.**

There were no planning applications to consider.

**191/18 Bank reconciliation.**

Resolved to accept the Bank Reconciliation as a true record.

**192/18 Accounts for payment.**

| Item  | Net    | VAT   | Gross  |  |
|---|--------|-------|--------|--|
| J. Blount. Salary & expenses                            | 520.76 | 13.32 | 534.08 |  |
| HMRC  | 69.13  | 0     | 69.13  |  |
| Countryside Training & Tree Management Ltd. Tree survey | 350.00 | 70.00 | 420.00 |  |
| Trent Grounds Maintenance, mowing                       | 131.50 | 26.30 | 157.80 |  |
| BHIB Insurance Brokers. Data Breach Insurance.          | 35.59  | 0     | 35.59  |  |

Resolved to approve the payment schedule.

**193/18. Purchase of latest edition of Local Council Administration.**

Resolved to approve the purchase of the latest edition of Local Council Administration at a cost of £108.79.

**194/18. New draft GDPR policies.**

Resolved to adopt the draft policies listed below:

- Draft Data Protection Policy,
- Data Breach Management Plan.
- Draft Subject Access Policy,
- Draft Bring your own device Policy.

**195/18 Bid for funds from Tesco Bags of Help scheme.**

Resolved to consider this source of funding if an appropriate project could be identified.

**196/18 Policy on advertising businesses on Parish Council media.**

Resolved that the editor of the Newsletter would include newsworthy items, but not advertising, in the publication.

Resolved that the webmaster would accept advertisements in the business section of the web site

**197/18 Maintenance of verge at Hixon end of Broadmore Lane.**

Resolved to consider this at the next meeting.

Resolved to await County Council approach about cooperation on mowing.

#### **198/18 Budget for 2019/20.**

Resolved to a) remove provision for Chairman's Allowance,  
b) only budget for a buffet at the Annual Parish Meeting,  
c) consider the issue of an asset replacement fund and the extent of support for other authorities at the next meeting.

#### **199/18 Investment Strategy and Policy (Fin Reg 8.5)**

Resolved to carry this forward to the next meeting.

#### **200/18 Newsletter.**

Resolved to produce a Newsletter in early January advising of the Housing Needs Survey presentation and also listing the war dead of Stowe parish.

#### **201/18 Comments on Stafford Borough draft statement of principles (2019-2021) for the Gambling Act 2005.**

Resolved to note the consultation.

#### **202/18 Exclusion of press and public.**

Resolved to exclude members of the press and public from consideration of items 203/18 and 204/18 on the grounds of commercial confidentiality.

Cllr. Meddings declared an interest in items 203/18 and 204/18 and left the meeting during consideration of these items.

#### **203/18 Quotations for Minor Highways Work.**

Resolved to commission Trent Grounds Maintenance to carry out the Minor Highways Work.

#### **204/18. Quotations for asset maintenance work.**

Resolved to commission Abbey Landscapes to carry out the Asset Maintenance Work. It was noted that much of this work would now have to be left until the Spring.

#### **205/18 Correspondence.**

Resolved to note the following correspondence:

**NALC.** Newsletter. Spring conference.

**SLCC** Briefings. Training meeting at Weston.

**SPCA** Briefings.

**IIMC** Briefings.

**Rural Services Network.** Briefings. Funding

**Staffs CC.** Highways updates. Newsletter.

**SBC.** Members' Digest. Mayor's Charity Ball 8<sup>th</sup> Feb £40. Policy consultation. Gala Night Pantomime.

**Unity Trust.** Statement changes.

**BHIB Insurance.** Funding available.

**Staffordshire Police.** Newsletter.

**HM Land Registry.** Customer Charter.

**CPRE.** Green Belt Campaign.

**Andrew Halden.** Support services.

**Lite-Ltd.** Tree lighting.

**Inevent Branding Ltd.** PR

**Plantscape.** Plant containers.  
**Stadia Sports.** Outdoor gym.  
**Wicksteed Leisure.** Inspection.  
**Creative Play and HAGS UK** Play equip.  
**Noticeboards Online.**

**206/15 Date of next meeting.** 4th December 2018 at 7.30pm.

Meeting closed at 21.45pm