

KINGSTONE PARISH COUNCIL MEETING HELD ON TUESDAY 5th JULY 2016 AT 7.30 P.M.

1) **PRESENT** – Cllrs Mrs L Deacon, Mrs S Capewell, Mr C Talbot, Mr R Pickett (chaired meeting), Mr N Green, Mr T Bevan and Mrs T Rees and one member of public.

2) **APOLOGIES** – Apologies for lateness were received from Cllr Mr N Green, no other apologies were received

3) **PUBLIC SESSION**

The following points were raised in the public session:-

- Queen's 90th birthday celebrations – an expression of thanks was received for the parish council's support
- Stonier Trust – storage of documentation related to the Stonier Trust was discussed
- Potholes – these were discussed and parishioners were advised to report to Highways

4) **MINUTES OF LAST MEETING** – It was resolved to accept the minutes of the meeting held on Tuesday 3rd May 2016, proposed by Cllr Mrs S Capewell, seconded by Cllr Mrs L Deacon and signed by the Chairman and clerk.

5) **MATTERS ARISING FROM MINUTES of meeting held on Tuesday 3rd May 2016**

- **Village defibrillator** – Cllr Mr N Green is currently sourcing stickers
- **Routine grass cutting within the parish** – on-going (SCC has confirmed that we are currently receiving two cuts per year)
- **Bus shelter at The Blythe** – on-going
- **Play area safety checks** – Cllr Mr T Bevan has returned his safety check form from February
- **Changing rooms** – action closed
- **Wall around the tennis/MUGA courts** – on-going
- **Local police contacts** – on-going
- **Paving at front of tennis courts** – ACTION – Cllr Mr R Pickett to investigate re-positioning of kerb stone
- **Quality council award** – clerk has circulated information to councillors regarding the Foundation award.
- **Village hall/church organ** – it was **RESOLVED** to close this action. Proposed by Cllr Mr R Pickett, seconded by Cllr Mr T Bevan, with no objections raised.
- **Joint meeting between SCC and parish/town councils** – Cllr Mr R Pickett attended and gave feed-back
- **Drainage grids by the toilets** – this was discussed and the parish council has made SCC aware of potential flood issues regarding the area. It was **RESOLVED** to close this action, proposed by Cllr Mr R Pickett, seconded by Cllr Mr C Talbot, with no objections raised.
- **Goal posts** – ACTION – Cllr Mr R Pickett to check area and undertake any necessary work. It was **RESOLVED** not to replace the goal posts, proposed by Cllr Mr R Pickett, seconded by Cllr Mrs L Deacon, with no objections raised.
- **Councillor training** - Cllr Mr N Green and Mr R Pickett to feed-back on training – defer to future meeting
- **The condition of the road towards Kingstone woods** – on-going
- **The issue of vehicle speed along the Holly Lane/Loxley Lane junction** - Cllr Mr R Pickett outlined the procedure for any reduction in speed limit requests made to SCC. After discussion it was **RESOLVED** to close this action. Proposed by Cllr Mr R Pickett, seconded by Cllr Mr T Bevan, with no objections raised.
- **MUGA/tennis court gates** – to be discussed in section 6a of the meeting
- **Climbing frame** – to be discussed in section 6b of the meeting

- **Councillor register of interests forms** – all of these have now been received
- **grit bin at The Blythe** – on-going
- **Nht team** – no jobs were passed to the clerk
- **SPCA training events** - Chairmanship Skills Training Course – Tuesday 31 May 2016, Local Councillor Training Course – 7 June 2016 – no councillors attended

6) **AGENDA**

- a) Playing field – condition of play equipment, including climbing frame, safety inspections, MUGA/tennis gates, wall around courts, approval of use

Play equipment – safety checks have been received for February and May 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 has been 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.

Cllr Mr R Pickett has kindly agreed to undertake the safety inspections in July. **ACTION** – Cllrs Mr R Pickett and Mrs T Rees to meet during July/August to go through safety check procedures so that Cllr Mrs T Rees can undertake future inspections.

MUGA/tennis court gates – It was **RESOLVED** to have this work undertaken at the same time as the work to replace the climbing frame, proposed by Cllr Mr R Pickett, seconded by Cllr Mr N Green, with no objections raised.

Climbing frame – this was discussed and it was **RESOLVED** to implement the following action plan:-

1. Continue to monitor the condition of the climbing frame as part of the weekly safety inspections
2. Take the equipment out of action (by removal at ground level) as soon as possible if the equipment shows any significant increase in risk.

Proposed by Cllr Mr T Bevan, seconded by Cllr Mr C Talbot, with no objections raised.

Wobble bridge slat replacement - **ACTION** - Cllrs Mr R Pickett and Mr N Green to investigate and replace where necessary

The issue of aggressive dogs on the playing field – on-going awaiting confirmation of local police details

Method/policy of approval for use of playing field – this was discussed and it was **RESOLVED** to delegate responsibility for approval for use of the field to the clerk or a councillor if the activity to be undertaken is seen as beneficial to the community (if the person receiving the request is uncertain if permission for the event should be given then the decision should be referred to all other councillors to request approval). Proposed by Cllr Mr N Green, seconded by Cllr Mr R Pickett, with no objections raised. It was **RESOLVED** to use a basic letter and waiver form for such requests which can be given to any groups wishing to use the playing field before permission is given, proposed by Cllr Mr R Pickett, seconded by Cllr Mr N Green, with no objections raised. **ACTION** – clerk to produce a draft letter and waiver form and circulate to councillors in preparation for discussion at the next meeting.

Moss treatment and leaf collection – to be arranged for the Autumn, a vote of thanks was also given

to the person responsible for clearing the leaves and branches by the tennis court.

b) Climbing frame – removal and possible replacement

It was **RESOLVED** to investigate a possible replacement for the existing climbing frame, proposed by Cllr Mr N Green, seconded by Cllr Mr T Bevan, with no objections raised. ACTION – Cllrs Mr T Bevan, Mr N Green and Mrs T Rees to investigate possible options and also consult with parishioners and local children. ACTION - Clerk to pass names of previous play providers to Cllr Mr N Green.

c) Future of village toilets – the parish council confirmed its position as stated in the minutes from the meeting held on Monday 18th November 2013.

d) General Parish Issues – none raised

e) Finance and accounts for the year 1st April 2015 to 31st March 2016 – including internal/external audit procedure and completion of annual return

All accounts notices have been displayed and the accounts have been sent to the external auditor.

f) Council documentation – including health and safety, occupiers' liability and review of financial regulations and play area documentation

Health and Safety policy – defer until next meeting

Occupiers' liability – It was **RESOLVED** to produce a sign with the agreed wording, to be displayed on the notice board by the tennis court, proposed by Cllr Mr T Bevan, seconded by Cllr Mrs L Deacon, with no objections raised. ACTION – clerk to produce and display agreed sign.

Review of financial regulations – it was **RESOLVED** to accept the updated regulations, amended in line with the Public Contracts regulations 2015, proposed by Cllr Mr N Green, seconded by Cllr Mr R Pickett, with no objections raised.

Play area documentation – ACTION – clerk to circulate to councillors, it was **RESOLVED** to adopt the updated documentation if agreed by the majority of councillors, proposed by Cllr Mr R Pickett, seconded by Mr N Green, with no objections raised. ACTION – clerk to circulate documents to councillors and councillors to review and feed-back their response to the clerk.

g) CiLCA qualification/quality council award – It was **RESOLVED** to postpone any additional activities needed for completion of this award until after the climbing frame project has been resolved, clerk to attend any relevant training up to the agreed training budget.

7) CORRESPONDENCE

- Community council of Staffordshire – request for membership – It was **RESOLVED** not to become a member for this year, proposed by Cllr Mr N Green, seconded by Cllr Mr R Pickett, with no objections raised.
- Info from Insurance broker – ACTION clerk to circulate info to councillors, Cllr Mr R Pickett to set up KPC e-mail addresses for councillors for council work.
- Use of playing field for walk for life – It was **RESOLVED** to support this event and subject to the standard conditions of use, agree the use of the playing field, proposed by Cllr Mr N Green, seconded by Cllr Mr R Pickett, with the majority of councillors being in favour.
- Info on centenary fields programme – It was **RESOLVED** not to take part in this, proposed by Cllr Mr R Pickett, seconded by Cllr Mr N Green, with no objections raised.
- ESBC – info on Public Space Protection Orders - (Dog Control Orders) - The whole of the Borough is covered for 'Dog Fouling' and 'Failure to produce an appropriate receptacle'. This is an automatic DCO and will be an automatic inclusion in the PSPO's – no requests for additional PSPOs were submitted

Other correspondence received

SPCA – weekly bulletins and related information

Stafford Borough Council – info on Planning and Compulsory Purchase Act 2004 (as amended), The Town and Country Planning (Local planning) (England) Regulations 2012 – Regulation 22 part 3(b) and (c) and Notice of Submission of the Plan for Stafford Borough Part 2 - publication

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/2016/00538 - Construction of pitched roof to existing flat roof dormer to front, Tara, 51 The Meadows, Kingstone, Staffordshire, ST14 8QE

Permit with conditions

P/2016/00151 - Installation of solar pv panels on south elevation of the detached annexe, The Hayloft, Wood Farm, Wood Lane, Gratwich, Staffordshire, ST14 8SB

Permit with conditions

P/2016/00383 - Erection of a two storey side extension, Manor View, Leese Hill, Kingstone, Staffordshire, ST14 8QT

Permit with conditions

Addendum

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

The appeal made to the Secretary of State has been dismissed

9) FINANCE

Paid out	Cheque number	Amount
Mr G Kerby – internal audit fee	1214	£100.00
SJL Landscapes Limited – grounds maintenance May/June 2016	1215	£494.40
Gratwich PCC – churchyard grant 2016/2017	1216	£420.00
Mrs K Pickett – Clerk’s Wage (9 weeks + phone for Apr/May/June + back pay)	1217	£788.86
Total		£1803.26

Paid in

Bank interest – April 2016	£1.50
Bank interest – May 2016	£1.95
ESBC precept	£6476.00
ESBC council tax support grant	£293.50
VAT repayment	£396.20
Total	£7169.15

Clerk’s pay rise – It was **RESOLVED** to accept the clerk’s pay rise in line with SLCC and NALC pay scales backdated to 1st April 2016, proposed by Cllr Mrs T Rees, seconded by Cllr Mrs L Deacon, with Cllr Mr R Pickett abstaining due to declared pecuniary interest, with no objections raised.

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

DATES OF NEXT MEETINGS

Tuesday 13th September at 7.30pm

Tuesday 15th November at 7.30pm

Meeting closed at 9.18 pm.