# 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	Public Open Forum	
	Members of the public had no matters to raise.	
14/058	To elect a Chairman for the forthcoming year and to receive the Chairman's Declaration of Acceptance of Office	
	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.	Clerk
	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.	
14/059	To elect a Vice Chairman for the forthcoming year	
	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	To receive apologies, record absences	
	Apologies received from Cllr M Booth (family commitment), Cllr J Cook (work commitment). Apologies were accepted.	
14/061	To appoint Committees and Working Groups	
	Councillors volunteered to be members of committees and working groups. The Clerk would circulate an updated list to all councillors.	Clerk
14/062	To appoint representatives to outside bodies	_
	Councillors volunteered to be parish council representatives on outside bodies. The Clerk would circulate an updated list to all councillors.	Clerk
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14/063	To confirm arrangements for scheduled meetings as detailed on the meeting diary	
	Councillors were reminded to note the dates of meetings as detailed in the diary previously circulated.	Cllrs
14/064	To record any declarations of interest	
	As a Knightley resident, Cllr Greatrex declared an interest in agenda item 14/068(b) in relation to the donation to Christ Church Knightley.	
14/065	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	GII
	Cllr Hughes and Cllr Payne agreed to inspect the deeds within the next six weeks.	Cllrs Hughes & Payne
14/066	To receive and confirm the minutes of the last regular meeting of the Council held on 14th April 2014	
	The minutes were approved as a true and accurate record.	
14/067	To receive any matters arising from the minutes not elsewhere on the agenda	
	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.	
	The meeting was adjourned to allow Mr Hopkins to speak	
	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.	
	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.	
	The meeting resumed	
	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.	Clerk
13/068	To receive the Clerk's report	
	Clerk's Report The Clerk's report, previously circulated, included details of all	

committee and working group meetings held in the past month.

**Village Green -** In relation to the letter from Brethertons solicitors regarding the village green covenant, this had been inspected by Staffordshire County Council's legal department (at no fee) and advice received was:

- It is in the interest of GPC to sign the covenant.
- The lease on the surgery runs expires in the year 2027 leaving 13 years remaining.
- When GPC acquired Village Green there was a covenant in place with Gotheridge and Saunders Ltd. As no change at the Surgery has taken place since GPC took possession of the Village Green GPC would not have been notified of the covenant.
- As GPC is the owner of the Village Green it is now being asked to enter into a covenant that states that the surgery site cannot be used for the building of houses when its current use comes to and end. It could be used for other uses, ie: sports centre, shops, etc should there be no need for a surgery on that land or if the surgery relocated.
- The Parish Council would if it signs the covenant be in the driving seat should it be approached to relinquish the covenant. It would then be on GPC's terms, a financial payment could be insisted on to the benefit of the Parish Council and parishioners, for project use.

Clerk

It was therefore, approved that the Clerk signs the requested paperwork to allow the amendments to the lease to proceed.

**Councillor Training** - The report referred to useful SPCA councillor training events held on 28<sup>th</sup> and 29<sup>th</sup> April. Cllrs had received copies of the updated version of the Good Councillors Guide.

**Large Scale Development -** Cllrs also received an update on current development sites within the village. It was noted:

- Inquiry date for the application for 55 houses off Knightley Road (Grasscroft) has been arranged for 27<sup>th</sup> August.
- Bellway site on Knightley Road planning conditions had been discharged. The deadline for the discharge of the conditions to be approved is 9<sup>th</sup> June. Neither the Parish Council nor the public would be consulted on this. A meeting would be arranged after 9<sup>th</sup> June with the Site Manager and throughout the construction of the site. It was agreed that the Parish Council is the main link between the developer and parishioners to pass on any comments or concerns and get matters dealt with quickly and effectively (just as we did with the Lowfield Lane affordable housing site)

• No additional information had been received regarding the site on which 75 houses had been approved (Lowfield lane). The Clerk would try and obtain information for the next council meeting.

**Staffordshire Police** – Cllr were informed that Jane Hewitt, Chief Inspector has agreed to attend the Council meeting in June to discuss changes to policing in this area, mainly the relocation of PCSO Brewis.

Clerk

Clerk

#### 13/069

### To consider committee/working group issues

## **Matters relating to the Planning Committee**

- Minutes of the meeting held on 24<sup>th</sup> April were accepted.
- It was noted that the application for an anemometer mast in connection with the proposed wind farm on Knightley Hall Farm was objected to.
- 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.
- 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.
- 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.

## **Matters relating to Open Spaces**

- 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.
- 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.

### **Matters relating to the Resources Committee**

- Minutes of the meeting held on 30<sup>th</sup> April were accepted
- It was noted that the internal auditor had made very positive comments regarding the accounts and systems in place.
- The internal auditor had since confirmed that planned changes to the electronic banking methods were in order.
- 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

	local needs. Cllr Simkin suggested that upkeep of the two burial grounds could come under Open Spaces Maintenance.	
	<ul> <li>Matters relating to the Procedures Review Committee</li> <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	To receive an update on the Neighbourhood Plan	
	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.	
14/071	To confirm arrangements for the Annual Assembly to be held on 22 <sup>nd</sup> May 2014	
	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.	
14/072	To receive and approve the Annual Return for year ending 31.3.14	
	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.	Clerk
14/073	To receive a report on financial receipts for April 2014 and receive accounts for approval for May 2014	
	The accounts were reviewed then proposed, seconded and accepted.	
14/074	To consider correspondence and other communications, received (list enclosed for parish councillors, available to residents on application to the Clerk)	
	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.	
	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.	Clerk

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

The meeting closed at 9.00pm