

ECCLESHALL PARISH COUNCIL

May 20th, 2015

A meeting of Eccleshall Parish Council was held on May 20th, 2015 at Eccleshall Community Centre, at 7.30pm. This meeting was followed by a meeting of the Planning Committee at 8.45pm.

72/15). Present were:-	Councillor D. Pimble (Chairman)	Councillor G. Garner
	Councillor P. Mullee	Councillor L. Taylor-Potts
	Councillor E. Amos	Councillor B. Delanchy
	Councillor P. Baskerville	Councillor M. Starkey
	Councillor D. Jacques.	Councillor C. Marshall
	Councillor D. Dyer	Councillor B. Davies
	Mrs C. Heelis (Clerk)	1 member of the public
	County Councillor Chapman.	

Apologies were received and accepted from Councillors Dodkins, Langford and Jones together with Borough Councillor Pert.

The meeting opened with prayers

73/15). Election of Chairman and Vice-Chairman:-

In the absence of the former Chairman, Mr Dale, Councillor Pimble took the Chair for the election of the Chairman.

Members had been notified prior to the meeting that there was only one candidate for the Office of Chairman. Councillor D. Pimble was duly elected as Chairman for the ensuing year.

Vice-Chairman:- Two nominations had been received in respect of Councillor M. Dodkins and Councillor G. Garner. A ballot was undertaken and Councillor G. Garner was elected as Vice-Chairman for the ensuing year.

The Chairman welcomed the new members and Mrs Heelis was asked to send the best wishes of the Council to Councillor Dodkins who was in hospital.

74/15). Signing of Declarations of Acceptance of Office:- Those members present signed the relevant forms. It was agreed that Councillors Langford, Jones and Dodkins would sign the Declaration of Acceptance of Office forms in the presence of the Clerk, or at the meeting of the Planning Committee on June 3rd, 2015. Mrs Heelis requested that all members complete the Declaration of Pecuniary Interests and Personal Interest Forms as soon as possible for submission to the Borough Council.

75/15). To appoint Committees and Liaison Representatives:-

It was noted that the Chair and Vice-Chair of the Council were members of all Council Committees.

Planning Committee	All Councillors
Traffic Management Committee	Councillors Pimble, Taylor-Potts, Amos, Garner, Jones, Starkey, Dodkins, Jacques, Langford and Dyer, together with a co-opted member (Business Focus Group).
Enhancement Committee	Councillors Pimble, Baskerville, Delanchy, Amos, Garner, Mullee, Dodkins, Starkey, Langford, Davies and Dyer, together with co-opted member – Mr G. Dale.
Policy and Resources	Councillors Pimble, Jones, Garner, Mullee, Starkey, Amos, Dodkins, Jacques, Langford, Marshall, Davies and Dyer.
Footpaths Committee	Councillors Baskerville, Mullee, Starkey and Marshall together with co-opted members – Mr N. Davenport, Mr G. Clowes and Mr D. Smith.
Staffing Committee	Councillors Pimble and Garner
Croxton Playing Fields	Croxton Councillors
Allotments	Councillor Starkey.
Ecclian Society	Councillor Jones
Business Group	Councillor Jones
Press Officer	Councillor Jones
Tourism Bureau	Councillor Jones

Internal Auditor	Councillor Jones
Eccleshall Community Centre	Councillors Amos, Garner and Jacques
Parish Councils Assoc.	Clerk
Parish Forum	Clerk
Police Liaison Officer	Clerk
Independent Internal Auditor	Mrs Julie Hill
Newsletter Editorial Team	Councillors Pimble and Baskerville
Children & Young Peoples	Councillor Dodkins
Champion	
Slindon residents	Councillor Dodkins
Bishop Lonsdale School	Councillor Langford
Eccleshall First Responders	Councillor Jacques
Offley Hay Village Hall	Councillor Taylor-Potts

76/15).To Consider the Councils Deeds and Insurances:- This item was referred to the Policy and Resources Committee.

77/15). To consider Councillor requests for dispensations:- There were no requests to receive.

78/15). Public Participation:- The member of the public present did not wish to address the meeting.

79/15). To confirm the minutes of the Council Meeting held on April 15th, 2015 and the Parish Meeting held on April 29th, 2015:- The minutes, which had been circulated with the agendas were agreed and signed.

80/15). Reports from Borough and County Councillors:-

County Councillor Chapman spoke of his role as a County Councillor for the Division and indicated that he was Chair of the Police and Crime Panel, and a member of the Fire Authority and the Corporate Scrutiny Committee. Councillor Chapman referred to the resurfacing of Castle Street and Stafford Street proposed to take place in July 2015 and expressed regret that Chris Mitchell was leaving Staffordshire Highways to take up a new role elsewhere. Grants were available from the Community Fund for local projects and groups were advised to apply early.

A bus stop sign was to be erected on the Stafford Road on the Eccleshall side of Green Lane and Councillor Chapman agreed to enquire whether the bus stop sign on Green Lane could be moved further along the road to avoid problems with visibility when exiting Caroline Court.

81/15). Committee Reports:-

It was noted that Chair and Vice-Chairs of Committees would be appointed at the next committee meetings. The Clerk had circulated minutes from past meetings of the committees to the new members to give an indication of the projects and issues addressed by each committee.

Traffic Management Committee:- Councillor Taylor-Potts reported that the next meeting would be held on July 1st, 2015, following the meeting of the Planning Committee. The Clerk was asked to thank Chris Mitchell for his support and assistance during his role as Community Liaison Officer.

Enhancements Committee:- The date of the next meeting was to be notified.

Policy and Resources Committee:- Councillor Garner reported on a meeting of the Committee held on May 6th, 2015. The Committee had reviewed The Council's Standing Orders, Financial Regulations, Code of Conduct, Financial Risk Assessments and Internal Audit Controls and recommended the Adoption of the revised documents.

Standing Orders:- The following changes were highlighted:-

- a), The Public Bodies (Admission to Meetings) Act 1960 had been amended by the Openness of Local Government Bodies Regulations 2014 to provide that a person may not orally report or comment about a meeting as it takes place if he is present at the meeting of a parish council or its committees but may otherwise:-
- Film, photograph or make an audio recording of a meeting;
 - Use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
 - Report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.

It was resolved to adopt the above addition to Standing Orders with the following addendum:-
Providing that:-

1. The above activities do not disrupt the progress of the meeting, and
 2. Those present are advised prior to the commencement of the meeting of the intention to film, photograph or make an audio recording of the meeting.
- b). Ordinary Council Meetings
In an election year the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office to replace:-
- In an election year the annual meeting of the council shall be held on the next Wednesday following the fourth day after the ordinary day of elections to the council. (This change was necessary as it was possible not to call a meeting giving the requisite notice, so soon after the election).*
- c). The Council resolved that Standing Orders regarding voting on appointments or the election of Officers of the Council where more than two persons have been nominated for any position to be filled by the council remained unchanged i.e. the 'first past the post' system will be used by voting for one candidate only with a (X), the successful candidate being the one with the most votes.

The Standing Orders as amended were adopted by the Council.

Financial Regulations:- The Council adopted the revised regulations, which would allow the Clerk to be appointed as Service Administrator for the purpose of accessing online banking to view bank statements and transfer money between the Council's accounts.

Code of Conduct:- The Council resolved to adopt the revised Code of Conduct, which outlined the procedures for registering and declaring interests and the granting of dispensations.

Financial Risk Assessment and Internal Audit Controls:- Mrs Heelis had amended the documents to take account of the application for on-line banking and the Council adopted the revised documents.

The Committee had discussed the following Items raised by Mr Ranson on 18/2/15

- **Mr Ranson requested that Standing Orders were put on the Parish Council website –** The committee had deferred a decision on this item to the meeting of the Parish Council on May 20th, 2015. After some discussion it was agreed that the revised Standing Orders would be made available on the Parish Council website
- **Mr Ranson requested that Committee minutes were also available on the Parish Council website:-** After some discussion it was considered that it could be misleading to publish the minutes of committee meetings on the website and it was unnecessary as committee minutes were not ratified until the following Parish Council Meeting, when the recommendations were discussed and formed part of the Minutes.
- **Mr Ranson had commented that more should be done to ensure that recipients of Parish Council grants attended the Annual Parish Meeting to explain how the funds had been used –** The Council considered that the current procedure for applying for funding was adequate. The application form indicated that a condition of receiving funding was that a representative of the group should give a short presentation at the Annual Parish Meeting to which invitations were sent out several weeks in advance.

Footpaths Committee:- The date of the next meeting was to be notified.

Diversion of Bridlepath at Lipleigh Heath:- Mrs Heelis reported that despite the support expressed by the Parish Council for the proposed diversion of Bridlepath 131 the diversion could not be implemented as the landowners, The Church Commissioners, were opposed to the proposed diversion. Mrs Heelis had advised Mrs Powell that the Parish Council was unable to offer any further guidance or advice in this instance.

82/15). Liaison Representatives – There were no reports to receive from Offley Hay Village Hall, The Tourism Bureau, Bishop Lonsdale School or Young People.

Allotments Association:- Councillor Starkey reported on a meeting of the Association held on April 27th, 2015.

- Plots 63 and 64 had now been taken
- Theft of tools from the site had been reported and a sign was to be erected to ensure the gate was closed at all times.
- The use of the rotavator and other items were to be at the user's own risk and the use of protective wear was advised.
- New projects included a replacement gate and the installation of chicken mesh to keep out the rabbits.
- A social event and a barbecue were planned
- Raised kerbstones at the entrance to the site were to be reported to the Highways Hotline

Eccleshall Community Centre:- Councillor Amos reported that at the AGM on May 11th, 2105 the current officers and members had been re-elected with the addition of Mr L. Stuart. Mr C. Jones was to continue as the Auditor.

Ecclian Society:- Councillor Baskerville reported that the baskets would be erected on June 7th, 2015 at 10am when volunteers would be welcome. The Open Gardens would be held on June 13th and 14th between 10am and 4pm.

83/15). Parish Council Newsletter June 2015:- The Clerk circulated copies of the draft newsletter and requested any comments or amendments by Friday May 22nd.

84/15). Clerk's Report and Correspondence:

Complaint from Mr Griffiths:- Mrs Heelis read an email from Mr Griffiths of Mount Pleasant Farm, Croxton. Mr Griffiths considered that land had been misappropriated and requested that Councillor Delanchy resigned or formally apologised. Councillor Delanchy indicated that he had tidied up the area for ease of maintenance, had since contacted Mr Griffiths and received a letter from Stafford and Rural Homes. It was agreed that this matter was not the concern of the Parish Council and no further action was necessary.

Trees – Eyeswells Footpath – A quotation had been obtained from Rob Keyzor to remove several conifers and Robinias overhanging properties on Churchfield Road. However, one landowner had indicated that he did not wish the trees at the rear of his property to be removed. It was agreed that the Enhancements Committee would consider this matter further as the trees could not be felled now until the autumn due to nesting birds.

Tithe Map Digitisation Project:- The Friends of Staffordshire and Stoke on Trent Archive Service were seeking assistance with funding towards the digitisation of Tithe Maps for the area. The total amount required was £1,280 although any contribution would be welcome. This item was referred to the Policy and Resources Committee for further consideration.

Training Sessions:- Councillor Davies was to attend a training session for new councillors on May 27th and Councillors Marshall and Dyer would attend on June 17th, 2015.

Supported Bus Service Update:- Mrs Heelis read a letter from Mark Winnington, Cabinet Member for Economy, Environment and Transport concerning a review of bus services, currently subsidised by the County Council, which would be subject to alterations from September. These local services included 436 Stafford to Market Drayton and 432 Stafford – Eccleshall – Woodseaves, which were part of the wider Stone Tender currently being reviewed. The objective being to provide links, where feasible to meet customer demand to town centres.

85/15). Chairman's Report:- Councillor Pimble referred to the fact that no item was included on the Parish Council Agenda to allow Any Other Business and that any member wishing to add an item should contact the Clerk or write a letter to be raised under correspondence. Councillor Pimble had attended the Mayor Making Ceremony in Stafford on Saturday.

86/15). Accounts:- It was agreed that Councillors Garner and Marshall should be added to the Bank Mandate as Signatories for the Council accounts.

The following accounts paid since the last meeting were approved by the Council:-

R. Smith - repairs to clock plinth (Insurance payment)	1730.00
TGM Grasscutting - <i>Open Space Act 1906 s.10</i>	253.80
Rob Keyzor work to tree on Bishops Court – <i>Open Space Act 1906 s.10</i>	234.00

LCR Subscription renewal – LGA 1972 s. 111 17.00

Authorisation was requested for payment of the following accounts:-

Salaries & associated costs - LGA 1972 s. 112	2592.76
Expenses - Local Government (Financial Provisions) Act 1963	69.00
B.T. Telephone Bill - LGA 1972 s.111	148.02
Rob Keyzor work on Eyeswells – Open Space Act 1906 s.10	1350.00
SPCA Good Councillor Guides - LGA 1972 s111	9.00

All were in favour and the cheques were signed.

87/15). Items/Date and Venue for next meeting:- June 17th, 2015, Offley Hay Village Hall, 7.30pm.

There being no further business, the Chairman declared the meeting closed at 8.45pm.