

WESTON WITH GAYTON PARISH COUNCIL

Minutes of the Parish Council Meeting that took place on Tuesday 12th May 2015 in Weston Village Hall at 7.30pm

PRESENT:

Councillor C Critchlow (Chair) Councillor Mrs H Hart (Vice-Chair), Councillor R Norman, Councillor J Griffiths, Councillor C Gilbert, Councillor D Tams, Parish Clerk Mrs A Kingston

3 members of the public

APOLOGIES: None

ELECTION OF CHAIRPERSON

983. The election of Councillor Colin Critchlow as Chairman was proposed by Councillor Mrs H Hart and seconded by Councillor C Gilbert. Councillor Critchlow signed the Declaration of Acceptance of Office of Chairman, witnessed by the Parish Clerk. **RESOLVED** - by unanimous agreement that Councillor Critchlow be appointed as Chairman.

ELECTION OF VICE-CHAIRPERSON

984. The election of Councillor Mrs H Hart as Vice-Chair was proposed by Councillor C Critchlow and seconded by Councillor R Norman. Councillor Hart signed the Declaration of Acceptance of the Office of Vice-Chair, witnessed by the Parish Clerk. **RESOLVED** - by unanimous agreement that Councillor Hart be appointed as Vice-Chair.

DECLARATION BY COUNCILLORS OF ACCEPTANCE OF OFFICE

985. RESOLVED – Councillors Norman, Griffiths, Tams and Gilbert signed Declarations of Acceptance of the Office of Member of Weston with Gayton Parish Council, witnessed by the Parish Clerk. Councillor Critchlow welcomed Councillor Tams as a new member of the PC.

CO-OPTION TO FILL VACANCIES

986. Following the Election of Parish Councillors, consideration was given regarding co-option to fill the remaining three vacancies, two in the Parish of Weston and one in Gayton. Consideration was taken in accordance with best practice guidelines provided by the National Association of Local Councils and on advice from the Stafford Borough Council Elections Team. Expressions of interest were received to fill the two vacancies for Weston Parish. The co-option of Mrs A Martin and Mr A Hopkin were proposed by Councillor Critchlow and seconded by Councillor Hart. **RESOLVED** – by unanimous agreement that Mrs A Martin and Mr A Hopkin be co-opted to the post of Member of Weston with Gayton Parish Council. One vacancy remains in the Parish of Gayton.

DECLARATIONS OF INTEREST

987. Councillor Hopkin declared an interest in Agenda Item 17.1 Developments.

PARISH COUNCIL MEETING 14th APRIL 2015 – MINUTES

988. RESOLVED - that the minutes of the Parish Council (PC) Meeting held on 14th April 2015 be confirmed and signed by the Chairman as proposed and seconded by Parish Councillors Griffiths and Norman

COMMITTEES

989. There are currently no committees of Weston with Gayton Parish Council in existence.

ADOPTION OF DOCUMENTS

990. RESOLVED – that the Clerk has updated the Parish Council Standing Orders to reflect the change in policy regarding the use of media and recording of meetings, and the dissemination of information via email.

991. RESOLVED – that Appendix 1 of the Financial Regulations relating to Thresholds for obtaining Tenders, Quotations or Estimates be amended to set a limit of up to £500 for the requirement to seek value for

money, previously set at £100, and between £500 and £1999 to obtain three estimates, previously set between £100 and £1999.

- 992.** Parish Council agreed that bank signatories should be Councillor Critchlow, Councillor Hart and Councillor Martin. **RESOLVED** - The clerk will take the necessary action to get bank signatories updated ensuring that any out of date signatories are removed from the accounts
- 993. RESOLVED** - that a Media Policy will be drafted and brought to a future meeting for adoption
- 994. RESOLVED** – that Councillors Critchlow and Hopkin will review the assets listed on the asset register and report back to the PC at the next meeting.
- 995. RESOLVED** – that the procedures for handling request made under the Freedom of Information Act, the Accident Reporting Procedure and the Complaints procedure remain unchanged.

EXTERNAL BODIES

- 996. RESOLVED** – Councillor Norman will represent the PC on the Weston Village Hall Management Committee. The Clerk will draft a letter to the secretary of the VHMC providing the list of meeting dates for the PC and requesting where possible that meetings of the VHMC are scheduled on alternative dates.
- 997. RESOLVED** – Councillor Martin will represent the PC on the committee for St. Andrew’s Church.

INSURANCE

- 998.** The clerk informed the Parish Council that the insurance premium was due for renewal and drew attention to an option to obtain a 5% reduction in the renewal price if the PC entered into a 3 year contract. It was not clear if the year 1 price would be fixed for the subsequent two years. **RESOLVED** – that the insurance premium with AON be renewed but that Councillor Critchlow contact AON to determine if the price is to remain fixed for the 3 year period if a 3 year contract is entered into. If the price will remain fixed, the 3 year option will be adopted. If not, the PC will renew at the standard price quoted for a single year’s insurance.

MEMBERSHIPS

- 999. RESOLVED** – the PC confirmed the Clerk’s membership of SLCC

SCHEDULE OF MEETINGS FOR 2014/15

- 1000. 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

- 1001.**A number of actions were updated and all have now all been allocated to individual Councillors to take forward.

ANNOUNCEMENTS AND NOTICES

- 1002.** The Clerk informed the PC of two up and coming events, the Much Ado About Nothing Gala Performance on the 30th June and the End Well Open Day at the Crematorium on the 16th May.
- 1003.**The Clerk informed the meeting of two training courses available to PC members. **RESOLVED** – Clerk to forward details of courses to Councillors and Councillors to contact the Clerk should they be interested in attending.

PUBLIC PARTICIPATION

- 1004.**There were no requests from members of the public to speak at the meeting.

REPORT FROM COUNTY AND BOROUGH COUNCILLORS

- 1005.**There were no Councillors present from the County or Borough Council to provide a report.

REPORT FROM VILLAGE HALL MANAGEMENT COMMITTEE REPRESENTATIVE

- 1006.**As the most recent VHMC meeting was scheduled at the same time as the PC meeting, no representative of the PC was in attendance. It was reported that the draft Constitution was presented to the previous meeting and adopted by the VHMC. Both the Chair and Vice Chair of the VHMC have expressed an interest in stepping down from their respective positions.

DEVELOPMENTS

- 1007.** The retrospective amendments to the planning application 15/22092/FUL at land adjacent to Abbeylands were reviewed. **RESOLVED** – Councillor Critchlow to speak with Stafford Borough Council regarding the concerns of the PC.
- 1008.** Planning application 15/22247/HOU regarding a domestic single story kitchen extension to a property on London Road, Shirleywich, Stafford, was discussed. The PC had no concerns regarding the application.

TREES AND CHILDREN'S PLAY AREA

- 1009.** Concerns were raised regarding three Cherry Trees. **RESOLVED** – Councillors Critchlow and Hopkin to review the condition of the trees and report back at the next meeting.

DOG FOULING

- 1010.** The PC was updated on the progress of this initiative, and that concerns had been raised by the Angling Club regarding the issue of dog mess along the Canal path. A press release will be drafted and passed to Stafford Borough Council for publication. Posters will be available shortly. The PC was asked to commit to the purchase of three dog bag dispensers to be attached to existing waste bins. **RESOLVED** – The PC will fund the purchase of the dog bag dispensers. Councillor Hart to provide formal costings. Posters to be forwarded to Councillor Hopkin for laminating. Councillors Hart and Martin to take this forward.

VILLAGE SOS

- 1011.** A meeting between the VHMC and the PC has still to be organised. **RESOLVED** – Councillor Critchlow to take this forward.

FIRE STATION

- 1012.** The proposals for reduction in cover at fire stations in Stafford were discussed. Whilst the PC would prefer to see no change in service provided, of the two options proposed the PC were in favour of the second option. **RESOLVED** – Councillor Gilbert to respond to the Fire Service.

FINANCES

- 1013. RESOLVED** – that the PC approve payments listed on the monthly Statement of Accounts/Receipts and Payments
- 1014. RESOLVED** – that the PC approve the monthly Statement of Accounts/Receipts and Payments
- 1015. RESOLVED** – that the PC approve the Annual Return and the accounting statements and annual governance statements for 2014/15. The completed forms were signed by the Chair Councillor Critchlow.
- 1016. RESOLVED** – that the PC approve the supporting statement and information pack for the Intermediate Audit.

CORRESPONDENCE

- 1017.** The PC noted and considered the following items of correspondence
- Request from the Woolpack to use the Village Green for a bouncy castle on future Bank Holidays. **RESOLVED** – Clerk to write to the Woolpack confirming permission to use the green for the remaining bank holiday's in 2015 providing it is not for commercial gain and that evidence of adequate insurance can be produced.
 - FoSSA Staffordshire Tithe map digitations project. **RESOLVED** – The PC will not fund this project. Clerk to forward details to Councillor Gilbert to pass on to other groups in Gayton.
 - Staffordshire Police People Power fund – **RESOLVED** – Councillor Critchlow to respond. Clerk to ensure posters are displayed on noticeboards.
 - Staffordshire Police Event regarding fighting crime in your local area. The representative from the Local Neighbourhood Watch will be attending and has agreed to feed back any relevant information to the PC.

DATE, TIME AND VENUE OF NEXT MEETING

- 1018.** Parish Council meeting, Tuesday 9th June 2015 at Weston Village Hall at 7:30pm

COLIN CRITCHLOW
CHAIRMAN