

KINGSTONE PARISH COUNCIL MEETING HELD ON WEDNESDAY 23RD MARCH 2016 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 three members of public.

2) **APOLOGIES** – None were received

3) **PUBLIC SESSION** - The following points were raised in the public session:-

- Litter around the play area – this will be monitored by councillors during their weekly inspections
- Village defibrillator – the possibility of having a small sign to identify the position of the defibrillator was raised – ACTION – Cllr Mr N Green to investigate

4) **MINUTES OF LAST MEETING** – It was **RESOLVED** to accept the minutes of the meeting held on Tuesday 12th January 2016, proposed by Cllr Mr T Bevan, seconded by Cllr Mr N Green, with no objections raised and signed by the Chairman and clerk.

5) **MATTERS ARISING FROM MINUTES of meeting held on Tuesday 12th January 2016**

- **Drainage grids by the toilets** – on-going
- **Routine grass cutting within the parish** – ACTION – Cllr Mr R Pickett to circulate a map to councillors for approval
- **Work to trees on playing fields** – this work has now been completed and all councillors were happy with the work undertaken
- **Goal posts** – on-going
- **Councillor training** - Cllr Mr N Green and Mr R Pickett to feed-back on training and also review the standing orders at a future meeting
- **Village defibrillator** – ACTION – Cllr Mr N Green to place information into the KLN
- **Bus shelter at The Blythe** – ACTION – Cllr Mr R Pickett to check in April

6) **AGENDA**

a) Play area – condition of play equipment, safety inspections, MUGA/tennis gates, wall around courts

Play equipment – safety checks have been received for January 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.

ACTION – Cllr Mr T Bevan to forward his completed safety inspection form for February to the clerk.

Quarterly inspections will also be undertaken by the councillor undertaking the weekly safety inspections in March, June, September and December. Cllr Mr C Talbot is undertaking his weekly safety inspections in March, however as he is unable to do the March quarterly inspection, Cllr Mr R Pickett has kindly agreed to undertake this in April.

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

Plank loose on platform above rope ladder – to be monitored

Anti-climb signs for changing rooms – to be discussed at future meeting

Dec quarterly inspection – not yet undertaken

Split planks on wobble bridge of climbing frame – Cllrs Mr T Bevan and Mr C Talbot advised that these natural wood splits had not deteriorated and were not seen as an immediate safety risk.

ACTION – Cllr Mr R Pickett to replace the most worn planks in April.

MUGA/tennis courts – The posts have been received. It was **RESOLVED** to increase the budget to £500, excluding VAT and including any extra work required, with the best supplier being chosen, proposed by Cllr Mr T Bevan, seconded by Cllr Mr C Talbot, with no objections raised.

Play area documentation review – deferred to future meeting

Changing rooms – **ACTION** – Cllr Mr R Pickett to undertake an inspection during April

Wall around courts – It was **RESOLVED** to seek quotes for repair of the existing wall and provision of new coping stones, proposed by Cllr Mrs L Deacon, seconded by Cllr Mr T Bevan, with no objections raised. **ACTION** – clerk to arrange meetings and Cllr Mr T Bevan to meet and liaise with potential contractors on site.

Condition of paintwork on play equipment and future of climbing frame – It was **RESOLVED** to defer this discussion until the next meeting, proposed by Cllr Mr R Pickett, seconded by Cllr Mr N Green, with no objections raised.

Cllr Mr R Pickett confirmed that he was not intending to make a proposal to install fencing around the play area due to the high costs involved.

Damage to picnic bench – this will be monitored

The issue of aggressive dogs on the playing fields was discussed. **ACTION** - clerk to contact the local PCSO.

Paving at front of tennis courts – **ACTION** – Cllr Mr T Bevan to gather further information and report back and Cllr Mr R Pickett to check during his play area safety checks in April.

b) General Parish Issues

- grit bin at The Blythe – defer until May meeting
- police surgery – these will no longer be held due to lack of attendance by residents – **ACTION** – clerk to invite a police representative to the annual parish meeting

c) Finance, accounts, bank accounts and external audit

It was **RESOLVED** to accept the bank statements being sent out on the 5th of each month, proposed by Cllr Mr R Pickett, seconded by Cllr Mr N Green, with no objections raised.

d) Insurance renewal – this was renewed at an increased premium mainly due to the increase in insurance premium tax (IPT) levied by the government. This renewal was **RESOLVED** as part of section 9 (Finance section).

e) Church fete/Queen's 90th birthday celebrations (Saturday 11th and Sunday 12th June)

Church fete – a letter has been received requesting the use of the playing field for parking and also for a road closure. A request was also made by Cllr Mr N Green for a road closure for the Queen's 90th birthday celebrations on Sunday 12th June from 1pm until 6pm for the same section of road as the church fete request. This was discussed and with the following provisos:-

- any damage to the playing field should be made good
- adequate access by emergency vehicles should be provided by the organisers

- adequate marshalling of the event should be provided by the organisers

councillors **RESOLVED** to grant permission for the use of the playing fields and support the road closure applications. Proposed by Cllr Mr R Pickett, seconded by Cllr Mr C Talbot, with no objections raised. ACTION - clerk to inform organisers of decision and also apply for the road closures.

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 – this was discussed and it was noted that the parish council’s current procedure fulfils the duties under occupiers’ liability. The issue of signage will be discussed further at the next meeting.

Public contracts regulations 2015 – defer until next meeting

Review of financial regulations - defer until next meeting

Play area documentation - defer until next meeting

g) CiLCA qualification/quality council award

This was briefly discussed. ACTION – clerk to circulate information regarding the Foundation Award of the Local Council Award Scheme to councillors in preparation for discussion at the next meeting.

h) Grounds maintenance contract for 2016

It was **RESOLVED** to accept the quotation provided by SJL for the leaf collection and moss treatment at a total cost of £270 excluding VAT for the year, proposed by Cllr Mr N Green, seconded by Cllr Mrs L Deacon, with no objections raised.

i) Funding request towards purchase of electronic organ for village hall/church

This request was discussed and it was **RESOLVED** to grant £300 to the village hall for their contribution towards the purchase of the electronic organ, proposed by Cllr Mr N Green, seconded by Cllr Mr T Bevan, with no objections raised. ACTION – clerk to request paperwork showing details of ownership and purchase price of the organ for audit purposes and parish council records.

j) Council vacancy - co-option procedure, interview and selection

The person specification was circulated to all councillors and it was **RESOLVED** to accept the person specification for use within Kingstone Parish Council’s co-option process, proposed by Cllr Mr N Green, seconded by Cllr Mr T Bevan, with no objections raised.

A short presentation was given by the interested parties, with relevant questions raised by councillors. A vote was taken and having received 5 votes out of 6 in favour (a majority of votes), it was **RESOLVED** to co-opt Mrs Tracey Rees as a councillor for Kingstone Parish Council, proposed by Cllr Mr T Bevan, seconded by Cllr Mr C Talbot, and carried with a majority of five out of six votes. Both candidates were thanked for their interest in becoming a parish councillor and for attending the meeting.

7) CORRESPONDENCE

1. ESBC – info on current position of ESBC regarding Community Infrastructure Levy (CIL)
2. ESBC - Housing Choice Supplementary Planning Document 2016 – no comments made

3. ESBC - Clean for The Queen is a campaign by Keep Britain Tidy to clear up Britain in time for The Queen's 90th birthday in 2016 – content noted
4. SCC - Community Paths Initiative – Bids for 2016/2017 – it was **RESOLVED** not to apply for this initiative this year, proposed by Cllr Mr R Pickett, seconded by Cllr Mr N Green, with no objections raised.
5. ESBC - information about the Safer Neighbourhood Panel – ACTION – councillors to inform clerk if interested
6. Forestry Commission – Consultation on Bagots Forest Plan 2016 to 2066 – PL65 (including Kingstone wood) – no comments received
7. Staffordshire County Council and Stoke-on-Trent City Council - Healthwatch Consultation - closing date for completed surveys is 8th May 2016
8. Telephone call from a parishioner regarding the condition and future of the toilets. Kingstone Parish Council confirmed that they do not intend to take over ownership or management of the toilets. It was **RESOLVED** to raise the issue of the future of the toilets at the next meeting, proposed by Cllr Mr N Green, seconded by Cllr Mr R Pickett, with no objections raised.
9. SCC – e-mail regarding joint meeting between Staffordshire County Council and Parish and Town Councils in East Staffordshire. ACTION – councillors to let clerk know if they are interested in attending
10. ESBC - Planning application local validation requirements consultation – no comments
11. E-mail from parishioner regarding large haulage vehicles travelling through the village – this was discussed. ACTION – Cllr Mr R Pickett to review local planning applications.

Other correspondence received

E-mail regarding lack of support for continuation of the Uttoxeter and District Neighbourhood Watch group

SPCA – bulletins and related information

Community Council of Staffordshire - information on a neighbourhood Planning Event in Derbyshire

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/2016/00123 - Erection of a part two storey, part single storey side extension, Rosevale, Lane From A518 Near Loxley To Woodcock Heath, Woodcock Heath, Kingstone, Staffordshire, ST14 8QS

No comments

Addendum – Permit with conditions

P/2016/00189 - Prior approval for the conversion of agricultural building to form a dwelling, Bank House Farm, Blythe Bridge Bank, The Blythe, Stowe By Chartley, Staffordshire, ST18 0LT

It was RESOLVED to submit comments raised and agreed by councillors, proposed by Cllr Mr N Green, seconded by Cllr Mr R Pickett, with no objections raised

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

No comments

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

An appeal has been made to the Secretary of State against the above decision.

9) FINANCE

Paid out

	Cheque number	Amount
Staffordshire Parish Councils' Association – councillor training	1202	£20.00
Marmax Products Ltd – replacement slat for picnic table	1203	£30.00

Arbormasters Ltd – work to silver birch and playing field trees	1204	£540.00
Came and Company – insurance renewal 2016	1205	£610.68
NALC – LCR magazine subscription 2016/2017	1206	£17.00
SPCA – annual subscription 2016/2017	1207	£205.00
Kingstone WI – contribution towards WI walks booklet	1208	£100.00
Mrs K Pickett – Clerk’s Wage (9 weeks)	1209	£757.94
Total		£2280.62

Paid in

Bank interest – January 2016		£1.61
Bank interest – February 2016		£1.70
Total		£3.31

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 other objections raised.

It was **RESOLVED** to pay 29 additional hours for the clerk to cover extra work undertaken, proposed by Cllr Mr T Bevan, seconded by Cllr Mrs L Deacon, with Cllr Mr R Pickett abstaining due to declared pecuniary interest, with no other objections raised.

An expression of thanks was given to the WI for all of their hard work in the production of the walks booklet.

DATES OF NEXT MEETINGS

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 9.35 pm.