

# WESTON WITH GAYTON PARISH COUNCIL

## Minutes of the Parish Council Meeting that took place on Tuesday 8<sup>th</sup> May 2018 in Weston Village Hall at 7.30pm

**PRESENT:**, Councillor C Critchlow (Chairman), Councillor J Griffiths (Vice Chairman), Councillor K Barber, Councillor A Hopkin, Councillor C Gilbert, Councillor D Leake, Councillor Mrs H Hart, Councillor Mrs G Wray, Councillor D Icke, Parish Clerk Mrs A Kingston

**APOLOGIES:** Stafford Borough Councillor Mrs F Beatty, Stafford County Councillor J Francis

### ELECTION OF CHAIRPERSON

**1952.** The election of Councillor Colin Critchlow as Chairman was proposed by Councillor Hart. **RESOLVED** - by unanimous agreement that Councillor Colin Critchlow be elected as Chairman for the coming year. The Declaration of Acceptance of Office was signed by Councillor Critchlow and witnessed and signed by the Parish Clerk.

### ELECTION OF VICE-CHAIRPERSON

**1953.** The election of Councillor Jan Griffiths as Vice-Chairman was proposed by Councillor Critchlow. **RESOLVED** - by unanimous agreement that Councillor Griffiths be appointed as Vice-Chairman. The Declaration of Acceptance of Office was signed by Councillor Griffiths and witnessed and signed by the Parish Clerk.

### DECLARATIONS OF INTEREST

**1956.** There were no declarations of interest.

### PARISH COUNCIL MEETING 10<sup>th</sup> APRIL 2018 - MINUTES

**1957. RESOLVED** – that the minutes of the Parish Council (PC) Meeting held at 7:30pm on the 10<sup>th</sup> April 2018 be confirmed and signed by the Chairman as proposed and seconded by Parish Councillors Hart and Leake.

### COMMITTEES

**1958.** Councillor Gail Wray will continue to represent the Parish Council on the Weston Village Hall Management Committee.

### ADOPTION OF DOCUMENTS

**1959. RESOLVED** – that the Parish Council Standing Orders have been reviewed and remain fit for purpose but will be revised during 2018/19

**1960. RESOLVED** – that the Financial Regulations have been reviewed and remain fit for purpose.

**1961. RESOLVED** – that the Register of Land and Assets was updated in March 2018 and remains fit for purpose.

**1962. RESOLVED** – that the procedures for handling requests made under the Freedom of Information Act remains unchanged.

**1963. RESOLVED** – that the Accident Reporting Procedure and the Complaints procedure are fit for purpose but will be revised during the 2018-19 year.

**1964. RESOLVED** – that the risk assessment has been reviewed and remains fit for purpose but will be reviewed further during 2018-19 in light of changes relating to the GDPR.

**1965. RESOLVED** – that the Parish Council's Media Policy has been reviewed and remains fit for purpose.

**1966. RESOLVED** – that the Parish Council's Internal Controls policy was adopted in February 2018 and remains fit for purpose.

### EXTERNAL BODIES

**1967.**Councillors Hart, Gilbert and Leake will represent the Parish Council on the Community Speedwatch Programme.

#### **INSURANCE**

**1968.**The insurance renewal has which is part of a three year agreement entered into in 2017, was reviewed.  
**RESOLVED** – to approve the renewal at a cost of £959.23.

#### **MEMBERSHIPS**

**1969.RESOLVED** – the PC confirmed the Clerk's membership of SLCC

#### **SCHEDULE OF MEETINGS FOR 2018**

**1970.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**

**1971.**Community Speedwatch fixed signage has been ordered and part payment arranged to use the remaining proportion of the People Power Fund Grant.

**1972.**A draft for the new Parish Plan produced by Councillor Leake was circulated. **RESOLVED** – A working group be formed including Councillor Leake, Councillor Hart and Councillor Gilbert to produce a final draft for printing.

**1973.**Costs for printing 600 copies to distribute to all households within Weston and Gayton will be £120 if undertaken with the Compass Magazine. Clerk to obtain further quotes for comparison. **RESOLVED** to approve printing at a cost of £120 providing no cheaper quote is obtained.

**1974.**A full copy of the action plan, with progress updates, is available from the Parish Clerk. Please email [parishclerk@westonstaffs.org.uk](mailto:parishclerk@westonstaffs.org.uk)

#### **ANNOUNCEMENTS AND NOTICES**

**1975.**Stafford Borough Council have adopted two new Supplementary Planning Documents on Design, and Shopfronts & Advertisements at their Council meeting on 24th April 2018. The adopted Supplementary Planning Documents, an Adoption Notice and further information, is available to view on Stafford Borough Council's website at <https://www.staffordbc.gov.uk/supplementary-planning-documents-spds>

#### **PUBLIC PARTICIPATION**

**1976.** There were no issues raised by members of the public.

#### **REPORT FROM COUNTY COUNCILLOR**

**1977.**County Councillor John Francis was not in attendance to provide a report.

#### **REPORT FROM BOROUGH COUNCILLOR**

**1978.** Councillor Mrs F Beatty was not in attendance but had provided a detailed report at the preceding Annual Parish Meeting of the work of the Borough Council over the past year. A full copy of the report can be obtained from the Parish Clerk.

#### **REPORT FROM VILLAGE HALL MANAGEMENT COMMITTEE REPRESENTATIVE**

**1979.**The Village Hall Management Committee (VHMC) held their Annual General Meeting at the end of April which was well attended. There is now a new on line system for village hall bookings. The Committee currently have two vacancies and are keen to hear from anyone who may be interested in joining and supporting the running of Weston Village Hall.

#### **DEVELOPMENTS**

**1980.**Planning application reference 18/28310/HOU at 5 Outwoods Close, Weston. **RESOLVED** -The Parish

Council have no objections to this application.

**1981.** Planning application reference 18/28199/HOU at The Old Vicarage, Stafford Road, Weston. The Clerk informed the meeting that the above application, on which the PC had previously been consulted, had been withdrawn at the request of the applicant. A further application is anticipated.

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

**1982.** At an extraordinary meeting of the Parish Council held on 23<sup>rd</sup> October 2017 it was agreed to undertake a replacement of the flagpole on the Village Green in May 2018. A copy of the relevant minutes can be found at <https://westonstaffs.org.uk/index.php/parish-council-meetings/parish-council-minutes-2017/> A discussion was held regarding the replacement. A concern was raised that following interim repairs undertaken in late 2017 the replacement was no longer necessary. **RESOLVED** – Clerk to Add to the agenda of the June meeting and assess legal guidance and timescales for re-discussion or reversal of a previous decision.

**1983.** The Clerk informed the meeting of a request received from a local resident to use a section of the village green for a child's birthday party late morning on the 30<sup>th</sup> June. The party will last approximately one hour, which may include the provision of a zorb football activity provided by external party entertainers. **RESOLVED** – to grant permission of use providing any external company running an activity or entertainment for the party provides a copy of their insurance certificate and their risk assessment in advance of the date.

**1984.** Following the request by the Woolpack Pub for use of the village green at the previous meeting, it was noted that one of the dates quoted in the previous minutes was incorrect. The date should have been Saturday 14<sup>th</sup> July not the 16<sup>th</sup> July. They also asked for an additional date of the 27<sup>th</sup> August, and for a consideration of a reduced fee for multiple bookings. **RESOLVED** – to approve all dates requested and to charge a reduced fee of £75 per day. The terms of use of the village green must be adhered to in their entirety.

### **NOISE COMPLAINTS**

**1985.** Complaints had been received regarding the volume and timing of a bird scarer on farmland near Weston. Whilst it was noted that it appears to have stopped for now, there remained concern that action should be taken to prevent a repeat in the future. **RESOLVED** – Clerk to liaise with Stafford Borough Council Environmental Health, and if appropriate write to the landowner requesting consideration be given to the time of use particularly on weekends and public holidays.

### **FINANCES**

**1986. RESOLVED** that the PC approve payments listed below and included on the monthly Statement of Accounts/Receipts and Payments.

- Ground Maintenance work for April including Dog Bin Maintenance - £2433.53
- SCC Community Speedwatch Signage (partial payment) – £326.20
- Admin and Clerk Expenses - £151.22
- Internal Audit - £62.50
- Annual Insurance - £959.23

**1987. RESOLVED** that the PC approve the monthly Statement of Accounts/Receipts and Payments

**1988.** The internal audit of annual accounts was completed at the end of April by the internal auditor Christine Heelis. Feedback was noted as good and no concerns were highlighted. Thanks were extended to the Parish Clerk for the management and presentation of accounts.

**1989.** The Annual Government Statement for the Annual Governance and Accountability Return for the year ending March 2018 was considered. **RESOLVED** – by unanimous agreement that the PC approve the

Annual Governance Statement. The Annual Governance Statement was signed by the Chair Councillor Critchlow and the Clerk

**1990.**The Annual Accounting Statement for the year ending March 2018 was considered. **RESOLVED** – by unanimous agreement that the PC approve the Annual Return Accounting Statement for 2017/18. The completed forms were signed by the Chair Councillor Critchlow and the Clerk.

**1991.** The bank reconciliation and explanation of significant variances were noted.

**1992.**The Clerk proposed the PC discontinue use of Petty Cash, with any expenses incurred for stationary or office supplies claimed retrospectively by the Clerk. **RESOLVED** – To discontinue the use of Petty Cash and review periodically over the coming 12 months.

**1993.**The Clerk informed the meeting that notification of new salary scales had now been received in light of the agreed 2% national increase. **RESOLVED** Bank Standing Order form completed and signed to reflect the new monthly salary payment for the Parish Clerk.

**1994.**The Clerk circulated an information and data protection policy based on a template from the SLCC which may be suitable to replace the two privacy notices agreed at the meeting on the 10<sup>th</sup> April 2018. **RESOLVED** Clerk to clarify guidance and if possible replace the two previously agreed privacy notices with the new Privacy Notice and Data Protection Policy.

#### **CORRESPONDENCE**

**1995.**There was no correspondence to consider.

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

**1996.**Parish Council Meeting Tuesday 12<sup>th</sup> June at 7:30pm in Weston Village Hall.

**COLIN CRITCHLOW  
CHAIRMAN**