**SEIGHFORD PARISH COUNCIL**

**MINUTES OF A COUNCIL MEETING HELD ON 16 JULY 2018 AT SEIGHFORD VILLAGE HALL**

Present: Cllr David Price (Chair) Cllr Peter Eveson

Cllr Bill Brown Cllr Mark Hodgkins

Cllr Alison Vaughan Cllr John Busby

In attendance: Cllr Jeremy Pert Staffordshire County Council

Cllr Mark Winnington Staffordshire County Council

John Charleton Clerk

+ 1 member of the public

| **Minute** | **Actions** |
| --- | --- |
| **18/3/01: TO RECEIVE APOLOGIES, RECORD ABSENCES**  Apologies were received and accepted from Cllr Jean Wetton, Cllr Michael Eld, Cllr Steve Leighton and Cllr Ray Sutherland |  |
| **18/3/02: 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.  No interests were declared.  The Clerk noted that no written requests for dispensations had been received |  |
| **18/3/03: PUBLIC OPEN FORUM**  *As no issues were raised, the Chairman closed the Public Forum at 7.40pm* |  |
| **18/3/04: UPDATE FROM COUNTY COUNCILLORS**  Cllr Pert welcomed the progress made by the Parish Council in developing a speed mitigation scheme in Great Bridgeford while noting that this item would be considered later in the agenda.  **It was RESOLVED: the update be received** |  |
| **18/3/05: ANNUAL MEETING OF THE COUNCIL HELD ON 21 MAY 2018**   1. Minutes   Councillors considered the draft minutes of the annual meeting of the Council held on 19 March 2018 for approval as a correct record.  Cllr Vaughan’s correction to minute 18/1/10 (b) to confirm that she had seconded a proposal by Cllr Brown was agreed.  A proposal by Cllr Brown which was seconded by Cllr Eveson was followed by a vote by a show of hands:  **It was unanimously RESOLVED**: **subject to the agreed amendment**, **the minutes of the Annual Meeting on 21 May 2018 be accepted as a true record and signed by the Chairman**   1. Matters Arising   Minute 18/1/0 6 (b) Appointments  The Clerk noted that following discussion with the Chairman it had been concluded that a half-year internal audit was not required for the current financial year.  A proposal by Cllr Brown which was seconded by Cllr Vaughan was followed by a vote by show of hands:  **It was unanimously RESOLVED: The half year internal audit planned for October 2018 be cancelled and an appropriate adjustment be made to the parish budget.**  Minute 18/1/09 (b) Annual Parish Meeting  Cllr Eveson confirmed that the vehicle on Jasmine Road had been moved. | Clerk to advise the Internal auditor |
| **18/3/06: EXTRAORDINARY MEETING HELD ON 25 JUNE 2018**   1. Draft Minutes   Councillors considered the draft minutes of the extraordinary meeting of the Council held on 25 June 2018 for approval as a correct record.  A proposal by Cllr Brown which was seconded by Cllr Eveson was followed by a vote by a show of hands:  **It was unanimously RESOLVED**: **the minutes of the meeting on 25 June 2018 be accepted as a true record and signed by the Chairman**  *Cllr Mark Winnington joined the meeting at this point* | . |
| **18/3/07: CHAIRMAN’S REPORT**   1. Staffordshire Road Safety Grant   The Chairman gave a further update on progress with plans to implement a Speed Mitigation scheme in Great Bridgeford using grant aid provided by the Staffs Safer Roads Partnership. The following points were highlighted:   * The County Council had issued Section 50 private licences for the installation of three ground screws within the highway verge; * As authorised at the extraordinary meeting on 25 June, an order had been placed with JPCS (Rejuvo) Ltd to install three ground screws; * Confirmation of permission to dig within the highway verge is expected from the County Council in the near future at which point JCPS (Rejuvo) Ltd will be requested to provide a start date for the installation; * An order has been placed with Elan City Ltd for the purchase of speed signs with delivery expected by the end of August; * To ensure that grant aid is spent by September, the Parish Council will be requested to authorise the signing of a cheque to Elan City Ltd to be retained until delivery is made; * County Highways had agreed to cut back the trees on the verges of the Newport Road near the junction with Jasmine Road to ensure visibility of the speed sign in that location; * The new owner of Wayside on the Eccleshall Road had not responded to offers of a meeting regarding the location of a speed sign in the highway verge in front of the property.   Following a proposal by Cllr Brown which was seconded by Cllr Eveson  **It was RESOLVED:**   1. **The progress made in the implementation of the Speed Mitigation scheme be welcomed**. 2. **Approval be given for the signing of a cheque to Elan City Ltd to be retained until delivery is made,** 3. Gully emptying   The Chairman reported that County Highways had developed a new approach for the emptying of gullies. The new strategy involved gullies on A roads being emptied annually while those on B roads would be cleared every two years.  The Chairman highlighted the assurance he had received from County Highways that the gullies on the A5013 will be emptied later in 2018.   1. Defibrillator   The Chairman reported on a request from a resident for the siting of a defibrillator at the corner of St Matthew’s Drive with Church Lane in Derrington.  Cllr Vaughan noted that defibrillators in the village are currently located on the Millennium Green and at the Village Hall. While the defibrillator at the Village Hall is not currently operational the Village Hall Committee is raising funds to replace the machine.  Councillors noted the practical difficulties and cost implications of siting a defibrillator on St Matthew’s Drive given the requirement for an electrical connection.  The Chairman highlighted the Parish Council’s ongoing commitment to pay for the costs of replacement batteries for the defibrillators in the parish.  Following a proposal by Cllr Brown which was seconded by Cllr Vaughan,  **It was RESOLVED:**   1. **The request for the purchase of an additional defibrillator in Derrington be not supported**. 2. **A letter be sent to the resident by the Clerk to explain the views of the Parish Council on this matter** | Clerk |
| **18/3/08: PLANNING MATTERS**  Councillors considered the following planning applications:     1. Church View House, Seighford,   Despite officers having recommended approval, the Planning Committee had refused an application in relation to the proposed use of land as an extended driveway and modification of the S106 agreement.  The Chairman reminded councillors that the land in question forms part of a larger parcel of land which is subject to a Section 106 agreement to secure its transfer to Seighford Parish Council to provide a public amenity area for the village. The Parish Council has strongly objected to any encroachment onto the village green and had confirmed that it would not support any mofication to the S106 agreement.  Planning officers had confirmed that while the applicant had submitted appeals against the decision, the planning inspectorate had not yet confirmed whether the appeals have been validated.  The Chairman expressed the view that if the appeals are validated the Parish Council will need to make its views known to the Inspectorate whether the appeals proceed by way of written representation or via a hearing or inquiry.  Councillors agreed that at this stage the Parish Council needed to make enquiries to get a preliminary idea of the potential costs involved of securing legal assistance in making a submission to any appeal.  A proposal by Cllr Eveson which was seconded by Cllr Brown was followed by a vote by show of hands:  **It was unanimously RESOLVED:**  **The Chairman and Clerk be authorised to make enquiries to get a preliminary idea of the potential costs involved of securing legal assistance in making a submission to any appeal.**     1. 18/28827/HOU at Chimneys, 12 Mount Pleasant, Derrington   The proposed development relates to a single storey extension to provide extra living space to the rear of the property.  Following a proposal by Cllr Busby which was seconded by Cllr Vaughan:  **It was RESOLVED: The Borough Council be advised that the Parish Council has no objections to this application**  (c) 18/28834/FUL at Beech Court  This application related to a variation to a condition of planning permission granted for an earlier application relating to the colour of paint.  Proposal by Cllr Hodgkins seconded by Cllr Busby:  **It was RESOLVED: The Borough Council be advised that the Parish Council has no objections to this application**  (d) 18/28806/COU The Mill at Worston  This application related to a proposed change of use to allow bedroom accommodation to support the development of a wedding business.  Following a proposal by Cllr Busby which was seconded by Cllr Eveson:  **It was RESOLVED: The Borough Council be advised that the Parish Council has no objections to this application** | Chairman/ Clerk  Clerk  Clerk  Clerk |
| **18/3/09: PARISH FINANCES**   1. Expenditure against the budget   The Clerk presented a summary of current expenditure against the budget for 2018/19.  The Clerk proposed that the Parish Council budget be revised to increase expenditure on grass/hedge cutting and to be split into separate lines of allocation.  **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.**     (b) Accounts for Payment  The Clerk requested approval for payment of the following accounts:     |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Payee** | **Reason for payment** | **Net** | **Vat** | **Total** | | Derrington Hall | Room hire charge | 70.00 |  | 70.00 | | Autela Group | Payroll April/ June | 39.00 | 7.80 | 46.80 | | St Matthew’s | Churchyard grant | 400.00 |  | 400.00 | | St Chad’s | Churchyard grant | 400.00 |  | 400.00 | | John Charleton | Salary April 2018 | 270.55 |  | 270.55 | | John Charleton | Salary May | 270.55 |  | 270.55 | | John Charleton | Salary June | 270.55 |  | 270.55 | | John Charleton | Expenses: printing | 16.96 | 3.44 | 20.40 | | John Charleton | Expenses: stamps | 4.02 |  | 4.02 | | Elan City Ltd | Speed signs | 3,598.00 | 719.60 | 4,317.60 |   A proposal by Cllr Brown was seconded by Cllr Vaughan and followed by a vote by show of hands:  **It was unanimously RESOLVED:**   1. **Payment of the accounts be approved, and the cheques signed.** 2. **The bank reconciliation at 18 April 2018 be received and accepted** |  |
| **18/3/10: PARISH COUNCILLORS REPORT**   * Cllr Vaughan noted that a finger direction post at the junction of Blackhole Lane and Long Lane on the outskirts of Derrington had fallen back into the hedge. Cllr Vaughan agreed to report this to County Highways * Cllr Vaughan noted that the hedge at Red Lion Cottage was obstructing the lane and needed to be cut back. Cllr Vaughan agreed to request the owner of the property to cut the hedge, * Cllr Busby reported on his involvement with the Community Speed watch scheme in Derrington. He noted that the scheme was working well with 6 members split into 2 groups; * The Chairman noted that the grass verge outside ‘Elano’ at the junction of Seighford Bank with Newport Road needed to be cut back.   Cllr Hodgkins agreed to arrange for the verges to be strimmed | Cllr Vaughan  Cllr Vaughan  Cllr Hodgkins |
| **18/3/11: CLERK’S REPORT**   1. Meeting Schedule   The Clerk presented the draft meeting schedule for 2019.  **It was RESOLVED:**   1. **The meeting schedule for 2019 be approved** 2. **Copies of the schedule be issued to County/ Borough Councillors and displayed on village noticeboards and the web-site**      1. Standing Orders   The Clerk presented an updated version of Standing Orders for the Parish Council based on the model version produced by the National Association of Local Councils (NALC)  **It was RESOLVED: The updated Standing Orders of the Parish Council be approved.**   1. Data Protection   The Clerk gave an update on the latest position regards the implementation of the General Data Protection Regulations.    (d)Correspondence  The Clerk reported on the following correspondence received by letter/ email  A request had been received from St Matthew’s Church in Derrington for assistance towards projects to refurbish the church.  The Clerk and Chairman noted the legal restrictions for the Parish Council providing assisting the church in certain circumstances.  **It was RESOLVED:**  **St Matthews Derrington be requested to apply to the Parish Council for grant aid for consideration at the next meeting in September.** | Clerk  Clerk to continue to liaise with Staffs CC  Clerk to advise the church |
| **18/3/12: HIGHWAYS, FOOTPATHS and PLAYING FIELDS**   1. Hedge-cutting   Councillors supported the Clerk’s request that consideration of the hedge cutting contract for 2018 and 2019 be deferred to the next meeting.   1. Playing Fields   The Clerk gave an update on arrangements for the inspection of playing fields | Clerk to obtain quotes  Clerk to advise Inspector |
| **18/3/13: NEXT MEETING**  The Chairman asked Councillors to provide any items for the agenda for the next meeting be held on 17 September 2018 at Derrington Village Hall |  |

*As there was no further business, the Chair declared the meeting closed at 8.50pm*

Minutes approved/ signed by the Chairman at the Parish Council meeting on 18 Sept 2018