

KINGSTONE PARISH COUNCIL MEETING HELD ON TUESDAY 1ST DECEMBER 2015 AT 7.30 P.M.

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

2) **APOLOGIES** – none received

3) **PUBLIC SESSION** – apologies received from Reverend Joe Cant

The following points were raised in the public session:-

- Hollyhurst Lane – the condition of the road was discussed and has been reported by parishioners and the clerk.
- Defibrillator at the Shrewsbury Arms – parishioners requested clarification on the process involved in order to use the defibrillator. ACTION – Cllr Mr N Green to collect further information and arrange for the information to be included in the KLN.
- Queen’s Birthday celebrations – this was discussed and there appears to be a level of interest in possible celebrations. ACTION – Cllr Mr N Green to contact interested organisations with a view to an initial meeting in January, Cllr Mr N Green to represent the parish council at the meeting and report back.
- Co-option procedure – this was discussed, the Chairman outlined the process followed so far and confirmed that the intended co-option interview would be deferred until a future meeting pending clarification.

4) **MINUTES OF LAST MEETING** – It was resolved to accept the minutes of the meeting held on Tuesday 29th September 2015, proposed by Cllr Mrs S Capewell, seconded by Cllr Mr T Bevan and signed by the Chairman and clerk.

5) **MATTERS ARISING FROM MINUTES of meeting held on Tuesday 29th September 2015**

- **Drainage grids by the toilets** – clerk is continuing to request updates on the progress of this work
- **Routine grass cutting within the parish** – SCC are hopeful that this should be in place for next season
- **Drainage gullies on Blythe Bridge Bank** – on-going
- **Tree inspection/report** – This was discussed and it was **RESOLVED** to engage Arbormasters Ltd for works to the birch tree and the trees on the playing fields to a maximum budget of £500 excluding VAT. Proposed by Cllr Mr N Green, seconded by Cllr Mr T Bevan, with no objections raised. ACTION – clerk to request copies of insurance and risk assessment documentation before works commence.
- **Goal posts** – This was discussed and it was **RESOLVED** to defer the decision until the March meeting. Proposed by Cllr Mrs L Deacon, seconded by Cllr Mrs S Capewell, with no objections raised. ACTION – Cllr Mr T Bevan to research into possible refurbishment of the existing goal posts in the New Year.

6) **AGENDA**

a) **Play area**

Play equipment – safety checks have been received for October and November 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:-

Nov	Cllr Mr C Talbot	–	Cllr Mr R Pickett	kindly agreed to do the second part of the month
Dec	Cllr Mr R Pickett		Jan	Cllr Mr N Green
			Feb	Cllr Mr T Bevan

Mar Cllr Mr C Talbot

ACTION – councillors to advise clerk as soon as possible if they are unable to complete their scheduled play area safety checks.

The bus shelter will be included on the safety inspection forms, to be inspected once per month.

Police surgery – no date for the next surgery has been received.

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
- Goals – welds on net supports starting to fracture – monitor
- Fires on playing fields – monitor
- Movement on climbing frame platforms – check for movement and report any issues to the clerk

Play area annual inspection report – the comments regarding the condition of the climbing frame roof and associated finger entrapment have now been removed from the report, a new copy of which is now on file.

MUGA/tennis courts - Finger crush entrapments on gates – clerk has received quotations for two possible solutions from Steelway, for £620 and £640 excluding VAT. These solutions and quotes were discussed and it was **RESOLVED** to undertake further research into possible solutions, proposed by Cllr Mr R Pickett, seconded by Cllr Mr C Talbot, with no objections raised. **ACTION** – clerk to contact other play area maintenance companies for further information and quotations.

ACTION - Cllr Mr R Pickett to undertake a quarterly play equipment safety inspection, as per manufacturers' guidelines during his December play area inspection, with future quarterly inspections to be agreed at the next meeting.

A query regarding the intended use of MUGA committee funds was raised. **ACTION** – Cllr Mr N Green to contact the MUGA committee to clarify the proposed uses for this funding – on-going

Play area documentation review – **ACTION** – clerk to circulate relevant paperwork in preparation for discussion and review at the January meeting.

Changing rooms – **ACTION** – Cllr Mr R Pickett to undertake an inspection during his December play area safety inspection.

The issue of the playing fields being used for possible future organised events – since the proposed event did not go ahead, councillors asked the clerk not to contact the parishioner at this time.

- b) General Parish Issues – no further issues reported
- c) Co-option/council vacancies - The intended co-option interview was deferred until a future meeting pending clarification and possible review of council procedure.
- d) Finance and accounts - Copies of the second quarter bank reconciliation were circulated to councillors. These were read and it was **RESOLVED** to approve the accounts. Proposed by Cllr Mr N Green, seconded by Cllr Mrs L Deacon, with no objections raised.

The future structure of external audit was discussed, ACTION – clerk to circulate current information regarding future options so that this can be discussed at the next meeting.

e) Insurance

The possibility of adding the bus shelter to the ‘all risks’ section of the policy was discussed. Since the parish council public liability covers items which the parish council owns or is responsible for such as play equipment, signs, noticeboards, bus shelters, benches etc, it was **RESOLVED** not to add the bus shelter under ‘all risks’, proposed by Cllr Mr R Pickett, seconded by Cllr Mr C Talbot, with no objections raised.

Motor insurance for mowers – It was **RESOLVED** to request the grounds maintenance contractor to check that they hold any necessary covers for such equipment. Proposed by Cllr Mr R Pickett, seconded by Cllr Mrs L Deacon, with no objections raised.

Current insurance policy – all documents were circulated to councillors in advance of the meeting and after discussion, it was **RESOLVED** not to seek any further coverage as councillors felt that the current insurance covered the council for all reasonable issues which could be expected to arise, proposed by Cllr Mr N Green, seconded by Cllr Mr R Pickett, with no objections raised.

f) WI walks around the village booklet – on-going

g) Queen’s 90th birthday celebrations - see public session for further details

h) Bus shelter at The Blythe - The area surrounding the bus shelter has been tidied and checked. The bus shelter will be added to the parish council asset register for accounting purposes and will be checked every month as part of the play area inspection rota. ACTION – clerk to update play area inspection form and also respond to parishioner with an update.

i) NALC info

In light of information received from NALC, the possibility of developing a written health and safety policy was discussed. ACTION – Cllr Mr R Pickett to investigate and report back.

Occupiers’ liability – Councillors **RESOLVED** that the parish council has sufficient measures in place to defer discussion regarding this issue until the next meeting, proposed by Cllr Mr R Pickett, seconded by Cllr Mr N Green, with no objections raised.

Public contracts regulations 2015 – it was **RESOLVED** to alter the parish council standing orders and other relevant documentation in order to conform to the NALC legal briefing L05-15, proposed by Cllr Mr R Pickett, seconded by Cllr Mr N Green, with no objections raised.

7) CORRESPONDENCE

1. **Information from SPCA regarding training** – ACTION – councillors to inform the clerk if they are interested in attending training. ACTION – Cllr Mr N Green to let the clerk know if he wishes to attend the councillor training course on Thursday 10th December.
2. **SCC - Highway Winter Operations** – information regarding the new strategy, more info can be found at www.staffordshire.gov.uk/winter
3. **letter from parishioner regarding condition of Hollyhurst Lane** – clerk has contacted SCC Community Highways Liaison Officer and reported the issue. ACTION – Cllr Mr R Pickett to investigate and pass details to SCC.
4. **e-mail from parishioner regarding poor mobile phone reception** – this was discussed. Cllr Mr R Pickett has written to EE and has been advised that the works will be undertaken during the week commencing 8th December. ACTION – councillors to update the chairman with any further news

5. **e-mail from parishioner regarding planning application appeal for Nene House** – a request has been received from a parishioner to request a letter of support from the parish council for the planning application P/2015/00417 - Erection of a detached dwelling and use of redundant store as detached double garage, Nene House, Uttoxeter Road, Kingstone, Staffordshire, ST14 8QH. This was discussed and it was **RESOLVED** ‘that notwithstanding existing comments the parish council has no further¹ objections to this development’, this was proposed by Cllr Mr T Bevan and seconded by Cllr Mr C Talbot, with no objections raised. ACTION – Cllr Mr R Pickett to forward this resolution to ESBC, with a copy to Mr C Cotterill.

Other correspondence received

ESBC – information regarding the East Staffordshire Local Plan 2012-2031 Inspectors Report

SPCA – information regarding consultation to inform a new national improvement strategy for town and parish councils

SPCA – info on The Future Management of Countryside Parks and Green Spaces review consultation – deadline 24th January 2016

SPCA - Final proposals for Staffordshire’s Mobile and Travelling Library Service - Details about the routes that will be in place from April 2016 are available at www.staffordshire.gov.uk/mobilelibraries

SPCA – agenda for 2015 AGM, minutes of 2014 AGM, Annual report and accounts 2014-2015 and ‘Fit for Farming’ booklet

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/2015/01459 - Change of use of ancillary living accommodation to form separate dwelling and formation of a vehicular access, The Wheels, Leese Hill, Kingstone, Staffordshire, ST14 8QU

No comments

P/2015/01368 - Application for a Certificate of Lawfulness for the continued use as a private dwelling, Proposed Conversion,, Bank House Farm, The Blythe, Stowe By Chartley, Staffordshire, ST18 0LT

No comments

9) FINANCE

Paid out	Cheque number	Amount
SJL Landscapes Limited – grounds maintenance Sep and Oct 2015	1196	£360.00
Kingstone PCC – churchyard grant 2015	1197	£500.00
Mrs K Pickett – Clerk’s Wage (9 weeks + 6 extra hours as agreed at September 2015 meeting + telephone for July/August/September)	1198	£841.10
East Staffordshire Borough Council – re-imburement of election costs	1199	£83.56
Total		£1784.66

Paid in

Bank interest – September 2015	£1.67
Bank interest – October 2015	£1.73
Total	£3.40

It was **RESOLVED** to authorise all actions and payments. Accounts proposed by Cllr Mrs S Capewell, seconded by Cllr Mr N Green, with no objections raised.

DATES OF NEXT MEETINGS

The next meeting date was discussed – **Addendum** – this meeting has now been arranged for Tuesday 12th January 2016 at 7.30pm. Budget/precept meeting – ACTION - clerk to arrange a date which allows the greatest attendance of councillors. Future meeting dates to be discussed at the next meeting.

Meeting closed at 9.55pm.

¹ Word ‘further’ deleted, alteration agreed at 12th January 2016 meeting