**SEIGHFORD PARISH COUNCIL**

**MINUTES OF THE ANNUAL MEETING OF SEIGHFORD PARISH COUNCIL HELD ON 21 MAY 2018 AT GREAT BRIDGEFORD VILLAGE HALL**

Present: Cllr David Price (Chair) Cllr Michael Eld

Cllr Bill Brown Cllr Mark Hodgkins

Cllr Alison Vaughan Cllr John Busby

Cllr Jean Wetton

In attendance: John Charleton Clerk

+ 2 members of the public

| **Minute** | **Actions** |
| --- | --- |
| **18/1/01: TO RECEIVE APOLOGIES, RECORD ABSENCES**  Apologies were received and accepted from Cllr Peter Eveson, Cllr Steve Leighton, Cllr Ray Sutherland and Cllr Jeremy Pert |  |
| **18/1/02: ELECTION OF CHAIRMAN**  Cllr Price, the outgoing Chairman, requested nominations for the position of Chairman of Seighford Parish Council for the 2018/19 civic year.  It was proposed by Cllr Wetton and seconded by Cllr Vaughan that Cllr Price be nominated as Chairman. No other nominations were received.  Following a vote by show of hands;  **It was unanimously RESOLVED that** **Cllr David Price be elected as Chairman of Seighford Parish Council for the 2018/19 civic year.**  Cllr Price completed and signed a Declaration of Acceptance of Office which was counter-signed by the Clerk.  Cllr Price thanked his fellow councillors for their support. |  |
| **18/1/03: ELECTION OF VICE-CHAIRMAN**  The Chairman requested nominations for the position of Vice-Chairman for the 2017/18 civic year.  It was proposed by Cllr Brown and seconded by Cllr Vaughan that Cllr Busby be nominated as Vice-Chairman. No other nominations were received.  Following a vote by show of hands  **it was unanimously RESOLVED**: **Cllr John Busby be elected as Vice-Chairman of Seighford Parish Council for the 2018/19 civic year.** |  |
| **18/1/04: DECLARATIONS OF INTERESTS**  The Chairman requested those present to declare any personal, pecuniary or disclosable interests in accordance with the Code of Conduct and any possible contraventions under section 106 of the Local Government Act 1992.   * Cllr Eld declared a non-pecuniary interest in item 16 (a) with reference to planning applications * Cllr Busby declared a pecuniary interest in item 16 (e) with reference to planning application 17/27543/FUL at Billington Farm   The Chairman reminded Councillors to review their Register of Interests held by Stafford Borough Council and update if necessary.    The Clerk confirmed that no applications for dispensations had been received. |  |
| **18/1/05: PUBLIC OPEN FORUM**  *The Chairman opened the Public Open Forum at 7.40pm*  *(a*) Grass verges in Derrington  A resident of Derrington noted that the grass verges in Derrington at the end of Long Lane needed to be strimmed.  Cllr Busby agreed to arrange for the strimming to be completed  (b) A resident of Seighford raised the following points of concern:  Drains in Seighford  The drain on the road at the side of Seighford Hall is blocked causing water to leak onto the road. This matter has been reported to County Highways with a request for an explanation. To date no response had been received.  Councillors noted that blocked drains were a primary cause of potholes and needed to be resolved as soon as possible. The Chairman noted that he had written to the Newsletter to highlight the serious issue of potholes on Clanford Road.  Bonfire  Excessive smoke from a bonfire had been reported to the Borough Council’s Environmental Health department. The resident had been advised that it would take 3 days to respond to his query.  The Chairman expressed the view that issues of this nature should be reported to the Environmental Agency.  Drone flight  Drone flights over the village are becoming an issue of concern.  Councillors noted that drone flights raised issues of private property rights and invasion of privacy. It was agreed that this matter be kept under review |  |
| **18/1/06: APPOINTMENTs**   1. Representatives on External Organisations   The Chairman asked for volunteers to represent the Parish Council on several local external organisations.  **It was RESOLVED**:  **The following appointments for the 2018/19 civic year be approved:**   * **Derrington Village Hall Committee: Cllr Vaughan** * **Derrington Millennium Green Trust: Cllr Brown** * **Cooper Perry Primary School Board of Governors: Cllr Wetton** * **Great Bridgeford Village Hall Committee: Cllr Brown** * **Seighford Village Hall Committee: Cllr Hodgkins**  1. Internal Auditor   The Chairman requested councillors to confirm the appointment of an independent Internal Auditor for the 2018/19 financial year.  Councillors agreed that the current Internal Auditor had the necessary skills and independence to meet the needs of the Parish Council.  Councillors also considered the Clerk’s request that the Internal Auditor be contracted to conduct a half-year audit in October 2018  A proposal by Cllr Brown which was seconded by Cllr Vaughan was followed by a vote by show of hands:  **It was unanimously RESOLVED:**   1. **Mrs Christine Heelis be appointed as Internal Auditor for the Parish Council for the 2018/19 financial year** 2. **Mrs Heelis be invited to conduct a half year internal audit** | Clerk to arrange |
| **18/1/07: PAYMENT OF SUBSCRIPTIONS/ GRANTS**  Councillors considered payment of subscriptions/ grants to be paid on an annual basis in 2018/19.  A proposal by Cllr Brown which was seconded by Cllr Hodges was followed by a vote by a show of hands.  **It was unanimously RESOLVED: the following annual grants/ subscriptions for 2018/19 be approved:**   * **A grant of £400 to St Chad’s Church Seighford and to St Matthew’s Church Derrington for churchyard maintenance** * **Payment of the annual membership subscription to the SPCA** | Clerk to arrange |
| **18/1/08: MEETING OF THE COUNCIL HELD ON 19 MARCH 2018**   1. Minutes   Councillors considered the draft minutes of the meeting of the Council held on 19 March 2018 for approval as a correct record.  Following a proposal by Cllr Brown which was seconded by Cllr Vaughan:  **It was RESOLVED**: **the minutes of the meeting on 19 March 2018 be accepted as a true record and signed by the Chairman**   1. Matters Arising   Minute 17/9/14 (a) Footpath on Billington Lane  Cllr Vaughan gave an update on her submission of a bid for funding from external sources to support the construction of a footpath on Billington Lane to the Newport Road. Further work was currently being undertaken to attempt to measure potential demand for this initiative.  The Chairman thanked Cllr Vaughan for her work on this development noting the need to keep Cllr Winnington informed of progress.  Minute 17/9/03: Community Speed watch  Cllr Vaughan reported that an article promoting community speed watch in Derrington had been published in the parish magazine.  The Chairman noted that there were enough volunteers to make the Derrington scheme viable with the next stage being the training of volunteers by Staffs Safer Roads Partnership. | Cllr Vaughan  Clerk to advise Michelle Shaker |
| **18/1/09: ANNUAL PARISH MEETING 16 APRIL 2018**   1. Draft Minutes   Councillors received the draft minutes of the Annual Parish Meeting held on 16 April 2018.   1. Matters Arising 2. Pavement in Great Bridgeford   The Chairman confirmed that the concerns raised by a resident about the state of the footpath outside his property in Newport Road were being considered by County Highways.  (ii) Parking on Jasmine Lane  The Chairman confirmed that a 7-day notice had been served on a vehicle that is regularly parked on the entrance to Jasmine Road off the Eccleshall Road.   1. Parking at Cooper Perry School   Councillors agreed that inconsiderate parking by parents at the start and end of the school day was a school management issue and that the concerns of the Parish Council should be put in writing to the school Board of Governors.  *The Chairman noted that agenda item 10, Borough/County Councillors’ Update would be deferred as no Borough or County Councillors were present* | Clerk  . |
| **18/1/10: CLERK’S REPORT**   1. Standing Orders   The Clerk summarised the changes included in new model Standing Orders produced by the National Association of Local Councils (NALC) The new model standing orders incorporate the requirements of legislative changes including the new General Data Protection Regulations.  **It was RESOLVED: The Standing Orders of the Parish Council be updated and presented for approval to the next meeting in July.**   1. Insurance   The Clerk summarised the key points about the renewal of the Parish Council’s insurance policy from Came and Company for 2018/19.  A proposal by Cllr Brown seconded by Cllr Cox was followed by a vote by show of hands:  **It was unanimously RESOLVED: the renewal insurance quote from Came and Company be approved with effect from 1 June 2018**  (c) Asset Register  Councillors received the Asset Register for the 2017/18 financial year. The Clerk noted that the Register reflected the position at the end of the financial year and would be updated to reflect the recent purchase of a laptop and printer from the Transparency Fund.  **It was RESOLVED:**   1. **The Asset Register of property as at 31 March 2018 be approved** 2. **The Register be updated to include the purchase of a laptop/ printer**   (d)Correspondence  The Clerk reported on the following correspondence received by letter/ email.   * An email had been received from the Public Mapping Service regarding a new Aerial Photography Great Britain Agreement which provides free access to aerial photography data for the benefit of parish councils. * An email has been received from the County Council regarding the implementation of the General Data Protection Regulations. The Clerk agreed to contact the County Council to check on progress regarding the offer of a DPO service. | Clerk  Clerk  Clerk |
| **18/1/11: PARISH FINANCES**   1. Expenditure against the budget   The Clerk presented a summary of current expenditure against the budget for 2018/19.  The Clerk proposed the following changes to the Parish Council budget   * Increased expenditure on grass/hedge cutting from £1,260 to £2,000 * Increased expenditure on insurance from £850 to £880.   **It was RESOLVED:**   1. **The proposed changes to the budget for 2018/19 be approved** 2. **The update on expenditure against the budget be received.**      1. Accounts for Payment   The Clerk requested approval for payment of the following accounts:     |  |  |  |  | | --- | --- | --- | --- | | **Payee** | **Reason for payment** | **VAT** | **Total** | | JRB Enterprises Ltd | Supply of dog gloves | 47.15 | 282.90 | | Community Council of Staffs | Photocopying for annual parish meeting |  | 60.00 | | Society of Local Council Clerks | ILCA online training course | 19.80 | 118.80 | | Landscape Gardening and Contract Farming (Mark Hodgkins) | Grass cutting in Seighford  (2 seasons) |  | 1,360 | | Autela Group Ltd | Parish payroll | 6.72 | 40.32 | | John Charleton | Laptop and printer  Transparency Fund | 68.93 | 420.58 | | Christine Heelis | Internal Audit fee |  | 37.50 | | Great Bridgeford Village Hall | Room hire for 21 May |  | 19.00 | | Came and Company | Insurance renewal |  | 880.21 |     A proposal by Cllr Brown was seconded by Cllr Vaughan and followed by a vote by show of hands:  **It was unanimously RESOLVED:**   * **Payment of the accounts be approved, and the cheques signed.** * **The bank reconciliation at 18 April 2018 be received and accepted** | Clerk |
| **18/1/12: ANNUAL ACCOUNTS 2017/18**   1. Internal Auditor’s Report   The Chairman presented the Annual Internal Audit report for 2017/18  The report concluded that in all significant respects the Parish Council’s internal control objectives were being achieved throughout the financial year to an adequate standard. .  **It was RESOLVED: The Annual Internal Audit report for 2017/18 be received and accepted**   1. Annual Governance Statement (AGS)   The Chairman noted that the purpose of the AGS is for the Parish Council to report publicly on its arrangements for ensuring that its business is conducted in accordance with the law, regulations and proper practices.  Councillors noted the positive report from the Internal Auditor which had confirmed that the Parish Council had a sound system of internal control and retained appropriate evidence to support a ‘yes’ answer to the relevant assertions in the AGS.  (c) Accounting Statements  Councillors considered the year-end accounts and supporting documents as reflected in the Accounting Statements in the Annual Governance and Accountability Return.  Councillors agreed that the Accounting Statements fairly presented the financial position of the Parish Council and its income and expenditure  (d) Limited Assurance Review  The Clerk noted that under section 9 of the Local Audit (Smaller Authorities) Regulations 2015, since the Parish Council neither received gross income, nor incurred gross expenditure, exceeding £25,000, it had the option of certifying itself as exempt from a limited assurance review.  A proposal by Cllr Wetton was seconded by Cllr Busby and followed by a vote by show of hands:  **It was unanimously RESOLVED**:   1. **The Annual Governance Statement be approved for signature by the Chairman and the Clerk;** 2. **The** **Accounting Statements be approved for signature by the Chairman and the Clerk;** 3. **The Parish Council certifies itself as exempt from a limited assurance review for 2017/18;** 4. **The Certificate of Exemption be completed and signed by the Chairman and Clerk for submission to the External Auditor.** | Clerk  Clerk |
| **18/1/13: CHAIRMAN’S REPORT**   1. Staffordshire Road Safety Grant   The Chairman gave an update on the use of a grant from Staffs Safer Roads Partnership towards a speed mitigation scheme in Great Bridgeford.  Following further discussion with Cllr Pert the County Council had now confirmed its preference for 3 rather than 4 locations for the 2 vehicle activated signs.  No response had been received from the County Council to the Chairman’s written request for clarification on the charges for licences for the installation of apparatus on the highway.  Discussions had been held with Eccleshall and Chebsey parish councils regarding appropriate suppliers for the speed mitigation equipment.  The Chairman expressed his disappointment at the lack of progress with the speed mitigation scheme noting that the grant aid provided needed to be spent by the end of September with a report submitted to the Safer Roads Partnership in October 2018.   1. Data Protection   The Chairman noted that SPCA had confirmed that for the purposes of the GDPR, parish councils would not be defined as public authorities and, therefore, it will not be a statutory requirement to appoint a DPO.  It was agreed that the Parish Council needed to ensure that any personal data held is used appropriately to comply with the new regulations.  (c) National Rural Crime Survey  The Chairman highlighted the importance of responding to the survey on rural crime issued by the office of the Police and Crime Commissioner    Cllr Vaughan confirmed that she had put notice on the scheme on notice boards and put letter in parish magazine to invite members of the public to take part in the survey before the deadline of 10 June**.**  **It was RESOLVED**: **The Chairman’s report be received** |  |
| **18/1/14: UPDATES FROM PARISH COUNCILLORS**  Councillor Vaughan reported that following an inspection of the brickwork of the bridge in Derrington, the County Council had included this work on its repair programme for the year. |  |
| **18/1/15: PLANNING MATTERS**  Councillors considered the following planning applications:    (a) 18/27839/FUL/18/28042/MDPO: Church View House, Millian Brook Road  The Chairman reported that these applications had been considered by the Planning Committee held on 18 April. Despite the planning officer having recommended approval, the Committee had decided to refuse the applications.  The Chairman noted that the applicant intended to appeal against the decision.  (b)18/28373/HOU at Syracuse, 24 Mount Pleasant, Derrington  The Chairman noted that this application related to the building of a small first floor extension over the existing attached double garage to accommodate a lift for the applicant who is severely disabled.  Councillors noted that a neighbour had raised issues about possible encroachment and infringement of rights of lights which might not be material planning matters.  **It was RESOLVED: The Borough Council be requested to call in this application for consideration by the Planning Committee on the following grounds:**   * **The development would restrict the adjoining property’s view** * **The new roof would overhang the adjoining property grounds affecting light** * **The property in question and the adjoining property, when viewed from the road, would look connected**.   (c) 18/28346/HOU at Ladybirch Cottage, Butterbank Lane, Derrington  The development is described as a flat roof games room with a flat grass roof.  **It was RESOLVED: The Borough Council be notified that the Parish Council has no objections to this application**    (d) 18/28377/HOU at Chimneys, 12 Mount Pleasant, Derrington  This application related a single storey extension to provide extra living area to the rear of the property  **It was RESOLVED: The Borough Council be notified that the Parish Council has no objections to this application**  (e) 17/27543/FUL at Billington Farm, Billington Bank  The Chairman noted that the timescale for consideration of this application for soft fruit production under polytunnels had been extended to 24 July.  (f) 18/28504/HOU at 3 Jasmine Road, Great Bridgeford  This application related to a proposed single storey side and rear extension.  **It was RESOLVED: The Borough Council be notified that the Parish Council has no objections to this application**  (g) Arrangements for responding to planning applications  The Chairman requested ward councillors to ensure that they responded to the Clerk’s emails regarding planning applications to enable the Parish Council to submit its views by the deadlines set by the Borough Council.  The Clerk agreed to provide hard copies of any application on request by ward councillors and to send a pdf version of planning details if required.  **It was RESOLVED: that provided a majority of councillors responded to the Clerk’s email regarding a planning application a response from the Parish Council would be sent to the Borough Council.** | Clerk  Clerk  Clerk  Clerk  Councillors  Clerk |
| **18/1/16: NEXT MEETING**  To request items for the agenda for the next meeting be held on 16 July 2018 at Seighford Village Hall  *The Chairman noted that agenda item 19 the Clerk’s Remuneration would be considered as a confidential item of business.*  *At this point the Clerk and 2 members of the public left the meeting* |  |
| **18/1/17: CLERK’S REMUNERATION**  Chairman reported that the NJC had agreed the pay of clerks for 2018/19.  Following a proposal by Cllr Vaughan which was seconded by Cllr Brown  **It was RESOLVED:**  **The Clerk’s pay be increased from SCP 23 to SCP 24, an hourly rate of £11.643 per hour, payable from 1 April 2018.** |  |

*As there was no further business, the Chair declared the meeting closed at 9.05pm*