

## **KINGSTONE PARISH COUNCIL MEETING HELD ON THURSDAY 6<sup>th</sup> AUGUST 2015 AT 7.30 P.M.**

1) **PRESENT** – Cllrs Mrs L Deacon, Mrs S Capewell, Mr C Talbot, Mr R Pickett and Mr N Green and two members of public.

2) **APOLOGIES** – none received

3) **PUBLIC SESSION**

The following points were raised in the public session:-

- A parishioner raised concerns about difficulty in accessing on-line agendas and minutes. Addendum – this has been checked and appears to be working properly and the Chairman has also e-mailed further information to the parishioner.
- Increased litter, particularly plastic bottles around the play area.
- The possibility of the parish council taking the lead with the Queen's 90<sup>th</sup> birthday celebration – due to time constraints, this will be discussed at the next council meeting.
- BKV competition – the village was awarded highly commended, feed-back included suggestions for a new village hall noticeboard and work to improve the area around the spring. Litter in the telephone box was also noted.
- Paper recycling skip on the village hall car park – as little income is generated from this, it is due to be removed.
- WI walks around the village – the WI are now in a position to put together a printed booklet at a cost of £500 for 500 copies and a request was made to the parish council for funding – to be discussed further at the next parish council meeting.
- Grass bank opposite the village hall – this requires cutting.

4) **MINUTES OF LAST MEETING** – It was resolved to accept the minutes of the meeting held on Monday 18<sup>th</sup> May 2015, proposed by Cllr Mr N Green, seconded by Cllr Mr C Talbot and signed by the Chairman and clerk.

5) **MATTERS ARISING FROM MINUTES of meeting held on Monday 18<sup>th</sup> May 2015**

- **Dog fouling** – this will continue to be monitored, there also appears to be more fouling around the area of the school.
- **Drainage grids by the toilets** – SCC has now confirmed that the land where the grids are situated is highways and they have agreed to take ownership of the current issue and future maintenance/cleaning of the channel. SCC has confirmed that a job will be raised to replace the grids with highway specification channels in the near future.
- **Mowing of grass bank opposite village hall** – this was discussed and a proposal was made to request the inclusion of all of the 30 mph areas within Kingstone, Gratwich and The Blythe within the urban grass cutting schedule (up to 8 cuts per year). Proposed by Cllr Mr R Pickett and seconded by Cllr Mrs L Deacon, with no objections raised. ACTION – clerk to contact the Community Highway Liaison Officer.
- **Culvert on Uttoxeter Road, opposite Talbot First School** – all councillors were happy with the verge re-instatement.
- **Junction at Church Lane/Uttoxeter Road** – this was discussed, ACTION – clerk to request update.
- **Drainage gullies on Blythe Bridge Bank** – ACTION - Mr T Bevan kindly agreed to send a map showing the location of this issue to the clerk.
- **Bank mandate** – ACTION – Cllr Mr N Green to return his paperwork to NatWest and e-mail confirmation to the clerk so that the bank mandate can then be returned.
- **Concrete blocks surrounding tennis/MUGA courts** – this will be discussed further in the New Year.

- **Tree inspection/report** – A proposal was made to obtain two additional quotes, proposed by Cllr Mr R Pickett, seconded by Cllr Mr C Talbot, with no objections raised.
- **Removal of climbing frame roof** – this has now been removed and the decision regarding the retention of the roof will be made at the next meeting, once the annual safety inspection report has been received.
- **Goal posts** – to be discussed at the next meeting. ACTION – Cllr Mr N Green kindly offered to fill in the goal post holes at the week-end.
- **MUGA court rules signs** – these have been replaced

## 6) AGENDA

### a) Play area

Play equipment – safety checks have been received for April, May, June and July 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 forthcoming months is as follows:-

June	Cllr Mr C Talbot	July	Cllr Mr R Pickett	Aug	Cllr Mr N Green
Sep	Cllr Mr N Green/new cllr	Oct	Cllr Mr N Green	Nov	Cllr Mr C Talbot
Dec	Cllr Mr R Pickett				

Cllr Mr C Talbot confirmed that the debris behind the toilets as highlighted on his play area safety check was loose render from the toilet walls.

A reminder was given by the chairman to include the following on weekly safety checks:-

- The bench by the corner of the village hall
- Multiplay unit - monitor slats on the bridge which are splitting and check for loose steps
- Check that toilets are locked/secure
- Check the bushes on the cross-bars of the swings for smoothness of operation and movement
- Slight play in end support of swings – this seems to be in the side movement supports rather than front/back movement supports and needs to be monitored
- Slight damage to aerial runway seat – small pieces missing out of the edge, which needs to be monitored
- Fires on playing fields – monitor
- Movement on platforms on climbing frame – check for movement and report any issues to the clerk

The annual safety inspection will take place in August.

Extra copies of play area inspection sheets were circulated to councillors.

An e-mail has been received regarding anti-social behaviour at the top of the playing field and on the public footpath across the nearby field. This information has been forwarded to PC Boulter and a response has also been sent to the complainant. This issue was discussed and the possibility of raising the tree canopy in the area in order to provide increased visibility was discussed. A proposal was made to raise the tree canopy in the area and to include this with the work on the silver birch in front of the tennis courts up to a budget of £400 for a day's work, proposed by Cllr Mr R Pickett, seconded by Cllr Mr N Green, with no objections raised. ACTION – clerk to ask PC Boulter for the date of the next police surgery and pass details of the surgery and an update to the member of public.

A number of e-mails have been received from a parishioner regarding the use of the MUGA court after 9pm. This was discussed and it was decided not to close the courts at the present time, as

councillors felt that it may increase anti-social behaviour elsewhere in the play area, proposed by Cllr Mr N Green, seconded by Cllr Mr R Pickett, with no objections raised. The court usage notices have been renewed on each of the gates and the issue will be monitored. ACTION – clerk to find out if the MUGA committee is still running and if so ask for their help with this issue, feed-back will also be given to the parishioner.

Cllr Mr C Talbot has been contacted by a parishioner regarding alleged bullying of younger children on the play area after school. This was discussed and Cllr Mr C Talbot will report back with further details.

Request for a memorial bench on the playing fields - the possibility of having the bench, made out of red cedar was raised. A proposal was made by Cllr Mr N Green to amend a previous resolution to allow a red cedar wooden chair to be placed on the playing fields, in memory of a parishioner. This was not seconded and therefore not carried. The previous resolution, made at the March meeting still stands. ACTION – Cllr Mr N Green to provide feed-back to the member of public.

b) General Parish Issues

Condition of footpath on Uttoxeter Road – the road closure notice for these works has been displayed and the work will be undertaken shortly.

c) Co-option/council vacancies

Co-option procedures were discussed and it was proposed to adopt the SPCA recommended best practice, NALC guidance and a self-certification of eligibility form, proposed by Cllr Mr R Pickett, seconded by Cllr Mrs L Deacon, with no objections raised.

Mr T Bevan expressed an interest in becoming a councillor, and following a short interview, where he gave reasons for his interest, a proposal was made to co-opt Mr T Bevan pending completion of the relevant paperwork, proposed by Cllr Mr R Pickett, seconded by Cllr Mr C Talbot, with 5 members voting in favour, no abstentions and none against. Mr T Bevan also stated his willingness to receive future correspondence, including agendas and minutes via electronic means.

Correspondence has continued with residents in The Blythe, however no valid expressions of interest have been received.

No requests for training were received from councillors.

d) Finance and accounts for the year 1<sup>st</sup> April 2014 to 31<sup>st</sup> March 2015

The annual return has been sent to the external auditor.

Copies of the first quarter bank reconciliation were circulated to councillors. These were read and approved by all councillors. Proposed by Cllr Mr N Green and seconded by Cllr Mrs S Capewell, with no objections raised.

Financial Services Compensation Scheme – ‘In a Policy Statement (PS9/15) issued in May 2015, the Prudential Regulation Authority (PRA) of the Bank of England announced a change in policy to extend the protection afforded under the Scheme to “Small Local Authorities” (SLAs). Such Authorities are defined as Local Authorities with “an annual budget of up to 500,000 Euros”.’ ACTION – clerk to confirm coverage with Nat West when submitting bank mandate.

e) Insurance

The insurance has been renewed and the clerk highlighted several endorsements, including escape of water, unoccupancy, playground and amusement devices and libel and slander, the content of which was noted.

f) Ethical standards training - ESBC has confirmed that the cost is £25 per person. This was discussed and the relevant form was completed. A proposal was made to allow a budget of £150 for this training, proposed by Cllr Mr R Pickett, seconded by Cllr Mr N Green with no objections raised.

g) Transparency code – the clerk has produced and published the necessary documentation.

## 7) CORRESPONDENCE

1. SCC - Proposed changes to the Mobile and Travelling Library Service – details to be found at [www.staffordshire.gov.uk/mobilelibraries](http://www.staffordshire.gov.uk/mobilelibraries) The consultation started on Wednesday 1st July and will close at midnight on Wednesday 2nd September – no comments
2. e-mail from SCC regarding Uttoxeter recycling centre:- content noted
3. e-mail received regarding emergency planning – councillors decided not to take up the offer of a presentation at this time, ACTION – clerk to reply accordingly
4. SCC – The new Minerals Local Plan for Staffordshire (2015-2030) – Final draft – June 2015, Notification of Publication in accordance with Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012 – representations to be received by 5pm on 31<sup>st</sup> July 2015 – no comments
5. Highway Winter Maintenance Review – questionnaire completed with responses received
6. Road closure order for Uttoxeter Road – ‘Uttoxeter Road, Kingstone between its junctions with School View and The Meadows. The Order will come into operation on 04 August 2015, and the said works will commence on or as near as practicable to that date. It is anticipated that the works (which will take place daily between 7:30 am and 4:30 pm) will be completed by 14 August 2015.’ – content noted
7. ESBC – Local Plan modification consultation – six week consultation, details available at [www.eaststaffsbc.gov.uk/planning/planning-policy/core-strategy/new-local-plan/examination](http://www.eaststaffsbc.gov.uk/planning/planning-policy/core-strategy/new-local-plan/examination) Deadline 24<sup>th</sup> August 2015 – ACTION – councillors to forward any comments to the clerk
8. SCC – Info on repair/maintenance of rights of way network – content noted, clerk to forward information to Mrs V Laflin

### Other correspondence received

Uttoxeter and Neighbourhood Watch and Crime Prevention Panel - Minutes of Meeting 13th May 2015

Stafford Borough Council – consultation on The Plan for Stafford Borough: Part 2 Proposals and

Community Infrastructure Levy: Preliminary Draft Charging Schedule – deadline 15<sup>th</sup> July 2015

Kingstone with Gratwich Village Hall minutes - AGM, 21st May 2015

e-mail from BPUD Ltd – consultation regarding Anglesey Draft Neighbourhood Plan – deadline 13<sup>th</sup> July

SCC - The new Minerals Local Plan for Staffordshire (2015 – 2030) – Final Draft – June 2015 – deadline for representations - 5.00pm on 31 July 2015

FOI request via e-mail – requesting organisation chart and committee membership – clerk has sent reply  
LCR magazine – summer 2015

SPCA – weekly bulletins and related information

Uttoxeter police surgery dates

Engaging Communities Staffordshire – info on Mental Health Engagement Public Events taking place in September

Staffordshire and Stoke-on-Trent Archive Service – details regarding consultation and May 2015 newsletter

SCC - draft Staffordshire Learning Infrastructure Framework – comments due by 10 August 2015

**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/2014/01619 - Prior approval for the conversion of an agricultural building to form a dwelling, Proposed Barn Conversion, Little Acre Barn, Woodcock Heath, Kingstone, Staffordshire.

**An appeal has been made to the Secretary of State against ESBC’s decision to refuse planning permission**

Councillors did not wish to alter or withdraw any comments made previously.

P/2015/00833 - Retention of replacement fishing cabin and hardstanding, Burndhurst Mill Farm, Caverswall Lane, Lower Loxley, Staffordshire, ST14 8RZ

**Comments submitted**

**9) FINANCE**

<b>Paid out</b>	<b>Cheque number</b>	<b>Amount</b>
SJL Landscapes Limited – grounds maintenance May and June 2015	1184	£480.00
Mr G Kerby – internal audit fee	1185	£100.00
Gratwich PCC – churchyard maintenance grant 2015/2016	1186	£420.00
Mrs K Pickett – Clerk’s Wage (11 weeks + phone for Apr/May/June)	1187	£946.38
Mrs K Pickett – stamps, mobile phone top-up, filler and sandpaper	1188	£47.06
SJL Landscapes Limited – grounds maintenance July 2015	1189	£240.00
<b>Total</b>		<b>£2233.44</b>

**Paid in**

VAT repayment	£136.00
Bank interest – May 2015	£1.62
Bank interest – June 2015	£1.70
<b>Total</b>	<b>£139.32</b>

It was resolved to authorise all actions and payments. Accounts proposed by Cllr Mr N Green, seconded by Cllr Mrs L Deacon, with no objections raised.

Since the clerk is currently working more than her allocated hours due to current workload, it was agreed that work should continue to be prioritised with the Chairman. This will be monitored and re-assessed at the next meeting.

**DATES OF NEXT MEETINGS**

Monday 14th September at 7.30pm – this will need to be re-arranged

Monday 16th November at 7.30pm

Meeting closed at 9.40 pm.