

Stowe By Chartley Parish Council

Minutes of the meeting of Stowe by Chartley Parish Council held on 2nd October 2018 in Stowe by Chartley Village Hall.

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

Also in attendance. Cllr. J. Francis, three residents and J. Blount. Clerk/RFO.

Cllr. Mrs. Beatty sent her apologies.

Public participation.

Disappointment was expressed about the lack of the promised presentation about Neighbourhood Watch. There was criticism about the cost of the Housing Needs Survey and doubts cast about it being anonymous. The geographical scope of the survey was also raised.

131/18. Apologies.

Apologies were received from Cllr. C. Tilston

Resolved to accept the apologies.

132/18. Declarations of Interest.

There were no declarations of interest.

133/18. Written applications for dispensations under the Localism Act 2011.

There were no applications.

134/18. Minutes of the meeting held on on 4th September 2018 in Stowe by Chartley Village Hall. Cllr. Francis had sent his apologies but due to email issues these had not been received.

Resolved that, with the addition of Cllr. Francis's apologies, the Minutes be accepted as a true record.

135/18. Matters arising from the meeting held on 4th September which are not otherwise on the agenda.

93/18 Neighbourhood Watch coordinator.

Resolved to follow up the issue of the missing presentation with the police representative.

76/18 Rural Exception Site. (Housing Needs Assessment)

The Clerk pointed out that there were remedies to hostile communications under the Malicious Communications Act 1988 and the S127 of the Communications Act 2003.

Resolved that the Clerk a) send out a letter of explanation to all residents to clarify survey issues.

b) provide all Members with a list of addresses to collect completed returns from.

019/16 Water on road, Stowe Lane.

Awaiting County Council.

292/17 Rights of Way Order on airfield.

Awaiting determination of request for direction by the Planning Inspectorate.

335/17 Registration of St. Johns Close land.

Awaiting Land Registry.

118/18 Flooding issue on C0037 at Drointon.

Land adjacent to pool cleared. No flooding issues.

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

Awaiting work by landowner. Clerk to check.

129/18 Banking changes.

£1,000 transferred from Lloyds a/c to cover administration cheque.

New Unity Trust a/c established and all facilities checked.

All Members on mandate.

141/18 Local Plan consultation.

No response from Borough Council.

Resolved to discharge this item.

142/18 Parish Forum.

Clerk reported on an excellent forum.

143/18 Salt piles on C0037.

Awaiting County Council response. Unlikely to be positive but Parish Councils could collect salt from the depot at nominal price.

149/18 Clerk's appraisal.

Employment Committee to meet at a date to be agreed.

161/18 Standing Items:

Inspection Report and Clerk's report.

Report showed need to put new strimming protection and remove grass around the legs of the play equipment. Also to cut back trees.

Clerk reported that a new battery and pads had been fitted to the defibrillator and he was talking to the support company about spare pads.

Resolved that the Clerk a) arrange for the identified work to be carried out,
b) research rabbit problem with other clerks.

Neighbourhood Watch report.

Resolved to review item at next meeting.

162/18 Chairman's announcements. Cllr. Mrs. Grimes made the Council aware of the need to address the issue of maintenance of the triangle of grass on the east side of Broadmore Lane at the junction with Lea Road.

163/18 Questions from Councillors. There were none.

164/18 Planning applications and appeals.

The Clerk reported on Green Man and E.L.Cooper planning issues.

165/18 Bank reconciliation.

Resolved to accept the bank reconcillitation as a true record.

166/18 Accounts for payment.

Item	Net	VAT	Gross	
J. Blount. Salary & expenses	515.86	9.70	525.56	
HMRC	64.00	0	64.00	
Stafford Borough Council, civic amenity	237.50	47.50	285.00	
Trent Grounds Maintenance, mowing	161.50	32.30	193.80	

Resolved to authorise the above payments.

167/18. Performance against budget. (Fin Regs 17 c)

The administration costs exceeded budget due to Housing Needs Survey but grants and underspends in other areas reduced overall overspend.

Resolved to note RFO's budgetary report.

168/18. Asset Inspection report.

Spare defibrillator pads to be provided free by support agency in compensation for previous delay in providing spares.

- Resolved that a) Clerk commission the work identified in the report.
b) explore the possibility of selling a spare printer.

169/18. Internal arrangements and accounting procedures.

The RFO reported that he had been alerted to new Making Tax Digital scheme by HMRC. Although initial research suggested that there would not be a problem the RFO consulted a VAT expert at the Cheshire Conference and there is still some considerable doubt about the £85k minimum limit applying to Local Councils. The Council first registered for VAT because the quarterly returns were less bureaucratic than the special arrangements for Local Councils. The Internal Auditor now asks for VAT details and the interest rates make quarterly claims less important.

Resolved to deregister for VAT.

170/18. Appointment of internal auditor.

- Resolved to a) appoint Mr. Toplis as internal auditor.
b) ask Mr. Toplis to carry out audit in line with codes of practice.

171/18. Risk Assessment.

The Clerk advised that he had sought advice from the insurance specialist at the Cheshire Conference and been told that trees should be inspected every 3 – 5 years. The Council is not insured for the cost of removing a fallen tree. A discussion took place about the role of insurance in reducing the risks faced by the Council.

Resolved to implement the following improvements identified in the Clerk's report:

- a) Date Breach insurance to be added to policy.
- b) Risk assessment to be carried out prior to village fete. This will not remove the need for the fete organisers to carry out their own risk assessments and arrange their own insurance.
- c) Promote benefits of being a Councillor.

172/18. General Data Protection Regulations and the Cyber Crime.

- Resolved to a) put the draft General Privacy Notice on the Council's web site.
b) give the draft Privacy Notice to employees, workers, volunteers, contractors, agents, and

- other role holders within the council including former staff and former councillors.
- c) not appoint a DPO but to ask the Employment Committee to advise on appointing the Clerk as Data Protection Compliance Officer.
 - d) review the Data Audit when there are changes in personnel or systems and, in any case, annually.
 - e) adopt a Data Protection Policy adapted from a model document, Appendix 8, in the GDPR Toolkit.
 - f) adopt the latest Standing Orders and produces draft policies and documentation in compliance.

- Resolved to
- a) remove pictures of individuals be removed from the website gallery.
 - b) update the Council's Publication Scheme.
 - c) update the Xara web design software.
 - d) use two password protected memory sticks to hold backups and swap these at each parish council meeting.
 - e) take out Data Breach Response insurance.
 - f) ask the Employment Committee to advise on the Clerk being tasked with overseeing Cyber Security for the Council.

173/18. Council communication with residents.

- Resolved to
- a) follow up Newsletter article about Housing Needs Survey with letter to all residents giving a further explanation of the procedure.
 - b) discontinue the Guide for Residents.
 - c) update Web site package,
 - d) further consider advertising businesses on the web and in the Newsletter.
 - e) not establish Facebook or Twitter accounts.

174/18. Proposed diversion of FP 1620 at Upper Farm, Drinton, to take it along field edge north of present route.

Resolved to advise the County Council that the Parish Council welcome this diversion.

175/18. Revision of Drinton Walk leaflet.

Resolved that the walk leaflet for the extensive walk which includes Hixon and Blithfield parishes be discontinued.

176/18. Arrangements for letting Minor Highways contract.

Resolved that Clerk commission the work in the agreed contract.

177/18. Invitation from Blithfield Parish Council to a meeting regarding highways maintenance.

Resolved that the Council agrees to a meeting with Blithfield Parish Council. Clerk to liaise on format, time and venue.

178/18. Tesco Bags of Help scheme.

Resolved to consider suitable projects within the budget discussion.

179/18. Correspondence.

- NALC. Newsletter.
- SLCC Briefings. Training meeting at Weston.
- SPCA Briefings.
- IIMC Briefings.
- Cannock Chase AONB. Conference.

Fire & Rescue Service. Conference.
Information Commissioner. Latest news.
Mr. Toplis, Internal auditor. New VAT legislation.
Rural Services Network. Briefings.
Staffs CC. Highways updates. Newsletter. Bus service changes. Finance report.
SBC. Forum. Members' Digest.
Scribe. Training.
HM Land Registry. Webinars.
Clerk & Councils Direct. Newsletter. Legal Library offer.
Staffordshire Police. Online surgery.
CPRE. Green Clean (Stafford).
Plantscape. Plant containers.
Creative Play and HAGS UK Play equip.
Residents. Enquiries about survey and duplicate newsletter.

180/18. Date of next meeting. 6th November 2018 at 7.30pm.

Meeting closed at 22.20hrs.