

# WESTON WITH GAYTON PARISH COUNCIL

## Minutes of the Parish Council Meeting that took place on Tuesday 10<sup>th</sup> May 2016 in Weston Village Hall at 7.30pm

### PRESENT:

Councillor C Critchlow (Chair), Councillor J Griffiths, Councillor C Gilbert, Councillor D Tams, Councillor A Hopkin, Parish Clerk Mrs A Kingston

2 members of the public

**APOLOGIES:** Councillor Mrs A Martin

### ELECTION OF CHAIRPERSON

**1289.RESOLVED** - by unanimous agreement that Councillor Colin Critchlow be appointed as Chairman for the coming year.

### ELECTION OF VICE-CHAIRPERSON

**1290.**The election of Councillor Jan Griffiths as Vice-Chair was proposed by Councillor A Hopkin and seconded by Councillor C Gilbert. **RESOLVED** - by unanimous agreement that Councillor Griffiths be appointed as Vice-Chair.

### DECLARATION BY COUNCILLORS OF ACCEPTANCE OF OFFICE

**1291.RESOLVED** – Councillors Tams, Hopkin and Gilbert formally stated their acceptance of office of Parish Councillor for Weston with Gayton Parish Council.

### CO-OPTION TO FILL VACANCIES

**1292.**Consideration was given to co-option to fill the remaining three vacancies, two in the Parish of Weston and one in Gayton. Expressions of interest were received from four interested parishioners. As the number of applicants exceed the number of vacancies, co-option will be deferred to the next meeting with a view to gaining further information from the applicants. **RESOLVED** – Applicants to be contacted to provide further information in preparation for co-option at the meeting of the Parish Council to be held on Tuesday 14<sup>th</sup> June 2016.

### DECLARATIONS OF INTEREST

**1293.**None

### PARISH COUNCIL MEETING 12<sup>th</sup> APRIL 2016 – MINUTES

**1294.RESOLVED** - that the minutes of the Parish Council (PC) Meeting held on 12<sup>th</sup> April 2016 be confirmed and signed by the Chairman as proposed and seconded by Parish Councillors Gilbert and Hopkin.

### COMMITTEES

**1295.**A sub group will be established to manage the running of the Weston Village Hall following the resignation of the Village Hall Management Committee.

### ADOPTION OF DOCUMENTS

**1296.RESOLVED** – that the Parish Council Standing Orders have been reviewed and remain fit for purpose.

**1297.RESOLVED** – that the Financial Regulations, which were updated in 2015, have been reviewed and remain fit for purpose.

**1298.RESOLVED** – that the Register of Land and Assets be reviewed, and brought back to a future meeting for adoption. Councillor Hopkin to take this forward.

**1299.RESOLVED** – that the procedures for handling request made under the Freedom of Information Act, the Accident Reporting Procedure and the Complaints procedure remain unchanged.

**1300.RESOLVED** – that the risk assessment has been reviewed and remains fit for purpose. The Parish Clerk

to establish a more secure system to back up electronic records.

## **EXTERNAL BODIES**

**1301.** The Parish Council currently have no representation on external bodies.

## **INSURANCE**

**1302.** Consideration was given to the renewal of the insurance premium with AON. **RESOLVED** – Insurance premium with AON be renewed to May 2017.

**RESOLVED** – the Clerk and Councillor Critchlow to undertake a review of insurance requirements and providers in preparation for Insurance renewal in June 2017.

## **MEMBERSHIPS**

**1303. RESOLVED** – the PC confirmed the Clerk's membership of SLCC

## **SCHEDULE OF MEETINGS FOR 2016/17**

**1304. RESOLVED** – Future meetings will continue to be scheduled on the second Tuesday of each month. Existing timescales for publication of information remain unchanged.

## **UPDATE ON ACTION LIST**

**1305.** An update on the progress of action 2.1 in the Parish Plan was provided. A second traffic survey on the A51 has been completed, comparison with the previous survey in October 2015 shows little change in numbers of vehicles using the road. There has however been an increase in the number of vehicles travelling over the speed limit, from 1259 in October to 2245 in April. Despite this increase the County Council do not feel the need carry out any enforcement. The latest version of the plan including progress against actions can be obtained from the Parish Clerk.

## **ANNOUNCEMENTS AND NOTICES**

**1306.** The Clerk informed the PC of two training courses on offer from SPCA

**1307.** The Clerk informed the PC that progress on the Plan for Stafford Borough Part 2 can be accessed via the Stafford Borough Council website.

**1308.** The Clerk circulated a map showing the proposed road closures for the upcoming IRONMAN event.

## **PUBLIC PARTICIPATION**

**1309.** One member of the public raised concern over the future of the Village Hall following the resignation of the committee at their final meeting in April. The Parish Council response can be seen in Agenda Item 1315 below.

## **REPORT FROM COUNTY AND BOROUGH COUNCILLORS**

**1310.** There were no Councillors present from the County or Borough Council to provide a report.

## **DEVELOPMENTS**

**1311.** Planning application 16/24018/HOU for a single story extension at Bridge House, London Road, Shirleywich was considered. The PC had no concerns regarding the application.

## **TREES AND CHILDREN'S PLAY AREA**

**1312.** The Council received an update on the progress of the successful application made to the Tesco Groundwork scheme. Initial information has been submitted and formal tenders are now required from playground/play equipment providers. **RESOLVED** – Councillor Critchlow to lead with support from the Clerk. **RESOLVED** – Councillor Hopkin to meet with Sovereign Playgrounds on the 18<sup>th</sup> May.

**1313.** The latest playground safety inspection report has been provided by John Hicks. The report highlighted some non-urgent repair work required to the flooring in the children's play area. **RESOLVED** – to include in the tender documents produced for the Tesco Groundwork project.

## **WESTON GROUND MAINTENANCE**

**1314.**The current contract with Weston Ground Maintenance is in place until 2017. The Council will need to undertake a full tender for the contract at this time. **RESOLVED** – Councillor Critchlow and the Clerk to produce a new tender document and contract for approval by the Parish Council at a future meeting.

## **WESTON VILLAGE HALL**

**1315.**Following the resignation of the Village Hall Management Committee in April, the Parish Council have taken on the day to day running and management of the Hall. A sub group will be established to manage the business of the Village Hall under the Chairmanship of the Parish Council Chairman, Councillor Colin Critchlow.

## **FINANCES**

**1316. RESOLVED** – that the PC approve payments listed on the monthly Statement of Accounts/Receipts and Payments

**1317. RESOLVED** – that the PC approve the monthly Statement of Accounts/Receipts and Payments

**1318.RESOLVED** – that the PC approve the Annual Return Annual Governance Statement. The Annual Governance Statement was signed by the Chair Councillor Critchlow and the Clerk

**1319.RESOLVED** – that the PC approve the Annual Return Accounting Statements for 2015/16. The completed forms were signed by the Chair Councillor Critchlow and the Clerk.

## **CORRESPONDENCE**

**1320.**The PC noted and considered the following items of correspondence

- Letter from Staffordshire County Council regarding the future of Highways support in neighbourhoods. **RESOLVED** – Clerk to forward a copy of the letter to the Chair.
- Letter regarding a proposed road closure for the Queens Birthday Celebrations. **RESOLVED** – Clerk to contact Stafford Borough Council.
- The Parish Council wished to express their gratitude for a generous donation of £200 from the Bowls Club, to put towards improving the Children's Play area. **RESOLVED** – Clerk to write formal letter of thanks.

## **DATE, TIME AND VENUE OF NEXT MEETING**

**1321.**Parish Council meeting, Tuesday 14<sup>th</sup> June 2016 at Weston Village Hall at 7:30pm

**COLIN CRITCHLOW  
CHAIRMAN**