

Minutes of the Meeting of Council
Held in the Brearley Room on Monday 8th April 2019 beginning at 7.30pm

Present	Cllr G Gregory (in the Chair) Cllr T Innamorati Cllr G Payne Cllr P Alker Cllr S Powell Cllr J Lammin Cllr T Simkin Cllr J Tomkinson	Cllr M Booth Cllr V Kessey Cllr R Greatrex Cllr J Archer Cllr D Webb Jayne Cooper, Clerk
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Along with 2 members of the public, SBC
Cllr K Williamson and Cllr M Winnington

19/045	Public Open Forum The Clerk was asked why the agenda for this council meeting was not posted on the website. The Clerk thought it had been submitted for uploading and would check. The agenda was displayed on parish notice boards.	
19/046	To receive apologies and record absences Apologies were received and accepted from Cllr Emsley, Cllr Alker and Borough Cllr M Smith.	
19/047	To record any Declarations of Interest Cllr Alker declared an interest in discussions about the library and website.	
19/048	To receive and confirm the minutes of the meeting held on 11th March 2019 The minutes of the meeting held on 11 th March were proposed, seconded and unanimously approved as a true and accurate record subject to one minor spelling error.	
19/049	To consider any matters arising from the minutes of the meeting held on 11th February not covered elsewhere on the agenda 19/40 Balancing Pond at Linden Homes development site Despite this matter being discussed at the March Council meeting, further representation had been made by a member of staff from St Lawrence Primary Academy that the balancing pond now has steps which pose an increased danger to children living close by. It was noted that some of the adjacent houses have no back garden and the balancing pond is within the recreation area where children play. It was felt that residents should take this matter up with Walsall Housing Association and the Parish Council could also express concern directly to Walsall Housing Association.	

	NALC Points of Light – Details of projects undertaken by Gnosall Parish Council had been submitted.	
19/050	<p>To receive the following reports:</p> <p>a) The Clerk's report</p> <p>Annual Assembly – plans were progressing well. Presentations would be delivered by Gnosall First Responders, Stafford Police, Gnosall Lions and the Parish Council.</p> <p>Parish Election - Cllrs were informed that there would be an election for the ward of Gnosall as 13 candidates had applied for 12 seats. The election would take place on 2nd May. There are two vacancies for the ward of Moreton which would be filled by co-option.</p> <p>The report included details of committees and working group meetings held in the previous month. The Clerk was thanked for her report.</p> <p>(b) Any reports from Parish Councillors on meetings/courses attended</p> <p>Memorial Village Hall – Cllr Simkin had attended the most recent meeting. The Village Hall Committee is keen to be involved with GFest. The committee is also fund raising for a new boiler.</p> <p>Support Staffordshire Funding Fair - Cllr Innamorati had attended and had passed relevant funding information for parish council projects to the Clerk.</p> <p>Public Rights of Way Working Group – a report on the recent meeting held on 6th March was shared. Work continues to review rights of way, maintenance requirements and land ownership.</p> <p>b) Any reports from Borough and County Councillors</p> <p>Upon his forthcoming retirement, Cllr K Williamson was thanked for his work as a Borough Councillor supporting Gnosall Parish Council.</p> <p>County Councillor Report - Cllr Winnington also thanked Cllr Williamson for the work he had undertaken as a local borough councillor. He reported that county members had been allocated £20,000 towards highways repairs in their area. This was welcomed.</p>	
19/051	<p>To consider any road and footway matters</p> <p>The Clerk was asked to report:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Bescote Road – continual water running causing significant damage to the road surface <input type="checkbox"/> Knightley Road gully emptying required despite highway staff attending the site but not progressing with what was needed. <input type="checkbox"/> Flooding on two bends near to Brough Hall farm as well as edges of road breaking away because of continual flooding. <input type="checkbox"/> Gully outside Haven Cottage, Outwoods, needs emptying <input type="checkbox"/> Knightley Road – pot holes, some very large and dangerous. 	Clerk

	<p><input type="checkbox"/> Brookhouse Road outside Health Centre – large pothole</p> <p>It was also noted that Audmore Loop is scheduled for resurfacing.</p> <p>An email had been received regarding inconsiderate parking on Lowfield Lane at school opening and closing times causing inconvenience to residents. It was noted that St Lawrence Primary Academy had attempted several times to address this problem with letters to parents/carers and meetings had also been held. A response would be sent giving details of who to contact at school.</p>	Clerk
19/052	<p>To consider Committees/Working Group issues</p> <p>a) Matters relating to the Planning Committee</p> <p><input type="checkbox"/> Minutes of the meetings held on 21st March and 4th April 2019 were accepted. Seven applications had been considered.</p> <p><input type="checkbox"/> Planning committee also considered, following request for Open Spaces, storage options and had agreed that a suitably sized container located on the Grosvenor Centre site would be beneficial to the Council.</p> <p><input type="checkbox"/> A letter had been sent to Stafford Borough Council asking if SBC was intending on maintaining a buffer of land based on the latest housing delivery test calculations provided by the Government.</p> <p>b) Matters relating to the Open Spaces Committee</p> <p>c) Minutes of the meeting held on 18.3.19 were accepted</p> <p><input type="checkbox"/> Materials for the supply of fencing for the Brookhouse Road play area had been ordered, suitable storage needs to be organised prior to delivery.</p> <p><input type="checkbox"/> Outdoor gym equipment is scheduled to be delivered during April.</p> <p><input type="checkbox"/> The installation of a water supply on the Acres is now complete.</p> <p><input type="checkbox"/> Allotment renewals had been completed and the waiting list cleared. An inspection of the allotments was carried out in March, plots not tended were reallocated and minor maintenance requirements were noted and would be managed accordingly.</p> <p><input type="checkbox"/> There had been some vandalism on one of the interpretation boards along the boardwalk.</p> <p><input type="checkbox"/> BKV members had started this year's project work and have repainted the bus stop and some benches as well as starting their scheduled litter picks.</p> <p><input type="checkbox"/> Open Spaces Committee agreed to adopt the Dementia Sensory Garden project and Cllrs Gregory and Greatrex will oversee this and include GG's Youth Club members at the appropriate time.</p> <p>d) Matters relating to the Procedures Review Committee</p> <p><input type="checkbox"/> Minutes of a meeting held on 25.3.19 were accepted</p> <p><input type="checkbox"/> Cllrs all received a copy of the final set of policies that the committee had agreed were necessary to ensure the Council is</p>	

	<p>compliant with GDPR. It was proposed seconded and unanimously agreed to accept recommendations to adopt all policies. Policies would be posted on the website.</p> <ul style="list-style-type: none"> <input type="checkbox"/> It was also agreed to ratify all recommendations to retain and destroy council documents as outlined in the minutes. <input type="checkbox"/> The Committee had also reviewed information received about how councils should plan for the death of the Sovereign or other senior royal. Recommendations were accepted. <p>e) Matters relating to the Grosvenor Centre Working Group</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meeting had been held separately with two architects who had been asked to provide a fee proposal detailing their ideas to enhance the centre in a phased programme. Only one proposal, from etc Design was received by the stated deadline which the working group considered and accepted. etc Design had been appointed to work with the group on RIBA stages 0-1, Strategic Definition, Preparation and Brief at £2880 and stage 2 Concept Design at £4400. Following completion of stage 2, the group would then decide the way forward. <p>f) Matters relating to the Communications Committee</p> <ul style="list-style-type: none"> <input type="checkbox"/> The committee had been reviewing the Communications and Engagement Strategy and had made a number of amendments. A draft document would be reviewed in the coming weeks. 	
19/053	<p>To receive a report on recent meetings of GLEAN</p> <p>The library had officially opened on 4th April with over 50 people attending including the Deputy Mayor and Mayoress and officers from Staffordshire County Council. Library volunteers are now operating alone, regular coffee mornings are planned and there had been a fund raising concert on 6th April.</p> <p>Agreement between Gnosall Parish Council and GLEAN</p> <p>Cllrs received a copy of the draft agreement. There was a question as to whether there should be reference within the agreement that the Parish Council has to have a representative on GLEAN committee but it was noted that this is detailed in the constitution.</p> <p>It was proposed seconded and agreed that the agreement is accepted. Cllr Booth abstained from voting.</p>	
19/054	<p>To consider hiring or purchasing a container for storage of parish council materials</p> <p>Options to hire or purchase a container were discussed and associated fees. It was accepted that the Council needs more storage and a container on the Grosvenor Centre site, adjacent to the workshop, was agreed. It was also reported that a Parish Council does not require planning permission under general permitted development orders as a designated local authority. It was proposed, seconded and agreed to purchase (if a donated container could not be sourced) a container for the permanent storage of council's equipment.</p>	

	<p>Funding the container was then discussed. Although this had not been budgeted for, it was felt that this is now necessary to protect the council's property from significant loss and adequate funds are held in the Council's reserves. The additional projects the Council now undertakes and has planned, requires suitable storage. For example play area fencing, village green bollards and the dementia sensory garden project all have a considerable amount of materials. It was therefore agreed to purchase a 30ft container at a maximum cost of £2500. This was seconded and agreed. Cllr Greatrex abstained from voting.</p>	
19/055	<p>To receive a report on financial receipts for March 2019 and to receive accounts for approval for April 2019</p> <p>The accounts for the month of April were reviewed then proposed, seconded and accepted. Clerk to action.</p>	Clerk
19/056	<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.</p>	Cllrs
19/057	<p>To confirm the date and time of the next meeting</p> <p>The next meeting would be held on Monday 13th May 2019 at 7.30pm.</p>	
19/058	<p><i>To exclude the press and public whilst confidential information is discussed</i></p> <p>To discuss the renewal of Rosebuds Lease</p> <p>Meetings had been held with the manager of Rosebuds Nursery at which a 12 month renewal had been requested with a 3% increase in rent. Details were shared with councillors. It was proposed, seconded and agreed to accept the request. The Clerk to liaise with the Council's solicitor, Hand Morgan & Owen to proceed with this.</p> <p>Prior to the meeting closing, the Chair expressed thanks on behalf of the Council to Cllr Innamorati for his dedicated work for the Parish Council over the past 2 years, particularly Open Spaces projects. The Chair was also thanked for her work during her first year as Chair of the Parish Council.</p>	Clerk

The meeting closed at 9.15pm

Approved payments

Paid To	Services	Invoice No	Net £	VAT £	Total £
JWH	Burial Ground maintenance	1961	300	0	300
Ricoh	Photocopying	101323850	220.68	44.140	264.82
SCRIBE	Subscription 2019	343	347.00	69.40	416.40
SPCA	2019 subscription	19/75	570.00	0	570.00
SLCC	2019 subscription		247.00	0	247.00
R Alker	Website hosting, domain name and IP address	6	125.00	27.00	152.00
GPN	2019 advert	177	38.00	0	38.00
EFC	Materials for chippy jumps repairs to fencing	164642	86.10	17.22	103.32
Chubb	Fire equipment safety checks	7486327	74.83	15.69	94.12
Chubb	Replacement equipment	7486326	3.50	.70	4.20
ESPO	Stationery	5211.49	51.45	10.30	61.75
Edwards Standpipes	Materials to repair tap at Burial Ground	5943	15.45	3.09	18.54
CEF	Materials for improved wifi	189453	24.14	4.83	28.97
Travis Perkins	Materials for kitchen work in Grosvenor Centre	ALD242	151.87	30.39	182.26
Travis Perkins	Materials for kitchen work in Grosvenor Centre	ALD412	8.81	1.76	10.57
P Prince	Handyman duties	1159	552.50	0	552.50
Staff	Salary	-	333.49	0	333.49
Staff	Salary	-	342.72	0	342.72
staff	Salary	-	2067.24	0	2067.24
Staff	Salary	-	610.35	0	610.35
HMRC	NI & PAYE	-	1009.86	0	1009.86
SCC	Pension	-	889.63	0	889.63

GG's Youth Club

Stafford Floors	Youth club carpet	-	750.00	150.00	900.00
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BKV

Mr Print It	BKV leaflets & maps	6574	257.00	9.00	266.00
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