

**Minutes of the Annual Council Meeting**  
**Held in the Brearley Room on Monday 12 May 2014 beginning at 7.30pm**

Present	Cllr. R Greatrex (in the Chair)	Cllr. S Wallis
	Cllr. G Payne	Cllr. D Watson-Jones
	Cllr. M Cowie	Cllr. K Ingram
	Cllr. M Deegan	Cllr. J Cook
	Cllr. P Alker	Cllr. K Abbott
	Cllr. M Hughes	Cllr. T Simkin
	Cllr. J Tomkinson	Miss J Cooper, Clerk
	Cllr. D Willetts	

Six members of the public present as well as a representative from Staffordshire Newsletter

Cllr Greatrex informed Councillors and members of the public of an error in Staffordshire Newsletter that had implied that this council meeting, which is the Annual Meeting, was in fact the Annual Assembly. The Annual Assembly would be held on Thursday 22<sup>nd</sup> May.

14/057	<b>Public Open Forum</b> Members of the public had no matters to raise.	
14/058	<b>To elect a Chairman for the forthcoming year and to receive the Chairman's Declaration of Acceptance of Office</b>  A proposal for Chairman was made for Cllr Greatrex. Cllr Willetts asked whether it was possible to nominate an absent Councillor for the position of Chairman. Cllr Willetts did not indicate which Councillor or whether he had previously spoken to the councillor. Neither the Clerk nor Chairman were completely sure whether this was possible but would find out for future reference.  The proposal for Cllr Greatrex was seconded and all councillors voted in favour of this proposal. Cllr Greatrex accepted the position and signed the Declaration of Acceptance.	Clerk
14/059	<b>To elect a Vice Chairman for the forthcoming year</b>  A proposal for Vice Chairman was made for Cllr Alker. This was seconded and all councillors voted in favour of this position. Cllr Alker accepted the position.	
14/060	<b>To receive apologies, record absences</b>  Apologies received from Cllr M Booth (family commitment), Cllr J Cook (work commitment). Apologies were accepted.	
14/061	<b>To appoint Committees and Working Groups</b>  Councillors volunteered to be members of committees and working groups. The Clerk would circulate an updated list to all councillors.	Clerk
14/062	<b>To appoint representatives to outside bodies</b>  Councillors volunteered to be parish council representatives on outside bodies. The Clerk would circulate an updated list to all councillors.	Clerk

14/063	<p><b>To confirm arrangements for scheduled meetings as detailed on the meeting diary</b></p> <p>Councillors were reminded to note the dates of meetings as detailed in the diary previously circulated.</p>	Cllrs
14/064	<p><b>To record any declarations of interest</b></p> <p>As a Knightley resident, Cllr Greatrex declared an interest in agenda item 14/068(b) in relation to the donation to Christ Church Knightley.</p>	
14/065	<p><b>To agree a council representative(s) to carry out an inspection of all deeds in the custody of the Council within six weeks of the Annual meeting</b></p> <p>Cllr Hughes and Cllr Payne agreed to inspect the deeds within the next six weeks.</p>	Cllrs Hughes & Payne
14/066	<p><b>To receive and confirm the minutes of the last regular meeting of the Council held on 14th April 2014</b></p> <p>The minutes were approved as a true and accurate record.</p>	
14/067	<p><b>To receive any matters arising from the minutes not elsewhere on the agenda</b></p> <p>14/042: Cllr Cowie asked whether an apology had been forthcoming to the Chairman from Mr Hopkins. The Chairman and the Clerk said they had not received an apology.</p> <p><i>The meeting was adjourned to allow Mr Hopkins to speak</i></p> <p>Mr Hopkins said he had been accused of something that he did not do. Mr Hopkins explained how he had informed the Clerk that he had been told that the Chairman had known Mr Acres from Bellway Homes for 20 years. However he admitted it was incorrect to say this without knowing this for a fact however felt it was important that the Clerk should be aware of suggestions that were being made.</p> <p>Cllr Greatrex accepted the apology and reiterated that he would only contact developers through the Clerk. Cllr Hughes added that councillors had confidence in Cllr Greatrex as Chairman as they had unanimously voted for him to be Chairman again for the next 12 months. Cllr Alker also added that she, as Vice Chairman, was present at meetings with developers.</p> <p><i>The meeting resumed</i></p> <p>14/048: Cllr Wallis asked for an update on the outstanding lease for St John Ambulance. The Clerk said SJA had until 14<sup>th</sup> May to sign the lease and she would then be liaising with the Council's solicitor whether or not the lease had been signed.</p>	Clerk
13/068	<p><b>To receive the Clerk's report</b></p> <p><b>Clerk's Report</b> The Clerk's report, previously circulated, included details of all</p>	



13/069	<p><b>To consider committee/working group issues</b></p> <p><b>Matters relating to the Planning Committee</b></p> <ul style="list-style-type: none"> <li>• Minutes of the meeting held on 24<sup>th</sup> April were accepted.</li> <li>• It was noted that the application for an anemometer mast in connection with the proposed wind farm on Knightley Hall Farm was objected to.</li> <li>• Planning Committee agreed that a response should be submitted to Communities and Local Government Committee (CALC) in relation to a parliamentary inquiry into the effectiveness of the National Planning Policy Framework (NPPF) as this was an opportunity to state views on the planning system and whether it is working properly. A copy of the submitted response was received by Cllrs.</li> <li>• Feedback from a planning training event held on 28<sup>th</sup> April was received and members who had attended expressed their confidence that GPC responds to planning applications correctly and the correct procedures are being followed.</li> <li>• Cllr Abbott gave a report following a meeting with SBC, requested by GPC regarding the lack of or late correspondence in relation to important planning matters. SBC had advised that the tracking facility on the council's website is used. SBC had also offered to help with neighbourhood planning by sending electronic maps of the parish. In addition, GPC would now receive a weekly email from SBC on borough wide planning applications that would give an early indication of planning applications to be received. It was also noted that proposed changes to send parish councils applications electronically had for the time being been put on hold as many parish councils preferred paper copies.</li> </ul> <p><b>Matters relating to Open Spaces</b></p> <ul style="list-style-type: none"> <li>• The next meeting would be held on 19<sup>th</sup> May to discuss the arrangements for the fun weekend being planned for 18<sup>th</sup>-20<sup>th</sup> July. One of the suggested events, an It's a knockout competition, would involve a minimum spend of around £400 therefore the Clerk would try and source funding. Other events planned should be at no cost. Further information will be shared at the next Council meeting.</li> <li>• A meeting had been arranged on 14<sup>th</sup> May with representatives from Staffordshire County Council and The Environment Agency to discuss the consent from EA to dredge part of the brook that runs through a County Council farm at Plardiwick. However dredging was more severe than consented and included 200m of the brook through the Acres.</li> </ul> <p><b>Matters relating to the Resources Committee</b></p> <ul style="list-style-type: none"> <li>• Minutes of the meeting held on 30<sup>th</sup> April were accepted</li> <li>• It was noted that the internal auditor had made very positive comments regarding the accounts and systems in place.</li> <li>• The internal auditor had since confirmed that planned changes to the electronic banking methods were in order.</li> <li>• Two recommendations to award donations to both Moreton and Knightley churches for £400 to help maintain the burial grounds were approved. Cllr Greatrex suggested that these donations are considered differently in future and budgeted for separately allowing funds in the "donation" budget to be allocated to other</li> </ul>	
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	<p>local needs. Cllr Simkin suggested that upkeep of the two burial grounds could come under Open Spaces Maintenance.</p> <p><b>Matters relating to the Procedures Review Committee</b></p> <ul style="list-style-type: none"> <li>• Notes of the meeting held on 8.5.14 were received</li> <li>• Recommendations to make changes to the Financial Regulations items 5.3, 6.1, 6.2, 6.6 and 11(i) were noted and in line with Standing Orders would be discussed at the next Council meeting.</li> </ul>	
13/070	<p><b>To receive an update on the Neighbourhood Plan</b></p> <p>Cllr Abbott is currently analysing the data input from the questionnaires. As soon as this task is complete, the NP Group would meet and agree the next stage and this will probably involve the appointed consultant.</p>	
14/071	<p><b>To confirm arrangements for the Annual Assembly to be held on 22<sup>nd</sup> May 2014</b></p> <p>The agenda was confirmed. Cllr Deegan and Cllr Simkin would be leading a presentation on the work carried out on the Acres during phases 1 and 2 and planned work under phase 3. The Chairman would give a report on Parish Council's responsibility in relation to planning. The new website would be running for parishioners to view. The Annual Report would be distributed at the meeting. Cllr Hughes had kindly offered to organise refreshments.</p>	
14/072	<p><b>To receive and approve the Annual Return for year ending 31.3.14</b></p> <p>Councillors approved section 2 of the Annual Return as required. It was proposed, seconded and agreed that the Annual Return be submitted as set out with the supporting documents. The Clerk and Chairman signed off the Annual Return ready for its submission to Grant Thornton, external auditors.</p>	Clerk
14/073	<p><b>To receive a report on financial receipts for April 2014 and receive accounts for approval for May 2014</b></p> <p>The accounts were reviewed then proposed, seconded and accepted.</p>	
14/074	<p><b>To consider correspondence and other communications, received (list enclosed for parish councillors, available to residents on application to the Clerk)</b></p> <p>Cllrs noted the list of correspondence received. In relation to planning application 14/20379/HOU, planning committee members were asked to carry out a site visit to understand the layout of houses, the proposals within the application and how this would affect neighbouring properties.</p> <p>Cllr Greatrex reported that following an accident at a local farm, emergency vehicles had encountered problems travelling along the lane as the road conditions were so poor and this had resulted in an ambulance taking a 5 mile detour to avoid using this lane on the return journey. The Clerk was asked to report this to Highways as quickly as possible.</p>	Clerk

14/075	<b>To request items for the next agenda</b>  Cllrs to contact the Clerk 10 days prior to the next meeting with agenda items.	
14/076	<b>To confirm the date and time of the next meeting</b>  This would be held on 9th June 2014.	

The meeting closed at 9.00pm