

Minutes of the Annual Meeting of Council
Held in the Grosvenor Centre on Monday 14th May 2018 beginning at 7.30pm

Present Cllr G Gregory (in the Chair) Cllr T Simkin Cllr G Payne Cllr K Abbott Cllr M Booth Cllr T Innamorati Cllr J Tomkinson	Cllr P Alker Cllr C Emsley Cllr V Kessey Cllr D Webb Cllr R Greatrex Cllr S Green Cllr S Powell Jayne Cooper, Clerk
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18/058	Public Open Forum Nothing raised	
18/059	To elect a Chairman for the forthcoming year and to receive the Chairman's Declaration of Acceptance of Office Cllr Gregory was proposed for Chairman. There were no other nominations. The proposal was seconded and unanimously approved. Cllr Gregory accepted the position of Chairman and signed the Declaration of Acceptance. Cllr Gregory thanked councillors and also expressed her thanks to Cllr Alker who had been Chairman for the past three years leading the Parish Council to achieve many successful outcomes, with a committed team of councillors working well together.	
18/060	To elect a Vice Chairman for the forthcoming year There were three proposals for Vice Chairman; for Cllr Greatrex, Cllr Simkin and Cllr Alker. Councillor Simkin thanked councillors for the proposal but explained she was not in a position to take on this role. Proposals for Cllr Alker and Cllr Greatrex were seconded and it was agreed to vote by secret ballot. The results of the ballot were counted by the Clerk. Cllr Alker received a higher number of votes and was elected Vice Chairman for the coming year.	
18/061	To receive apologies and record absences Apologies were received from Cllr Ingram and as well as from both Borough Councillors. It was noted there is currently a vacancy following the resignation of Cllr Deegan earlier in the month. It was agreed to write to Cllr Deegan thanking him for his valuable input into the work of the council and leading on so many projects.	

18/062	<p>To record any Declarations of Interest</p> <p>Cllr Alker declared an interest in discussions about the library.</p>	
18/063	<p>To appoint committees and working groups</p> <p>Councillors had previously been asked to complete a skills matrix and include details of committees and working groups they would like to be a member of for the 2018/19 council year. The Clerk explained that she and the Chairman would meet to review the data and establish committee and working group membership. Cllrs to receive details as soon as possible.</p>	Clerk & Chairman
18/064	<p>To appoint representatives on outside bodies</p> <p>Councillors volunteered to be Parish Council representatives on outside bodies. Membership was agreed and the Clerk would circulate an updated list to all councillors.</p>	
18/065	<p>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</p> <p>Cllr Greatrex and Cllr Payne agreed to inspect the deeds within 6 weeks of this meeting.</p>	Cllr Greatrex Cllr Payne
18/066	<p>To receive and confirm the minutes of the meeting held on 9th April 2018</p> <p>The minutes of the meeting were proposed, seconded and agreed as a true and accurate record.</p>	
18/067	<p>To consider any matters arising from the minutes not covered elsewhere on the agenda</p> <p>18/047 Concern was expressed again that the police had not attended recent council meetings. It had been estimated that local parishioners pay around £887,000 in total towards policing and the service received is inadequate. It was noted that reports made to the police by parishioners in March, about serious village incidents, had not been dealt with adequately by the police. It was agreed the Clerk should write to the Police Crime Commissioner about the lack of response.</p> <p>Cllr Payne expressed his concern about the inconsiderate parking on the pavement in Glendower Close that makes it impossible for pedestrians to use the pavement in places. Despite several reports to the police, more cars are now parking in this way, particularly at night making a hazardous situation near to a junction.</p> <p>18/057 work on making improvements to the parish office is ongoing and options being considered.</p>	Clerk

18/068	<p>To receive the following reports:</p> <p>a) The Clerk's report including any correspondence</p> <p>Cllrs were reminded that £43,617 of S106 funds is held at Stafford Borough Council on behalf of Gnosall Parish Council. The Clerk recommended Open Spaces Committee consider using some of the funds for the outdoor gym equipment; this would be considered at the next meeting of the Open Spaces Committee.</p> <p>Councillors were reminded to check the details contained within their Disclosable Pecuniary Interest forms to ensure all information is up to date.</p> <p>Stafford Borough Council had been informed of Cllr Deegan's resignation. If there is no call for an election by 4th June, the Parish Council will be in a position to co-opt to fill the vacancy.</p> <p>The report also included details of all committee and working group meetings held in the past month as well as details of the Annual Assembly to be held on 24th May.</p> <p>Councillors also received details of a meeting held with Stafford Borough Council forward planning officers regarding the review of SBC's Local Plan.</p> <p>(b) Any reports from Parish Councillors on meetings/courses attended</p> <p>a) A report on the recent Visit Stafford was received for information. Cllr Booth had attended.</p> <p>b) Cllr Alker and Cllr Abbott had attended the opening of Gnosall's new herb bank on the canal tow path on 6th May.</p> <p>c) Cllr Innamorati reported that the Moreton Millennium Committee had recently lost two of its long standing members who were moving out of the parish.</p> <p>d) A meeting had been held with a representative from Gnosall Heath Centre to progress with Gnosall Parish Council becoming a dementia friendly organisation. This would be an agenda item at the next Council meeting to agree how to progress with this.</p> <p>e) The Heritage Group had completed its review of the 1910 Finance Act Maps and field books. Thanks were extended to Cllr Winnington for a recent grant which had funded this latest work. Details would soon be on the Parish Council's website. It was also requested that a better internet connection is required in the Grosvenor Centre to help the Heritage Group and other centre hirers. Grosvenor Centre committee to act on this.</p>	<p>OS Committee</p> <p>Cllrs</p> <p>Grosvenor Centre Committee</p>
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	<p>b) Any reports from Borough and County Councillors</p> <p>There were no Borough Councillors present.</p> <p>The County Councillor shared the concerns of the Parish Council regarding the lack of policing and agreed that a two monthly meeting with a police representative may be useful.</p> <p>Prioritising of road repairs continues and plans are still in hand to top dress Knightley Road.</p> <p>When asked about traffic counts in Moreton and Audmore, Cllr Winnington responded that he did not know anything about this.</p>	
18/069	<p>To consider Committees/Working Group issues</p> <p>a) Matters relating to the Resources Committee</p> <ul style="list-style-type: none"> • Minutes of the meeting held on 19.4.18 were accepted along with a copy of the end of year accounts up to 31.3.18 • Councillors noted that the internal audit had been carried out and there were no matters of concern. Work on the Annual Governance Statement had been completed. • Two recommendations to awards grants, one for £100 to Millennium Centre in Moreton to help fund replacement swings and one for £100 to help meet the costs of printing the parish magazine that is delivered to Knightley were both approved. <p>b) Matters relating to the Open Spaces Committee</p> <ul style="list-style-type: none"> • Minutes of the meeting held on 16.4.18 were accepted • Construction of a new tennis court commenced on 9th May. Cllr Innamorati and Cllr Greatrex were thanked for the ongoing monitoring of this project • Contactors would be asked to ensure the bank along Brookhouse Road, where the access had been created is made safer for pedestrians. • Subject to favourable weather conditions, it is hoped the tennis court would be complete by the end of June/early July. <p>c) Matters relating to the Planning Committee</p> <ul style="list-style-type: none"> • Minutes of the meeting held on 26.4.18 were accepted. • Cllrs Greatrex and Gregory met with members of the Forward Planning team on 9th May to discuss the review of Stafford Borough's Local Plan. Planning Committee members would review the outcome of the meeting at the next Planning Committee • A response to the National Planning Policy Framework consultation was submitted on 8th May. <p>d) Matters relating to the Procedures Review Committee</p> <ul style="list-style-type: none"> • Minutes of the meeting held on 30.4.18 were accepted • Information received from SPCA confirmed Parish Councils do not have to appoint a Data Protection Officer; only a Data Controller is needed. • Work on GDPR continues to ensure the Parish Council is 	

	<p>compliant with the legal requirements.</p> <p>It was proposed, second and unanimously agreed to accept a recommendation, with one minor amendment, to amend the Standing Orders, to include an additional bullet to point 60, to read:</p> <p><i>In accordance with the Code of Conduct and reference to Disclosable interests, a councillor must leave the room where the meeting is being held, when any discussions or voting takes place.</i> The Clerk to amend Standing Orders.</p>	Clerk
18/070	<p>To consider using S137 funds to help purchase safety barriers for outside St Lawrence Academy</p> <p>It was proposed and seconded to use remaining S137 funds, in accordance with S137 Act 1972, from this year's allocated budget to help fund the supply and erection of safety barriers outside St Lawrence Academy on Lowfield Lane. A vote was taken with 13 councillors voting in favour. Cllr Gregory abstained from voting as she is Chair of the Board of Governors at St Lawrence Academy.</p>	
18/071	<p>To consider purchasing defibrillator signs for Moreton</p> <p>A request for signs in Moreton, similar to those in Gnosall, advising on location of village defibrillators, was considered. Five signs are required. Cllr Innamorati agreed to obtain costs ready for the next meeting to allow councillors to make an informed decision.</p>	Cllr Innamorati
18/072	<p>To receive an update from GLEAN on progress made with the library project</p> <p>Councillors received the last three sets of GLEAN meeting minutes that gave a detailed picture of work being undertaken. Informal meetings with members of GG's Youth club had been held to clarify matters of mutual concern.</p> <p>Cllr Greatrex referred to point 2.1 within the minutes dated 8th May and request an amendment to the wording. Cllr Both to report this request back to the GLEAN Committee.</p> <p>The Chairman thanked Cllr Booth for sharing the minutes and asked for the Council's thanks to be extended to GLEAN members, noting this is a complex project however recent issues seem to be reaching satisfactory solutions.</p>	
18/073	<p>To receive a report on financial receipts for April 2018 and receive accounts for approval for May 2018</p> <p>The accounts were reviewed then proposed, seconded and accepted.</p> <p>To receive and approve the Annual Return for the year ending 31.3.18</p>	

	<p>a) To consider the Annual Governance Statement 2017/18 Councillors received a copy of section 1 of the Annual Governance Statement as required. The statement was reviewed and approved. The Chairman and Clerk signed and dated this section.</p> <p>b) To consider the Accounting Statement 2017/18</p> <p>Cllrs received a copy of section 2 of the Annual Governance Statement. The statement was reviewed and approved. The Chairman and Clerk signed and dated this section.</p> <p>It was proposed, seconded and agreed that the Annual Governance Return is submitted, as set out with the supporting documents, to Mazars, the external auditors. The Clerk to action.</p> <p>The Clerk was thanked for completing the Annual Governance Statement and supporting information.</p>	Clerk
18/074	<p>To request items for the next agenda</p> <p>Cllrs to inform the Clerk of items at least 10 days before the date of the next meeting. Items requested:</p> <ul style="list-style-type: none"> • Defibrillation signage for Moreton • Dementia Friendly Organisation • 30 MPH signs 	Cllrs
18/075	<p>To confirm the date and time of the next meeting</p> <p>The next meeting would be held on Monday 11th June 2018 at 7.30pm.</p>	
18/076	<p><i>To exclude members of the press and public whilst confidential information is discussed</i></p> <p>Matters relating to the Personnel Committee</p> <p>Details of NALC approved pay scales were noted that are effective from 1st April 2018. It was agreed new pay scales would be implemented and backdated to April 2018.</p>	

The meeting closed at 9.15pm

Gnosall Parish Council PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
21	Employment Costs	14/05/2018		Co-operative	BACS	Salary	GPC	E	422.89	0.00	422.89
22	Employment Costs	14/05/2018		Co-operative	BACS	Salary	GPC	E	320.47	0.00	320.47
23	Employment Costs	14/05/2018		Co-operative	BACS	Salary	GPC	E	1,908.89	0.00	1,908.89
24	Employment Costs	14/05/2018		Co-operative	BACS	Salary	GPC	E	533.65	0.00	533.65
25	Employment Costs	14/05/2018		Co-operative	BACS	NI&PAYE	HMRC	E	852.90	0.00	852.90
26	Employment Costs	14/05/2018		Co-operative	BACS	Pension	Staffordshire County	E	774.64	0.00	774.64
27	Local Donations	14/05/2018		Co-operative	501557	Donation to Border Gp	GPC	E	100.00	0.00	100.00
28	Local Donations	14/05/2018		Co-operative	501558	Donation to Moreton Mill	GPC	E	100.00	0.00	100.00
29	Gas - Grosvenor	14/05/2018		Youth Club	DD	Gas bill	npower	S	347.47	10.34	357.81
30	Open Spaces	14/05/2018		Co-operative	BACS	Cllr expenses	Sue Green	E	18.50	0.00	18.50
31	Subscriptions	14/05/2018		Co-operative	BACS	SLCC membership	SLCC	E	233.00	0.00	233.00
32	Councillor	14/05/2018		Co-operative	BACS	Cllr expenses	M Booth	E	9.00	0.00	9.00
33	Grosvenor Centre	14/05/2018		Co-operative	BACS	Grosvenor Site Survey	GCA Ltd	S	750.00	150.00	900.00
34	Audit Fee	14/05/2018		Co-operative	501559	Internal Audit fee	C Heelis	E	107.00	0.00	107.00
36	Christmas	14/05/2018		Co-operative	BACS	Christmas electricity	npower	L	24.24	1.21	25.45
37	youth club expenditure	14/05/2018		Youth Club	BACS	GG's expenses	ESPO	S	17.81	3.56	21.37
38	Printing and stationery	14/05/2018		Co-operative	BACS	Stationery	ESPO	S	59.09	11.82	70.91
40	Open Spaces	14/05/2018		Co-operative	BACS	Grass cutting	JWH Ground	E	1,427.00	0.00	1,427.00
41	Allotments	14/05/2018		Co-operative	BACS	Allotments maintenance -	JWH Ground	E	80.00	0.00	80.00
42	Employment Costs	14/05/2018		Co-operative	BACS	Handyman duties	P Prince	E	299.00	0.00	299.00
43	Churchyard Maintenance	14/05/2018		Co-operative	501560	Maintenance at St Mary's	GPC	E	400.00	0.00	400.00
44	Churchyard Maintenance	14/05/2018		Co-operative	501561	Maintenance at Christ	GPC	E	400.00	0.00	400.00
Total									9,185.55	176.93	9,362.48

