

WESTON WITH GAYTON PARISH COUNCIL

Minutes of the Parish Council Meeting that took place on Thursday 11th May 2023 in Weston Village Hall at 7.30pm

PRESENT:

Councillor J Griffiths (Chair), Councillor Mrs H Hart (Vice Chair), Councillor J Tallentire, Councillor D Leake, Councillor A Massey, Councillor M Hardenberg, Councillor Mrs R Garner.
Stafford Borough Councillor Karine Aspin
Parish Clerk DW Croxford

Two members of the public.

ELECTION OF CHAIRPERSON

3794 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 Mrs G Wray, Mrs J Gair
Stafford Borough Councillor Frances Beatty

ELECTION OF VICE-CHAIRPERSON

3795 The election of Councillor Hilary Hart as Vice-Chairman was proposed by Councillor Tallantire and seconded by Councillor Hardenberg. **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

3796 The Declarations of Acceptance of Office were signed, witnessed, and countersigned by the Parish Clerk. Councillors were reminded that it is a requirement to submit Election Expenses form by Thursday 1st June. Nil claims are still required.

DECLARATIONS OF INTEREST

3797 There were no declarations of interest.

PARISH COUNCIL MEETING 11th APRIL 2023 - MINUTES

3798 RESOLVED – that the minutes of the Parish Council (PC) Meeting held at 7:30pm on the 11th April 2023 be confirmed and signed by the Chairman as proposed and seconded by Parish Councillors Hart and Tallentire, respectively.

COMMITTEES

3799 The Parish Council has no committees currently.

ADOPTION OF DOCUMENTS

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

3800 RESOLVED – that the Parish Council Standing Orders have been reviewed and remain fit for purpose.

3801 RESOLVED – that the Financial Regulations have been reviewed and remain fit for purpose.

3802 RESOLVED – that the Register of Land and Assets has been updated in March 2023 and remains fit for purpose.

3803 RESOLVED – that the procedures for handling requests made under the Freedom of Information Act has been reviewed and remains fit for purpose.

3804 RESOLVED – that the Accident Reporting Procedure has been reviewed and is fit for purpose.

3805 RESOLVED – that the Complaints procedure has been reviewed and is fit for purpose.

3806 RESOLVED – that the Risk Assessment has been reviewed and remains fit for purpose.

3807 RESOLVED – that the Parish Council's Media Policy has been reviewed and remains fit for purpose.

3808 RESOLVED – that the Parish Council's Internal Controls policy has been reviewed and remains fit for purpose.

3809 RESOLVED – that the Parish Council's GDPR Policy has been reviewed and remains fit for purpose.

3810 RESOLVED – that the Parish Council's Safeguarding Policy has been reviewed and remains fit for purpose.

3811 RESOLVED – that the Parish Council's Social Media Policy has been reviewed and remains fit for purpose.

EXTERNAL BODIES

3812 Councillors Wray and Gair will continue to represent the Parish Council on the Village Hall Management Committee.

3813 Councillors Hart, Gair and Hardenberg will continue to represent the Parish Council on the Trent Valley Collaboration Group.

INSURANCE

3814 The 2023 insurance premium renewal, following exiting a three-year agreement entered in 2020, was reviewed. Cost last year £1,238.10. Quoted premium this year £1,536.79. **RESOLVED** – to approve the renewal at a cost of £1,536.79 but to check additional quotes to confirm competitiveness or otherwise.

DEVELOPMENTS

3815 23/37040/HOU | Retrospective application for retention of unauthorised boundary wall - Chardry Ley Boat Lane Weston Stafford Staffordshire ST18 0HU – *No comments to be made*

TREES AND CHILDREN'S PLAY AREA

3816 Operation Inspection Reports for Village Green Play Area, the MUGA and Skate Park undertaken April 2023, had been circulated before the meeting, contents noted and considered no areas of concern.

3817 Councillor Hart expressed thanks to members of the public, Tom Baggeley and Bob Wilson for their excellent work in refurbishing four of the village benches. Other willing volunteers have come forward to renovate remaining benches and the hire of a sander is to be explored.

HIGHWAYS AND RIGHTS OF WAY

3818 Update – Drop Kerb near Weston School – a response has been received from SCC Highways that, following kind agreement from Stafford County Councillor John Francis, the work has been agreed and prioritised but no firm date for commencement available yet.

3819 Update – Gayton Road signs. Following the help of Stafford Borough Councillor Frances Beatty, Councillor Hardenberg is in dialogue with SCC Highways to try and resolve matters.

3820 For Next Meeting – Update on response to SCC Flood Risk Management Team / Riparian Letters

3821 For Next Meeting – Consideration of the condition of Cherry Lane, Gayton

PARISH PLAN

3822 There were no updates. A new village questionnaire may be distributed in May 2024 to update the plan. Questionnaire design to be considered later this year.

ANNOUNCEMENTS AND NOTICES

3823 There were no other announcements or notices that had not been circulated prior to the meeting.

PUBLIC PARTICIPATION

3824 A member of the public expressed her appreciation at the efforts of Councillor Hart, on behalf of the Parish Council, for all her efforts to expedite the installation of the new post box, now situated on Green Road.

REPORT FROM COUNTY COUNCILLOR

3825 County Councillor John Francis was not in attendance to provide a report.

REPORT FROM BOROUGH COUNCILLOR

3826 Councillor Mrs F Beatty was not in attendance to provide a report.

REPORT FROM VILLAGE HALL MANAGEMENT COMMITTEE REPRESENTATIVE

3827 Councillor Hart, on behalf of the VHMC reported that the VH AGM at the end of April was well attended, in particular by regular users of the VH. Councillor Hart advised that all the key management positions had been filled.

The Village fete run by the VHMC is scheduled for Saturday 10th June and additional volunteers would be helpful.

A meeting with the Parish Council (sub-Committee) to consider the request for a new lease is scheduled for Monday 17th July 2023 at 7.30 p.m. The VHMC have had a helpful preliminary consultation meeting with a Solicitor in preparation.

The “Heart of Weston” organisation are holding a walk this weekend.

FINANCES

3828 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 £545.68
- HMRC PAYE Clerks April £136.40
- Clerks Expenses April £28.50

Payments to be made.

- WGM Ground Maintenance work April (including Dog Bin Maintenance £75.60) - £1722.70 + VAT 344.54 = £2067.24

- Reimbursement to Councillor re purchase of Tommy Memorials = £350
- SBC – 3 x Civic Amenity Skip Visits £382.50 = VAT £76.50 = £459.00
- Play Inspection Co – 2 x Operational Inspection Visits £150 = VAT £30 = £180
- Topliss Associates Ltd – Annual Audit- £186.18 + VAT £37.24 = £223.42

3829 RESOLVED that the PC approve the monthly Statement of Accounts/Receipts and Payments.

3830 The internal audit of annual accounts was completed in April by the internal auditor Topliss Associates Limited. No concerns were highlighted.

3831 The Annual Governance Statement for the Annual Governance and Accountability Return for the year ending March 2023 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

3832 The Annual Accounting Statement for the year ending March 2023 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.

3833 The bank reconciliation and explanation of significant variances were noted.

3834 RESOLVED to set the period for the exercise of public rights. AGAR return to be published on Monday 5th June and period to commence on Tuesday 6th June 2023 to Monday 17th July 2023.

3835 RESOLVED to appoint Topliss Associates Ltd as Internal Auditor for 2023/24

CORRESPONDENCE

3836 Request received from the Woolpack to use the Village Green for the purposes of siting Bouncy Castles outside the pub between on site from approx 1 p.m. to 6 p.m. with some background music played by the operator on the following Sundays **28th May, 11th June, 25th June, 9th July, 23rd July, 6th August, 20th August, 27th August**. Public Liability Insurance certificate and Risk Assessment from proposed operator of the Bouncy Castles already received.

After discussion permission has been granted for the first 4 dates (with the remaining dates being agreed at the next PC meeting on the 13th June 2023).

- Permission granted for **28th May, 11th June, 25th June, 9th July**.
- Flexibly has been offered on the 28th May, 25th June and 9th July. To swap the Sunday for the Saturday or May Bank Holiday on those weekends. The Village Fete is on the 10th June, so this date cannot be offered.
- There is no flexibility on the weekend **11th June** because the Village Fete is to take place on Saturday 10th June. Only the Sunday is available that weekend.
- A donation of £100 for each of the dates to assist with the administration and maintenance of the Village Green.
- Permission is granted for bouncy castles / inflatables (any other activities would need prior approval, such as live music on the Green / lorry).
- If the event is to be cancelled then the payment will be carried forward to the next event (for example poor weather conditions).
- Each event would be bound by our Terms of Usage of the Village Green

Clerk to advise the Woolpack.

DATE, TIME, AND VENUE OF NEXT MEETING

3837 Parish Council Meeting Tuesday 13th June 2023 at 7:30pm in Weston Village Hall.

**JAN GRIFFITHS
CHAIRMAN**