

STOWE BY CHARTLEY PARISH COUNCIL

Minutes of the Annual Meeting of Stowe by Chartley Parish Council held on Tuesday 18th May 2010 in Stowe by Chartley village hall.

Present: Cllr. Lyons, Chairman,
Cllr. Tilston, Vice Chairman,
Cllr. Mrs. Grimes,
Cllr. Meddings.

14/10. Election of Chairman for 2010/11.

RESOLVED that Cllr. Lyons be elected Chairman.

15/10. Chairman's Declaration of Acceptance of Office was received and signed by the Clerk.

16/10. Apologies. Cllr. Brown and Cllr. Bloomer.

RESOLVED that Cllr. Brown's apology be accepted.

17/10. Declarations of interest. Cllr. Meddings declared an interest in item 34/10.

18/10. Election of Vice-Chairman for 2010/11.

RESOLVED that Cllr. Tilston be elected Vice-Chairman.

19/10. Finance Member for 2010/11.

RESOLVED that Cllr. Meddings be elected Finance Member.

20/10. Minutes of the meeting of 4th May 2010.

RESOLVED that the Minutes be accepted as a true record and be signed by the Chairman.

21/10. Matters arising from the minutes of 30th March, 21st April and 4th May and not otherwise on the agenda.

Play Area.

Inspection: Weekly reports showed that the play area seat needed restaining. Trees in the northern hedge were dead.

RESOLVED that a) clerk arranges for seat to be restained by a local contractor,
b) the clerk write again to landowner about dead trees in the hedgerow.

Annual Inspection report showed no problems under current guidance.

Highways.

249/09. Work for community gangs. The Clerk reported that the Highways Supervisor was seeking help with road names.

RESOLVED that clerk talk to local residents about road names and report back.

245/10. Bridge Lane.

RESOLVED that the Clerk and Assistant Clerk arrange a site visit with Mr. Brown, Cllr. Tilston and herself to investigate feasibility of hedgerow removal on Bridge Lane and identify costs.

247/10. Signage for HCVs.

RESOLVED that the clerk ask the clerk to Hixon Parish Council for an opportunity for Cllr. Lyons and Cllr. Tilston to appear at a Hixon Parish Council meeting and explain the issues.

117/09. Banking arrangements.

RESOLVED that a) Cllr. Meddings to provide certificated identification papers.
b) Clerk update Bank of Ireland mandate.

249/10. Mowing, bus shelter cleaning & litter contracts. Cllr. Meddings signed the contract letter on behalf of Abbey Landscapes.

RESOLVED that the clerk identify mowing contractor's charges for the next meeting.

287/10. Community Governance Review. The Clerk reported that the number of petition letters received fell well short of the number required.

RESOLVED that the clerk arrange a meeting with the Head of Law and Administration at Stafford Borough Council to explore the issue.

288/10. Opportunities offered by Community Wellbeing Fund. The Clerk reported that he had advised local organisations about this fund.

RESOLVED that this item be discharged.

289/10. Consultation on draft Core Policies in the Local Development Framework.

RESOLVED that this item be discharged.

22/10. Chairman's announcements. The Chairman said that the presentation given to Brocton Parish Meeting by the Vice Chairman and Clerk had been well received.

23/10. Questions from Councillors. Cllr. Tilston asked if the Parish Plan had anything to say about the health issues raised in the Parish Meeting. The Chairman asked the Clerk to research this and report back to the next meeting.

24/10. Date and venue of next ordinary meeting.

RESOLVED that the next meeting be held on 13th July at Amerton Farm conference room. Tea/coffee to be provided.

25/10. Adjourn meeting.

26/10. Public participation. There were no members of the public.

27/10. Resume meeting.

28/10. Planning Applications and Appeals.

There were no new applications.

RESOLVED that the Clerk research the status of the equestrian development in Bridge Lane and report to the next meeting.

29/10. Planning Decisions and Appeals.

The Clerk and Assistant Clerk had made a site visit and reported that what was left on site was more soil than coffee.

RESOLVED that this item be kept on the agenda pending a possible planning application.

30/10. Finance Member's report.

Cllr. Meddings said that he had examined the accounts and they were satisfactory.

RESOLVED that the Finance Member's report be accepted.

31/10. Responsible Financial Officer's report.

Bank reconciliation.

RESOLVED that the document be accepted as a true record and signed by the Chairman.

Cashflow statement predicted a comfortable underspend but the RFO warned that it was too early to be confident about the outturn.

RESOLVED that the report be noted.

Income report.

RESOLVED that the report be noted.

Transfers.

RESOLVED that a) the RFO transfer £166.01 from NatWest to Bank of Ireland.
b) the RFO transfer £900 from Lloyds account to Bank of Ireland.

32/10. Accounts for payment.

Item	Sub-Total			Total			Legislation
	Net	VAT	Gross	Net	VAT	Gross	
Trent Grounds Maintenance. Mowing				182.50	31.94	214.44	Open Spaces Act 1906
NALC. Local Council Review.				13.50	0.00	13.50	Local Government Act 1972 s111
CPRE Membership subscription.				29.00	0.00	29.00	Local Government Act 1972 s111
Allianz Insurance. Annual Premium.				479.52	0.00	479.52	Local Government Act 1972 s111
HMRC VAT				8.97	0.00	8.97	Local Government Act 1972 s111
British Telecom. Kiosk				1.00	0.00	1.00	Local Government Act 1972 s145
Clerk's salary, April & May.				471.28	0.00	471.28	Local Gov. Act 1972. s110
Assistant clerk's salary, May				138.66	0.00	138.66	Local Gov. Act 1972. s110
PAYE				169.83	0.00	169.83	Local Gov. Act 1972. s111
Clerk's imprest & exps	223.34	17.26	240.60				Local Gov.(Fin. Prov) Act 1963
VAT omitted from chq 692	2.52	0.00	2.52				
Mileage	61.52	1.88	63.40				
Total				287.38	19.14	306.52	
Assistant clerk's mileage				0.58	0.02	0.60	

RESOLVED that the above schedule be approved for payment with the exception of the Allianz Insurance cheque. See 37/10 below.

33/10. Purchase contract and power supply options for Stowe village telephone box.

RESOLVED that a) the Council sign the BT contract
b) the Council request the electricity supply to be as option 1.

34/10. Extensions to CPI work. Cllr.Meddings declared an interest but was invited to stay in

the meeting to contribute his expertise.

RESOLVED that the clerk proceed to commission work on FP3, FP11, FP14, FP17, FP18, junction of FP19 and 21, FP26, FP1620 and FP34.

35/10. Review of the Council's financial arrangements.

RESOLVED that no changes needed to be made to the Council's Financial Arrangements other than those arising from the change of Clerk.

36/10. Asset inspection.

RESOLVED that Cllr. Mrs. Grimes carry out an asset inspection and risk assessment with the Clerk and Assistant Clerk on a date to be agreed between them.

37/10. Insurance.

The Assistant Clerk reported that she had obtained a quote over £84 less than AON with an offer of a further 5% off for a three year commitment.

RESOLVED that a) the insured sums be kept at their present level.
b) if these arrangements can be preserved but at a lower premium then the Assistant Clerk to make such arrangements.
c) the Asset Register values of the play equipment be kept at their present level.

38/10. Review of Standing Orders in the light of the new Model Standing Orders produced by NALC.

RESOLVED that the Clerk and Assistant Clerk work on these and report to the next meeting.

39/10. Audited accounts for the year 2009/10.

RESOLVED that a) the Council approve the Audited Accounts.
b) payment of the auditor's invoice be approved.

40/10. Annual Governance Statement.

RESOLVED that the Council approve the signing of the Annual Return by the Chairman.

41/10. Revision of Guide for Residents.

RESOLVED that the Assistant Clerk update the Guide for the next meeting.

42/10. Review of the Training Statement of Intent.

RESOLVED that the references to the sex of the office holder be removed from this Statement.

43/10. Power of Well-being.

RESOLVED that the Council declares that it has met the Secretary of State's requirements to exercise the Power of Well being under the Local Government and Public Involvement in Health Act 2007.

44/10. Clerk's contract of employment.

RESOLVED that a) the Clerk's contract be extended until 31st July at SCP 15.
b) the Council considers the option to change the Clerk's job designation to Assistant Clerk from the next meeting of the Council.

45/10. Transfer, induction and training arrangements for new clerk.

RESOLVED that a) the new clerk be designated Assistant Clerk until the next meeting when change of job designation to Clerk will be considered.
b) Chairman, Clerk and Assistant Clerk review model NALC/SLCC contract at the July agenda meeting in order to recommend changes to the Council
c) the Assistant Clerk will accompany the Clerk on a number of visits to Council related events.
d) the Clerk will enter the Assistant Clerk for the Clerk's Day.
e) the clerk will apply for a bursary to cover the Clerk's Day and 'Working With Your Council'.
f) over the next 2 months the clerk will hold a number of meetings with the Assistant Clerk to hand over various aspects of the Clerk's job.

46/10. Offer from Stafford Borough Council to talk to the Parish Council about rural exception sites for affordable housing.

RESOLVED that the Clerk decline this offer.

47/10. Items for the summer edition of the Parish Council Newsletter.

RESOLVED that this include the fête.

48/10. Correspondence:

HM Revenue & Customs. Employers' Bulletin.

Staffordshire County Council. 'Time2Time' Archive Service newsletter. Mineral Madness campaign success.

Stafford Borough Council. Walking for Health literature. 'Have you moved' campaign. Register

of electors update. Biodiversity Strategy Steering Group agenda and Minutes. Statement of persons nominated and notice of poll. Members' Digest 141 with articles including improving healthy weight through physical activity and volunteering group. Members' Digest 142. Certificate of Concurrent Expenditure. Break down of Council Tax. Explanation of Council Tax and Business Rates. Letter re Rural Affordable Housing. Wildlife and Country Craft Fair.

NALC. Programme of networking and training events.

Staffordshire Parish Councils' Association. Training courses. Election pro-forma. Stafford Area Committee AGM agenda.

Community Council of Staffordshire. Offer to talk about local health and social care issues.

Staffordshire Police. Executive Briefing for Partners. The clerk pointed out that Insp. Humphries was speaking about this at the next SPCA Area Committee meeting on 9th June. The Assistant Clerk and some Councillors would be in attendance and would report back.

Staffordshire Fire and Rescue. Safety Plan News.

Neighbourhood Watch. Newsletter.

CPRE. Members' Guide. 'Countryside Voice' with articles on litter and other CPRE campaigns. 'Fieldwork' with articles on Community Infrastructure Levy, guide to campaigning, sustainable economic growth, litter and fly tipping and road reviews.

Staffordshire 3rd Sector Network. Bulletin.

British Wildlife Rescue Centre. April Newsletter.

Clerks & Councils Direct with articles on legislation.

Mrs. Sharpe. Request for walk leaflets.

RESOLVED that the correspondence be noted.

Meeting closed at 10.20pm.

Signed as a true record.....