

KINGSTONE PARISH COUNCIL MEETING HELD ON WEDNESDAY 26TH SEPTEMBER 2018 AT 7.30 P.M.

1) **PRESENT** – Cllrs Mr R Pickett (acting chairman), Mr T Bevan and Mr C Talbot

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

3) **PUBLIC SESSION**

No issues were raised in the public session.

4) **MINUTES OF LAST MEETING** – It was **RESOLVED** to accept the minutes of the meeting held on Tuesday 3rd July 2018, proposed by Cllr Mr R Pickett, seconded by Cllr Mr T Bevan and signed by the Chairman and clerk.

5) **MATTERS ARISING FROM MINUTES of meeting held on Tuesday 3rd July 2018**

- Councillors were asked to complete and return their Register of Interest forms to the clerk as soon as possible.

6) **AGENDA**

a) **Playing field – playground inspections**

Play equipment – safety checks have been received for June and August 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.

The condition of the play area and the contents of the annual play area inspection report were discussed and it was agreed to continue with the previous action as agreed and minuted at the July meeting.

The bus shelter was discussed and and it was agreed to continue with the previous action as agreed and minuted at the July meeting.

ACTION - Clerk to draft new play area inspection rota for 2018 and circulate to councillors.

b) **Grounds maintenance contract for 2018**

Continue to monitor work undertaken and seek quotes for next season after the November meeting. **ACTION** – Cllr Mr R Pickett to check condition of courts and hedge cutting during his October safety checks.

c) **General parish issues**

- Hollyhurst Lane and Potts Lane – on-going
- Broken fencing at The Blythe – the fault has been categorised by a Highways inspector and is awaiting works to fix the fault
- Potholes on the road into the village from Holly Lane/Loxley Lane crossroads – request made to Highways for the condition of this section of road to be assessed and necessary repairs to be undertaken – on-going

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

The external audit has been completed, with no matters raised. A minor scope for improvement for 2018/19 recommending the use of the auditors' template for future bank reconciliations was noted. The notice of conclusion of audit has been published and displayed.

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 Mr T Bevan, seconded by Cllr Mr C Talbot, with Cllr Mr R Pickett abstaining due to declared pecuniary interest, with no objections raised.

Monthly financial meeting – to be discussed at the November meeting to ascertain which councillor would be willing to undertake this role.

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

A new application has been received from Talbot School Association for £600 to help to develop the outside area in the school's Early Years department. This was discussed and it was **RESOLVED** to undertake the following actions before a final decision is made:-

- Clerk to check if expenditure is within parish council powers
- Clerk to request further information from the grant applicants regarding the number of beneficiaries of the funding within the parish and details of when the funding from other sources will be available so that the equipment may be purchased,

proposed by Cllr Mr R Pickett, seconded by Cllr Mr T Bevan, with no objections raised.

An e-mail from a representative of the village hall, (at the time of their grant application submitted in June) expressing disappointment at their unsuccessful grant application has been received – content noted

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

Draft SAR and privacy policies were discussed and it was **RESOLVED** to adopt both policies, proposed by Cllr Mr R Pickett, seconded by Cllr Mr T Bevan, with no objections raised.

g) Changing rooms – it was **RESOLVED** to close this previous action, proposed by Cllr Mr T Bevan, seconded by Cllr Mr R Pickett, with no objections raised.

h) Review of council documentation:-

- Recreational area management plan - defer until future meeting
- Standing orders – ACTION – clerk to circulate NALC model to councillors in preparation for discussion at the next meeting
- Health and safety policy – ACTION – Cllr Mr T Bevan to forward a possible template to Cllr Mr R Pickett
- Safeguarding policy – ACTION – clerk to circulate information to councillors in preparation for discussion at the next meeting

i) Fencing and replacement field gates – defer

j) Shrewsbury Arms – ESBC list of assets of community value

The parish council has been notified by ESBC that The Shrewsbury Arms has been added to the Borough Council's list of assets of community value – content noted

7) **CORRESPONDENCE**

a) Douglas Macmillan Hospice – letter requesting support via donation – it was **RESOLVED** not to offer a donation, proposed by Cllr Mr R Pickett, seconded by Cllr Mr T Bevan, with no objections raised.

b) e-mail regarding a model railway show – content noted

- c) E-mail from Blithfield Parish Council – asking if the parish council would be interested in joint meetings with other parish councils to discuss shared issues. This was discussed and it was **RESOLVED** that the council would be interested in attending such meetings, proposed by Cllr Mr R Pickett, seconded by Cllr Mr C Talbot, with no objections raised. ACTION – clerk to respond to Blithfield parish council accordingly.
- d) E-mail from Robin Carr Associates – informal notice re: proposed diversion of public footpaths Kingstone nos 11 and 20, (if SCC decides to proceed with the making of the order, it will be advertised in the usual way and formal objections can be made at that time) – current deadline for comments/objections 5th November 2018 – this was discussed and it was **RESOLVED** to make no objections at this time, proposed by Cllr Mr T Bevan, seconded by Cllr Mr R Pickett, with no objections raised.
- e) E-mail from Staffordshire Police – asking if we are aware of any Remembrance Day parades in our area – ACTION – clerk to reply that to their knowledge the parish council is unaware of any in our parish.
- f) E-mails received from a parishioner regarding bike traffic through the village on a Tuesday evening – a freedom of information request has been actioned.

Other correspondence received

- SPCA – weekly bulletins and related information
- SPCA – SCC libraries update
- Stafford Borough Council – New Local Plan Consultation, Scoping the Issues Consultation Paper, Settlement Assessment with Settlement profiles – consultations end 18th September 2018
- Kingstone with Gratwich village hall – insurance documentation and 2017/2018 accounts
- Staffordshire Playing Fields Association – info regarding the AGM on Wednesday 17th October 2018, 2017 AGM minutes, Agenda 2018, a copy of recent Annual Report
- Staffordshire County Council – info on local levy grant funding for small scale flood alleviation schemes
- Royal Mail – letter and info regarding scam mail and how to report it

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/2018/00852 - Erection of an agricultural building for the housing of cattle, Watery Leese Farm, Watery Lane, Kingstone, Staffordshire, ST14 8QU

Permit with conditions

P/2018/00869 - Erection of a replacement detached garage, Hillcrest Bungalow, Blythe Bridge Bank, Kingstone, ST14 8QW

Permit with conditions

P/2018/01102 - Erection of a single storey rear extension, front porch, pitched roof over existing garage and conversion to a kitchen and rendering of existing brick façade, The Wheels, Leese Hill, Kingstone, ST14 8QU

It was **RESOLVED** to make **no comments**, proposed by Cllr Mr T Bevan, seconded by Cllr Mr R Pickett, with no objections raised.

9) FINANCE

Paid out	Cheque number	Amount
Mazars LLP – external audit fee 2017-2018	1284	£240.00
Mrs K Pickett – Clerk’s Wage (12 weeks)	1285	£1051.49
Kingstone village hall (village hall hire)	1286	£24.00
Perennial Landscapes Ltd – grounds maintenance – June/July	1288	£420.00
The Play Inspection Company Ltd – annual play inspection	1289	£69.00
Total		£1804.49

Paid in

Bank interest – June 2018	£1.50
Bank interest – July 2018	£1.61
Bank interest – August 2018	£1.44
Total	£4.55

Nat West has confirmed that the parish council accounts are covered by the FSCS.

It was **RESOLVED** to authorise all actions and payments, proposed by Cllr Mr T Bevan, seconded by Cllr Mr C Talbot, with Cllr Mr R Pickett abstaining due to declared pecuniary interest, with no objections raised.

DATES OF NEXT MEETINGS

Tuesday 13th November at 7.30pm

ACTION - Clerk to draft meeting dates for 2019 and circulate to councillors for discussion at the November meeting.

Meeting closed at 8.35 pm.