

KINGSTONE PARISH COUNCIL MEETING HELD ON TUESDAY 16th JULY 2019 AT 7.30 P.M.

1) **PRESENT** – Cllrs N Green, J Grey, J Bellenie and A Cumming and four members of public.

2) **APOLOGIES** – apologies were received from PC Lymer and PCSO Hales

3) **PUBLIC SESSION**

The following issues were raised:-

- Area in/around The Blythe – issues were discussed including possible speeding of vehicles, condition of roads and pavements and litter bins:-
 - i. Parishioners requested a sign attached to the litter bin on the green area at The Blythe with the wording ‘slow down, children playing’ – ACTION – clerk to investigate if a sign is feasible
 - ii. Condition of pavements/road around the green area – parishioner to pass previous job number to the clerk – ACTION – clerk to investigate progress of works raised through job number
 - iii. Speed limit sign – parishioners made an enquiry to see if the 30 mph signs from Kingstone village could be extended to include the road through The Blythe – ACTION – clerk to investigate
 - iv. General litter bin/dog waste – ACTION – clerk to investigate the use of stickers on the general litter bins
- Bike traffic through the village – this was discussed – ACTION – Cllr N Green to contact the landlady of The Blythe Inn to see if they can help further with this matter and also contact the local PC to see if anything further can be done.

Cllr N Green also outlined the fact that there are currently vacancies on the parish council, should anyone be interested in joining the parish council.

4) **MINUTES OF LAST MEETING** – The minutes of the meetings held on Tuesday 14th May and Thursday 20th June 2019, were approved, proposed by Cllr J Bellenie, seconded by Cllr J Grey and signed by the Chairman and clerk.

5) **MATTERS ARISING FROM MINUTES of meetings Tuesday 14th May and Thursday 20th June 2019** - None raised

6) **AGENDA**

a) **Playing field – playground inspections, report and repairs**

Weekly safety checks – ACTION - Cllr N Green to do July with other councillors to enable new councillors to familiarise themselves with the process. ACTION – clerk to draw up and circulate new rota for weekly safety inspections – ACTION completed and closed. The rota for the rest of the year is as follows:-

June	N Green	October	N Green
July	N Green	November	J Bellenie
August	J Bellenie	December	A Cumming
September	J Grey		

All councillors were happy to continue with the current safety inspection forms and agreed to send a copy of their completed forms to the clerk and the councillor on the rota for the following month. ACTION – Cllr N Green to send completed inspection forms for May, June and July to the clerk.

Repairs/refurbishment of swings – It was **RESOLVED** to leave the swings as they are at present, with no immediate repairs necessary, proposed by Cllr N Green, seconded by Cllr A Cumming, with no objections raised.

ACTION – Cllr N Green to place info into the KLN to ask for ideas with regards to the future facilities on the playing field/play area

Repairs to court wall/goal posts – defer until next meeting

Facilities in the play area – the possibility of adding extra equipment to the playing field/play area was discussed, to be discussed further at a future meeting. ACTION – Cllr N Green to pass info from play companies to Cllr A Cumming.

Playdale equipment – the quote from Playdale for the repairs to this equipment was discussed and it was **RESOLVED** to undertake these repairs up to a budget of 10% in addition to the quote received, proposed by Cllr A Cumming, seconded by Cllr N Green, with no objections raised. ACTION – clerk to arrange for the work to be undertaken.

Changing rooms – the electricity supply options for the changing rooms were discussed and it was decided to leave at present with no action currently required.

- b) Grounds maintenance contract for 2019
Possible options for the future use and maintenance of the playing field were discussed. ACTION – Cllr N Green and the clerk to send information to Cllr J Bellenie who will then contact the contractors. Cllr N Green to seek advice regarding the condition of the grass on the playing field/play area.
- c) Finance and accounts for the year 1st April 2019 to 31st March 2020
Copies of Q1 bank reconciliation were circulated to councillors and it was **RESOLVED** to accept them as a true record of the accounts, proposed by Cllr A Cumming, seconded by Cllr J Grey, with no objections raised.
- d) Review of council documentation:-
- Recreational area management plan – ACTION – Cllr N Green to send suggested alterations to councillors and the clerk in preparation for discussion at the September meeting.
 - Health and safety policy – ACTION – Cllr A Cumming to send risk assessment information to councillors and the clerk. ACTION – Cllr J Bellenie to send health and safety information to councillors and the clerk. To be discussed at the September meeting.
 - Code of conduct – the parish council’s existing code and possible adoption of the new ESBC code were discussed. ACTION – Clerk to send existing parish council code and the new ESBC code to councillors in preparation for discussion at the September meeting.
- e) Fencing and replacement field gates – defer until a parish improvement plan is developed
- f) Co-option of councillors to fill councillor vacancies – defer until next meeting, ACTION – Cllr N Green to contact interested parishioner and also put a note into the KLN regarding the vacancies.
- g) Community Speed Watch scheme – defer until inclusion of the item on the agenda is requested by the Chairman
- h) Bank mandate – discussion/completion
Cllr N Green presented the new bank mandate and all councillors agreed to Sections 3 and 5.

The completion of the new bank mandate was discussed and it was agreed to update the existing mandate and add Cllrs J Bellenie, J Grey and A Cumming as new signatories for all accounts and remove old councillors. It was **RESOLVED** that the authorised signatories in the current mandate, for the accounts detailed in section 1.3, be changed in accordance with section Authorised Signatories and the current mandate will continue as amended, proposed by Cllr A Cumming, seconded by Cllr J Bellenie, with no objections raised. ACTION – clerk to complete and return the mandate with details provided by councillors.

7) CORRESPONDENCE

- SCC - Staffordshire County Council's draft revised Statement of Community Involvement – content noted, no comments raised
- SCC – info on DPO service – service not required at present
- ESBC - Supplementary Planning Document consultations - The Shopfronts SPD and the Separation Distance and Amenity SPD - The two SPDs will be published for consultation on Monday 24th June 2019 until Monday 5th August 2019 - content noted, no comments raised
- E-mail from Douglas Macmillan requesting donation from parish council – this was discussed and it was **RESOLVED** that the parish council does not make charitable donations outside of the parish, proposed by Cllr N Green, seconded by Cllr J Grey, with no objections raised.

Other correspondence received

- SPCA – weekly bulletins and related information

8) PLANNING APPLICATIONS - Consultations are now being received via e-mail alert. Councillors were asked to respond to all planning applications, giving a ‘no comment’ return where appropriate. Decisions to permit or refuse applications from ESBC are shown below:-

P/2019/00490 - Erection of a detached building for security control/storage building & erection of 2.4m high fence and gates, Chilton Int Trans Ltd, Potts Lane, Kingstone, ST14 8QS

No additional comments to be sent

P/2019/00812 - Erection of a livestock building, Watery Leese Farm, Watery Lane, Kingstone, ST14 8QU - **No comments raised**

P/2019/00579 - Erection of a single storey extension on the South & West elevations including basement and erection of a two storey extension to the South elevation (Revised Scheme)

The Old Rectory, Mill Lane, Gratwich, ST14 8SE

Permit with conditions

9) FINANCE

Paid out

	Cheque number	Amount
Mrs K Pickett – Clerk’s Wage (9 weeks+phone for apr/may/june)	1313	£827.84
Kingstone village hall (village hall hire – meetings in June/july)	1314	£48.00
Gratwich PCC (grant towards churchyard maintenance)	1315	£600.00
Kingstone PCC (grant towards churchyard maintenance)	1316	£1000.00
Staffordshire Parish Councils’ Association (local cllr training course)	1317	£20.00
Total		£2495.84

Paid in

Bank interest – May 2019	£7.12
VAT repayment	£401.10
Bank interest – June 2019	£6.27
Total	£414.49

It was **RESOLVED** for the clerk to sign all cheques at this meeting due to lack of signatories, proposed by Cllr N Green, seconded by Cllr A Cumming, with no objections raised. It was **RESOLVED** to authorise all actions and payments, proposed by Cllr N Green, seconded by Cllr A Cumming, with no objections raised. **ACTION** – Cllr J Bellenie to circulate information from training course to councillors and the clerk.

DATES OF NEXT MEETINGS

Tuesday 10th September at 7.30pm

Wednesday 13th November at 7.30pm

Meeting closed at 9.50 pm.