

# Stowe By Chartley Parish Council

Minutes of the meeting of Stowe by Chartley Parish Council held on 22<sup>nd</sup> January 2019 in Stowe by Chartley Village Hall.

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

Also in attendance. About 30 residents and J. Blount. Clerk/RFO.

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

## **Public participation.**

Mr. J. Heselwood, Policy & Development Manager of Cheshire Community Action, gave a presentation on his analysis of the results of the Stowe by Chartley Parish Housing Needs Assessment.

Questions were asked about local housing needs and the availability of the consultants full report.

The Chair thanked Mr. Heselwood for the presentation.

The Responsible Financial Officer of Stowe by Chartley Parish Council gave a presentation on the budgetary issues facing the Council.

Questions were asked about past precepts and the association with Hixon Parish Council.

The Chair thanked the RFO for the presentation.

## **1/19. Apologies.**

There were no apologies.

## **2/19. Declarations of Interest.**

There were no declarations of interest.

## **3/19. Written applications for dispensations under the Localism Act 2011.**

There were no applications.

## **4/19. Minutes of the meeting held on 4<sup>th</sup> December 2018 in Stowe by Chartley Village Hall.**

Resolved that the Minutes be accepted as a true record.

## **5/19. Matters arising from the meeting held on 4<sup>th</sup> December which are not otherwise on the agenda.**

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

Awaiting response from Chief Constable.

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

No further developments.

Resolved to discharge this item.

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

Awaiting County Council.

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

Awaiting Land Registry.

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

Clerk asked to report the blocked drain problem again.

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

No reply to letter.

Resolved that Clerk arrange to replace waymarker and reinstate top step.

**161/18 Play area maintenance tasks.**

Awaiting report of Wicksteed Play Area inspection.

**168/18 Asset inspection issues**

Awaiting contractor.

**169/18 Accounting procedures**

Council deregistered for VAT.

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

**170/18 Internal auditor**

Interim audit done on 18<sup>th</sup> December. No issues – including budget strategy.

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

Liased with Chair over web site issues.

The rewritten Heritage Walk leaflet was welcome but it was pointed out that the leaflets for the longer walks needed updating.

Resolved that a) Clerk distributes updated Heritage Walk Leaflets,

b) Clerk updates leaflets for the longer walks.

**217/18 Changes to banking arrangements – closing Lloyds a/c**

Cheque signed to transfer £12k to Unity Trust a/c. Account will be closed when all outstanding items are cleared.

**219/18 Arrangements for cleaning bus shelters.**

Issued new contract to contractor for monthly cleaning of the floor and inner walls of the bus shelter for £5 per visit.

Resolved to discharge this item.

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

Awaiting further developments from Blithfield Parish Council.

The Clerk gave a verbal report on the Brocton Group meeting.

Resolved that the Council will host the first annual meeting of the Trent Valley Collaboration Group which will be held on 5<sup>th</sup> June at 10.30am in Stowe by Chartley Village Hall.

**223/18 Initiatives to improve contact with parishioners.**

The Clerk has budgeted for and programmed Stowe fete stand and additional Parish Meeting in November.

Resolved to discharge this item.

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

Clerk has adapted the old laptop to access all Council documents using a bootable memory stick.

**229/18 Clerk's appraisal.**

The Clerk's Job Description has been updated and the Clerk's contract will be updated for the April meeting.

Resolved to discharge this item.

**6/19. Standing Items:**

**Inspection Report.** The inspection report will be presented at the meeting on 29<sup>th</sup> January.  
**Neighbourhood Watch report.** No report.

**7/19. Chairman's announcements.**

Cllr. Mrs. Grimes said that she had chosen March 19<sup>th</sup> at 7pm as the time and date for the Parish Meeting.

**8/19. Questions from Councillors.**

Cllr. Welch asked if a letter of thanks could be sent to Mr. and Mrs. Reed for their public service in repairing a sign.

**9/19. Planning applications and appeals.**

App. 19/29865/HOU and 19/29866/LBC. Proposed alterations to the existing access including proposed new wall and gates and retention of a close boarded fence along neighbouring boundary at Old Hall Farmhouse, Drointon.

Resolved to note this application.

**10/19. Report on the Housing Needs Assessment.**

The Council considered Mr. Heselwood's report.

Resolved a) to adapt Mr. Heselwood's presentation and put it on the web site,  
b) to put a redacted copy of Mr. Heselwood's report on the web site,  
c) to contact Stafford Borough Council to explore options.

Cllr. Mrs. Finney left the meeting.

**11/19. Casual vacancy arising from the resignation of Mr. C. Tilston.**

Resolved not to fill this vacancy. Item discharged.

**12/19. Date for the Annual Meeting of the Council.**

Resolved that the Annual Council Meeting will be held on 21<sup>st</sup> May at 7.30pm.

**13/19. Draft Newsletter.**

The distribution list had been updated and should include every household in the Parish. The Clerk thanked Cllr. Meddings for his help with the WW1 article in the January newsletter.

Distribution to take place in time to advertise Annual Parish Meeting on 19<sup>th</sup> March and before 26<sup>th</sup> March to avoid purdah period.

Resolved to approve the March draft subject to the size of the picture of the deeds being reduced and a transcript included in the text.

14/19. The Council resolved to exclude Members of the press and public during consideration of items 15/19 and 16/19 on the grounds of commercial confidentiality.

**15/19 Quotes for Grass Mowing Contract Including Broadmore Lane.**

Resolved to commission Perennial Landscapes to carry out the work.

**16/19. Quotes for tree and hedge work.**

Resolved to commission Trent Grounds Maintenance to carry out the tree work but to exclude the hedge planting.

**17/19. Bank reconciliation.**

Resolved to accept the Bank Reconciliation as a true record.

**18/19. Authorisation of payments.**

Resolved to approve the following payments.

Item	Net	VAT	Gross	
J. Blount. Salary & expenses	502.39	0	502.39	
HMRC	64.00	0	64.00	
Total Electrical Services, PAT testing	25.00	5.00	30.00	
TGM, Minor Highways Work	405.45	81.09	486.54	

**19/19. Correspondence.**

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

**SLCC** Briefings. conference.

**SPCA** Briefings.

**IIMC** Briefings. International Symposium Stratford on Avon 6<sup>th</sup> & 7<sup>th</sup> June

**Rural Services Network.** Briefings. Funding

**Staffs CC.** Newsletter. Mowing savings put back to next year.

**SBC.** Precept. Electoral Register. Mayor's Quiz Night, Xmas cards. Digest. Civic Amenity request.

Mayor's Charity Lunch. Election Notices.

**Brocton PC.** Collaboration meeting.

**Staffordshire Police.** 8 week course giving an insight into policing in Staffordshire.

**Police & Crime Commissioner.** Xmas card.

**Ordnance Survey.** Newsletter.

**CPRE.** Save our Soils. Women in the Countryside event – London.

**Clerks and Councils Direct.** Newsletter.

**Western Power Distribution.** Winter resilience. Stakeholder Workshop – Birmingham 12 Feb

**Proludic, elbe, Creative Play, Sutcliffe Play.** Play equipment.

**Glasdon.** Street furniture.

**Viking.** Catalogue.

**Lite-Ltd.** Lighting.

**Plantscape.** Plant containers.

**Broxapp.** External furniture

**Noticeboards Online.** Noticeboards.

**Village Chiropractice.** Request for advertisement.

**Mrs. Munro.** Compass

**20/19. Next meeting** at 7.30pm on 29<sup>th</sup> January 2019.

Meeting closed at 22.00hrs.