

**Minutes of Gnosall Parish Council Meeting**  
**Held in the Brearley Room on Monday 12<sup>th</sup> December 2016 beginning at 7.30pm**

Present	Cllr M Deegan (in the Chair) Cllr S Green Cllr S Powell (from 7.40pm) Cllr M Booth Cllr C Emsley Cllr R Greatrex Cllr J Tomkinson	Cllr J Cook Cllr G Gregory Cllr K Ingram Cllr D Webb Cllr G Payne Cllr K Abbott Jayne Cooper, Clerk
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SCC Cllr M Winnington and with member of the public and a representative from Stafford Newsletter

Councillors were reminded that to speak through the Chair when making comments.

16/128	<b>Public Open Forum</b>  Mr Hopkins asked why discussions regarding the library were on the agenda under confidential matters. The Clerk responded that financial information was included in matters to be discussed that should be taken confidentially. The Chairman confirmed to Mr Hopkins that the Clerk would inform him of the outcome of the discussions. Mr Hopkins thanked the Clerk and Chairman for the response.	Clerk
16/129	<b>To receive apologies, record absences</b>  Apologies were received from Cllr Alker, Cllr Simkin and Cllr Wallis. Apologies were accepted. Apologies were also received from Borough Councillors.	
16/130	<b>To record any Declarations of Interest</b>  There were no declarations of interest.	
16/131	<b>To receive and confirm the minutes of the Meeting held on 14<sup>th</sup> November 2016</b>  The minutes of the meeting were proposed, seconded and agreed as a true and accurate record.	
16/132	<b>To consider any matters arising from the minutes not covered elsewhere on the agenda</b>  Cllr Payne refereed to the accounts approved at the last meeting and in particular: <ol style="list-style-type: none"> <li>the costs of repair to the boiler that he felt should have been covered under the warranty. The Clerk agreed to confirm to Cllr Payne the nature of the repairs.</li> <li>expenses claimed by a Councillor – the Clerk confirm that the expenses were for a printer cartridge that is permissible for all cllrs to claim for.</li> <li>the Handyman’s invoice – the Clerk confirmed that the invoice was correct.</li> </ol>	Clerk

16/133	<p><b>To receive the following reports:</b></p> <p><b>a) The Clerk's Report</b></p> <p>The report included details of all committee and working group meetings held in the past month as well as notes following the public meeting with Staffordshire Police held on 16<sup>th</sup> November at which about 40 parishioners had attended. Investigations into the two most significant crimes in Gnosall this year, the arson attack on the Boardwalk and the multiple tyre slashings were, at the time of the meeting, still ongoing however since the meeting the tyre slashings case had closed with no arrests. There was clearly frustration with the 101 system as many people expressed concerns at how long it takes for calls to be answered. This is a national problem and not something that Staffordshire Police can rectify. The Parish Council would take this up with its local Member of Parliament but in the meantime the message given to residents was to be patient when using 101, the system is not as efficient as it should be but non-emergency crimes should still be reported via this system. It was reported that Gnosall has a low crime rate and despite reports in the press, some of the figures reported, according to Staffordshire Police, had been inflated. Facebook and other Social media sites are very useful to share information quickly however, speculation can sometimes weaken a case therefore parishioners were asked to consider this when they share and comment on crime related FB posts. Since the meeting the parish council had published information on the website how parishioners can contact the police as well as links into useful police related websites.</p> <p>The Clerk reported on a meeting with SCC Cllr Winnington at which the following points were discussed:</p> <ol style="list-style-type: none"> <li><b>1. Legal requirements regarding devolution</b> – this item was also discussed at SPCA Executive meeting and would be an agenda item at the next parish council collaboration meeting in January.</li> <li><b>2. Memorandum of Understanding</b> (funds available for a Leisure facilities ion Gnosall) - The Clerk confirmed she had written to SCC with GPC's ideas for a tennis court and new Grosvenor Centre and is awaiting a response. The Clerk also informed council that Heron Brook Leisure Centre (HBCL) had met with SCC regarding a new leisure centre and had emailed the Clerk requesting a meeting with GPC to discuss opportunities without revisiting the issues that arose during the previous meetings. It was proposed, seconded and unanimously agreed to arrange one more meeting to explore any new ideas. The Clerk would arrange a meeting early in the New Year and in the meantime continue to liaise with SCC regarding GPC's ideas.</li> <li><b>3. Resurfacing of Lowfield Lane</b> – work is ongoing</li> <li><b>4. School Crossing Patrol in Gnosall</b> – discussions are still ongoing with St Lawrence Academy however the School Crossing Patrol would not be resuming after the Christmas holidays.</li> <li><b>5. Library</b> - ongoing</li> <li><b>6. Meeting with the Environmental Team and new Farm Tenant</b></li> </ol>	Clerk
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	<p><b>Manager</b> – still to be arranged by SCC.</p> <p>7. <b>Crime in Gnosall</b> – if no information is forthcoming about the boardwalk fire by February 2017, Cllr Winnington would take this up with Staffordshire Police.</p> <p><b>The Wold</b> - The Clerk, along with Cllr Greatrex, had met with a parishioner who had written to the Parish Council about purchasing a section of The Wold (open space owned by Gnosall Parish Council between Greenfields and The Flashes) to extend his garden. This was discussed and it was noted that on two previous occasions, sections of this land had been sold. It was proposed, seconded and unanimously agreed that the Clerk should arrange for the District Valuer to value the land to enable Council to have a detailed discussion at a future Council meeting. The parishioner had agreed to meet any costs incurred in this process.</p> <p><b>Pride in Your Patch Award</b> - Gnosall Parish Council was the winner in the Action in the Community Group for its year-round work to improve the quality of life for people who live and work in the village. The Clerk and Chairman attended the presentation event on 24<sup>th</sup> November and were presented with a trophy, a certificate and £50 in vouchers.</p> <p><b>Correspondence</b> A list of correspondence was noted and included a letter from Stafford Borough Council listing 58 telephone kiosks across the borough that would be removed as they are no longer used. This included a telephone kiosk on Audmore Road which Gnosall's Best Kept Village team had expressed an interest in adopting and would look after. There would be a minimal cost on the Parish Councils insurance that could be met by BKV funds. It was agreed to accept BKV's request. The Clerk would respond to Stafford Borough Council.</p> <p><b>b) Reports from Parish Councillors</b> Cllr Payne reported on the SPCA Executive Meeting he had attended on 5.12.16 at which there was discussion on devolution to parish councils, particularly Highway duties. All parish councils present at the meeting had raised their concerns about taking on Highways work. This would be a matter of discussion at the next parish council collaboration meeting.</p> <p><b>c) Any reports from Borough Councillors</b> – there were no Borough Councillors present</p> <p><b>d) Report from the County Councillor following a meeting on 2.12.16</b></p> <p>Cllrs had received a report following the Clerk and Vice Chairman's meeting with Cllr Winnington at which issues affecting parish councils, particularly Gnosall, were discussed. Cllr Winnington said these meetings are proving to be very useful and other parish councils should consider doing the same. Cllr Winnington to chase up outstanding action from this meeting. The next meeting would be held in February.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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	<ul style="list-style-type: none"> <li>An amended version of the Communications and Community Engagement Strategy had been previously received by councillors for consideration. It was proposed, seconded and unanimously agreed to accept the amended version. This document is a requirement for the Quality Gold award.</li> </ul> <p><b>e) Matters relating to the Burial Ground Committee</b></p> <ul style="list-style-type: none"> <li>It was proposed, seconded and agreed to accept the amendment to the maintenance agreement, dated 30<sup>th</sup> July 1975 that “<i>all fees paid to the Parochial Church Council of the Parish of Gnosall for burials and the introduction of new memorials at the extension to Gnosall burial ground would in perpetuity be paid to Gnosall Parish Council for the upkeep and maintenance of the extension</i>”. The Clerk to respond to St Lawrence Church.</li> </ul> <p><b>f) Matters relating to the Christmas Lights Working Party</b></p> <ul style="list-style-type: none"> <li>The event on 26<sup>th</sup> November had been successful and very well attended. A debrief meeting would be arranged at which arrangements for future events and the numbers attending would be discussed.</li> </ul> <p><b>g) Matters relating to the Library Working Group</b></p> <ul style="list-style-type: none"> <li>To be dealt with under confidential matters</li> </ul> <p><b>h) Matters relating to Heritage Working Group</b></p> <ul style="list-style-type: none"> <li>The Open Day held on 19<sup>th</sup> November was a tremendous success with lots of positive feedback received since as well as several offers of artefacts and memorabilia for future events. Over £200 in donations had been received. Cllr Abbott was thanked for helping to organise this event in the short time the Heritage Group had been established.</li> </ul>	Clerk
16/135	<p><b>To receive a report on financial receipts for November 2016 and receive accounts for approval for December 2016</b></p> <p>The accounts for December were reviewed then proposed, seconded and accepted.</p>	
16/136	<p><b>To report on any road and footway matters within the Parish</b></p> <p>Cllr Winnington was asked to chase up outstanding maintenance where water runs from farm land directly onto the Ranton Road causing hazardous road conditions especially in very cold weather.</p> <p>The Clerk was asked contact Severn Trent Water regarding the ongoing work on the junction of Brookhouse Road and Station Road.</p> <p><b>To consider a one way system on the High Street</b></p> <p>It was proposed, seconded and agreed to contact Highways to determine the feasibility of making the High Street a one-way system prior to any consultation with parishioners. The Clerk to action.</p>	<p>Cllr Winnington</p> <p>Clerk</p> <p>Clerk</p>

16/137	<p><b>To request items for the next agenda</b></p> <p>Cllrs to inform the Clerk of any other items at least 10 days before the date of the next meeting. Agenda items already agreed would be:</p> <ul style="list-style-type: none"> <li>• Village Green and access to adjoining land</li> <li>• Rights of Way survey</li> </ul>	
16/138	<p><b>To confirm the date and time of the next meeting and receive a copy of the meeting calendar for 2017</b></p> <p>The next meeting would be held on Monday 9<sup>th</sup> January 2017 at 7.30pm in The Brearley Room. Cllrs received a copy of the meeting diary for 2017.</p>	
<i>Members of the press and public were excluded from the meeting</i>		
16/139	<p><b>Matters relating to the Personnel Committee</b></p> <ul style="list-style-type: none"> <li>• Minutes of the meeting held on 1.12.16 were received</li> <li>• Cllr Cook, as Chairman of Personnel Committee, informed councillors of recommended changes to pay scales and the national minimum wage from April 2017. Councillors also noted that Clerk had agreed to continue working additional hours for a further 6 months.</li> <li>• It was proposed to accept the minutes and recommendations. This was seconded and unanimously agreed.</li> </ul> <p><i>At 9.30pm, an extension of 15 minutes was agreed to conclude business on the agenda</i></p>	
16/140	<p><b>To receive details following negotiations with Staffordshire County Council and the Parish Council relating to capital contributions and rent for a library</b></p> <p>Cllrs received a report from GLEAN (Gnosall Library Education &amp; Nurture) as well as a draft planning application for a portacabin to be sited next to the Youth Club building. The report gave background information on why GLEAN was established, the work carried out so far and the outcome of meetings with Staffordshire County Council.</p> <p>Following negotiations between the Principal Assistant Valuer of SCC and representatives of GPC, GLEAN and the Youth Club, SCC had made an offer of a capital contribution of £10,000, with annual rent of £1,445 per annum for five years to the end of the contract. The reduced rent reflects the value of the parish council receiving £10,000 now rather than over the five year period. If the running of the library is satisfactory and the contract renewed the rent payable to GPC would be £3,900 per annum to cover running costs including maintenance of the building.</p> <p>It was noted that GLEAN would be happy to accept the capital contribution offer, as it would mean the portakabin could be purchased</p>	

	<p>and the Group would not need to spend more time seeking funds. GPC would own this building and receive rent from the start to cover a portion of the running costs. The £10,000 would be payable once planning permission is obtained and the project is definitely going forward.</p> <p>A request for pre-application guidance had been submitted to SBC signed by the Clerk. It was accompanied by a draft planning application that councillors received a copy of.</p> <p>Council was asked to consider the draft application and delegate to the Planning Committee consideration of any changes that may be required following the pre-application guidance.</p> <p>There were several questions asked by cllrs in relation to underground sewerage pipes, the gap between the youth club building and proposed library building and trees. To avoid any delay in this project, it was proposed, seconded and agreed that a special planning committee meeting could be arranged as soon as the planning application is received.</p> <p>It was also proposed to accept the terms as reported regarding a capital contribution of £10,000 with reduced rent for 5 years. This was seconded and unanimously agreed.</p> <p>It was also suggested that a partnership agreement would be a good idea for the future.</p>	
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The meeting closed at 9.45pm

### Gnosall Parish Council PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
257	Youth Club Utilities	07/12/2016		Co-operative	501454	youth club expenses	various	E	42.96	0.00	42.96
258	Contingencies - General	07/12/2016		Co-operative	501455	Donation to Scouts from	GPC	E	23.00	0.00	23.00
259	Christmas lights 2016	07/12/2016		Co-operative	501456	Christmas refreshments	Bakery	E	233.80	0.00	233.80
260	Christmas lights 2016	07/12/2016		Co-operative	501457	Christmas refreshments	Blakeman	E	18.80	0.00	18.80
261	Best Kept Village	07/12/2016		Co-operative	400114	BKV expenses	Clarke	E	64.54	0.00	64.54
262	Queens Tea Party	07/12/2016		Co-operative	card	Refreshments for OAP	Bakery	E	26.90	0.00	26.90
263	Employment Costs	12/12/2016		Co-operative	BACS	Handyman duties and	P Prince	E	476.88	0.00	476.88
264	Printing and stationery	12/12/2016		Co-operative	BACS	Stationary	ESPO	S	20.00	4.00	24.00
265	Christmas lights 2016	12/12/2016		Co-operative	501459	Christmas Trees	Greenaway Timber	S	860.00	172.00	1,032.00
266	Licences - Grosvenor	12/12/2016		Co-operative	501460	PrS licence	PrS for Music	S	329.56	65.91	395.47
267	Open Spaces	12/12/2016		Co-operative	BACS	DIY materials for	Travis Perkins	S	39.05	7.81	46.86
268	Printing and stationery	12/12/2016		Co-operative	BACS	Stationary	ESPO	S	56.71	11.35	68.06
269	Allotments	12/12/2016		Co-operative	BACS	DIY materials for	Travis Perkins	S	16.07	3.21	19.28
270	Licences - Grosvenor	12/12/2016		Co-operative	501461	Lottery licence	Stafford Borough Council	E	40.00	0.00	40.00
271	Repairs and renewals at	12/12/2016		Co-operative	BACS	Repair to boiler	Parsons Plumbing &	S	247.50	49.50	297.00
272	Printing and stationery	12/12/2016		Co-operative	BACS	Photocopying	Ricoh	S	305.65	61.13	366.78
273	Best Kept Village	12/12/2016		Co-operative	400115	BKV winter plants	Swan Pit Nurseries Ltd	S	121.85	24.37	146.22
274	Queens Tea Party	09/12/2016		Co-operative	card	Refreshments for OAP	Aldi	S	103.68	19.72	123.40
275	Chairmans Expense	09/12/2016		Co-operative	card	Christmas Gifts	Aldi	E	37.61	0.00	37.61
277	Employment Costs	12/12/2016		Co-operative	BACS	Salary	GPC	E	422.38	0.00	422.38
278	Employment Costs	12/12/2016		Co-operative	BACS	Salary	GPC	E	372.42	0.00	372.42
279	Employment Costs	12/12/2016		Co-operative	BACS	Salary	GPC	E	1,773.04	0.00	1,773.04
280	Employment Costs	12/12/2016		Co-operative	BACS	Salary	GPC	E	484.25	0.00	484.25
281	Employment Costs	12/12/2016		Co-operative	501462	Pension	Staffordshire County	E	660.75	0.00	660.75
282	Employment Costs	12/12/2016		Co-operative	501463	NI&PAYE	HMRC	E	672.28	0.00	672.28
<b>Total</b>									<b>7,449.68</b>	<b>419.00</b>	<b>7,868.68</b>