

Minutes of the Meeting of Council
Held in the Brearley Room on Monday 11th February 2019 beginning at 7.30pm

Present	Cllr G Gregory (in the Chair) Cllr T Innamorati Cllr G Payne Cllr K Ingram Cllr J Lammin Cllr K Abbott Cllr T Simkin Cllr J Tomkinson	Cllr M Booth Cllr V Kessey Cllr R Greatrex Cllr J Archer Cllr C Emsley Jayne Cooper, Clerk
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Along with 3 members of the public and SBC
Cllr K Williamson, County Councillor M
Winnington and Patrick Farrington, Leader of
Stafford Borough Council.

19/017	Public Open Forum Council was informed that the identification of roads leaving the north end of the village was inadequate and only one road (Moorend Lane) was identified with a street name board. Council was also informed that there is a misunderstanding as to where Audmore Road finished and details were shared. Therefore a request was put to Council to liaise with Stafford Borough Council to make improvements by requesting appropriate street name boards for all areas identified.	
19/018	To receive apologies and record absences Apologies received from Cllr Powell, Cllr Webb, Cllr Alker and Borough Councillor M Smith.	
19/019	To record any Declarations of Interest Cllr Simkin declared an interest in agenda item 19/030, Personnel Committee discussions and Cllr Archer declared an interest in agenda item 19/024 (a), changes to the Designated Premises Supervisor.	
19/020	To receive and confirm the minutes of the meeting held on 14th January 2019 The minutes of the meeting held on 14 th January were proposed, seconded and unanimously approved as a true and accurate record.	
19/021	To consider any matters arising from the minutes of the meeting held on 14th January not covered elsewhere on the agenda 19/009 – inconsiderate parking at Glendower Close continues and the Clerk was asked to write to one of the local PSCO's to deal with.	Clerk

19/022	<p>To receive the following reports:</p> <p>a) The Clerk's report including</p> <p>An update on the sale of land owned by Severn Trent Water adjacent to the allotment site This matter had been passed to Hand Morgan & Owen, the Council's solicitor, to deal with and correspondence had been sent to Eversheds Solicitors asking for reasons why the deeds to confirm land ownership had been requested. The Clerk would update cllrs as and when information is received.</p> <p>NALC's new publication highlighting the good work of[parish and town council's Councillors were reminded to send details of projects that Gnosall Parish Council had successfully completed that could be used in this new publication.</p> <p>Disabled facilities Two matters had recently been brought to the council's attention, one for new play equipment suitable for children with disabilities which Open Spaces Committee would consider. The second was about the lack of disabled access to the canal tow path which would be passed on to the Canal and River Trust via the BKV sub group that maintain the stretch of canal adopted by the Parish Council.</p> <p>Stafford and Rural Homes (SARH) Exception Site criteria As requested at the December Council meeting, correspondence had been sent to Stafford and Rural Homes regarding the need to adhere to the local connection criteria when selecting families for houses on the rural exception site on Lowfield Lane. A response had been received from SARH confirming the local connection criteria is adhered to.</p> <p>The Clerk's report also included a summary of meetings held in the previous month that the Best Kept Village Team would be meeting on 14th March to discuss this year's projects. The BKV team had raised £2500 from 2019 calendar sales which had been distributed to local groups and charities.</p> <p>The Clerk was thanked for her two detailed reports.</p> <p>(b) Any reports from Parish Councillors on meetings/courses attended</p> <p>Election Briefing – four parish councillors had attended the briefing on 6.2.19. A copy of the presentation had been received and all councillors had received details within the Clerk's report.</p> <p>Heritage Group - The most recent talk on The Tudors had been well attended. Further discussions are to be held with the parish council regarding storage for artefacts and documents that the Heritage Group had obtained. The Heritage group had responded the Borough Council's Planning Committee on a recent application for conversion of agricultural buildings at Walton Grange, a grade II listed building.</p>	<p>Cllrs</p> <p>Open Spaces</p> <p>Clerk</p>
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	<p>Visit Stafford - Cllr Booth had attended the most recent meeting – a visit to RAF Cosford. Visit Stafford had also agreed to award a grant of £500 to GFest19 which was appreciated.</p> <p>SPCA – Cllr Payne would be attending the Task and Finish Group meeting on 14.2.19</p> <p>b) Any reports from Borough and County Councillors There was no report from the Borough Councillor present.</p> <p>The County Councillor reported on continual local flooding which is concerning and asked for reports to be submitted to Highways via the website.</p>	
19/023	<p>To consider any road and footway matters</p> <p>The request as detailed in the public open forum for improved street naming at the north end of the village was unanimously agreed. The Clerk would liaise with Stafford Borough Council.</p> <p>Flooding on the s-bend on Knightley Road had been alleviated however drains near to the pond (near to the s-bend) are yet to be jetted. To o be requested again.</p> <p>A directional sign to Stafford located near to the mini roundabout at the bottom of Brookhouse Road to be requested.</p> <p>A blocked drain on Bromstead Lane requires jetting (opposite a property called The Haven).</p> <p>Old signs on Stafford Road directing visitors to the site of the former library and former youth club are to be removed and possibly repositioned where the new library and GG's youth club are. Cllr Greatrex to action if possible.</p> <p>Correspondence had been received regarding the unsatisfactory surfaces of pavements at Geneshall Close, Elton Way, Hollies Brook Close and Anchor Way. Cllr Lammin to investigate take photographs and report defects.</p> <p>The work carried out by AMEY on Wilbrioughton Road, Church Lane and Bromstead Lane had been completed to a satisfactory standard.</p> <p>A518 - Cllr Winnington was invited to update councillors on any progress relating to changes on the A518 following the most recent accident and questions raised at the January Council meeting. Cllr Winnington confirmed questions raised by the campaign group (DRAG) had been responded to. A petition would be taken to a County Council meeting later in the week.</p> <p>A meeting with Staffordshire County Council and four parish councils had been arranged on 4th March. Representatives from DRAG had</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr Greatrex</p> <p>Cllr Lammin</p>

	<p>been invited but had declined.</p> <p>Councillors were informed that because of the ongoing police report on the latest fatality, some action cannot be taken until reports are issued however some maintenance work had been carried out and the Safer Roads Partnership would be carrying out audits of the road with a view to installing speed cameras.</p>	
19/024	<p>To consider Committees/Working Group issues</p> <p>a) Matters relating to the Grosvenor Centre Committee</p> <p>Report from Grosvenor Enhancement Working group</p> <p>Notes of a meeting held on 21st January were received. A local architect had joined the meeting and had provided some very useful advice and guidance and suggested that the working group look at the existing building to determine whether internal modifications could be made to make good use of wasted space both inside and outside as quite often, identified needs can be accommodated by making relatively straight forward modifications. Since then the architect had, as requested, sent a quotation to carry out work in line with the first 4 stages of the RIBA model which the Working Group would review at a future meeting</p> <p>Grosvenor Maintenance</p> <p>It was also proposed, seconded and agreed by 12 councillors (with one abstention) that railings, surplus to requirements following completion of the library ramp, are used on the steps to the rear of the Grosvenor Centre. Cllr Greatrex and Cllr Emsley to action.</p> <p><i>Members of the public and Borough and County Councillors left the meeting at this point.</i></p> <p>To discuss the appointment of a new Designated Premises Supervisor</p> <p>The Clerk had previously informed Council that a serving Parish Councillor had expressed an interest in becoming the Council's Designated Premises Supervisor. He holds a personal licence and has a mobile bar business. The Clerk had checked the legalities of this with Staffordshire Parish Council's Association which had responded that there is no problem with this arrangement as long as the Councillor declares an interest and takes no part in discussions or vote other than answering technical questions if asked.</p> <p><i>Cllr Archer left the room as did a member of the public who had an interest in same mobile bar business.</i></p> <p>There was detailed discussion and it was acknowledged that it had proven very difficult to appoint a DPS in the past and the provision of a bar is something that is very much needed by Grosvenor Centre hirers. Although the majority of councillors were supportive of the</p>	<p>Working Group</p> <p>Cllr Greatrex Cllr Emsley</p>

	<p>arrangement and welcomed the information received, two councillors asked for a little more clarification.</p> <p>Subject to satisfactory clarification and a favourable response from SPCA on the points raised, it was proposed to accept Jordan Archer as the Designated Premises Supervisor. This was seconded and unanimously agreed.</p> <p>b) Matters relating to the Planning Committee Minutes of a meeting held on 31.1.19 were accepted</p> <p>c) Matters relating to the Resources Committee The meeting had been postponed until March.</p> <p>d) Matters relating to the Open Spaces Committee Minutes of a meeting held on 28.1.19 were accepted along with a revised action plan for the coming months. Meetings are scheduled with play park suppliers and a meeting has been arranged with the appointed contractor for the outdoor gym equipment. Bollards to replace the rotting ones around the Village Green had been ordered. Allotment renewal fees had been agreed and letters to allotment tenants would be sent out at the beginning of March.</p> <p>e) Matters relating to GFest19 Plans are progressing well, particularly plans for the canal festival. A film night had been planned for 16th March showing Early Man and Bohemian Rhapsody</p> <p>f) Matters relating to the Burial Ground Committee A verbal report was received following a meeting earlier that day Up to date memorial and burial fees had been received and maintenance work had been discussed. The Open Spaces Committee had been requested to consider completing the surfacing of Hen & Chicken Lane.</p> <p>g) Matters relating to the Communications Committee The spring edition of GMK is almost finalised and would be printed ready for distribution early March. Councillors to update their biographies for the website following the election on 2nd May and new photographs would be taken. Website reviews are held regularly and information updated accordingly.</p>	
19/025	<p>To receive a report on recent meetings of GLEAN</p> <p>Councillors had previously received a report. Although a lot of progress had been made to the opening day had been postponed. Entrust's inspection had a reasonable outcome as most things highlighted were expected. No further inspection by Entrust is envisaged. Legal documents between the Parish and County Councils, and GLEAN and the County Council had all been signed. A draft partnership agreement between GLEAN and the Parish Council is nearly complete. The concrete steps from the emergency exit are not complete and work is in hand to finish this imminently as well as</p>	

	<p>tidying the site. The electrical inspection had resulted in a number of jobs that would be required to be carried out prior to the library opening. Details were shared and quotations received were approved. Work would be scheduled as soon as possible to avoid any further delay to the opening of the library. Cllr Greatrex and Cllr Emsley were thanked for assisting with the manual work to complete the ramp and railings.</p> <p>A folk concert had been planned for 20th February to raise funds for the library.</p> <p><i>As it was 9.30pm, the Chair requested an extension of time of a further 15 minutes. This was approved.</i></p>	
19/026	<p>To receive an update on GG's Youth Club</p> <p>Minutes of a meeting held on 29.1.19 were received. The meeting had been called to address some sensitive issues that had recently arisen and to consider appointing an additional member of staff at junior youth club sessions.</p> <p>It had been agreed to advertise for a Deputy Youth Leader for 2 hours per week at junior youth club sessions. Membership fees would increase from February 2019 to £1.50 per week to help purchase new materials and equipment as well as to meet the costs of another member of staff. Cllr Powell and the Best Kept Village Team were thanked for recent donations.</p>	
19/027	<p>To receive a report on financial receipts for January 2019 and to receive accounts for approval for February 2019</p> <p>The accounts for the month of February were reviewed then proposed, seconded and accepted. Clerk to action.</p>	Clerk
19/028	<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. The Clerk was asked to include heating of the Grosvenor Centre on the next agenda.</p>	Cllrs Clerk
19/029	<p>To confirm the date and time of the next meeting</p> <p>The next meeting would be held on Monday 11th March 2019 at 7.30pm.</p>	
19/030	<p><i>To exclude the press and public whilst confidential information is discussed</i></p> <p>Matters relating to the Personnel Committee</p> <p>Minutes of the meeting held on 21.1.19 were accepted. Contracts for the Clerk and Council Support Officer had been updated in line with NALC's recommended contract. A sickness policy is being drafted and would be reviewed at the next meeting. Appraisal for both the</p>	

	Clerk and Council Support officer had been carried out. Other staff appraisals are planned.	
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Meeting closed at 9.40pm

Gnosall Parish Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
438	Employment Costs	08/02/2019		Co-operative	BACS	Salary	GPC	E	351.07	0.00	351.07
439	Employment Costs	08/02/2019		Co-operative	BACS	Salary	GPC	E	1,970.16	0.00	1,970.16
440	Employment Costs	08/02/2019		Co-operative	BACS	Salary	GPC	E	574.54	0.00	574.54
441	Employment Costs	08/02/2019		Co-operative	BACS	Salary	GPC	E	217.27	0.00	217.27
442	Employment Costs	08/02/2019		Co-operative	BACS	NI&PAYE	GPC	E	860.12	0.00	860.12
443	Employment Costs	08/02/2019		Co-operative	BACS	Pension	GPC	E	803.87	0.00	803.87
444	Councillor	08/02/2019		Co-operative	BACS	Cllr travel expenses	M Booth	E	14.85	0.00	14.85
445	library project work	08/02/2019		Co-operative	BACS	Glean project work	HUWS Gray	S	71.70	14.34	86.04
446	library project work	08/02/2019		Co-operative	BACS	Glean project work	Travis Perkins	S	49.10	9.82	58.92
447	Repairs and renewals at	08/02/2019		Co-operative	BACS	First aid supplies for	ESPO	S	42.51	8.50	51.01
448	Christmas	08/02/2019		Co-operative	501502	Christmas electricity	Knightley Church	E	54.19	0.00	54.19
449	Repairs and renewals at	08/02/2019		Co-operative	BACS	Wifi upgrade Grosvenor	Alan Baker System	E	302.46	0.00	302.46
450	youth club expenditure	08/02/2019		Co-operative	BACS	Repair to external youth	B Shale Installations Ltd	S	50.00	10.00	60.00
451	library project work	08/02/2019		Co-operative	BACS	Glean project work	HUWS Gray	S	804.40	160.88	965.28
452	library project work	08/02/2019		Co-operative	BACS	Glean project work	TFM	S	16.73	3.35	20.08
453	Christmas	08/02/2019		Co-operative	BACS	Christmas expenses	TFM	S	17.24	3.45	20.69
454	youth club expenditure	08/02/2019		Co-operative	BACS	Fire blanket for youth club	TFM	S	10.59	2.12	12.71
455	Open Spaces	08/02/2019		Co-operative	BACS	Open Spaces Maintenance	TFM	S	15.12	3.02	18.14
456	Employment Costs	11/02/2019		Co-operative	BACS	Handyman duties	P Prince	E	188.50	0.00	188.50
Total									6,414.42	215.48	6,629.90