

**KINGSTONE PARISH COUNCIL ANNUAL MEETING HELD ON TUESDAY 14<sup>th</sup> MAY 2019 AT 8 P.M.**

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

2) **APOLOGIES** – no apologies given

3) **ELECTION OF OFFICERS**

a) **Chairman**: Cllr N Green

Cllr J Grey nominated Cllr N Green, seconded by Cllr A Cumming. Cllr N Green accepted the position. All members voted in favour, with no objections raised and Cllr N Green took the chair.

b) **Vice-Chairman**: Cllr J Bellenie

Cllr N Green nominated Cllr J Bellenie, seconded by Cllr A Cumming. All members voted in favour, with no objections raised.

Councillors were asked to complete and return their Register of Interest forms to the clerk as soon as possible. All forms to be completed and returned to ESBC within 28 days of the meeting.

c) Appointment of representatives:- **Parish Governor** – currently vacant

All new councillors provided e-mail details and confirmed their agreement to use their e-mails for parish council correspondence including provision of agendas/summons. Councillors were reminded of the council's GDPR responsibilities and the need to secure council correspondence. They also confirmed their agreement for their contact details to appear on the website and noticeboard. Existing parish council vacancies can now be filled by co-option.

4) **PUBLIC SESSION**

Please see the public session section of the annual parish meeting for further details.

5) **MINUTES OF LAST MEETING** – The minutes of the meeting held on Tuesday 12<sup>th</sup> March 2019, were not approved, as the current members were not present at the meeting and therefore felt unable to approve. A proposal to accept the minutes was made by Cllr N Green.

6) **MATTERS ARISING FROM MINUTES of meeting Tuesday 12<sup>th</sup> March 2019** - None raised

7) **AGENDA**

a) **Playing field**

Weekly safety checks – Cllr N Green to do June 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 - Cllr Mr N Green to design a template e-mail for weekly safety checks – on-going

Repairs/refurb of swings – defer until next meeting in July – ACTION – clerk to circulate latest safety report to councillors

Repairs to court wall/bus shelter/gates/fencing on playing field/goal posts - defer until next meeting

Playdale equipment – to be discussed at July meeting when engineer's visit has been completed.

Changing rooms – the electricity supply options for the changing rooms were discussed and it was **RESOLVED** to arrange the removal of the meter in the changing rooms - on-going

The condition of the play area and the contents of the annual play area inspection report were discussed. The latest quarterly play area inspection report was reviewed by Cllr A Cumming who recommended that no immediate action was required, all councillors were in agreement with this decision, with no objections raised.

b) Grounds maintenance contract for 2018 and 2019

ACTION – Cllr N Green to contact grounds maintenance contractor to request an additional cut before church fete day and further details regarding monitoring and progress of this year’s maintenance programme. ACTION – clerk to forward information to councillors.

c) Finance and accounts for the year 1st April 2018 to 31st March 2019

Councillors confirmed that they had no potential conflicts of interest with the external audit company. Cllr A Cumming to take on the role of financial councillor.

Copies of the end of year bank reconciliation and annual accounts summary for 2018-2019 were circulated to all councillors. The internal audit has been completed and it was **RESOLVED** to receive, note and accept the internal audit report, proposed by Cllr N Green, seconded by Cllr J Grey, with no objections or abstentions.

It was **RESOLVED** for the council to claim exemption from external audit assurance review for the 2018 to 2019 accounts, proposed by Cllr N Green, seconded by Cllr J Bellenie, with no objections raised and no abstentions.

Draft accounts were presented for the year 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019. 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 N Green, seconded by Cllr J Bellenie, with no objections raised.

i. section 1-Annual governance statement for 2018/19, of the Annual return for the year ended 31 March 2019 - was not approved as the majority of current members were not councillors during the accounting year 2018-2019 and therefore felt unable to approve.

ii. section 2-Accounting statements for 2018/19 - was not approved as the majority of current members were not councillors during the accounting year 2018-2019 and therefore felt unable to approve.

d) Parish maintenance/development fund - grant application procedure and consideration of applications received

Applications have been received from:-

1. Gratwich PCC - £600.00
2. Kingstone PCC - £1000.00

It was **RESOLVED** to grant the full amount for both applications, proposed by Cllr N Green, seconded by Cllr J Bellenie, with no objections raised. ACTION – Cllr N Green to place a note in the KLN to explain how last year’s fund was allocated and outline the process for application for 2019 to 2020.

e) Elections – ACTION – Cllr N Green to add a note to the KLN regarding the current vacancies

f) Insurance 2019 to 2020 – The insurance renewal was discussed ACTION – clerk to circulate information/’statement of fact’ document to councillors and if no response by the set date to assume their compliance with the conditions.

g) Church Fete - Saturday 15th June 2019 12 to 5pm

A request has been received from KCS for use of the playing field for activities during the church fete day. This use was agreed by all councillors present – ACTION – clerk to send use of playing field form to KCS for completion and return to the clerk, Cllr N Green to liaise with the KCS and church fete organisers regarding the use of the playing field on fete day. It was **RESOLVED** to set aside a budget of up to £250 for any additional cut required before fete day, proposed by Cllr A Cumming, seconded by Cllr N Green, with no objections raised.

8) **CORRESPONDENCE**

- Seafarers UK – info regarding the ‘Fly the Red Ensign for Merchant Navy Day’ 3<sup>rd</sup> September – content noted

- E-mail from parishioner regarding village traffic – this was discussed and Cllr N Green has responded to the parishioner

### **Other correspondence received**

- Together We're Better - Health and care in Staffordshire and Stoke-on-Trent - 12-week public conversation, taking place across Staffordshire and Stoke-on-Trent.
- SPCA – weekly bulletins and related information

### **Addendum:-**

- Thank you e-mail from Mr G Kerby regarding internal audit fee payment

**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/2019/00004 - Prior Approval for the conversion of agricultural outbuilding to a dwelling, Blythe Bridge Mill, Mill Lane, The Blythe, Stowe By Chartley, Staffordshire, ST18 0LT

#### **Addendum - Refused**

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

This was discussed and the response from the council was read at the meeting by Cllr N Green. It was **RESOLVED** to submit this response to ESBC, proposed by Cllr Mr N Green, seconded by Cllr Mr J Grey, with no objections raised. ACTION – Cllr N Green to forward response to clerk, clerk to send response to ESBC

P/2019/00222 - Erection of an extension to an existing agricultural building, Callow Hill Farm, Newton Hurst, Staffordshire

#### **No comments - Addendum – permit with conditions**

P/2019/00223 - Erection of an extension to existing agricultural building, Callow Hill Farm, Newton Hurst, Stoke-on-Trent, Rugeley, WS153PJ

#### **No comments - Addendum – permit with conditions**

### **10) FINANCE**

#### **Paid out**

	<b>Cheque number</b>	<b>Amount</b>
Staffordshire Playing Fields Association – subscription 2019-2020	1303	£20.00
NALC – LCR magazine subscription 2019-2020	1304	£17.00
Mrs K Pickett – Clerk's Wage (9 weeks/10 extra hours/ phone for jan/feb/mar)	1305	£930.96
Kingstone village hall (village hall hire – meeting in may)	1306	£24.00
Mrs K Pickett – expenses for printer ink for printer/scanner	1307	£47.99
The Play Inspection Company Ltd – operational play area inspection	1308	£63.00
Mr G Kerby – internal audit fee	1309	£100.00
<b>Total</b>		<b>£1202.95</b>

#### **Paid in**

Bank interest – March 2019	£5.71
Bank interest – April 2019	£6.34
<b>Total</b>	<b>£12.05</b>

ACTION – clerk to start the process of completing a new bank mandate. 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 J Bellenie, with no objections raised.

Clerks hours – the clerk expressed concerns that due to increased workload, she is currently unable to undertake all jobs and actions in the allotted 8 hours per week – to be discussed further at a future meeting.

It was **RESOLVED** to authorise all actions and payments, proposed by Cllr N Green, seconded by Cllr J Bellenie, with no objections raised.

**DATES OF NEXT MEETINGS**

Tuesday 9th July at 7.30pm

Tuesday 10th September at 7.30pm

Wednesday 13th November at 7.30pm

Meeting closed at 9.55 pm.