

ECCLESHALL PARISH COUNCIL

May 16th, 2018

A meeting of Eccleshall Parish Council was held on May 16th, 2018, at Eccleshall Community Centre, at 7.30pm. This meeting was followed by a meeting of the Planning Committee at 9.40pm.

- 52/18). Present were:-**
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| Councillor G. Garner (Chairman) | Councillor T. Price |
| Councillor A. Le Monnier | Councillor J. Leather |
| Councillor R. Langford | Councillor P. Alcock |
| Councillor J. Jones | Councillor B. Delanchy |
| Councillor C. Marshall | Councillor L. Dale |
| Councillor P. Baskerville | Councillor E. Amos |
| Councillor P. Mullee | Councillor P. Jones |
| Mrs S.J. Worden (Clerk) | |

Apologies were received and accepted from Councillor Jacques and County Councillor Pert.

The meeting opened with prayers

- 53/18). Election of Chairman and Vice-Chairman:-**
Councillor P. Jones took the Chair for the election of the Chairman.
There was only one candidate for the Office of Chairman. Councillor G. Garner was duly elected as Chairman for the ensuing year.

Vice-Chairman:- Councillor Garner requested nominations for the Office of Vice-Chairman - only one nomination was received and Councillor P. Jones was elected as Vice-Chairman for the ensuing year.

- 54/18). Signing of Declarations of Acceptance of Office:-** The appropriate forms were duly signed.

- 55/18). To appoint Committees and Liaison Representatives:-**
It was noted that the Chair and Vice-Chair of the Council were members of all Council Committees. In the absence of Cllr. Jacques, he was retained in all committee and representative roles from the previous year.

Planning Committee	All Councillors
Traffic Management Committee	Councillors P. Jones, Amos, Garner, J. Jones, Jacques, Langford, Leather, Price, Le Monnier, Alcock and Dale.
Enhancement Committee	Councillors Baskerville, Amos, Garner, Mullee, Langford, Marshall, Price, Le Monnier Alcock and L. Dale, together with co-opted member – Mr G. Dale.
Policy and Resources	Councillors Garner, Jones, Mullee, Amos, Jacques, Langford, Marshall, Alcock, J. Jones, Price and Le Monnier.
Footpaths Committee	Councillors Baskerville, Mullee, Leather, Marshall and Alcock, together with co-opted members – Mr N. Davenport and Mr D. Smith.
Staffing Committee	Councillors Garner, Baskerville and P. Jones
Croxton Playing Fields	Croxton Councillors
Allotments	Councillors Garner and Price
Eccleshall Community Centre	Councillors Amos, Jacques and Price
Parish Councils Assoc.	Clerk
Parish Forum	Clerk
Police Liaison Officer	Clerk
Eccleshall First Responders	Councillor Jacques
Offley Hay Village Hall	Councillor Le Monnier
Press Officer	Councillor P. Jones
Tourism Bureau	Councillor P. Jones
Ecclian Society	Councillor P. Jones
Internal Auditor	Councillor P. Jones

Independent Internal Auditor	Mrs. Christine Heelis
Slindon residents	Councillor Leather
Children & Young Peoples Champion	Councillor Marshall
Croxton News	Councillor Langford
Newsletter Editorial Team	Councillors Baskerville, Garner and Jones

- 56/18). To Consider the Councils Deeds and Insurances:-** This item was referred to the Policy and Resources Committee for consideration.
- 57/18). To consider Councillor requests for dispensations:-** There were no requests to receive.
- 58/18). To review members Registers of Interest:-** Members were reminded to advise the Clerk of any changes to their circumstances that may require the details on their personal and pecuniary interests forms to be amended. All documents were available on the website.
- 59/18). Public Participation:-** There were no members of the public present.
- 60/18). To confirm the minutes of the Parish Council Meeting held on April 18th, 2018 and the Annual Meeting of the Parish held on April 25th, 2018.:-** The minutes, which had been previously circulated were agreed and signed with one amendment to indicate Cllr. Le Monnier's attendance at the Annual Meeting on April 25th.
- 61/18). Reports from Borough and County Councillors:-**
- Cllr P. Jones provided the following report:-
- Cllr. P. Jones has recently attended a number of events, including a presentation by Highways on Smart Motorways, the Sport for Stafford Awards, the Mayors Annual Fundraising Dinner, Chebsey Parish Council Annual Meeting, Stafford Borough Planning Committee, and the Annual meeting of Standon Parish Council.
 - As the Deputy Mayor for Stafford for 2018/19, he attended the recent Mayor Making ceremony along with Cllr J. Jones as the Deputy Mayoress.
 - Upcoming events include the Eccleshall Scouts Beer Festival on the 18th May, and a folk concert at Chebsey Village Hall on the 19th May. His regular monthly surgery will be held on 19th May.
- 62/18). Committee Reports:-**
- Traffic Management Committee:-** The next meeting will be held on June 6th, when the results of the parking survey will be discussed. A meeting with Richard Rayson from Highways has been arranged for the 23rd May.
- A councillor has received a complaint about the re-surfacing of Kerry Lane, which appears to have not been rolled or surface dressed following tarring of the surface. Residents are finding the tar is being walked into houses. The item will be added to the agenda for the highways meeting. It was advised that Standon Parish Council receive updates on pothole work in the County, and the Clerk will ask Mr. Rayson if Eccleshall Parish Council could be added to the circulation list.
- Enhancements Committee:-** The next meeting of the Enhancements Committee will be held on 4th July 2018. Cllr. Baskerville provided the following update:-
- Amey had completed the work to the bloom posts.
 - It has been noted that at Elford Car Park there is now an area where a large puddle is forming due to a dip in the surface. The Clerk has contacted Amey to see if they are able to revisit the site and level the surface.
- Policy and Resources Committee:-** The next meeting will be held on June 20th 2018.
- Footpaths Committee:-** The next meeting will be held on June 6th 2018. Cllr. Mullee had received an email complaining about footpaths in the Sugnall/Little Sugnall area that have been seeded by the landowner. It was noted that land crossing footpaths can be ploughed but should be reinstated by the landowner within 2 weeks. It was unclear whether the 2 week period has yet passed.

Repairs to Footpath 13 are ongoing – the Clerk reported that a new post and rails had been requested from the County Council, on the advice of Mr. Smith. Concerns were noted that moving forward, expected increases in workload may result in the Council needing to review how the footpaths are maintained, and whether further support is needed for Mr. Smith in order to facilitate the extra maintenance work that may be required. The Council **resolved** for members of the footpaths committee to discuss further options and to ask Mr. Smith for his ideas. It was noted that his years of experience and extensive knowledge of the local footpaths is invaluable to the Council.

63/18). Liaison Representatives:- There were no reports to receive from Eccleshall Community Centre, Offley Hay Village Hall, Tourism, Young People or Croxton News.

Allotments Association:- a meeting has been held, and a report will be provided at the next meeting in June.

Ecclian Society:- The following report was provided:

- To celebrate its 25th anniversary, a social event will take place on the 8th June.
- Donations are welcomed for this year's Tool Stall at the Eccleshall Festival. Donations can be delivered to Cllr. Baskerville from the 18th June onwards. It was noted that it is a popular stall and a good fundraiser for the Society
- The hanging baskets and Union Flags will be erected on the 3rd June. Volunteers are welcome, and are asked to meet at 72 High Street at 10am. Refreshments will be provided.

The Parish Council congratulated the Ecclian Society on their 25th anniversary and thanked them for their contribution to the Community.

Slindon Residents:- There has been no meeting. It was noted that the white lines on the A519 are still only partially completed, and the item will be added to the meeting with Richard Rayson to provide an update.

Eccleshall Festival:- Bookings are ongoing for the market stalls, and Eccleshall Scouts will be distributing the Festival programme. The community officer at Drake Hall has offered help from prisoners to support the running of the event. It was noted that the organisers are still short of a face painter. Thanks were given to Cllrs Dale and Amos for their work in organising stalls for the event.

Eccleshall Voluntary Car Scheme:- the scheme started on the 1st May, and on the 11th May Cllr J. Jones made the first journey to Stafford. It was noted that profits may be only £1 a trip, so it will take some time to gather funds to support ongoing costs. Nine drivers have volunteered, and eleven passengers have signed up so far.

64/18). To consider any New Development updates:-

Taylor Wimpey site:- Taylor Wimpey have made a request to the Parish Council to use the overflow car park at the Community Centre, fencing it off and making it accessible from the development for the use of contractors working on site. The car park would be securely fenced, with time restrictions in place for vehicles arriving and leaving, and no deliveries would be allowed through the car park. It was anticipated the car park would be required until September/October, and after its use would be returned to its previous or an improved condition. Mr. G. Dale as Chairman of the Eccleshall Community Centre had been notified and asked to feed back his response to the request. The Council discussed this at length and had a number of concerns about the request, including:

- The overflow car park was often needed for larger events, and is needed most Tuesdays and Thursdays, when there are 3 or more activities running.
- There may be health and safety issues to consider with the on-site nursery.
- How would the re-instatement of the car park be ensured.
- The car park is used at school drop off and pick up, and parents would struggle to find alternative parking.
- Any accidents or issues with the land may not be covered by the Community Centre insurance policy.

Whilst the Council appreciated the difficulties Taylor Wimpey were experiencing, it **resolved to refuse** permission to use the Community Centre overflow car park.

Bovis:- It was noted that houses did not appear to be selling quickly on the development. Footpath 17 that runs along the boundary is still a problem with regards to flooding. Local residents will be meeting with the County Council on site to discuss the issue and feedback will be provided to the Parish Council in due course.

Roundabout Feature:- The deposit for the Eagle sculpture has been paid and acknowledged by the artist, and work will shortly commence. The Clerk is liaising with Cllr. Pert and Mr. Richard Rayson in order to submit the relevant paperwork for the section 50 licence.

Cross Butts:- It was noted that car parking issues are reducing and the drier weather is also helping to reduce flooding issues. Repairs to The Crescent road surface are still urgently required, and the Clerk will add the issue to the agenda for the meeting with Mr. Rayson.

65/18). Update regarding relevant policies to comply with upcoming GDPR regulations.

Since the last meeting, there has been an amendment to the Data Protection Bill which now exempts all parish and town councils and parish meetings from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation. However, it may be considered good practice to appoint a DPO to support the Council in their compliance with the GDPR. The Clerk advised that a set of policies, notices and forms have been compiled to ensure the Council's adherence to the upcoming GDPR, and these are listed in the Clerks report. They will be issued to all members for review and formal adoption once the Bill has been passed and the final legal references have been finalised and updated in the relevant documents. The Clerk is undertaking a data audit to ensure full compliance with the new regulations.

66/18). To consider the unsuitable condition/usage of land by business in Croxton.-

After concerns were reported to the condition of the roads in Croxton due to mud deposited by a local company, LJ Plant, the police visited the owner to request the roads be cleaned. The Parish Council had also written a letter to request the same. Since the last meeting, it was reported that the roads directly by the property have been cleaned but deposits are still at the bottom of the hill. The drier conditions have improved the area and some of the deposits have been blown off to the side of the road. The Council were pleased to note that the actions of the Council and the Police have had some effect, and **resolved** to monitor the situation and discuss follow up actions if conditions worsen. The Clerk will write to the resident who raised the issue to advise the actions taken.

67/18). To provide an update to the Western Power proposed tree works to Elford common:- Cllr.

Garner and the Clerk met with Mr. Almond on the 24th April to review the proposed works. Mr. Almond was happy to retain and trim the Oak tree that was situated near the car park entrance to the common. There is also a group of sycamores which could be retained, but they would need to be severely cut back, which would look unsightly. With regards to removing of the brash, it was advised that the traffic from the large vehicles needed to access the area to remove the brash may cause more damage than the tracked vehicle that is used to chip the brash for spreading. An ecology survey has been requested prior to commencement of works, to provide recommendations to limit any environmental impact. The Council **resolved** to advise Mr. Almond to remove the sycamore trees, stack and retain the logs on site, and to chip and spread the brash subject to any recommendations from the ecology survey.

68/18). Update regarding Copmere picnic site and tree works:- Sugnall estate had recently re-mapped the area and were able to clarify the boundary lines between the common land and the estate. This has resulted in 4 trees that were previously marked as on common land now being identified as on the Sugnall Estate. These will be dealt with accordingly. The Clerk and Cllr. Garner are meeting with Mr. Stevenson from Balfours (the agents for Sugnall) on Monday 21st May, to clarify the boundary and discuss any further course of action. Feedback will be given at the next meeting.

69/18). To consider and appoint the internal auditor for the period April 1st 2018 to 31st March 2019:-

The auditor for 2017/2018 was Mr. Alan Toplis, who has been most helpful in his role as auditor for the Council and provided an excellent service. For 2018/2019 it was proposed to appoint Mrs. Christine Heelis as internal auditor. Charges are £25/hr. The Council **resolved to accept** the appointment of Mrs. Heelis and the Clerk will advise Mrs. Heelis accordingly.

70/18). To receive the Clerk's report and correspondence for consideration:-

The Council **resolved** to accept the Clerk's report, which had been previously circulated.

Correspondence for discussion included:-

- A resident had made a complaint regarding a recent festival held by the Royal Oak. Issues included the fact that no prior notice was issued to residents, excessive noise levels, rubbish left from smoker's butts and members of the public using the alley and resident garages as a urinal. The resident had contacted the Royal Oak who noted her concerns but advised that they were running a business. The Council noted there was no way to identify whether the members of the public were from the Royal Oak or other bars which were busy on that day. The Council **resolved** to contact the resident to advise their concerns have been discussed and noted, and if this becomes more frequent then it may be necessary to review the matter.
- The Eccles Society have concerns about the current poor condition of the old NatWest Bank and are writing to NatWest with their concerns and what action can be taken to improve the state of the property. The Council were asked to write to NatWest in support of the letter from the Eccles Society, and it **resolved** to support this proposal. It was noted that the Chief Executive of NatWest has advised Cllr. P. Jones that the property is expected to go on sale within the next 5 months.
- The Parish Council had received a donation of £10 from a local resident, who had expressed their thanks for the ongoing upkeep of the Eyeswells pathway. The Council resolved to write to express their thanks for the kind donation, and thought that the donation could be used to purchase bulbs to further enhance the area.
- Permission was requested to use the Eccleshall Crest for new signage on Eccleshall shopping arcade. The Council **resolved** to give permission for the use and the Clerk will provide a copy of the crest for use.
- The Clerk advised that a local CiLCA course is hoping to be arranged for commencement in September, and requested permission to book onto the course when it becomes available. The Council **resolved** to approve this course of action.

71/18). June Newsletter – update and approval of print costs:- Draft copies of the Newsletter were circulated to the Council, and any amendments noted. The Council **resolved to approve** the cost of £276 for printing 1800 copies.

72/18). Chairman's Report:-

- The Chairman attended the rescheduled Mayors fundraising dinner on the 2nd May, and the Stone Civic Dinner in April, as well as the Stafford Mayor Making Ceremony on the 12th May.

At this point, the Chair requested permission from the Council to extend the meeting past 9.30pm in line with the Standing Orders, and the Council voted in favour of continuation.

73/18). Accounts:-

Retrospective approval was granted for payment of the following accounts:-

SPCA – New Councillor Training Course - LGA 1972 s.111	20.00
Toplis Associates - Audit fee - Account and Audit Regs. 2015	185.70
Mr. Tim Roper – Eagle Street Art deposit, LGA 1972 s.137	4000.00

Accounts:- Mrs Worden circulated copies of the following:-

- The final accounts for 2017/18
- The summary Receipts and Payments Account
- Sections 1 & 2 of the Annual Return

- The Report from Mr Toplis, Internal Auditor
- Accounts for payment May 2018.

A1 – to receive the Internal Audit Report:- Copies of the report had been circulated to members in advance of the meeting. The report advised that there were no matters to be brought to the attention of the council. Reference was made to the need to address the new General Data Protection Regulations, which had been discussed and addressed in full at the meeting directly following the audit. Mrs. Worden was thanked for her efforts and hard work.

A2 – To approve the Annual Governance Statement (Section 1 of the Annual Return) - The Annual Governance Statement was considered by the Council and members agreed all matters had been adequately complied with.

A3 – To consider and approve the accounting statements:- (Section 2 of the Annual Return) – The statement of accounts was approved and signed by the Chairman.

A4 – Accounts for payment May 2018:-

Authorisation was sought for payment of the following accounts:-

S. Worden - Salary - LGA 1972 s. 112	1021.80
Expenses - Local Government (Financial Provisions) Act 1963	193.61
PAYE - LGA (Financial Provisions) 1963	22.20
NHI - LGA (Financial Provisions) 1963	119.02
Pension LG Pensions Scheme Regs. 1995	350.16
Subscription Local Council Review (NALC) - LGA 1972 s.111	17.00

All were in favour and the cheques were signed.

A5 - To note the LGPS employer contribution rate for 2018/19. The Clerk advised that the employer rate for 2018/19 had increased slightly to 23.40% from 1st April 2018. This was noted by the Council.

A6 - To consider the revised pay scales for the Clerk, as recommended by NALC. The Clerk reported a National Salary Award by the SLCC and NALC, backdated to 1st April 2018, with a further increase effective from April 2019. The Council **resolved to accept** the recommended increases.

74/18). Items / Date and Venue for next meeting:- June 20th, 2018, Offley Hay Village Hall, 7.30pm.

There being no further business, the Chairman declared the meeting closed at 9.40pm.