

Minutes of the Annual Parish Council Meeting that took place on Tuesday 14th May 2024 at 7.30pm in Weston Village Hall.

Present Councillor A Massey (Chair) Councillor H Hart, Councillor J Gair, Councillor R Garner, Councillor D Leake, Councillor J Tallentire and Councillor G Wray.

Parish Clerk B Nicholls.

Three members of the public present.

24/068: To Elect Chairperson and Vice Chairperson for the Parish Council for the coming year

- a) **RESOLVED** – To Elect Councillor A. Massey as Chairman for the coming year. The Declaration of Acceptance of Office was signed by Councillor Massey and witnessed and signed by the Parish Clerk.
- b) **RESOLVED** – To Elect Councillor H. Hart as Vice-Chairman. The Declaration of Acceptance of Office was signed by Councillor Hart and witnessed and signed by the Parish Clerk.

24/069 To Receive any Apologies and Record any Absences

Councillor M Hardenberg, Stafford Borough Councillor K Aspin and Staffordshire County Councillor J Francis.

Clerk informed Councillors that Councillor J Griffiths had submitted formal resignation from the Parish Council and this would result in a Vacancy for a Weston Councillor.

24/070: Parish Council Meeting – Minutes

- a) **RESOLVED** that the minutes of the Parish Council (PC) Meeting held at 7:30pm on the 9th April 2024 be confirmed and signed by the Chair.
- b) **RESOLVED** the amendment to the Minutes of the Parish Council (PC) Meeting held at 7:30pm on the 12th March 2024 signed by the Chair.

24/076: Public Participation

- i) Public Participation brought forward on the Agenda by the Chairman. Two members of the public from Gayton raised their concerns regarding the item 24/080 i) planning applications Barns a) 24/39034/PAR, b) 24/39037/PAR and c) 24/39038/PAR Moat Farm Lane. Councillors were in support of the members of publics concerns raised regarding Highways issues and ongoing risk of flooding in Gayton.
Resolved - Councillors unanimously agreed to object.

Action: Clerk to submit Objection and comments to SBC planning.

- ii) Member of public raised concern regarding ongoing issue of Water flow on Weston Bank.
Action: Clerk to contact Highways and SCC Councillor for a further update.

24/071: To Note any Declarations of Interest

Councillor Garner Declaration of interest in item 24/083 f)

24/072: Adoption of Documents. Documents were circulated prior to the meeting and will be reviewed periodically during the year.

Councillors reviewed and approved all documents a) to m) with the agreed amendment of 'Twitter to X' in the Social Media Policy. Clerk informed Councillors that a new model of 'Financial Regulations document' had been issued to Clerks that week. Clerk to adapt current document to then be reviewed at later date. Clerk highlighted the additional risk updated on the risk assessment 'Councillors use of their own personal email addresses'. Clerk to investigate for future consideration of personal email addresses for Councillors.

- a) To review the Standing Orders of the Parish Council
- b) To review the Financial Regulations and confirm bank signatories
- c) To review the register of land and assets
- d) To review the Parish Council's procedures for handling requests made under the Freedom of Information Act 2000.
- e) To review the Parish Council's Accident Reporting Procedure
- f) To review the Parish Council's Complaints Procedure
- g) To review the Parish Council's Risk Assessment
- h) To review the Parish Council's Media Policy
- i) To review the Parish Council's Internal Controls
- j) To review the Parish Council's GDPR Policy
- k) To review the Parish Council's Safeguarding Policy
- l) To review the Parish Council's Social Media Policy
- m) To review the Parish Council's Accessibility Notice

24/073: To review renewal insurance cover and receive quotes from other providers

Clerk informed Councillors of the renewal quote of £1702.57 and competitor quote for £1204.75. Another company was also contacted but quote not received. Clerk informed Councillors that the proposed cover for competitor quote for The Village Green was not clear and they were unable 'Material Damage' or 'All Risks' for the Village Green. The current provider gave clear cover for the Green under other surfaces. Councillors agreed to re-new with current provider. RESOLVED – to approve the renewal at a cost of £1,702.57.

24/074: To Review the Parish Plan

No update. Councillor Beatty suggested to review the Parish Plan once the Local Plan has been agreed.

24/075: To Receive Announcements and Notice

None.

24/077: To Receive a Report from Borough Councillor

Clerk confirmed she had distributed Stafford Borough Council Councillor F. Beatty's newsletter prior to the meeting. Councillor Beatty's newsletter included details on the Local plan which has been scrapped. Parish Councils will be informed once a new plan is published.

8:20pm - Councillor Beatty left.

24/078: To Receive a Report from County Council Councillor

None submitted.

24/079: To Receive a Report from the Village Hall Management Committee

Councillor Wray requested the use of the Village Green on the 8th June 10:00am – 5:00pm for the Village Fete. Request has been made to close the road.

Councillor Wray also reported the water meter manhole outside of the Village Hall was collapsing and required urgent repair.

Action: Grounds Maintenance to be requested to repair as a matter of urgency. Clerk to check lease on who responsible for cost to repair.

24/080: To Receive an Update on Planning Applications

- i) Barns a) 24/39034/PAR, b) 24/39037/PAR and c) 24/39038/PAR Moat Farm Lane, Gayton – Discussed during public participation. Parish Council **Resolved** to object.
- ii) 24/38854/FUL Willowbrook Stafford Road, Weston – No comments.

24/081: To Discuss Trees and Children's Play Area issues

Clerk confirmed ongoing exploration of costs to repair skate ramps following recommendations from the March playground report.

Action: Clerk to follow up requested quote.

24/082: To Discuss Highways and Rights of Way issues

- Grounds Maintenance had reported to Clerk they believed the SID had been damaged due to impact from vehicle. Grounds Maintenance advised they would report back on the damage once more details known when SID is moved.
- Clerk reported there were no updates regarding Cherry Lane Gayton.
- Re-surfacing of Village Green footpath; Clerk advised that due to poor weather conditions / wet, the re-surfacing project had not yet taken place.

Action: Clerk to chase appointed contractor to establish a timeline of expected works.

24/083: To Consider Finance Matters

- Clerk presented monthly statement of accounts which had been distributed to Councillors prior to the meeting, this was approved and signed by the Chair.
- RESOLVED** that the PC approve payments listed below and included on the monthly Statement of Accounts/Receipts and Payments.

Clerk's Gross Salary 47.8 hrs x £15.21 per hr (payable 25th May)	727.03
Clerks Basic Expenses (Home Allce 4 x £6 / Mileage £4.50)	28.50
Clerk reimbursement Stationary	15.97
Ground Maintenance April - £1361.25 + VAT £272.25 = £1633.50 (inc £94.50 for emptying dog waste bins)	1633.50
SPCA Membership	297.00
Civic Amenity £271.67 + VAT £54.33 = £326.00	326.00
Bulpitts Lampshades Ltd. £55.70 + VAT £11.14 = £66.84	66.84
K.Squires Auditor	202.05
Total:	3296.89

- The Annual Governance Statement for the Annual Governance and Accountability Return for the year ending March 2024 was considered. **RESOLVED** – by unanimous agreement that the PC approve the Annual Governance Statement. The Annual Governance Statement was signed by the Chair Councillor Massey and the Clerk.
The internal audit of annual accounts was completed in April by the internal auditor K.Squires. No concerns were highlighted. Councillor Hart thanked the Parish Clerk for her work and diligence in successfully completing this internal audit of annual accounts.
- The Annual Accounting Statement for the year ending March 2024 was considered. **RESOLVED** – by unanimous agreement that the PC approve the Annual Return Accounting Statement. The completed forms were signed by the Chair Councillor Massey and the Clerk.
- RESOLVED** to set the period for the exercise of public rights. AGAR return to be published on Friday 31st May and period to commence on Monday 3 June 2024.
- RESOLVED** Councillors unanimously agreed to award a grant of £100 to St Andrews Primary School PTFa.

24/084: To Consider Items of Correspondence Received During the Previous Month

- South Staffordshire Local Plan Review – Clerk reported consultation runs for 6 weeks from Thursday, April 18 until 12 noon Friday, May 31, 2024.
- Email received from resident requesting bin removed from proximity of their house due to strong odours. Councillors agreed for it to be removed and alternative position of bin to be confirmed. A 2nd resident also

proposed that due to bins getting very full (especially following a Bank Holiday period) x 2 stake mounted bins along the Village Green (Green Road side), should be replaced by larger free-standing bins. Councillors agreed to follow through on this proposal with 'StreetScene' who are responsible for the maintenance & emptying of these bins.

- The Green (Private Road) – Email received from resident regarding residents parking on turning circle on the Green Road which was previously adopted by the Parish Council. To be added to next month's Agenda.
- Stafford Rangers Juniors requested use of the football pitch on Sunday afternoons. Further queries and consideration required.

24/085: To Request Items for the Next Meeting Agenda

- The Green (Private Road)
- Stafford Rangers Juniors use of pitch.
- Waste bins on Village Green.

24/086: To Confirm the Date, Time, and Venue of next meeting

Tuesday 11th June 2024, 7:30pm at Weston Village Hall.