

WESTON WITH GAYTON PARISH COUNCIL

Minutes of the Parish Council Meeting that took place on Tuesday 10th May 2022 in Weston Village Hall at 7.30pm

PRESENT:

Councillor J Griffiths (Chair), Councillor Mrs H Hart (Vice Chair), Councillor J Tallentire, Councillor Mrs G Wray, Councillor D Leake,
Stafford Borough Councillor Frances Beatty
Parish Clerk DW Croxford

One member of the public.

ELECTION OF CHAIRPERSON

3274 The election of Councillor Jan Griffiths as Chairman was proposed by Councillor Leake and seconded by Councillor Hart. **RESOLVED** - by unanimous agreement that Councillor 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.

APOLOGIES:

Councillor M Hardenberg and Councillor D Icke

ELECTION OF VICE-CHAIRPERSON

3275 The election of Councillor Hilary Hart as Vice-Chairman was proposed by Councillor Wray 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

3276 Not required as not an election year.

DECLARATIONS OF INTEREST

3277 There were no declarations of interest.

PARISH COUNCIL MEETING 12th APRIL 2022 - MINUTES

3278 RESOLVED – that the minutes of the Parish Council (PC) Meeting held at 7:30pm on the 12th of April 2022 be confirmed and signed by the Chairman as proposed and seconded by Parish Councillors Hart and Tallentire, respectively.

EXTRAORDINARY PARISH COUNCIL MEETING 25th APRIL 2022 - MINUTES

3279 RESOLVED – that the minutes of the Extraordinary Parish Council (PC) Meeting held at 7:00pm on the 25th of April 2022 be confirmed and signed by the Chairman as proposed and seconded by Parish Councillors Hart and Tallentire, respectively.

COMMITTEES

3278 The Parish Council has no committees currently.

ADOPTION OF DOCUMENTS

All circulated prior to the meeting and will be reviewed periodically during the year.

3279 RESOLVED – that the Parish Council Standing Orders have been reviewed and remain fit for purpose.

3280 RESOLVED – that the Financial Regulations have been reviewed and remain fit for purpose.

3281 RESOLVED – that the Register of Land and Assets has been updated in March 2022 and remains fit for purpose.

3282 RESOLVED – that the procedures for handling requests made under the Freedom of Information Act has been reviewed and remains fit for purpose.

3283 RESOLVED – that the Accident Reporting Procedure has been reviewed and is fit for purpose.

3284 RESOLVED – that the Complaints procedure has been reviewed and is fit for purpose.

3285 RESOLVED – that the Risk Assessment has been reviewed and remains fit for purpose.

3286 RESOLVED – that the Parish Council's Media Policy has been reviewed and remains fit for purpose.

3287 RESOLVED – that the Parish Council's Internal Controls policy has been reviewed and remains fit for purpose.

3288 RESOLVED – that the Parish Council's GDPR Policy has been reviewed and remains fit for purpose.

3289 RESOLVED – that the Parish Council's Safeguarding Policy has been reviewed and remains fit for purpose.

3290 RESOLVED – that the Parish Council's Social Media Policy has been reviewed and remains fit for purpose.

EXTERNAL BODIES

3291 Councillor Wray will continue to represent the Parish Council on the Village Hall Management Committee.

3292 Councillor Hart will continue to represent the Parish Council on the Trent Valley Collaboration Group.

INSURANCE

3293 The 2022 insurance premium renewal, which is part of a three-year agreement entered into in 2020, was reviewed. **RESOLVED** – to approve the renewal at a cost of £1,238.10.

DEVELOPMENTS

3294 UPGRADE OF THE EXISTING BASE STATION ADJACENT TO LONDON ROAD (A51) WESTON, STAFFS, ST18 0JW (NGR: 387708/327155) - This mast has now been erected and a resident contacted Councillor Hart before the meeting to ask (1) if planning permission was in place as the mast is very high and (2) if the PC had responded in any form at the time of notification. Councillor Hart has responded to the resident with the detail as per PC minutes of 9th March 2021 as below

'Upgrade of existing Vodafone mast and base station adjacent to London Road (A51), Weston, ST19 0JW (NGR:387708/327155) 2917 Noting existing permission extant, Clerk to write to GallifordTry expressing concern at height of new mast (20m) and requesting effort made to minimise visual impact'

3295 Appeal re Barn at Kents Farm Church Lane Gayton 21/34107/PAR – *No comments to be made*

3296 The Croft Church Lane, Gayton, Stafford, Staffordshire 21/35340/HOU – *Clerk to advise SBC that the Parish Council support the application.*

TREES AND CHILDREN'S PLAY AREA

3297 The second coat of paint has not yet been applied by the painter. *Clerk to monitor.*

HIGHWAYS AND RIGHTS OF WAY

3298 To consider installing a third pole for the Speed Indicator Device

Clerk to contact the Community Traffic Manager, at Stafford County Council, and our local PCSO, to visit the village, observe the speeding, and parking issues, and offer an opinion.

A member of the local CSW Group has offered to collect the data from the SID, monthly, and share it. The meeting agreed the *Clerk should provide him with the necessary software to undertake this. Clerk to liaise with him, via Councillor Hart.*

3299 Green Road / A518 Entrance and Exit

Was considered important to obtain the views of as many residents as possible before proposing changes to the traffic flow. The Community Traffic Manager, at Stafford County Council to be asked to comment.

3300 Debris in Gayton Brook at rear of 3 Bridge Close

Weston Grounds Maintenance to be asked to remove the debris.

PARISH PLAN

3301 There were no updates

ANNOUNCEMENTS AND NOTICES

3302 None

PUBLIC PARTICIPATION

3303 The Clerk was able to confirm to a member of the public that in respect of 22/35667/TWT - Jubilee Cottage Boat Lane Weston Stafford Staffordshire ST18 0HU / TPO 15 1974 and Trent & Mersey Canal Conservation Area – an e mail had been sent to SBC Planners in March. No response at present.

The same member of the public felt the issue at Green Road / A518 Entrance and Exit was manageable with care without need for change.

REPORT FROM COUNTY COUNCILLOR

3304 County Councillor John Francis was not in attendance to provide a report.

REPORT FROM BOROUGH COUNCILLOR

3305 Councillor Mrs F Beatty's last written report had been circulated prior to the meeting.

Councillor Beatty updated the meeting on a number of additional issues, firstly the relocation of Pets@Home to M6 J14 Creswell, Stafford from Northampton. The new building houses the company's HQ and a huge technically, and environmentally advanced, wholesale distribution facility, which has won a national award for its design. The facility will employ five hundred people.

Re the Local Plan – the Preferred Option will be circulated in the Autumn, with Parishes given the opportunity to comment. It seems likely that some rural villages will need to provide new housing stock.

Re the Serco application, Councillor Beatty explained she had “called the matter in” and the request will be heard in June or July. There have been a considerable number of objections.

There are a considerable number of Queens Platinum Jubilee events scheduled across the County and Councillor Beatty asked if our local events could be reported onto the Borough Council’s website.

REPORT FROM VILLAGE HALL MANAGEMENT COMMITTEE REPRESENTATIVE

3306 Councillor Wray reported that following the VHMC AGM there had been changes in the offices of Treasurer and Booking Secretary. The committee is critically short of officers, five presently in post, four officers with positions.

FINANCES

3307 RESOLVED that the PC approve payments listed below and included on the monthly Statement of Accounts/Receipts and Payments.

Payments Approved and made before the meeting.

- Clerks Net Salary April £718.89
- HMRC PAYE Clerks April £182.60
- Clerks Expenses March £28.50

Payments to be made.

- WGM Ground Maintenance work April (including Dog Bin Maintenance £72) - £1,604+ Vat £320.80 = £1924.80
- Gallagher Annual Insurance Premium £1,238.10
- SBC Civic Amenity Skip Charge (3 x 2hr visits) £365 + Vat £73 = £438

3308 RESOLVED that the PC approve the monthly Statement of Accounts/Receipts and Payments.

3309 The internal audit of annual accounts was completed in April by the internal auditor Toplis Associates Limited. No concerns were highlighted.

3310 The Annual Governance Statement for the Annual Governance and Accountability Return for the year ending March 2022 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

3311 The Annual Accounting Statement for the year ending March 2022 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.

3312 The bank reconciliation and explanation of significant variances were noted.

3313 RESOLVED to set the period for the exercise of public rights to commence on the 1st of June 2022 to 14th July 2022.

3314 RESOLVED to appoint Toplis Associates Ltd as Internal Auditor for 2022/23

HS2 PHASE 2A

3315 Councillor Hart reported that despite a number of e mails matters had not progressed. Consideration will be now given to other projects such as replacement play equipment or new bus shelter.

QUEENS JUBILIEE

3316 Confirmation of the requested road closure has been received

CORRESPONDENCE

3317 Return of Civic Amenity Skip Forms – Clerk to return the agreement forms to SBC.

3318 Covid memorial postcards supplied by SBC circulated.

DATE, TIME, AND VENUE OF NEXT MEETING

3319 Parish Council Meeting Tuesday 14th June at 7:30pm in Weston Village Hall.

**JAN GRIFFITHS
CHAIRMAN**

DRAFT