

KINGSTONE PARISH COUNCIL MEETING HELD ON TUESDAY 4th JULY 2017 AT 7.30 P.M.

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

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

3) **PUBLIC SESSION**

The following points were raised in the public session:-

- Community speedwatch scheme – the scheme and potential level of interest was discussed, **ACTION** – PCSO L Hadfield to provide contact details for speedwatch scheme and clerk to advertise in an attempt to ascertain the level of interest in the parish. To be discussed further at the next meeting.
- Road visibility on the A518 in the area of the Gratwich turn – **ACTION** – PCSO L Hadfield to contact Highways with regards to the cutting of grass on the verges in order to improve visibility at the junction.

4) **MINUTES OF LAST MEETINGS** – It was **RESOLVED** to accept the minutes of the meeting held on Tuesday 9th May 2017, proposed by Cllr Mr R Pickett, seconded by Cllr Mr T Bevan and signed by the Chairman and clerk. It was **RESOLVED** to accept the minutes of the meeting held on Wednesday 17th May 2017, proposed by Cllr Mr N Green, seconded by Cllr Mr R Pickett and signed by the Chairman and clerk.

5) **MATTERS ARISING FROM MINUTES of meetings held on Tuesday 9th/Wednesday 17th May 2017**

- **Bus shelter at The Blythe** – **ACTION** – councillors to inform the clerk of any issues, defer further discussion until the new year
- **Wobble bridge** – no change in condition, continue to monitor until taken out of service
- **Water running across the road/potholes on Blythe Bridge Bank** – The potholes have now been filled and patched - action closed
- **Village payphone** – **ACTION** – clerk to update when further information is received
- **Holly Lane/Loxley Lane crossroads** – clerk has requested an update, PCSO L Hadfield has requested that improvements be made to this junction
- **Local policing** – local PCSO's are monitoring the playing field area. **ACTION** - PCSO L Hadfield to forward a copy of the ASB action plan covering the parish to the clerk and she confirmed that no input is required by the parish council. **ACTION** – clerk to request further information regarding the local ASB plan from the original contact.

6) **AGENDA**

a) **Playing field – condition of play equipment, safety inspections and MUGA/tennis gates**
Play equipment – safety checks have been received for February, May and June 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 Mrs T Rees
Apr	Cllr Mr R Pickett	May	Cllr Mr T Bevan	June	Cllr Mr N Green
July	Cllr Mrs T Rees	Aug	Cllr Mr R Pickett	Sep	Cllr Mr T Bevan
Oct	Cllr Mr N Green	Nov	Cllr Mrs T Rees	Dec	Cllr Mr R Pickett

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

All councillors agreed to undertake weekly visual inspections and completion of safety check forms. **ACTION** – Councillors to return safety check forms for January and March to the clerk.

Issues raised on weekly safety checks were discussed as follows:-

- Missing bolt cover on adventure trail kit – source a cover and replace – on-going
- Long grass – the grass on the play area now appears to be in a better condition – action closed
- Cable on aerial runway – **ACTION** – Cllrs Mr N Green and Mr T Bevan to investigate possibility of work being undertaken by HAGS
- Damage to noticeboard – new noticeboard has now been installed. The possibility of providing a new noticeboard for Gratwich was discussed, however Cllr Mrs S Capewell felt that there was currently no demand
- Pothole in area by the toilets – this has now been filled – action closed
- Changing rooms – the changing rooms will continue to be monitored during weekly and quarterly inspections, **ACTION** – Cllr Mr T Bevan to purchase signs

b) Play area inspection/training

Quarterly and annual inspections and training to undertake weekly inspections was discussed. Quarterly inspections will be discussed further at the next meeting. It was **RESOLVED** to organise a one day training event for September/October up to a budget of £795, excluding VAT, proposed by Cllr Mr T Bevan, seconded by Cllr Mr N Green, with no objections raised. Annual inspections will continue unchanged. **ACTION** – clerk to contact other local parishes to see if there is any interest in the one day course and organise the one day course for September/October.

c) Climbing frame replacement and goal posts on playing field

New climbing frame - there is a pre-installation site meeting planned for July, installation date not currently confirmed. The proposed extra work, including new goal posts and other maintenance was discussed and it was **RESOLVED** to use HAGS for this work up to a budget of £1750, excluding VAT, proposed by Cllr Mr N Green, seconded by Cllr Mr T Bevan, with no objections raised.

Removal of conifers on corner of tennis/MUGA courts – clerk is obtaining quotes for this work and will circulate quotes to councillors, so that a decision can be made and the work undertaken before the next meeting. **ACTION** – Clerk to contact garden contractor with regards to possible tidying of the area once the conifers are removed.

The possibility of replacing the field gates and undertaking additional work in the area was discussed, **ACTION** – Cllr Mr R Pickett to obtain quotes for possible options in preparation for discussion at the next meeting.

d) General Parish Issues

- Village toilets – this was discussed and further discussion was deferred to the new year
- Hollyhurst Lane – **ACTION** – Cllr Mr R Pickett to investigate further
- List of possible jobs for the NHT team has been e-mailed to SCC
- The possibility of using planters in the parish was discussed, **ACTION** – Cllrs Mrs T Rees and Mrs S Capewell to gauge interest in their areas, clerk to investigate different options

e) Finance and accounts for the year 1st April 2016 to 31st March 2017 – including internal/external audit procedure - The annual return has been received by the external auditor.

f) The Transparency Code and the Transparency Fund – on-going

g) Parish maintenance/development fund - grant application procedure and consideration of applications received

It was **RESOLVED** to release funds for all grant applications received so far, proposed by Cllr Mr N Green, seconded by Cllr Mr T Bevan, with no objections raised. ACTION – clerk to organise payments and include conditions in letters of payment.

h) Council vacancy

The parish council are now able to co-opt a new councillor. ACTION – clerk to advertise vacancy in KLN, on noticeboards and on the website, with a closing date of 15th September so that interested parties can be invited to the next meeting in September.

7) CORRESPONDENCE

- SPCA - New legal guidance on the reform of data protection legislation, confirming changes which will come into effect in May 2018 – noted
- Letter from Mr G Kerby thanking the parish council for internal audit payment, which this year he is donating to the Uttoxeter Inner Wheel Club to assist in their fund-raising activities, in particular international charities such as water aid - noted
- E-mail regarding telephone mast – ACTION – clerk to request a 4G coverage map from the proposed site
- E-mail - Draft Parking Standards Supplementary Planning Document – no comments
- e-mail from SPCA regarding park-run consultation – no comments
- Staffordshire Local Community Fund application – content noted
- e-mail regarding police and fire consultation – no comments
- Seafarers UK – details of Merchant Navy Day (3rd September) – content noted
- SCC consultation: Updated planning application validation requirements – no comments
- e-mail from Stowe by Chartley parish council regarding speedwatch equipment – see public session
- e-mail from Knight, Kavanagh & Page Ltd - ESBC has commissioned sport and leisure management consultants Knight, Kavanagh & Page (KKP) to carry out an open space and outdoor sports facilities assessment in the area, which will result in the production of Borough wide strategies. Cllr Mr R Pickett and the clerk met with representatives of the consultants, who have requested further information. ACTION – Cllr Mr R Pickett to forward details to The Revd Charles Dale.

Other correspondence received

LCR magazine – Summer 2017

Thank you card from Mrs L Deacon for help and support during her time as councillor

Office of Police and Crime Commissioner – details of findings of survey and cyber-safety

SPCA – weekly bulletins and related information

Village hall accounts and insurance documentation

Contact from a parishioner asking for parish council views on the addition of hard standing for a caravan at the front of a property on Uttoxeter Road – parishioner advised to seek advice from ESBC and to check their property covenants

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:-

Addendum:- P/2017/00781 - Prior Notification for the installation of a 17.5m monopole with three antennas, two 600mm diameter dishes, four equipment cabinets set within a seven metre by six metre fenced compound, Kingstone Garage, Potts Lane, Kingstone, Staffordshire, ST14 8QS

Comments due by 26-07-2017

9) FINANCE

Paid out	Cheque number	Amount
SJL - Grounds Maintenance services - w/c 8 th & 22 nd May	1242	£277.20
Mrs K Pickett – Clerk’s Wage (8 weeks + extra hours + phone for Apr/May/June)	1243	£943.56
Kingstone WI (grant towards the purchase of a bench to replace the existing by the millennium stone)	1244	£250.00
Gratwich PCC (grant towards the costs of maintaining the churchyard)	1245	£420.00
Kingstone PCC (grant towards the costs of maintaining the churchyard)	1246	£1000.00
Kingstone Village hall (grant towards the cost of replacing tables in the village hall)	1247	£400.00
Kingstone village hall (village hall hire)	1248	£24.00
Total		£3314.76
Paid in		
VAT repayment		£293.80
Bank interest – May 2017		£0.45
Total		£294.25

It was **RESOLVED** to authorise all actions and payments, proposed by Cllr Mr N Green, seconded by Cllr Mrs S Capewell, with Cllr Mr R Pickett abstaining due to declared pecuniary interest, with no objections raised. It was **RESOLVED** for the clerk to countersign all cheques including the clerk’s cheque in the absence of other signatories, proposed by Cllr Mrs S Capewell, seconded by Cllr Mr T Bevan, with Cllr Mr R Pickett abstaining due to declared pecuniary interest, with no objections raised.

It was **RESOLVED** to pay the clerk for 22 extra hours, with the additional extra hours being paid at the September meeting, proposed by Cllr Mr N Green, seconded by Cllr Mrs S Capewell, with Cllr Mr R Pickett abstaining due to declared pecuniary interest, with no objections raised.

The completion of the new bank mandate was discussed and it was agreed to update the existing mandate and add Cllrs Mrs T Rees, Mrs S Capewell and Mr T Bevan as new signatories for all accounts. It was therefore **RESOLVED** that the authorised signatories in the current mandate, for the accounts detailed in section 2, be changed in accordance with sections 5 and 6 and the current mandate will continue as amended, proposed by Cllr Mr N Green, seconded by Cllr Mr R Pickett, with no objections raised.

Village hall booking and key keeping forms – It was **RESOLVED** to accept the conditions of hire and for Cllr Mr N Green and the clerk to complete the village hall booking and key keeping (for community room) forms on behalf of the parish council, proposed by Cllr Mr T Bevan, seconded by Cllr Mrs S Capewell, with no objections raised.

DATES OF NEXT MEETINGS

Tuesday 19th September at 7.30pm – re-arranged from Tuesday 12th September

Tuesday 14th November at 7.30pm

ACTION – clerk to circulate draft meeting dates for 2018 to councillors for discussion at the next meeting. It was **RESOLVED** for the clerk to undertake research into the suitability of using other venues for future council meetings, proposed by Cllr Mr T Bevan, seconded by Cllr Mr N Green, with no objections raised.

Meeting closed at 10pm.