



SEIGHFORD PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD ON 16th MAY 2022 AT SEIGHFORD VILLAGE HALL

16/05/2022/01: To elect a Chairman and receive signed Declaration of Acceptance of Office

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

16/05/2022/02: 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 Carole Allen
Cllr Neil Brown Cllr John Busby
Cllr Mark Hodgkins Cllr Mark Turnbull
Cllr Mark Hayward Cllr Richard Wilkes

In attendance: Stacey Worden Locum Clerk
+ 1 member of the public (from 7.55pm)

16/05/2022/03: TO RECEIVE APOLOGIES, RECORD ABSENCES

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

16/05/2022/04: DECLARATIONS OF INTERESTS

There were no declarations and no written requests for dispensations had been received.

16/05/2022/05: PUBLIC OPEN FORUM

There were no members of the public in attendance at this point in the meeting.

16/05/2022/06: TO APPOINT REPRESENTATIVES FOR EXTERNAL ORGANISATIONS

- Derrington Village Hall Committee – Carole Allen
- Derrington Millennium Green Trust – John Busby
- Cooper Perry Primary School Board of Governors – Mark Haywood
- Great Bridgeford Village Hall Committee – Mark Turnbull
- Seighford Village Hall Committee – Mark Hodgkins

16/05/2022/07: UPDATE FROM BOROUGH / COUNTY COUNCILLORS

There were no Borough or County Councillors in attendance.

16/05/2022/08: MEETING OF THE PARISH COUNCIL 21 MARCH 2022

(a) Minutes

It was unanimously **resolved**: the minutes of the Council Meeting on 21st March 2022 be accepted as a true record and signed by the Chairman.

(b) Actions since the last meeting

21/3/22/07 – issues with speed of cyclists on the Greenway, Derrington Wood. In response to concerns raised, Borough Councillor Winnington has enquired about the possibility of courtesy notices to ask cyclists to be aware of pedestrians and reduce their speed. A response is awaited. It was noted that signage may be ineffectual and staggered barriers would be better which would force cyclists to slow down to navigate them. The Clerk will invite Cllr. Winnington to a site meeting to discuss the issue with councillors and consider solutions in lieu of signage.

With regards to the possibility of lighting, it was advised that it is not policy to provide rural lighting and the cost is beyond that available through divisional highways programme (DHP) funding. Lighting

installation is only likely to occur as a result of a s.106 agreement or to address high incidences of road accidents in the area. There was no mention of the possibility of signage reflectors – the Clerk will enquire as to this possibility.

Seighford ward parking issues – it was agreed to monitor pavement parking concerns before taking any further action.

21.03.22/10 – the planning application for a proposed bus shelter on the Newport Road Great Bridgeford has been submitted but the current validation period before it is a live application is estimated at 11 weeks.

21.03.22/11 – the replacement parts for Derrington play area are ordered and expected w/c 30th May. Quotations for replacing the fence at Seighford football field will be considered at the next meeting.

21.03.22/15 – the speed device for Great Bridgeford has arrived and delivery of a mounting pole is expected over the next 1-2 weeks.

21.03.22/17 – the Civic Amenity visit due on the 16th April did not take place and has been rescheduled for the 21st May. This will be free of charge. Thanks were given to the councillors who completed the required paperwork and risk assessments.

(c) Annual Parish Meeting draft minutes and actions required

The following actions were agreed as a result of matters raised by members of the public:

- a. To write to the Borough Council to request the instigation of enforcement procedures in relation to the extension of Derrington Millennium Green, where a change of use has occurred without planning approval.
- b. To add the following items to the July agenda for consideration:
 - i. request regarding installation of outdoor gym equipment
 - ii. improvements to Seighford play area
 - iii. traffic calming measures in Seighford
- c. To write to the chicken farm to ask for their support in resolving the issue of littering from the facility.

16/05/2022/09 PLANNING MATTERS

21/34759/HOU – Amended application – 32 Whitgreave Lane, Great Bridgeford. Proposed by Cllr. Turnbull, seconded by Cllr. Hodgkins, **it was resolved** there were no objections to this application.

16/05/2022/10 TO REVIEW AND ADOPT COUNCIL POLICIES AS BELOW:

- (a) Standing Orders – **resolved** to accept as circulated
- (b) Financial Regulations – **resolved** to accept as circulated
- (c) Risk Assessment – **resolved** to accept as circulated
- (d) Policies relating to Data Protection – **resolved** to accept as circulated
- (e) Code of Conduct - **resolved** to accept as circulated

16/05/2022/11: PARISH FINANCES

(a) Members received and accepted an update on expenditure against the budget for 2022/23

(b) To approve accounts for payment.

Paid since last meeting:

Date	Payee	Details	Amount	VAT	Total
22/03/2022	Parish Online	Annual Subscription	£ 96.00	£ 19.20	£ 115.20
04/04/2022	Elan City	Evolis Radar Speed Sign	£ 2,090.00	£ 418.00	£ 2,508.00
19/03/2022	J D M Price	Plan for land for GBVH bus shelter scheme	£ 10.99	£ 2.20	£ 13.19
22/03/2022	J D M Price	5 second class stamps	£ 3.30		£ 3.30
08/04/2022	J D M Price	Copier paper for Annual Parish Meeting notices	£ 5.90		£ 5.90

08/04/2022	J D M Price	Plan for land for GBVH bus shelter scheme	£ 11.00	£ 2.20	£ 13.20
09/04/2022	J D M Price	Planning Portal planning application fee	£ 143.83	£ 5.37	£ 149.20
13/04/2022	Great Bridgeford VH	Hiring for meeting on 25th April 2022	£ 21.00		£ 21.00
24/04/2022	Great Bridgeford VH	Hiring for meeting on 26th April 2022	£ 21.00		£ 21.00
13/04/2022	Peter Longstaff	Electrode pads for defibrillator at GBVH	£ 39.95	£ 7.99	£ 47.94
16/04/2022	DM Payroll Services Ltd	Administration of Payroll for 2022/23 financial year	£ 132.00		£ 132.00
24/04/2022	Geoff Wheat	Bus shelter repairs in Eccleshall Road, Great Bridgeford	£ 175.00		£ 175.00

To be paid:

Date	Payee	Details	Amount	VAT	Total
05/04/2022	JDM Price	reimbursement for laptop repair	£ 37.50	£ 7.50	£ 45.00
21/04/2022	Stafford Borough Council	civic amenity visits	£ 441.67	£ 88.33	£ 530.00
04/05/2022	JDM Price	Reimbursement - Galvanised 4m post	£ 137.00	£ 27.40	£ 164.40
05/05/2022	Arthur J Gallagher	Parish Insurance	£ 1,861.63		£ 1,861.63
06/05/2022	Mrs S J Worden	Locum Clerk Payment - April 22	£ 157.04	£ -	£ 157.04

This was approved by all present.

(c) To approve Parish Insurance

It was resolved to accept the quotation from Gallaghers. The increase in premium was noted and it was agreed to obtain quotes from other companies prior to the 2023 renewal.

(d) To appoint the Internal Auditor for 2022/23

It was resolved to re-appoint Sandie Morris of Black Rose Solutions Ltd.

16/05/2022/12: PARISH COUNCILLORS REPORT

Derrington:

- Cllr Allen noted there has been no response to correspondence regarding the potholes and 'resident only' signage request for the car park area assigned to the flats owned by Housing Plus. The clerk was requested to follow this up.
- A meeting was held to discuss plans for the Platinum Jubilee and volunteers are required to help with the event set up on Friday and Saturday.

Great Bridgeford:

- A Platinum Jubilee celebration event is planned for Friday 3rd June at the village hall, to include the planting of 3 apple trees.

- There are now 11 members on the Community Speedwatch scheme, allowing cover for weekend shifts. A Saturday morning shift counted 651 cars on the Newport Road with 22 speeding over 40mph.
Seighford:
- There are ongoing concerns about speeding and there are plans to set up a Speedwatch scheme. Approximately 11 people have volunteered to date. The Parish Council will be approached to support further speed calming measures.

16/05/2022/13: HIGHWAYS, FOOTPATHS and PLAYING FIELDS

Derrington play area:

Cllr. Wilkes raised the issue of tree branches overhanging the zip wire and the possibility of obstruction. As it is a larger piece of work than minor trimming, it was agreed for Cllr. Wilkes to meet a tree surgeon on site to obtain quotations for the work. Once the new hand grips have arrived, members will assess whether they need to be professionally fitted or can be safely fitted by councillors.

16/05/2022/14: GRANT REQUESTS:

- Derrington Village Hall Platinum Jubilee Celebrations:** a request was received for £150.00 to cover the cost of bouncy castle hire, including insurance and supervision by the provider. Proposed by Cllr. Busby and seconded by Cllr. Hodgkins, **it was resolved to approve** the grant of £150.
- St. Chads Church Seighford and St. Matthews Derrington:** applications have been received for grants towards church maintenance. Proposed by Cllr. Wilkes and seconded by Cllr. Allen, **it was resolved to approve** a grant of £500 to each institution.

16/05/2022/15: DERRINGTON PARISH MAGAZINE CONTRIBUTION

The Bugle magazine is the parish magazine that covers the Derrington part of the parish only – Great Bridgeford and Seighford are included within the Seighford parish magazine. It was noted that neither magazine receives updates from the Parish Council, particularly notable with The Bugle which includes updates from other Parish Councils within its benefice. It was agreed for the Clerk to submit news items to both magazines, taking relevant points from the minutes for each area of circulation. Submission contact details are available in the magazines.

16/05/2022/16: PARKING SURVEY RESULTS, CHURCH LANE DERRINGTON

Members discussed the results of the parking survey in depth. Key points included:

- Surveys were conducted by 3 councillors between 8-10am, 10-12pm and 12-2pm
- Parking was not an issue all day every day
- There were a number of reasons given for parking in the area – not all were to visit Millennium Green
- A number of visitors only stayed for a short length of time
- A number of resident cars were parked in the area so issues were not all visitor related

It was felt that the survey results were not conclusive and to obtain a broader picture a further survey will be undertaken between 3 and 6pm and on a different day.

16/05/2022/17: PLAQUE WORDING FOR OAK TREE ON SEIGHFORD VILLAGE GREEN

Suggested wording for the plaque was circulated to members prior to the meeting and all were happy with the suggested wording. Cllr. Price will send the wording to Mr. Eld for this comment and approval.

16/05/2022/18: STAFFING MATTERS

It was agreed under the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for discussion of confidential staffing matters.

- (a) **Locum Clerk:** the appointment of Mrs Stacey Worden as Locum Clerk was confirmed.
- (b) **Appointment of New Clerk:** It was resolved to approve the appointment of Mr. Philip Bushe as the new Clerk and Responsible Financial Officer. A start date of 13th June 2022 was proposed and the necessary arrangements would be made to handover.

16/05/2022/19: NEXT MEETING

Agenda items to be forwarded to the Clerk no later than 10 days before the meeting.

16/05/2022/20: MEETING CLOSE

As there was no further business, the Chair declared the meeting closed at 9.30pm.