

KINGSTONE PARISH COUNCIL ANNUAL MEETING HELD ON TUESDAY 8th MAY 2018 AT 8 P.M.

1) **PRESENT** – Cllrs Mr R Pickett, Mr N Green, Mr C James and Mrs S Capewell and no members of public.

2) **APOLOGIES** It was **RESOLVED** to accept the apologies given by Cllrs Mr T Bevan, Mr C Talbot and Mrs T Rees, proposed by Cllr Mr R Pickett, seconded by Cllr Mr N Green, with no objections raised.

3) **ELECTION OF OFFICERS**

a) **Chairman**: Cllr Mr N Green

Cllr Mr C James nominated Cllr Mr N Green, seconded by Cllr Mrs S Capewell.

Cllr Mr N Green accepted the position.

All members voted in favour, with no objections raised and Cllr Mr N Green took the chair.

b) **Vice-Chairman**: Cllr Mr R Pickett

Cllr Mr N Green nominated Cllr Mr R Pickett, seconded by Cllr Mrs S Capewell. All members voted in favour, with no objections raised.

c) Appointment of representatives:-

Parish Governor – Cllr Mr N Green

4) **PUBLIC SESSION**

No issues were raised in the public session.

5) **MINUTES OF LAST MEETING** – It was **RESOLVED** to accept the minutes of the meeting held on Tuesday 13th March 2018, proposed by Cllr Mr N Green, seconded by Cllr Mr R Pickett and signed by the Chairman and clerk.

6) **MATTERS ARISING FROM MINUTES of meeting held on Tuesday 13th March 2018**

Police matters – 2018 ASB action plan – no further action required

7) **AGENDA**

a) **Playing field – playground inspections**

Play equipment – safety checks have been received for March and the general condition of the play area was discussed. The Chairman reminded councillors of the play area rota for the forthcoming months and the importance of checking all parts of the play area and fields, including fastenings such as bolts and screws. The rota for the year is as follows:-

Jan	Cllr Mr T Bevan	Feb	Cllr Mr N Green	Mar	Cllr Mr C James
Apr	Cllr Mrs T Rees	May	Cllr Mr R Pickett	June	Cllr Mr T Bevan
July	Cllr Mr N Green	Aug	Cllr Mr C James	Sep	Cllr Mrs T Rees
Oct	Cllr Mr R Pickett	Nov	Cllr Mr T Bevan	Dec	Cllr Mr N Green

The bus shelter at The Blythe has been included on the safety inspection forms, to be inspected once per month. Defer further discussion regarding the shelter until July meeting. Councillors were thanked for their continued efforts with the play area inspections and were asked to return their completed inspection forms to the clerk.

Play equipment issues were discussed as follows:-

- Adventure trail kit – ACTION - Cllr Mr T Bevan to adjust chains – on-going

The quarterly play area inspection completed this month was discussed and it was **RESOLVED** to obtain quotes to undertake any necessary works, including possible options for the removal, refurbishment and replacement of the goal posts, proposed by Cllr Mrs S Capewell, seconded by

Cllr Mr C James, with no objections raised. ACTION – clerk to obtain quotes

b) Grounds maintenance contract for 2018

This was discussed and it was **RESOLVED** to contact the garden contractors to clarify their interpretation of the works schedule in relation to works completed so far, proposed by Cllr Mr R Pickett, seconded by Cllr Mr N Green, with no objections raised. ACTION – clerk to contact contractor.

c) General parish issues

- Hollyhurst Lane – no further update
- Potts Lane – no further update
- Broken fencing at The Blythe – no further update

ACTION – clerk to request an update for the next meeting

Councillors agreed to allocate themselves roads/areas and to report any current potholes within these areas, proposed by Cllr Mr R Pickett, seconded by Cllr Mr N Green, with no objections raised.

d) Finance and accounts for the year 1st April 2017 to 31st March 2018 – including internal/external audit procedure and completion of annual return

The accounts for the year ending 31st March 2018 were discussed and the following issues were raised:-

- Assets register – it was **RESOLVED** to show the village hall as ‘nil’ value on the parish council asset register and list as ‘charity assets held by KPC as custodian trustee’ in line with relevant guidance and to re-state the asset value as at 1st April 2017 to reflect this alteration, proposed by Cllr Mr N Green, seconded by Cllr Mr C James, with no objections raised.
- Level of reserves – it was **RESOLVED** to accept the level of reserves, including ear-marked reserves as shown in the accounts, proposed by Cllr Mr R Pickett, seconded by Cllr Mr N Green, with no objections raised.
- Mazars LLP have requested that they are advised of any potential conflict of interest of councillors. Councillors present advised that they saw no conflict of interest. ACTION – clerk to contact absent councillors to confirm if they have any potential conflict of interests.
- Potential errors on annual return – it was **RESOLVED** that if an error is material to the accuracy of the accounts or the financial governance of the authority then the accounts should be altered and the £40 fee for alteration accepted, otherwise the error should be left and any qualification accepted, proposed by Cllr Mr N Green, seconded by Cllr Mrs S Capewell, with Cllr Mr R Pickett declaring pecuniary interest and no objections raised.

Copies of the year end bank reconciliation and annual accounts summary for 2017-2018 were circulated to councillors. The internal audit has been completed and received with no comments raised.

Draft accounts were presented for the year 1st April 2017 to 31st March 2018. Copies of the summary were circulated to all councillors. Accounts were discussed and it was **RESOLVED** to accept them as a true record of the accounts. Proposed by Cllr Mrs S Capewell, seconded by Cllr Mr C James, with Cllr Mr R Pickett abstaining due to declared pecuniary interest, with no other objections raised.

- i. Cllr Mr N Green presented section 1-Annual governance statement for 2017/18, of the Annual return for the year ended 31 March 2018. This was considered and completed and it was **RESOLVED** to approve section 1, with no issues raised. Proposed by Cllr Mr C James, seconded by Cllr Mrs S Capewell, with Cllr Mr R Pickett abstaining due to declared pecuniary interest, with no other objections raised. Chairman Mr N Green and the clerk, acting as RFO duly completed and signed Section 1 of the annual return.
- ii. Cllr Mr N Green presented section 2- Accounting statements for 2017/18. The accounts

were discussed and it was **RESOLVED** to approve section 2, with no issues raised. Proposed by Cllr Mrs S Capewell, seconded by Cllr Mr N Green, with Cllr Mr R Pickett abstaining due to declared pecuniary interest, with no other objections raised. Chairman Mr N Green signed Section 2 of the annual return.

The clerk will arrange for the Notice of Appointment of Date for the Exercise of Electors' Rights to be displayed.

Clerk's pay rise – It was **RESOLVED** to accept the clerk's pay rise in line with SLCC and NALC pay scales backdated to 1st April 2018, proposed by Cllr Mrs S Capewell, seconded by Cllr Mr N Green, with Cllr Mr R Pickett abstaining due to declared pecuniary interest, with no objections raised.

e) Parish maintenance/development fund - consideration of applications received

Applications have been received from:-

1. Gratwich PCC - £500.00
2. Kingstone PCC - £1000.00

These were discussed and it was **RESOLVED** to grant the full amounts requested subject to the conditions of the development fund, proposed by Cllr Mr N Green, seconded by Cllr Mr C James, with Cllr Mrs S Capewell abstaining due to pecuniary interest and no objections raised.

Other options for the use of this fund were discussed, including ways of enhancing the overall environment of the parish, to be discussed further at a future meeting.

2017 Bowling club application – this application has been withdrawn.

f) Reform of Data Protection Regulation, General Data Protection Regulation (GDPR) and Data Protection Bill

GDPR and its implications were discussed. It was **RESOLVED** to register and pay the £40 ICO data controller fee, proposed by Cllr Mr N Green, seconded by Cllr Mr R Pickett, with no objections raised. It was **RESOLVED** to adopt and use the agreed retention policy, consent forms and privacy notices and for the clerk to begin a data cleanse based upon the adopted retention policy proposed by Cllr Mr N Green, seconded by Cllr Mr C James, with no objections raised. SAR requests and related documents to be discussed at the next meeting. It was **RESOLVED** to use the current Freedom of Information Act policy and processes until a suitable alternative is agreed, proposed by Cllr Mr R Pickett, seconded by Cllr Mr N Green, with no objections raised. ACTION – clerk to circulate documents to councillors in preparation for discussion at the next meeting. It was **RESOLVED** that any data not cleansed will be kept securely in line with data protection standards, proposed by Cllr Mr R Pickett, seconded by Cllr Mr N Green, with no objections raised.

g) Insurance renewal

Renewal quotes were discussed and it was **RESOLVED** to commit to a 3 year LTA with Inspire via Axa pending response regarding LTA queries, proposed by Cllr Mr N Green, seconded by Cllr Mr R Pickett, with no objections raised. ACTION – Cllr Mr R Pickett to contact brokers regarding queries. Cllr Mr N Green went through the 'statement of fact' document from Axa, with all councillors present accepting the conditions. ACTION – clerk to circulate document to absent councillors and if no response by the set date to assume their compliance with the conditions.

h) Church Fete - Saturday 9th June 2018 12 to 5pm

Road closure notice and other relevant info forwarded to Kingstone PCC.

8) CORRESPONDENCE

- SPCA – info regarding Consultation on the National Planning Policy Framework – no comments
- SPCA – safeguarding – template policy document – defer until next meeting
- Office of the Police and Crime Commissioner - 2018 National Rural Crime Network Survey - The survey is open for submissions until Sunday 10 June 2018 – no comments

- Severn Trent – letter notifying that from 1st July Severn Trent will no longer be the water retailer for the supply of water to the changing rooms and from this date this service will be provided by Water Plus – content noted

Other correspondence received

- SPCA – weekly bulletins and related information
- SCC - Results of the Rights of Way Consultation
- e-mail from toddler group outlining their grant expenditure
- Letter from Mr G Kerby thanking the parish council for internal audit payment, which this year he is donating to the Uttoxeter Inner Wheel Club to assist in their fund-raising activities, in particular Water Aid
- Stafford Borough Council – Planning and Compulsory Purchase Act 2004 (as amended) The Town and Country Planning(local planning)(England) Regulations 2012 (as amended) – Regulations 14 – notice of adoption of the Design Supplementary Planning Document and the Shopfronts and Advertisements Supplementary Planning Document – Plan for Stafford Borough- adopted 24th April 2018
- Stafford Borough Council – letter regarding GDPR
- Seafarers UK – letter regarding Merchant Navy Day – 3rd September

9) 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/2017/01343 - Erection of an agricultural worker's dwelling and installation of package sewerage treatment plant, Brookhouse Farm, Mill Lane, Gratwich, ST14 8SE

Permit with conditions

P/2018/00451 - Conversion and alterations to existing detached garage to form ancillary living accommodation, Ashcroft Farm, Blythe Bridge Bank, Kingstone, ST14 8QW

This was discussed and it was **RESOLVED** to submit comments regarding the foot-print/profile and future use of the proposed building, proposed by Cllr Mr N Green, seconded by Cllr Mr R Pickett, with no objections raised.

Comments submitted

Addendum - Permit with conditions

P/2018/00452 - Erection of an agricultural building for the housing of cattle, Proposed Agricultural Building , Blythe Bridge Bank , Kingstone, Staffordshire

No comments

P/2018/00508 - Installation of one extra wire to the existing two wire 11kv overhead line, Blythe Bridge Bank, Kingstone, Staffordshire

No comments

10) FINANCE

Paid out

	Cheque number	Amount
Mrs K Pickett – Clerk’s Wage (8 weeks + phone for jan/feb/mar)	1269	£707.30
Mrs K Pickett - Clerk’s expenses - laptop, software, printer (transparency fund grant), parking(training course)	1270	£588.63
Kingstone village hall (village hall hire)	1271	£24.00
NALC – LCR magazine subscription	1272	£17.00
Mr G Kerby – internal audit fee (2017/2108)	1273	£100.00
Came and Company – insurance renewal 2018/2019	1274	£655.25
Total		£2092.18

Paid in

Bank interest – March 2018 £1.18

Bank interest – April 2018	£1.30
Addendum	
HM Revenue and Customs – vat repayment	£3469.03
Total	£3471.51

The extra hours worked by the clerk due to the increased workload involved in the implementation of GDPR was discussed. ACTION – clerk to calculate additional hours incurred and report to July meeting.

It was **RESOLVED** to authorise all actions and payments, proposed by Cllr Mr N Green, seconded by Cllr Mrs S Capewell, with Cllr Mr R Pickett abstaining due to declared pecuniary interest, with no objections raised.

DATES OF NEXT MEETINGS

Tuesday 3rd July at 7.30pm

Tuesday 11th September at 7.30pm

Tuesday 13th November at 7.30pm

Meeting closed at 10.21 pm.