

**KINGSTONE PARISH COUNCIL MEETING HELD ON TUESDAY 14<sup>th</sup> MARCH 2017 AT 7.30 P.M.**

1) **PRESENT** – Cllrs Mrs L Deacon, Mrs S Capewell, Mr R Pickett, Mr N Green and Mrs T Rees. Ms C O’Hare, Ms N Perry, Mr G Hunt, Borough Councillor Mr G Hall and ten members of public.

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

3) **PUBLIC SESSION**

The following points were raised in the public session:-

- Grit bin at The Blythe – the position of the grit bin and its possible relocation were discussed.  
ACTION – Cllr Mrs T Rees to respond to parishioners explaining the process which was followed in order to site the grit bin in its current location.
- Grass cutting within the village – the condition of the grass/grounds on the playing field and the grass cutting programme were discussed.

4) **MINUTES OF LAST MEETING** – It was **RESOLVED** to accept the minutes of the meeting held on Wednesday 11<sup>th</sup> January 2017, proposed by Cllr Mr R Pickett, seconded by Cllr Mr N Green and signed by the Chairman and clerk.

5) **MATTERS ARISING FROM MINUTES of meeting held on Wednesday 11<sup>th</sup> January 2017**

- **Bus shelter at The Blythe** – defer until next meeting
- **Wobble bridge slat replacement** – no change in condition, continue to monitor
- **Water running across the road/potholes on Blythe Bridge Bank** – Highways has advised that possible drainage issues will be investigated within the next few weeks and the clerk will be kept updated. Any potholes arising in the area should be reported in the usual way to Highways. Clerk has reported current potholes.
- **Village hall committee** – Mrs V Laflin informed the meeting that she has been advised by the Charity Commission that a parish council representative should not be a member of the village hall committee as due to the parish council’s role as custodian trustee this may lead to a conflict of interest.
- **Village payphone** – ESBC has confirmed that they have sent a response including the parish council’s objection to the removal of the payphone and will keep the clerk updated.

6) **AGENDA**

- a) **Neighbourhood planning** - Presentation by Corinne O’Hare, Neighbourhood Planning Policy Officer, East Staffordshire Borough Council. Planning Policy colleague, Naomi Perry was also in attendance. Corinne outlined the following:-
- Neighbourhood planning – ‘is a community led framework for guiding future development, regeneration and conservation of an area. It can deal with a wide range of issues such as housing, employment, heritage, transport and green spaces.’
  - Any neighbourhood plan should be community focussed and therefore each plan should be unique.
  - ‘All neighbourhood plans have to conform with national (NPPF) and local planning policy (Local Plan 2012-2031)’ and should not be ‘protectionist’ with regards to housebuilding.
  - She confirmed that Kingstone does not currently have a settlement boundary and as such is treated as open countryside.
  - The cost of the plan depends upon the amount of voluntary help and the complexity of the plan, with some plans costing up to £9000 (some funding is currently available).
  - A number of parishes in East Staffordshire are in the process of developing plans.

- b) Holly Lane/Loxley Lane crossroads – Graham Hunt, Community Partnerships Officer (Cannock Chase and East Staffordshire), Democratic and Member Services, Staffordshire County Council

The safety at this junction was discussed and Graham outlined the procedure for the prioritisation for road safety improvements. He confirmed that the junction has been investigated and that Highways engineers have deemed the signage and configuration of the junction as adequate and that there is currently no extra money available from the County Council for any improvements. He outlined possible options for the junction and confirmed that the parish council would be able to apply to the Staffordshire Local Community Fund (from June onwards) for financial support to make possible alterations. He will investigate the possible options to improve the safety at the junction and forward to the clerk.

- c) Playing field – condition of play equipment, safety inspections and MUGA/tennis gates

Play equipment – safety checks have been received for 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 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.

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

ACTION – Councillors to return safety check forms for January and February to the clerk.

ACTION – Cllr Mr R Pickett to produce a play area safety check form which can be completed on-line – Addendum - this has now been completed.

Changing rooms – the changing rooms will continue to be monitored during weekly and quarterly inspections, issue of signs to be deferred until next meeting.

Grounds maintenance for 2017 – It was **RESOLVED** to award the contract to SJL, with the grass around the play area equipment strimmed and the grass clippings to be disposed of on-site, proposed by Cllr Mr R Pickett, seconded by Cllr Mrs T Rees, with no objections raised.

- d) Climbing frame replacement and goal posts on playing field

This was discussed and it was **RESOLVED** to undertake a revised parish-wide consultation in line with feed-back received from the consultation meeting with parents, including possible goal post replacement and playing field improvement and ask play companies to produce full design proposals, proposed by Cllr Mr N Green, seconded by Cllr Mrs T Rees, with no objections raised.

- e) General Parish Issues

- Holly Lane/Loxley Lane crossroads – discussed in section 6b
- Hollyhurst Lane – Cllr Mr R Pickett has checked into this and works should now have been completed, ACTION – Cllr Mr R Pickett to investigate further
- Light opposite 11 Uttoxeter Road – this has now been fixed – action closed

- f) Finance and accounts for the year 1st April 2016 to 31st March 2017

Copies of Q3 bank reconciliation were circulated to councillors and it was **RESOLVED** to accept them as a true record of the accounts, proposed by Cllr Mr N Green, seconded by Cllr Mrs S Capewell, with no objections raised.

- g) Council documentation – Health and Safety policy – defer until next meeting
- h) The Transparency Code and the Transparency Fund

This was discussed and it was **RESOLVED** to authorise the clerk to apply for funding up to a total of £750 for a laptop, scanner and software, proposed by Cllr Mr N Green, seconded by Cllr Mrs T Rees, with no objections raised. ACTION – clerk to apply for funding.

- i) Workplace pensions – the staging date is 1<sup>st</sup> April 2017
- j) Parish maintenance/development fund - grant application procedure

Draft documents were reviewed and it was **RESOLVED** to agree the grant application procedure, policy and application form, on a trial basis, proposed by Cllr Mr N Green, seconded by Cllr Mr R Pickett, with no objections raised. This will be reviewed and amended when necessary. ACTION – clerk to produce application form and associated guidelines and to publish on the parish council website.

- k) Church Fete - Sunday 11th June 2017

A letter has been received requesting the use of the playing field for parking and also for a road closure. This was discussed and with the following provisos:-

- any damage to the playing field should be made good by the organisers
- adequate access by emergency vehicles should be provided by the organisers
- adequate marshalling of the event should be provided by the organisers
- any actions or conditions required as a result of the road closure request must be undertaken by the organisers

councillors **RESOLVED** to grant permission for the use of the playing field and support the road closure application. Proposed by Cllr Mr N Green seconded by Cllr Mr R Pickett, with no objections raised. ACTION - clerk to inform organisers of decision and conditions and apply for the road closure.

## 7) CORRESPONDENCE

- SCC – details of Temporary Traffic Regulation Order for Uttoxeter Road – content noted
- Police and Crime Commissioner for Staffordshire - Safer, Fairer, United Communities Strategy 2016 – 2020 – no comments
- Community Council of Staffordshire - Defra Rural Survey for Staffordshire - 2016/17 – no comments
- E-mail from Bob Champeau, Deputy Police Commander for East Staffordshire – councillors **RESOLVED** to have information included on the parish council website, proposed by Cllr Mr N Green, seconded by Cllr Mr R Pickett with no objections raised.
- Community Council of Staffordshire – request for membership subscription, it was **RESOLVED** not to take out membership for this year, proposed by Cllr Mr N Green, seconded by Cllr Mrs T Rees, with no objections raised.

### Other correspondence received

Stafford Borough Council – Planning and compulsory purchase act 2004 (as amended) The Town and Country Planning (Local Planning) (England) Regulations 2012 – regulation 26 – Plan for Stafford Borough: Part 2 - adoption

SPCA – weekly bulletins and related information

Info received via KLN regarding planning application P/2015/01497 (Hazelwalls Farm Timber Lane Uttoxeter ST14 8DQ) – content noted – no comments

**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/2017/00184 - Retention of a bandstand, Blythe Inn, Booth Lane, The Blythe, Stowe By Chartley, Staffordshire, ST18 0LT

It was **RESOLVED** to make **no comments**, proposed by Cllr Mr N Green, seconded by Cllr Mrs S Capewell, with no objections raised and Cllr Mrs T Rees abstaining due to pecuniary interest.

**9) FINANCE**

<b>Paid out</b>	<b>Cheque number</b>	<b>Amount</b>
SPCA - Development Control Course - 15.02.17	1230	£35.00
Mrs K Pickett – Clerk's Wage (9 weeks)	1231	£765.50
Expenses for parking, printer drum and cartridges	1232	£28.90
SPCA – annual subscription 2017 (including NALC affiliation fee)	1234	£207.00
<b>Total</b>		<b>£1036.40</b>

<b>Paid in</b>		
Bank interest – January 2017		£0.39
Bank interest – February 2017		£0.34
<b>Total</b>		<b>£0.73</b>

It was **RESOLVED** to authorise all actions and payments and to approve the clerk's pay increase from 1<sup>st</sup> April 2017 in line with the pay scale agreed by The National Joint Council for Local Government Services (NJC), 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** to authorise payment for the hire of the village hall for future parish council meetings, up to a maximum budget of £10 per hour, proposed by Cllr Mrs S Capewell, seconded by Cllr Mr R Pickett, with no objections raised. Addendum – The village hall secretary has confirmed that the hire rate for the community room of the village hall is £6 per hour.

**DATES OF NEXT MEETINGS**

Tuesday 9th May at 7.30pm – Annual parish meeting and annual parish council meeting

Tuesday 4th July at 7.30pm

Tuesday 12th September at 7.30pm

Tuesday 14th November at 7.30pm

Meeting closed at 10.30 pm.