

Stowe By Chartley Parish Council

Minutes of the meeting of Stowe by Chartley Parish Council held on 4th December 2018 in Stowe by Chartley Village Hall.

Present: Cllr. Mrs. Grimes, Chair
Cllr. Mrs. M. E. Hurdle. Vice Chair
Cllr. B. Mackellar
Cllr. G. Meddings

Also in attendance. One resident and J. Blount. Clerk/RFO.

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

Public participation.

Questions were asked, and answered, about 'delegates' to the Patients Participation Group, the need for another computer and why members of the public were excluded when the Council considered the Clerk's appraisal.

207/18. Apologies.

Apologies were received from Cllr. Mrs. E. Finney, Cllr. C. Welch and Cllr. C. Tilston
Resolved to accept the apologies.

208/18. Declarations of Interest.

There were no declarations of interest.

209/18. Written applications for dispensations under the Localism Act 2011.

There were no applications.

210/18. Minutes of the meeting held on 6th November 2018 in Stowe by Chartley Village Hall.

Resolved that the Minutes be accepted as a true record.

211/18. Matters arising from the meeting held on 6th November which are not otherwise on the agenda.

93/18 Neighbourhood Watch coordinator.

Police officer concerned is still on long term sick leave.

019/16 Water on road, Stowe Lane.

No further developments.

292/17 Rights of Way Order on airfield.

Awaiting action by County Council.

335/17 Registration of St. Johns Close land.

Awaiting Land Registry.

118/18 Flooding issue on C0037 at Drointon.

No further developments. Clerk to liaise with Cllr. Mrs. Hurdle with regard to monitoring.

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

The obstruction has been largely dealt with. Waymarker rotten at base.

Resolved that Clerk ask the landowner if the work is completed.

161/18 Play area maintenance tasks.

Awaiting Wicksteed's report.

New phone number put on notice board.

Hedge work. Done.

Play area maintenance work commissioned but may be delayed by weather.

Rabbit infestations. Clerk to make a verbal report to the next meeting.

168/18 Asset inspection issues

Work commissioned but may be delayed by weather.

Quotes for tree work awaited.

PAT testing done. All items passed ok. Heavy duty extension lead gifted to Council.

169/18 Accounting procedures

VAT deregistration form has been sent off to HMRC.

On deregistration VAT will be claimed using the system set out in VAT Notice 749.

170/18 Internal auditor

Interim audit will be done on 18th December.

171/18 GDPR and Cybercrime.

Employment Committee have made recommendations about these items.

Resolved to discharge this item.

173/18 Communication - Web site issues.

An extensive update of the website had been done but some items were outstanding.

Resolved that a) Clerk liaise with Chair over these issues.

b) Clerk rewrite Heritage Walk leaflet.

186/18 Housing Needs Assessment.

Resolved that Mr. Heselwood be asked to give a presentation at 7pm on 22nd January and that notice of this be given on the front page of the Newsletter and on the website.

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

Done. 1085 pages of legislation and guidance.

Resolved to discharge this item.

212/18 Standing Items:

Inspection Report. The report showed no problems.

Neighbourhood Watch report. No report.

213/18 Chairman's announcements.

There were none.

214/18 Questions from Councillors.

There were none.

215/18 Planning applications and appeals.

App. No. 18/29636/COU. Change of use of agricultural building to dwelling (C3) (revised scheme).
Outbuilding At Bridge Lane Stowe By Chartley.

Resolved that the Council note this application.

216/18 Bank reconcilliation.

Resolved to approve the Bank Reconcilliation as a true record.

217/18 Changes to banking arrangements.

Resolved to pay £12,000 into the Unity Trust account and close the Lloyds account when all items have cleared, transferring the remaining balance to Unity Trust current account.

218/18 Expenditure against budget.

The Council noted that the income was greater than planned due to a County Council grant but legal charges, the Housing Needs Survey, new computer and cooperation with other authorities would lead to expenditure being £3,000 + over budget.

Resolved to note the latest financial position.

219/18 Arrangements for cleaning bus shelters.

Resolved that a) cleaning of the floor and inner walls would be carried out monthly.
b) Clerk to arrange within budget of £60pa.

220/18 Maintenance of verge at Hixon end of Broadmore Lane.

Resolved to add this area to the Mowing Contract with the verge cut annually and a full width cut every third year, starting in 2019.

221/18 Grass Mowing Contract.

Resolved that the Clerk gets quotes for the next meeting.

222/18 Collaborative arrangements with Parish Council groups around Blithfield and Brocton.

Resolved that the Clerk work with both Blithfield and Brocton Parish Councils to arrange exploratory meetings.

223/18 Initiatives to improve contact with parishioners.

Resolved that the Clerk arrange a stand at the Stowe fete and, as well as the Annual Parish Meeting, a November Parish Meeting with an open forum.

224/18 Purchase of laptop computer for use by Chair.

Resolved that a) the Clerk investigate if the clerk's old computer could be refurbished to provide a suitable machine for the Chair to use on Council business.
b) the Vice Chair holds backup memory sticks in future. Clerk to demonstrate use.

225/18 Budget for 2019/20.

Resolved to a) have an open, public, session prior to the meeting on 22nd January at which the RFO would present the budget issues so that members of the public could give their views.
b) arrange a Council meeting for 29th January at which the only item would be the budget.

226/18 Investment Strategy and Policy (Fin Reg 8.5)

Resolved to consider this item on 29th January.

227/18 January Newsletter.

Resolved that a) the Clerk would work with Cllr. Meddings to improve the WW1 article,
b) the St John's piece be put back until the next Newsletter,
c) the Clerk would involve Members in updating the distribution list,
d) the Newsletter to be distributed to arrive with residents on 7th January.

228/18 Members of the press and public were excluded during consideration of item 229/18 on the grounds of confidentiality.

229/18 Clerk's appraisal.

Cllr. Mrs. Hurdle reported on the Employment Committee's recommendations.

The Clerk was complimented on his work and the Committee were recommending that the Clerk's hours and salary should be increased from the beginning of the next financial year.

Resolved to a) increase the Clerk's SCP by one point and increase the weekly hours by 30 minutes from 1st April 2019.

b) approve the Clerk's attendance at the Practitioners' Conference,

c) to change the Clerk's Job Description by deleting scored through wording and adding underlined wording in the following paragraphs:

3. To draft annual budgets, ~~and prepare monthly~~ quarterly variance and monthly bank reconciliation reports.

7. To attend all meetings of the Council and all meetings of its committees and sub-committees. ~~To set up the meetings and produce Minutes of those meetings. To attend such meetings and prepare Minutes for approval.~~

8. ~~To attend all meetings of the Council and all meetings of its committees and sub-committees.~~

20. To be responsible for the maintenance of Council assets and carry out, with member/s, an annual check of assets and a risk assessment of the playing field before the Village Fete.

23. To be the Data Controller Compliance Officer for data protection legislation.

24. To oversee Cyber Security for the Council

230/18 The following schedule of payments was authorised.

Item	Net	VAT	Gross	
J. Blount. Salary & expenses	384.79	6.61	391.40	
HMRC	61.00	0	61.00	
SLCC Practitioners' Conference (1 day)	105.00	21.00	126.00	
SLCC. subscription	89.00	0	89.00	

231/18 Correspondence.

Resolved to note the following correspondence:

NALC. Newsletter. Spring conference. CEO's bulletin.

SLCC Briefings. Branch meeting. Positivity Training.

SPCA Briefings.

IIMC Briefings.

Unity Trust Bank. Increase in fees.

Rural Services Network. Briefings. Funding

Staffs CC. Highways updates. Newsletter.

SBC. Carol Service. Precept. Electoral Register. Parish Forum.

HM Land Registry. Webinars.

Staffordshire Playing Fields Assoc. Increase in subs.

CPRE. Green Clean campaign. Lost landscapes. Countryside Voice. Fieldwork.

Lite-Ltd. Tree lighting.

Inevent Branding Ltd. PR

Plantscape. Plant containers.

Broxapp. External furniture

HAGS UK Play equip.

Noticeboards Online.

Mr. Lyons. Agenda request.

232/18 Date of next meeting. 22nd January 2019 at 7pm.

Meeting closed at 21.35pm