

KINGSTONE PARISH COUNCIL MEETING HELD ON TUESDAY 29th SEPTEMBER 2015 AT 7.30 P.M.

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

2) **APOLOGIES** – It was resolved to accept the apologies given by Cllr Mr C Talbot, 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:-

- A parishioner from The Blythe enquired as to the methods which could be used to communicate issues or concerns to the parish council and about the possibility of becoming a member of the parish council. The chairman outlined the methods of communication which could be used and also the parish council's procedure for co-option. **ACTIONS** – clerk to pass relevant information about co-option to the parishioner, parishioner to inform the clerk if he still wishes to be considered for co-option.

4) **MINUTES OF LAST MEETING** – It was resolved to accept the minutes of the meeting held on Thursday 6th August 2015, proposed by Cllr Mrs L Deacon, seconded by Cllr Mr N Green and signed by the Chairman and clerk.

5) **MATTERS ARISING FROM MINUTES of meeting held on Thursday 6th August 2015**

- **Drainage grids by the toilets** – SCC has now raised a job for this work, which should be undertaken as soon as possible
- **Mowing of grass bank opposite village hall** – this has now been trimmed
- **Routine grass cutting within the Parish** – on-going
- **Junction at Church Lane/Uttoxeter Road** – SCC have advised that any further issues should be reported to them in the usual way as it is the most cost effective solution.
- **Drainage gullies on Blythe Bridge Bank** – Mr T Bevan kindly agreed to send a map showing the location of this issue to the clerk.
- **Bank mandate** – all paperwork has now been returned to Nat West and the new bank mandate is now in operation.
- **Tree inspection/report** – A proposal was made to choose a suitable tree surgeon from the quotes received, up to a budget of £400 excluding VAT for the work to the silver birch and the trees at the top of the playing field, proposed by Cllr Mrs L Deacon, seconded by Cllr Mr T Bevan, with no objections raised.
- **Removal of climbing frame roof** – a proposal was made to dispose of the climbing frame roof, proposed by Cllr Mr N Green, seconded by Cllr Mrs S Capewell, with no objections raised.
- **Goal posts** – **ACTIONS** – clerk to investigate supply and fit options for the next meeting, Cllr Mr T Bevan to pass details of tree surgeon and local suppliers/fitters of goal posts to the clerk. Proposed by Cllr Mr R Pickett, seconded by Cllr Mr N Green, with no objections raised. The issue of the playing fields being used for possible future organised events was raised and a proposal was made to send an e-mail to the relevant parishioner to remind them that organised events are not covered by the parish council insurance, proposed by Cllr Mr R Pickett, seconded by Cllr Mr N Green, with no objections raised.

6) **AGENDA**

a) **Play area**

Play equipment – safety checks have been received for August and September 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 months is as follows:-

June	Cllr Mr C Talbot	July	Cllr Mr R Pickett	Aug	Cllr Mr N Green
Sep	Cllr Mr N Green/new cllr	Oct	Cllr Mr N Green	Nov	Cllr Mr C Talbot
Dec	Cllr Mr R Pickett				

ACTION - Cllr Mr N Green and Cllr Mr T Bevan to arrange to meet and go through the safety checks together in October, so that Cllr Mr T Bevan can begin his safety checks.

Any outstanding issues regarding ant-social behaviour will be raised at the next police surgery.

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

The annual safety inspection was undertaken in August.

Annual safety inspection report – excerpts as follows, with parish council ACTIONS:-

Play area - The overall risk rating for the play area is **MEDIUM**.

1. **Adventure trail** – fails to meet the requirement of the relevant standard
ACTION – councillors to monitor during weekly safety checks
 - Strimmer damage to supports is likely to accelerate timber rot – prevent further damage
ACTION – councillors to monitor during weekly safety checks
2. **Cable runway** – meets with the requirements of the relevant standard where this may be tested on site without dismantling or destruction – no remedial maintenance work is required at this time
ACTION – councillors to monitor during weekly safety checks
3. **Goal posts** - fails to meet the requirement of the relevant standard:-
 - Paintwork in poor condition – de-scale and coat with lead free paint, using appropriate precautions
ACTION – councillors to monitor during weekly safety checks
 - Surface uneven – no action given the risk assessment
ACTION – councillors to monitor during weekly safety checks
4. **Play cabin** - – meets with the requirements of the relevant standard where this may be tested on site without dismantling or destruction – no remedial maintenance work is required at this time
ACTION – councillors to monitor during weekly safety checks
5. **Multiplay with slide** - fails to meet the requirement of the relevant standard:-
 - Finger entrapment – eliminate the entrapment

- Timber – not in good condition (notes: roof above slide) – repair item
ACTION – clerk to request clarification as the roof was removed before the safety inspection
- Access fails entrapment requirements - monitor and check on routine basis
- Slide bar not fitted across the access to the slide - monitor and check on routine basis
- Entrapment – head and neck – no action required, based on risk assessment, as asset pre-dates BSEN1176 – monitor and check on routine basis
- Strimmer damage to supports is likely to accelerate timber rot – prevent further damage
ACTION – councillors to monitor during weekly safety checks
- Item – bolt damaged/loose/missing – replace missing part/component
ACTION – this has been checked and does not appear to be loose or moving, councillors to continue to monitor during weekly safety checks

6. **Rocker horse** - meets with the requirements of the relevant standard where this may be tested on site without dismantling or destruction – no remedial maintenance work is required at this time – content noted
7. **Junior swing – 2 bay 4 seat** - meets with the requirements of the relevant standard where this may be tested on site without dismantling or destruction – no remedial maintenance work is required at this time – content noted
8. **Mixed swing – 2 bay 4 seat** - meets with the requirements of the relevant standard where this may be tested on site without dismantling or destruction – no remedial maintenance work is required at this time – content noted

MUGA/tennis courts - The overall risk rating for the area is **MEDIUM**

There are finger crush entrapments on both gates:-

1. **MUGA court** – entrapment on side(s) of gate – adjust gate/posts/fit new rubber buffer to ensure a spacing of at least 18mm throughout the range of the gate to remove the finger entrapment. The 18mm gap also should apply on the hinge side of the gate.
ACTION – clerk to contact Steelway to look at possible solutions in preparation for discussion at the next meeting, proposed by Cllr Mr R Pickett, seconded by Cllr Mr T Bevan, with no objections raised.
2. **Tennis court** – entrapment on side(s) of gate - adjust gate/posts/fit new rubber buffer to ensure a spacing of at least 12mm throughout the range of the gate to remove the entrapment. The 12mm gap also should apply on the hinge side of the gate.
ACTION – clerk to contact Steelway to look at possible solutions in preparation for discussion at the next meeting, proposed by Cllr Mr R Pickett, seconded by Cllr Mr T Bevan, with no objections raised.

ACTION - Councillors Mr T Bevan, Mr N Green and Mr R Pickett to arrange to meet to undertake a combined safety inspection.

A further e-mail has been received from a parishioner regarding the use of the MUGA court after 9pm. ACTION – clerk to e-mail parishioner confirming that the rules on the gate remain the same, proposed by Cllr Mrs S Capewell, seconded by Cllr Mr N Green, with no objections raised.

A query regarding the intended use of MUGA committee funds was raised. ACTION – Cllr Mr N Green to contact the MUGA committee to clarify the proposed uses for this funding.

b) General Parish Issues

The next NHT visit is scheduled for the week commencing 19th October. The clerk was asked to

forward jobs including clearance of signs and tidying of verges in the parish. ACTION – councillors to forward any further jobs to the clerk.

c) Co-option/council vacancies – see public session for further details

d) Finance and accounts

Financial Services Compensation Scheme – Nat West has verbally confirmed that the council is covered and that the only written confirmation was via the letter which we have on file. The parish council has not been asked for confirmation that their budget is under 500,000 Euros (confirmation of status as a small local authority (SLA)).

e) Insurance

Came and Company Local Council Insurance Brokers have been taken over by the Stackhouse Poland Group from July 2015. Information has been received regarding motor insurance and legal expenses cover. ACTION – clerk to circulate relevant information to councillors in preparation for discussion at the next meeting.

f) WI walks around the village booklet – due to technical difficulties there has been a delay in the production of the booklet. ACTION – Mrs V Laflin to produce an electronic copy of the booklet, with a break-down of expected costs involved and the planned distribution of the booklet in preparation for further discussion by councillors, before a decision on funding can be made. ACTION – clerk to circulate information on S137 payments to councillors in preparation for further discussion.

g) Queen's 90th birthday celebrations

The possibility of the parish council taking the lead with the Queen's 90th birthday celebration was discussed. ACTION – Cllr Mr N Green to assess the level of interest for this type of celebration in preparation for discussion at the next meeting. Proposed by Cllr Mr R Pickett, seconded by Cllr Mrs L Deacon, with no objections raised.

7) CORRESPONDENCE

1. **amended Tatenhill Neighbourhood Development Plan** – The consultation period runs from 19th August 2015 to 30th September 2015 12 noon – no comments received
2. **ESBC – details of Abbots Bromley Parish Council's application to East Staffordshire Borough Council to be designated as a Neighbourhood Area.** - Consultation commences on 9th September and ends on 7th October 2015. The designation request letter is available on the ESBC website: <http://www.eaststaffsbc.gov.uk/planning/planning-policy/neighbourhood-plans/abbots-bromley> - no comments received
3. **letter from parishioner regarding condition of Hollyhurst Lane** – clerk has contacted SCC Community Highways Liaison Officer and reported the issue, he will report it and provide an update. The clerk has also contacted the parishioner confirming that the condition of the road has been reported to highways.
4. **e-mail from a parishioner requesting a grit bin for The Blythe** and also asking who owns the bus shelter in The Blythe, as it needs some 'TLC' – clerk has contacted SCC to request a grit bin and has started to make enquiries into the ownership of the bus shelter. ACTIONS – clerk to continue to make enquiries into the ownership of the shelter and Councillors Mr N Green, Mr T Bevan and Mr R Pickett to meet on site to assess the condition of the shelter and take it out of use if considered unsafe. Proposed by Cllr Mrs S Capewell, seconded by Cllr Mrs L Deacon, with no objections raised.

Addendum – After further research it appears that the bus shelter may belong to the parish council, the clerk has confirmed that if the parish council owns or is responsible for the shelter, then it is covered by the parish council's public liability cover. The area surrounding the bus shelter has been tidied and checked, to be discussed further at the next meeting.

5. **SCC – information on changes to bus timetable** due to ‘Review of supported bus network in East Staffordshire’ - 841 service - Midday journey withdrawn with reduced subsidy
6. **ESBC – information on Neighbourhood priority proposals** – this was discussed and it was decided not to submit any proposals at the present time, proposed by Cllr Mr R Pickett, seconded by Cllr Mr N Green, with no objections raised. ACTION – clerk to inform ESBC of the decision.
7. **Information from SPCA and NALC regarding training and legal briefings** – ACTION – councillors to inform the clerk if they are interested in attending training. ACTION – clerk to circulate relevant information and legal briefings to councillors in preparation for discussion at the next meeting.

Other correspondence received

Staffordshire Playing Fields Association – minutes from 2014 AGM and agenda for 2015 AGM, Annual report and accounts 2014/2015

SPCA – info on various courses, bulletins and other info

Thank you letter from Mr G Kerby for internal audit fee payment

Uttoxeter and Neighbourhood Watch and Crime Prevention Panel - Minutes of Meeting 12th August 2015, it has been agreed to suspend any further Neighbourhood Watch and Crime Prevention Panel meetings until the AGM on 10th February 2016.

Kingstone with Gratwich Village Hall minutes – 17th September 2015

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/2015/01117 - Erection of a single storey extension on north elevation, Manor View, Leese Hill, Kingstone, Staffordshire, ST14 8QT

No comments

Addendum – Permit with conditions

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

Refused

P/2015/01259 - Prior notification for the erection of an agricultural building for the storage of feed and implements, Blythebridge Hall Farm, Booth Lane, The Blythe, Stowe By Chartley, Staffordshire, ST18 0LT

No comments

Addendum – East Staffordshire Borough Council has no objections to the proposal as submitted and does not require prior approval of the siting, design and external appearance of the building

P/2015/00833 - Retention of replacement fishing cabin and hardstanding, Burndhurst Mill Farm, Caverswall Lane, Lower Loxley, Staffordshire, ST14 8RZ

Permit with conditions

P/2014/01619 - Prior approval for the conversion of an agricultural building to form a dwelling, Proposed Barn Conversion, Little Acre Barn, Woodcock Heath, Kingstone, Staffordshire.

An appeal has been made to the Secretary of State against ESBC’s decision to refuse planning permission

Councillors did not wish to alter or withdraw any comments made previously.

Addendum - The appeal has been allowed

9) FINANCE

Paid out	Cheque number	Amount
Grant Thornton UK LLP – external audit fee 2014/2015	1190	£120.00
SJL Landscapes Limited – grounds maintenance August 2015	1191	£240.00
Playsafety Limited – annual safety inspection of play area + MUGA/tennis courts	1192	£156.00
Mrs K Pickett – Clerk’s Wage (8 weeks)	1193	£673.73
Mrs K Pickett – folders, envelopes, plastic pockets, paper	1194	£16.95
Staffordshire Playing Fields Association – subscription for 2015/2016	1195	£15.00
Total		£1221.68

The subscription for Staffordshire Playing Fields Association was discussed and a proposal was made to renew the subscription for this year and to re-assess this for next year, proposed by Cllr Mr N Green, seconded by Cllr Mrs L Deacon, with no objections raised. ACTION – clerk to circulate relevant information in preparation for discussion at a future meeting.

Paid in

Repayment of consolidated stock by HM Treasury	£58.80
Consolidated stock dividend (final payment)	£0.29
Bank interest – July 2015	£1.62
Bank interest – August 2015	£1.44
Total	£62.15

The consolidated stock has been redeemed by HM Treasury in July 2015, unfortunately we did not receive a letter about this. ACTION – clerk to remove the consolidated stock from our fixed asset register and also note this in our return to our auditor for 2015/2016 accounts.

It was resolved to authorise all actions and payments. Accounts proposed by Cllr Mr N Green, seconded by Cllr Mrs S Capewell, with no objections raised.

A proposal was made to give the clerk a vote of thanks and to pay the six additional hours to cover her current extra hours worked, proposed by Cllr Mr N Green, seconded by Cllr Mrs S Capewell, with no objections raised, Cllr Mr R Pickett abstained due to his declared interest. It was also agreed that work should continue to be prioritised with the Chairman. This will be monitored and re-assessed at the next meeting.

DATES OF NEXT MEETINGS

The next meeting was provisionally re-arranged for Tuesday 1st December at 7.30pm. **Addendum** – this date has now been confirmed

Meeting closed at 9.46pm.