**SEIGHFORD PARISH COUNCIL**

**MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD ON 20TH MAY 2019 AT SEIGHFORD VILLAGE HALL**

**19/05/01: To elect a Chairman and receive signed Declaration of Acceptance of Office**

Cllr D Price was proposed by Cllr Busby, seconded Cllr Hodgkins, accepted by all present

**19/05/02: To elect a Vice Chairman and receive signed Declaration of Acceptance of Office**

Cllr J Busby was proposed by Cllr Price, seconded Cllr Turnbull, accepted by all present

Present: Cllr David Price (Chair)

 Cllr Neil Brown Cllr John Busby

 Cllr Mark Hodgkins Cllr M Turnbull

In attendance: Lisa Horritt Clerk

 + 4 members of the public

**19/05/03: TO RECEIVE APOLOGIES, RECORD ABSENCES**

Apologies were received from County Councillor Jeremy Pert and Borough Councillors Ray Sutherland and Mark Winnington.

**19/05/04: DECLARATIONS OF INTERESTS**

Cllr Busby declared an interest in item 10 Planning ref 17/27543/FUL

No written requests for dispensations had been received

**19/05/05: PUBLIC OPEN FORUM**

A query was raised relating to the Drive Me site at Seighford Airfield. Some publicity shows Drive Me intend to start Raleigh days although it is unclear whether these are at Seighford. There has today been 2 Raleigh cars testing on the airfield between 9-4.30pm. While the noise was not excessive there was a large amount of wheel squeal.
It was queried whether this use is acceptable under the planning permission and whether vehicles are undergoing the required noise level testing prior to using the track.

**19/05/06: TO APPOINT REPRESENTATIVES FOR EXTERNAL ORGANISATIONS**

* Derrington Village Hall Committee – Charlotte Darvill
* Derrington Millennium Green Trust – Ex Councillor Bill Brown will carry on is this capacity at present and report to the annual meeting.
* Cooper Perry Primary School Board of Governors – Charlotte Darvill
* Great Bridgeford Village Hall Committee – Mark Turnbull
* Seighford Village Hall Committee – Mark Hodgkins

**19/05/07: UPDATE FROM BOROUGH / COUNTY COUNCILLORS**

There were no Borough or County Councillors in attendance.

**19/05/08: MEETING OF THE PARISH COUNCIL 18 MARCH 2019**

1. Minutes
It was unanimously **resolved**: the minutes of the Council Meeting on 18th March 2019 be accepted as a true record and signed by the Chairman.
2. Actions since the last meeting
All items are on the agenda for discussion
3. Annual Parish Meeting draft minutes and actions required
Chebsey Lane electrical connector issues – Clerk to raise with Network Rail

**19/05/09 CO OPTION**Two candidates had applied for the vacancies in Derrington Ward. Information had been forwarded to Councillors.
It was resolved that Carole Allen and Charlotte Darvill be co-opted onto Seighford Parish Council as representatives for Derrington Ward.

**19/05/10: PLANNING MATTERS**Cllr Busby left the room during item 19/05/10

17/27543/FUL – Billington Farm, Billington Bank – amendment to application
A draft response based on the previous response to this application had been circulated as a suggested response. Members resolved that this response be submitted.

**19/05/11 TO REVIEW AND ADOPT COUNCIL POLICIES AS BELOW:**

1. Standing Orders – resolved to accept as circulated
2. Financial Regulations – resolved to accept as circulated
3. Risk Assessment – to defer to allow information to be circulated
4. Assets – amendment required to remove 2 benches on Seighford Green

**19/05/12: PARISH FINANCES**

1. To receive an update on expenditure against the budget for 2019/20.
This will be available at the meeting in July
2. To approve accounts for payment.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Paid since last meeting** |  |  |  |  |
| Autela Group | Payroll Costs | 47.00 |   | 47.00 |
| stafford Borough Council | Grass cutting 2019 | 944.00 | 188.80 | 1,132.80 |
| Great Bridgeford Village Hall  | Hire April 19 | 19.50 |   | 19.50 |
| Elan City  | Mounting bar | 29.00 | 5.80 | 34.80 |
| L Horritt - Salary | Salary | 291.23 |   | 291.23 |
|  |  |  |  |  |
| **TOTAL** |  |  | £1,525.33 |
| **To be paid** |  |  |  |  |
| **Paid To** | **Details** | **Amt** | **VAT** | **Total to pay** |
| L Horritt | Payroll - May 19 | 291.03 |   | 291.03 |
| L Horritt | Office Costs 18 Mar - 20 May | 68.10 |   | 68.10 |
| APM/Election flyer Costs |   |   |   | 0.00 |
| Came and Co | Insurance 01.06.19- 31.05.20 | 919.82 |   | 919.82 |
| Stafford Borough Council | Civic Amenity Visits 2019 | 490.00 | 98.00 | 588.00 |
| Christine Heelis | Internal Audit  | 37.50 |   | 37.50 |
| Mr Print It | Freedom Certificates | 30.00 | 6.00 | 36.00 |
|   |   |   |   | 0.00 |
|   |   |   |   | 0.00 |
|   |   |   |   | 0.00 |
|  |  |  |  |  |
|  |  |  |  | 1,940.45 |
|  |  |  |  |  |
| **TOTAL** |  |  | £3,465.78 |

**This was approved by all present**

1. To discuss cheque signatories and updates required
It was agreed to add Cllr N Brown as a third signatory and remove ex Councillors W Brown, J Wetton and P Eveson
2. To receive and note the internal audit report
This had been circulated and it was resolved to accept
3. To agree the Annual Governance Statement
This had been circulated and it was resolved to accept
4. To agree the Annual Accounting Statements
These had been circulated and it was resolved to accept
5. To confirm eligibility of exemption from limited assurance review by Mazars and certify as exempt
This had been circulated and it was resolved to certify as exempt
6. To approve Parish Insurance
It was resolved to accept the quotation from Came and Co
7. To appoint the Internal Auditor for 2019/20
It was resolved to appoint Christine Heelis for 2019/20

**19/5/13: CHAIRMAN’S REPORT**

1. Seighford Village Green – actions required relating to S106 agreement and appeal funding
The land has been reinstated and the hedge between the Green and the properties planted.
The Chairman has spoken to Planning Enforcement about the Section 106 agreement and the transfer of the land. They confirmed they will contact the owners.
It was agreed to write to Stafford Borough Council about the concerns and delay in the transfer of this land.
2. Update relating to Freedom of the Parish presentations held on April 26th

The presentation had been held at Seighford Church. 3 recipients – Bill Brown, Gill cox and Roy Wood received certificates and Cllr Price had paid tribute to each of them. Photos have been taken and articles requested in the Parish Magazine and the Village Voice.

1. Speed devices update – intermittent issue with one device
This issue has been resoled following advice from the manufacturer which appears to have identified a loose fuse.
It was raised that a bin has been mounted on the pole on the main road in Great Bridgeford. Clerk to contact Streetscene.

**19/05/14: PARISH COUNCILLORS REPORT**

* Cllr Turnbull noted that regarding the proposed footpath across Bridgeford Hurst Farm this could be resolved locally by the residents involved.
* Cllr Price updated the meeting relating to the burglaries in Great Bridgeford. 5 propoerties had been burgled with a variety of items stolen including tools and frozen food. The lock on the playing field had been cut off so that the access could be used to the rear of the property.
Cllr Price had visited an inspected the area. The 2m high fence between the houses and the field has not been damaged. He noted than one of the properties Gommerham Cottage were storing building materials against the fence causing it to bulge out. It was agreed to write to the owners requesting that this be cleared to prevent damage to the fence.
The padlock has been replaced by the Clerk.
* Network Rail works – information had been received regarding the use of the Bridgeford access for car parking as follows:
20.15 Mon 17th June- 06.15 18th June through till 20th June until 09.00 on 21st June
23rd Sept to 1st October with no work booked 27/28/29th Sept.

**19/05/15: HIGHWAYS, FOOTPATHS and PLAYING FIELDS**

Cllr Busby noted that Derrington have received their permanent speedwatch signage.

**19/05/16: STAFFING MATTERS**John Charleton is due to have a review on 22nd May and will advise whether he is able to return to work or further treatment required.
The Locum Clerk Mrs Lisa Horritt will continue until John is able to return. She is on holiday for the July meeting and it was agreed that Mrs Stacey Worden would be Locum Clerk for the meeting if Locum cover is still required.

**19/05/17: NEXT MEETING**

Agenda items to be forwarded to the Locum Clerk approx. 10 days before the meeting.

**19/05/18: MEETING CLOSE**

As there was no further business, the Chair declared the meeting closed at 8.33pm