



# SEIGHFORD PARISH COUNCIL

*Minutes of the Annual Meeting of  
Seighford Parish Council held  
at Great Bridgeford Village Hall on  
Monday 20 May 2024  
Starting at 7.30pm*

Kelly Day & RFO: Tel: 07931 167 081 E-mail: clerk@seighford-pc.org.uk

Present

Councillor J Busby (Chairman)

Councillor D Price

Councillor R Wilkes

Councillor M Turnbull

SCC Mark Winnington

Members of the Public –10

Kelly Day – Clerk

1	<p>20/05/24/1 <b>To elect a Chairman and receive a signed Declaration of Acceptance of Office</b></p> <p>No other candidates or nominations. Existing Chairman was proposed by Cllr Turnbull. Seconded by Cllr Wilkes. Unanimous.</p>
2	<p>20/05/24/2 <b>To elect a Vice-Chairman and receive a signed Declaration of Acceptance of Office</b></p> <p>No other candidates or nominations. Existing Vice-Chairman was proposed by Cllr Wilkes and seconded by Cllr Turnbull. Unanimous.</p>
3	<p>20/05/24/3 <b>To receive apologies and accept and record any reasons for absences</b></p> <p>Cllr Mark Hayward (Vice-Chair) Cllr Mark Hodgkins</p>
4	<p>20/05/24/4 <b>Declaration of interests:</b></p> <p>Cllr Price declared an interest in item 9</p>
5	<p>20/05/24/5 <b>Co-option:</b></p> <p>To the available vacancies in the Derrington and Great Bridgeford Wards</p> <p>Mr Peter Brown was co-opted on the SPC following a vote. Proposed by Cllr Price. Seconded by Cllr Wilkes. Mr Brown signed a declaration of office and joined the council meeting as a member.</p>

6	<p>20/05/24/6  <b>Public Open Forum:</b></p> <p>MOP said the goal post on the children’s playing field was welcomed and being well used. However, the grass has only been cut between the goal posts and the rest is very long. There also used to be a waste bin, so asked if a new one could be put in place. <b>Action: Clerk to speak to Cllr Hodgkins who is contracted to cut the grass.</b></p> <p>MOP asked how well the response to the housing survey had been. SCC Cllr Winnington said there is a new administration at SBC who seem to be slow with the new local plan going forward. It means that Parish Councils will need to be ready to represent their communities with evidence based views, so applauded the Parish Council for their work. MOP said the questions were difficult and needed to be more specific. Cllr Price reported that a councillor in distributing and collecting the questionnaires had strayed into Seighford Ward which would cause some duplication and possibly invalid the survey for that Ward.</p>
7	<p>20/05/24/7  <b>Updates from Borough/ County Councillors:</b></p> <p>SCC Mark Winnington – lots of concerns over pot holes in the roads this winter. Social care and health still use 85% of SCC budget.</p>
8	<p>20/05/24/8  <b>Parish Council Meeting held on 18 March 2024:</b></p> <p>The minutes were approved as a true record. Proposed by Cllr Price. Seconded by Cllr Turnbull. Unanimous</p> <ul style="list-style-type: none"> <li>• The Chair asked for an update on the neighbour’s fence dispute in Derrington. SBC Cllr Rose was exploring further. <b>Action: Clerk to ask Cllr Rose for an update.</b></li> <li>• Environmental matter at Seighford Airfield being explored by SBC Cllr Rose. SCC Cllr Winnington said there needs to be a resolve on this now and advised the Parish Council to push on this. MOP has also chased but has still had no response. <b>Action: Clerk to ask Cllr Rose for an update.</b></li> </ul>
9	<p>20/05/24/9  <b>To consider the applications for a grant towards the cost of maintenance of the churchyards at St Matthew’s Church, Derrington and St Chad’s, Seighford</b></p> <p>Cllr Price declared an interest and left the meeting.</p> <p>A grant of £500 was approved for both St Matthew’s and St Chad’s Church. Proposed by Cllr Wilkes. Seconded by Cllr Turnbull. Unanimous</p>
10	<p>20/05/24/10  <b>Planning matters:</b></p> <p>Nothing to report</p>

20/05/24/11

## Parish Councillors Report:

### Derrington

#### Cllr Wilkes

Arranging with The Chair for when the new 'slow down' cyclists signs can be erected on the track. The hedges need cutting back again so Cllr Busby said he will speak to Roy Wood about getting that done.

#### Cllr Busby

Asked if the Parish Council can donate a hamper to the Derrington and Great Bridgeford fetes. After some discussion it was proposed by Cllr Price that a donation of £50.00 to be made to each of the three village halls in the Parish. This was seconded by Cllr Busby and carried by a show of hands.

**Action: Clerk to arrange donation of £50 to each village hall.**

### Great Bridgeford

#### Cllr Turnbull

The Great Bridgeford fete takes place on the 6<sup>th</sup> July which is the same date as Derrington's, but this shouldn't cause a problem.

The Midlands Partnership Teams are visiting again with their support on digital skills and staying well clinics. Both have been previously well-received.

The Housing Needs Survey was a good way to connect with residents and discuss local issues.

#### Cllr Price

The flooding in Great Bridgeford is still bad. Cllr Price has been approached by residents numerous times asking why nothing has been done. Cllr Price has spoken to SCC Jeremy Pert and has reported it onto the SCC portal but it was classed as a non-urgent repair. He suggested the Parish Council employ a contractor to investigate further. SCC Cllr Winnington said he had spoken to Cllr Pert and was happy to speak to him again. **Action: Clerk to email SCC Winnington to speak to SCC Cllr Pert to see if they can apply some further pressure on this matter.**

Cllr Price also raised the on-going issue of the flood on Whitgreave Lane which has been caused by a blocked gully. It occurs every year and has gone on for months now with no resolve.

The mess on Whitgreave Lane caused by the outfall from farmer's land. The mess was dealt with by Amey, but the cause wasn't sorted so it is back to the same problem.

Raised the issue of speeding on the A5013. He asked when will community speed watch next be out. Cllr Turnbull replied by saying they had been out, but recent rain had made it unsafe to do so. The speed gun is also broken so they need a new one. They have borrowed Derrington's speed gun in the meantime. Cllr Price also said the Police Partnership camera van not been visible. **Action: Clerk to chase up and ask situation with this.**

	<p><b>Seighford</b></p> <p>It was raised that the Seighford Ward Parish Councillor hadn't attended the past few meetings so there had been no representation.</p>
12	<p>20/05/24/12</p> <p><b>Chairman's report:</b></p> <ul style="list-style-type: none"> <li>• The Chair recently met with other fellow Chairs from neighbouring parishes, including Haughton and Bradley to discuss how they can work together on local issues</li> <li>• On the 13<sup>th</sup> April, attended the unveiling of a memorial at Seighford Airfield to honour all those who served there</li> <li>• Have been busy dropping off the recent surveys for the Annual Meeting and the Housing Needs Surveys</li> <li>• Helped to clean up Butterbank Lane as reported by local resident at annual meeting</li> </ul>
13	<p>20/05/24/13</p> <p><b>Annual Parish Meeting 2024:</b></p> <p>a) To discuss action points from The Annual Parish Meeting on 15<sup>th</sup> April 2023  b) To reflect on the Annual Parish Meeting  c) Agree initial arrangements for 2025</p> <p>The Chair said he was pleased with the turnout and shall be working on some of the actions raised. The other councillors agreed it was a fruitful meeting and a lot came out of it. The Chair proposed that the Parish Council should fund refreshments for the meeting next year and the format of the meeting would be discussed nearer the time.</p>
14	<p>20/05/24/14</p> <p><b>To consider the best approach to remembering Gill Cox in recognition of her work to the Derrington community</b></p> <p>Family members, Peter Cox and Mandy Cox attended the meeting to discuss how best to commemorate Gill in the community. It was agreed to name Derrington play field in her name. Proposed by Cllr Price. Seconded by Cllr Brown. Unanimous. As Cllr Price had worked with the late Cllr Gill Cox for many years it was agreed that he would be involved in discussions with her family as to a suitable memorial.</p>
15	<p>20/05/24/15</p> <p><b>To report on the progress made in respect of the transfer of the freehold interest with vacant possession, in the land at the Village Green, Seighford from Mr and Mrs P Simmons and Mr R Dixon to Seighford Parish Council</b></p> <p>The Chair met with Mr Peter Simmons. Solicitors have been inducted but Cllr Price raised that the legal fees will need to be covered by the other party as no provision for this by SPC. Two benches have been purchased for The Green. Originally, there were two benches which became dilapidated with one in memory of the late Cllr George Brown. It was on the understanding that any new bench will remain in his memory. It was agreed to invite Rev Doug Heming</p>

	to dedicate the new bench. Location to be agreed. <b>Action: Cllr Price to speak to Rev Doug Heming to arrange this.</b>
16	<p>20/05/24/16</p> <p><b>Highways, Footpath and Playing Field matters:</b></p> <ul style="list-style-type: none"> <li>To provide an update on the proposed playing field in Seighford</li> </ul> <p>A planning application is in the process of being submitted to the Borough Council. The long lease of the land is complicated and wording in lease is ambiguous, but landlord is unable to change it. As a result, the Parish Council said it can't agree to sign the agreement based on current wording. The Chair said we need an agreed plan forward and suggested we stick to the rolling annual lease. Cllr Price said current lease doesn't offer any security for proposed play equipment so we can't continue with that and needs to go back to solicitors for them to resolve.</p> <p>The Chair said we need a third quote for the fencing and then an extraordinary meeting will need to be called to agree on this and the play equipment.</p> <ul style="list-style-type: none"> <li>To consider purchasing a replacement goal net for Derrington Playing Field</li> </ul> <p>It was agreed to source quotes to replace goal net. Proposed by Cllr Busby. Seconded by Cllr Wilkes</p> <ul style="list-style-type: none"> <li>Condition of Parish Council notice board in Derrington</li> </ul> <p>It was agreed to look at quotes to replace notice board in Derrington. <b>Action: Cllr Busby to explore</b></p> <ul style="list-style-type: none"> <li>To consider what action is to be taken in respect of the disrepair of footway adjoining the A5013 Eccleshall Road, Great Bridgeford</li> </ul> <p>Cllr Price reported that he has raised this issue now for over 6 years. A temporary dressing will not be effective for long. Cllr Price proposed the Parish Council get a quote to resurface this as it is not currently in SCC policy. <b>Action Cllr Price to explore further.</b></p> <ul style="list-style-type: none"> <li>To consider the outstanding works required at Derrington and Great Bridgeford children's playing fields</li> </ul> <p>Great Bridgeford: the main outstanding job is the lifting and relaying of the safety tiles to the double swing and the climbing frame. There is also the problem of grass and weeds growing on the safety surfaces to the slide, basket swing and multi play unit. Cllr Price suggested treating the weeds and grass with weed killer. The Chair kindly offered to provide weed killer and would make arrangements to deliver this to Cllr Price's home.</p> <p>Derrington multiplay: the net is pulled out and the timber rotten. <b>Action: Cllr Busby to look at cost to replace the rotten timber and councillors to revisit inspections procedure.</b></p> <ul style="list-style-type: none"> <li>To consider the proposed cricket wicket project at Great Bridgeford children's playing field.</li> </ul> <p>Cllr Price said the price ranged from £7,000 upwards. Cllr Price suggested applying for £5,000 lottery funding with the final £2,000 being funded by the Parish Council. The Chair said the focus really does need to be on providing a play field at Seighford at the moment. Cllr Turnbull and Cllr Wilkes expressed</p>

	safety concerns over a cricket wicket, particularly with the ball. It was agreed to defer the project to a later meeting.																																																																																																																																																																	
17	<p>20/05/24/17</p> <p><b>To appoint a councillor responsible for internal finance control in accordance with the Risk Assessment regulations</b></p> <p>No other candidates. Cllr Hayward was nominated. Proposed by Cllr Busby. Seconded by Cllr Turnbull.</p>																																																																																																																																																																	
18	<p>20/05/24/18</p> <p><b>To discuss whether to pursue the foundation award for the Local Council Award Scheme</b></p> <p>This was deferred to a future meeting</p>																																																																																																																																																																	
19	<p>20/05/24/19</p> <p><b>To appoint representatives to the following external organisations:</b></p> <p>a) Cooper Perry Primary School board of governors b) Derrington Village Hall Committee c) Seighford Village Hall Committee d) Great Bridgeford Village Hall Committee</p> <p>This was deferred to the next meeting</p>																																																																																																																																																																	
20	<p>20/05/24/20</p> <p><b>To review and adopt council policies as below:</b></p> <p>a) Standing Orders b) Financial Regulations c) Risk Assessment d) Assets</p> <p>This was deferred to the next meeting</p>																																																																																																																																																																	
21	<p>20/05/24/21</p> <p><b>Finance – Clerk</b></p> <p>a) Bank reconciliation approved b) The Clerk presented an update on expenditure against the budget for 2024/2025. c) The accounts were approved for payment</p> <p>Proposal by Cllr Price. Seconded by Cllr Turnbull. Unanimous</p> <table border="1"> <thead> <tr> <th>Chq number</th> <th>Amount</th> <th>VAT</th> <th>TOTAL</th> <th>Payee</th> <th>Reason for payment</th> <th>Meeting item approved</th> </tr> </thead> <tbody> <tr> <td>1775</td> <td>£ 40.00</td> <td>£ -</td> <td>£ 40.00</td> <td>April Flowers</td> <td>Wreath for Gillian Cox</td> <td>March meeting, Cheque signed at Mar extraor</td> </tr> <tr> <td>1776</td> <td>£ 103.94</td> <td>£ 20.79</td> <td>£ 124.73</td> <td>Cllr Mark Hayward</td> <td>reimbursement for annual meeting leaflets</td> <td>March's 24 meeting, Cheque signed April 24 an</td> </tr> <tr> <td>1777</td> <td>£ 73.00</td> <td>£ 14.60</td> <td>£ 87.60</td> <td>Mr Print It Stafford</td> <td>Affordable housing door drop flyers</td> <td>March 24 extraordinary meeting - Cheque sign</td> </tr> <tr> <td>1778</td> <td>£ 161.01</td> <td>£ -</td> <td>£ 161.01</td> <td>HMRC</td> <td>April payment and interest</td> <td>stat payment</td> </tr> <tr> <td></td> <td></td> <td></td> <td>£ 413.34</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td><b>Above paid between March and May 2024 meeting</b></td> <td></td> <td></td> </tr> <tr> <td>1779</td> <td>£ 1,032.50</td> <td>£ -</td> <td>£ 1,032.50</td> <td>Clear Insurance Management</td> <td>Insurance renewal for 24/25</td> <td>stat payment</td> </tr> <tr> <td>1780</td> <td>£ 79.39</td> <td>£ -</td> <td>£ 79.39</td> <td>HMRC</td> <td>HMRC Payment due July 2024</td> <td>stat payment</td> </tr> <tr> <td>1781</td> <td>£ 21.00</td> <td>£ -</td> <td>£ 21.00</td> <td>Great Bridgeford Village Hall Committee</td> <td>use of hall on Monday 20th May 2024</td> <td>use of village hall for meeting</td> </tr> <tr> <td>1782</td> <td>£ 344.60</td> <td>£ -</td> <td>£ 344.60</td> <td>Kelly Day</td> <td>Salary for March 2024</td> <td>stat payment</td> </tr> <tr> <td>1782</td> <td>£ 350.00</td> <td>£ -</td> <td>£ 350.00</td> <td>Kelly Day</td> <td>Salary for April 2024</td> <td>stat payment</td> </tr> <tr> <td>1783</td> <td>£ 30.74</td> <td>£ 4.40</td> <td>£ 35.14</td> <td>Kelly Day</td> <td>Expenses</td> <td>stat payment</td> </tr> <tr> <td>1784</td> <td>£ 491.67</td> <td>£ 98.33</td> <td>£ 590.00</td> <td>Stafford Borough Council</td> <td>civic amenity visits for 2024</td> <td>15/01/24/14</td> </tr> <tr> <td>1785</td> <td>£ 96.00</td> <td>£ 19.20</td> <td>£ 115.20</td> <td>Geosphere Ltd</td> <td>Parish online subscription</td> <td>20/11/23/13 15/01/24/12</td> </tr> <tr> <td>1786</td> <td>£ 132.00</td> <td>£ -</td> <td>£ 132.00</td> <td>DM Payroll services</td> <td>Payroll services for 24/25 financial year</td> <td>stat payment</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>TOTAL</td> <td>£ 2,577.90</td> <td>£ 121.93</td> <td>£ 2,699.83</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Chq number	Amount	VAT	TOTAL	Payee	Reason for payment	Meeting item approved	1775	£ 40.00	£ -	£ 40.00	April Flowers	Wreath for Gillian Cox	March meeting, Cheque signed at Mar extraor	1776	£ 103.94	£ 20.79	£ 124.73	Cllr Mark Hayward	reimbursement for annual meeting leaflets	March's 24 meeting, Cheque signed April 24 an	1777	£ 73.00	£ 14.60	£ 87.60	Mr Print It Stafford	Affordable housing door drop flyers	March 24 extraordinary meeting - Cheque sign	1778	£ 161.01	£ -	£ 161.01	HMRC	April payment and interest	stat payment				£ 413.34								<b>Above paid between March and May 2024 meeting</b>			1779	£ 1,032.50	£ -	£ 1,032.50	Clear Insurance Management	Insurance renewal for 24/25	stat payment	1780	£ 79.39	£ -	£ 79.39	HMRC	HMRC Payment due July 2024	stat payment	1781	£ 21.00	£ -	£ 21.00	Great Bridgeford Village Hall Committee	use of hall on Monday 20th May 2024	use of village hall for meeting	1782	£ 344.60	£ -	£ 344.60	Kelly Day	Salary for March 2024	stat payment	1782	£ 350.00	£ -	£ 350.00	Kelly Day	Salary for April 2024	stat payment	1783	£ 30.74	£ 4.40	£ 35.14	Kelly Day	Expenses	stat payment	1784	£ 491.67	£ 98.33	£ 590.00	Stafford Borough Council	civic amenity visits for 2024	15/01/24/14	1785	£ 96.00	£ 19.20	£ 115.20	Geosphere Ltd	Parish online subscription	20/11/23/13 15/01/24/12	1786	£ 132.00	£ -	£ 132.00	DM Payroll services	Payroll services for 24/25 financial year	stat payment																																											TOTAL	£ 2,577.90	£ 121.93	£ 2,699.83			
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22	<p>20/05/24/22</p> <p><b>To discuss and agree SPC news in the two church parish magazines</b></p> <p>The Copy date for both magazines is the 15<sup>th</sup> of the month. Members to email the Clerk their contributions. Members to email the Clerk their contributions to the publications.</p>
	<p><b>Next meeting:</b> The next Parish Council meeting will be held at Seighford Village Hall on Monday 15 July 2024 at 7.30pm.</p>
	<p>The Chairman thanked members for their attendance and closed the meeting at 21.42.</p>

APPROVED