

WESTON WITH GAYTON PARISH COUNCIL

Minutes of the Parish Council Meeting that took place on Tuesday 14th May 2019 in Weston Village Hall at 7.30pm

PRESENT: Councillor J Griffiths (Chairman), Councillor Mrs H Hart (Vice Chairman), Councillor K Barber, Councillor A Hopkin, Councillor D Leake, Councillor Mrs G Wray, Councillor D Icke, Councillor G Church, Stafford Borough Councillor Mrs F Beatty, Parish Clerk Mrs A Kingston

APOLOGIES: Councillor C Gilbert

ELECTION OF CHAIRPERSON

2291. The election of Councillor Jan Griffiths as Chairman was proposed by Councillor Hopkin and seconded by Councillor Hart. **RESOLVED** - by unanimous agreement that Councillor Jan Griffiths be elected as Chairman for the coming year. The Declaration of Acceptance of Office was signed by Councillor Griffiths and witnessed and signed by the Parish Clerk.

ELECTION OF VICE-CHAIRPERSON

2292. The election of Councillor Hilary Hart as Vice-Chairman was proposed by Councillor Hopkin and seconded by Councillor Leake. **RESOLVED** - by unanimous agreement that Councillor Hart be appointed as Vice-Chairman. The Declaration of Acceptance of Office was signed by Councillor Hart and witnessed and signed by the Parish Clerk.

COUNCILLORS ACCEPTANCE OF OFFICE

2293 The Declarations of Acceptance of Office by all Councillors duly elected at the Parish Council Election on the 2nd May and signed and witnessed by the Parish Clerk prior to the meeting, were formally noted.

DECLARATIONS OF INTEREST

2294 There were no declarations of interest.

PARISH COUNCIL MEETING 9th APRIL 2019 - MINUTES

2295 RESOLVED – that the minutes of the Parish Council (PC) Meeting held at 7:30pm on the 9th April 2019 be confirmed and signed by the Chairman as proposed and seconded by Parish Councillors Hopkin and Barber.

The following item was moved by the Chairman from point 15.2 on the Agenda

REPORT FROM BOROUGH COUNCILLOR

2296 Councillor Mrs F Beatty informed the meeting that in the Stafford Borough Council elections the Conservative party retained a small working majority. Some discussion was held regarding planning application 19/30516/FUL which was released after the agenda for the meeting had been published. An extension to the response date will be sought with a view to the Parish Council making a formal response following the meeting to be held on the 11th June. The Parish Council will in the meantime seek to meet with the planning officer and Councillor Beatty.

COMMITTEES

2297 The Parish Council has no committees at this time.

ADOPTION OF DOCUMENTS

2298 RESOLVED – that the Parish Council Standing Orders have been reviewed and remain fit for purpose.

2299 RESOLVED – that the Financial Regulations have been reviewed and remain fit for purpose.

2300 RESOLVED – that the Register of Land and Assets has been updated in April 2019 and remains fit for

purpose.

2301 RESOLVED – that the procedures for handling requests made under the Freedom of Information Act has been reviewed and remains fit for purpose.

2302 RESOLVED – that the Accident Reporting Procedure has been reviewed and is fit for purpose.

2303 RESOLVED – that the Complaints procedure has been reviewed and is fit for purpose.

2304 RESOLVED – that the risk assessment has been reviewed and remains fit for purpose.

2305 RESOLVED – that the Parish Council's Media Policy has been reviewed and remains fit for purpose.

2306 RESOLVED – that the Parish Council's Internal Controls policy has been reviewed and remains fit for purpose.

2307 RESOLVED – that the Parish Council's GDPR Policy has been reviewed and remains fit for purpose.

2308 The Safeguarding Policy was reviewed and adopted at the April meeting. The Parish Council are pleased to note that Councillor Leake has completed level C3 Safeguarding training for Clergy and Lay Ministers. Councillors Hopkin and Wray have both completed level C1 and will be taking level C2 in 2019.

2309 Drafting of a Social Media Policy will be added to the agenda of the June meeting.

EXTERNAL BODIES

2310 Councillor Wray will continue to represent the Parish Council on the Village Hall Management Committee.

INSURANCE

2311 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 £988.01.

MEMBERSHIPS

2312 RESOLVED – the PC confirmed the Clerk's membership of SLCC

PARISH PLAN

2313 Analysis is still in progress. Councillor Leake aims to have initial findings to display at the Weston Village fete. **RESOLVED** Councillor Leake to circulate findings to all Councillors prior to the fete.

ANNOUNCEMENTS AND NOTICES

2314 SPCA will be providing their Local Councillor Training Course - 29th May and 18th June 2019

2315 SPCA will be providing their Chairmanship Skills Training course - Wednesday 12th June 2019.

2316 The next meeting of the Trent Valley Collaboration Group will be held on the 5th June at 10.30am in Stowe by Chartley Village Hall. The Parish Clerk will attend with Councillors Hart and Hopkin. Councillor Church will attend if available.

2317 The next SLCC Branch meeting will be held on Tuesday 11th June in Wall near Lichfield. The Parish Clerk will attend.

PUBLIC PARTICIPATION

2318 There was no public participation.

REPORT FROM COUNTY COUNCILLOR

2319 County Councillor John Francis was not in attendance to provide a report.

REPORT FROM VILLAGE HALL MANAGEMENT COMMITTEE REPRESENTATIVE

2320 The Village Hall Management Committee (VHMC) held their Annual General Meeting on the 7th May. They have three new committee members, one of which will complete training to undertake PAT testing for the Village Hall.

2321 Support Staffordshire were in attendance and provided a talk on rules and responsibilities.

2322 Talking newspapers have found alternative premises as their need for a room was urgent.

DEVELOPMENTS

2323 No planning application was received prior to the issuing of the Agenda. Planning application reference 19/30516/FUL was received after the agenda publication date. This was discussed briefly at item 2296 with Stafford Borough Councillor Mrs F Beatty. An extension to the deadline for comments will be sought with the intention to discuss the application formally at the next meeting.

TREES AND CHILDREN'S PLAY AREA

2324 RESOLVED by unanimous agreement to appoint the Play Inspection Company as playground inspectors for the play area, MUGA and Skate Park in Weston at a total cost of £450 + VAT for 2019/20. This service will be reviewed in April 2020.

FINANCES

2325 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 - £2056.77
- Admin and Clerk Expenses - £151.87
- Internal Audit - £62.50
- Annual Insurance - £988.01
- Stafford Borough Council Civic Amenity Visits - £294
- Donation to the Saracens Head Angling Group - £100

2326 RESOLVED that the PC approve the monthly Statement of Accounts/Receipts and Payments.

2327 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.

2328 The Annual Governance Statement for the Annual Governance and Accountability Return for the year ending March 2019 was considered. **RESOLVED** – by unanimous agreement that the PC approve the Annual Governance Statement. The Annual Governance Statement was signed by the Chair Councillor Griffiths and the Clerk

2329 The Annual Accounting Statement for the year ending March 2019 was considered. **RESOLVED** – by unanimous agreement that the PC approve the Annual Return Accounting Statement. The completed forms were signed by the Chair Councillor Griffiths and the Clerk.

2330 The bank reconciliation and explanation of significant variances were noted.

2331 RESOLVED to set the period for the exercise of public rights to commence on the 3rd June 2019.

2332 The Clerk's salary increase to £614.39 per month, as set by the national salary scales and adopted from April 2019, was formally noted.

2333 NatWest bank forms were completed to remove former Parish Councillor Colin Critchlow as a bank signatory for the Parish Council.

CORRESPONDENCE

2334 An email from local resident regarding the enforcement of a planning condition relating to the closure of a footpath from Abbeylands to Green Road. This was discussed previously at item 2296.

2335 An email from a local resident requesting a bench be installed on a grassed area at the end of Salt Works Lane next to the canal. This land is part of the Salt Works Lane development and under the ownership of the Management company. Clerk to respond with contact details of the management company and suggest the resident contact them directly.

DATE, TIME AND VENUE OF NEXT MEETING

2336 Parish Council Meeting Tuesday 11th June at 7:30pm in Weston Village Hall.

**JAN GRIFFITHS
CHAIRMAN**