

KINGSTONE PARISH COUNCIL MEETING HELD ON TUESDAY 12TH JANUARY 2016 AT 7.30 P.M.

- 1) **PRESENT** – Cllrs Mrs L Deacon, Mr R Pickett, Mr N Green and Mr T Bevan and three members of public.
- 2) **APOLOGIES** – It was **RESOLVED** to accept the apologies given by Cllrs Mr C Talbot and Mrs S Capewell, proposed by Cllr Mr T Bevan, seconded by Cllr Mrs L Deacon with no objections raised.
- 3) **PUBLIC SESSION** - No points were raised in the public session
- 4) **MINUTES OF LAST MEETING** – It was **RESOLVED** to accept the minutes of the meeting held on Tuesday 1st December 2015, with one alteration as follows, proposed by Cllr Mr T Bevan, seconded by Cllr Mr N Green, with no objections raised and signed by the Chairman and clerk.

Alteration to minutes ie removal of the word further as shown below:-

4. **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** to respond with the following comment; ‘that notwithstanding existing comments the parish council has no ~~further~~ objections to this development, this was proposed by Cllr Mr T Bevan and seconded by Cllr Mr C Talbot, with no objections raised.
- 5) **MATTERS ARISING FROM MINUTES of meeting held on Tuesday 1st December 2015**
- **Drainage grids by the toilets** – on-going
 - **Routine grass cutting within the Parish** – on-going
 - **Drainage gullies on Blythe Bridge Bank** – work appears to have been undertaken
 - **Tree inspection/report** – It was **RESOLVED** to contact Arbormasters and if no response received within two weeks approach an alternative contractor for a quote for the same work and engage their services up to the original budget, proposed by Cllr Mrs L Deacon, seconded by Cllr Mr R Pickett, with no objections raised.
 - **Goal posts** – on-going
 - **Councillor training** – ACTION - Cllrs Mr N Green and Mr R Pickett to feed-back on training and also review the standing orders at a future meeting.
 - **Mobile phone coverage** – the service appears to be back to normal
 - **Village defibrillator** – Cllr Mr N Green gave feed-back. ACTION – Cllr Mr N Green to place information into the KLN.

6) **AGENDA**

- a) **Play area, including goal posts and birch tree in front of tennis/MUGA courts**

Play equipment – safety checks have been received for November and December 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 year is as follows:-

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

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

Quarterly inspections will also be undertaken by the councillor undertaking the weekly safety inspections in March, June, September and December.

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 platforms on climbing frame – check for movement and report any issues to the clerk

Issues arising from weekly safety checks and the condition of the changing rooms were discussed.

MUGA/tennis courts – It was **RESOLVED** to contact TC Fencing to obtain a quote for the works proposed by Steelway up to a budget of £350 excluding VAT, with posts to be placed as close as possible to the fence-line without impeding the footpath, proposed by Cllr Mr R Pickett, seconded by Cllr Mr N Green, with no objections raised.

Query regarding the intended use of MUGA committee funds - on-going

Play area documentation review – deferred to March meeting

Changing rooms – ACTION – Cllr Mr R Pickett to undertake an inspection during his December play area safety inspection – on-going

Wall around courts and aerial runway cable – deferred to March meeting

b) General Parish Issues

Information provided by PCSO regarding the damage of a vehicle wiper blade over the Christmas and New Year period.

- c) Co-option/council vacancy – A sample advertisement was circulated to all councillors present and the person specification will be prepared by Cllr Mr N Green for the next meeting. ACTION – Cllr Mr R Pickett to place advertisements in KLN and circulate to other areas within the parish. It was **RESOLVED** to defer the approval of the person specification and interview for the vacancy to the March meeting. Proposed by Cllr Mr R Pickett, seconded by Cllr Mr T Bevan, with no objections raised.

d) Finance and accounts

The future structure of external audit was discussed and it was **RESOLVED** not to opt out of the sector led body arrangement, proposed by Cllr Mr T Bevan, seconded by Cllr Mrs L Deacon, with no objections raised.

Precept and budget setting for 2016/2017 – It was **RESOLVED** to set the precept request the same as last year at £12,952, proposed by Cllr Mr R Pickett, seconded by Cllr Mrs L Deacon, with no objections raised. The grant from ESBC for 2016/17 will be £587, which is in addition to the

precept request. It was **RESOLVED** to accept the budget proposals discussed at the precept meeting, proposed by Cllr Mr R Pickett, seconded by Cllr Mr N Green, with no objections raised. ACTION – clerk to circulate copy of budget to councillors.

- e) Insurance - Motor insurance for mowers – on-going
- f) WI walks booklet – Mrs V Laflin has secured £350 towards the overall costs of £500 and she made a request for the parish council to fund the outstanding £150 for the project. She also confirmed that the village hall did not require any funding from the parish council in 2015/16. It was **RESOLVED** to approve the grant request for £150 to be used from the 2015/2016 village hall budget allocation towards the cost of production of the WI walks booklet, proposed by Cllr Mr R Pickett, seconded by Cllr Mr T Bevan, with no objections raised.
- g) Queen’s 90th birthday celebrations – meeting to be held on Wednesday 13th January 2016
- h) Bus shelter at The Blythe – ACTION – Cllr Mr R Pickett to trim back the ivy again, when this has died back the condition of the shelter will be more fully assessed and a decision will then be made as to the necessary repairs. It was **RESOLVED** to extend the coverage of the recreation sinking fund to include the costs of maintenance and repairs to the bus shelter, proposed by Cllr Mr R Pickett, seconded by Cllr Mr N Green, with no objections raised.
- i) Council documentation
Health and Safety policy – on-going
Occupiers’ liability – deferred to March meeting
 ACTION – councillors to read all information in preparation for discussion at the March meeting.
Public contracts regulations 2015 – on-going
- j) CiLCA qualification/quality council award
 This was discussed and it was **RESOLVED** to improve the council’s operating procedures in line with current legislation to attempt to achieve best practice and progress towards the quality council award, with a CiLCA qualified clerk, proposed by Cllr Mr N Green, seconded by Cllr Mrs L Deacon, with Cllr Mr R Pickett abstaining due to declared interest. ACTION – Cllr Mr R Pickett to investigate the quality council award scheme.
- k) Grounds maintenance contract for 2016
 A quote has been received from SJL for 2016 for £1236 +VAT, it was **RESOLVED** to use SJL for this year’s grounds maintenance, proposed by Cllr Mr R Pickett, seconded by Cllr Mr T Bevan, with no objections raised. ACTION – clerk to request a quote from SJL for leaf collection and moss treatment of the MUGA/tennis courts. It was **RESOLVED** to use SJL for the leaf collection and moss treatment up to a budget of £200 plus VAT for the year, proposed by Cllr Mr N Green, seconded by Cllr Mr R Pickett, with no objections raised.
- l) Membership of Staffordshire playing fields association
 It was **RESOLVED** to renew the subscription for 2016/2017, proposed by Cllr Mr T Bevan, seconded by Cllr Mr N Green, with no objections raised.

7) CORRESPONDENCE

1. e-mail received from parishioner regarding use of MUGA court before and after opening hours. This was discussed and it was **RESOLVED** that the parish council are not currently in a position either practically or financially to enforce the opening hours but will liaise with the MUGAS committee and place a note in the KLN in order to request that the opening hours are adhered to,

proposed by Cllr Mr R Pickett, seconded by Cllr Mr N Green, with no objections raised.

ACTION – Cllr Mr R Pickett to review the funding contract for the courts and the play area management plan.

2. Thank you e-mail for the letter regarding the Nene House planning application.
3. Hollyhurst Lane – Cllr Mr R Pickett has visited the site and reported three issues (4033577, 4033585 and 4033587)

Other correspondence received

Kingstone with Gratwich village hall minutes – 30th November 2015

Kingstone PCC – thank you letter for churchyard grant for 2015

Stafford Borough Council – The plan for Stafford Borough Part 2 – publication pre-submission documents – deadline for comments 25th January 2016

LCR magazine – winter 2015

SCC – information on flood insurance

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

Refused

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

Certificate issued

9) FINANCE

Paid out	Cheque number	Amount
Staffordshire Parish Councils' Association – councillor training	1200	£35.00
Mrs K Pickett – Clerk’s Wage (6 weeks + telephone for Oct/Nov/Dec)	1201	£525.30
Total		£560.30

Paid in	Amount
Bank interest – November 2015	£1.76
Bank interest – December 2015	£1.74
Total	£3.50

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

DATES OF NEXT MEETINGS

Tuesday 15th March at 7.30pm

Tuesday 3rd May at 7.30pm – Annual parish meeting and annual parish council meeting

Tuesday 5th July at 7.30pm

Tuesday 13th September at 7.30pm

Tuesday 15th November at 7.30pm

Meeting closed at 9.32 pm.