

Meeting Minutes of the Parish Council held on Tuesday 16th May 2017 at Great Wood Hall at 7.15pm

Attendees: Councillors – Cllr A Hulme (Chair), Cllr P Wilkinson (Chair), Cllr C Pearce, Cllr Flunder, Cllr D Ball, Cllr B Stubbs, Cllr S Akerman, Cllr A Wilkinson & Cllr P McCormack – S Morgan-Owen (Clerk) and 1 member of the public.

1. **Chairman’s Welcome:**
2. **Apologies Received From:** Cllrs D Trigger, T Wilkinson and Cllr Mark Deaville.
3. **Declaration of Interest:** In addition to the normal Cllr Ball would like to declare an interest in the Floral payment (item 10).
4. **Minutes of Previous Meeting:** The minutes of the monthly meeting of the council held on 18th April 2017 have been circulated. They have been confirmed as an accurate and true record and signed by the chairman.
Proposed: Cllr C Pearce - Second: Cllr S Akerman – all in favour
5. **Election of Chairman, Vice Chairman and other Councillor Roles:**
Chairman Nominee – Cllr P Wilkinson – Proposed by Cllr B Stubbs and Second by Cllr A Wilkinson – Unanimous
Chairman Cllr P Wilkinson thanked the outgoing Chair, Cllr A Hulme for his dedication over the last 12 months under difficult circumstances.
Vice Chairman Nominee – Cllr C Pearce – Proposed by Cllr B Stubbs and Second by Cllr A Hulme – Unanimous
Vice Chair Cllr C Pearce thanked everyone and Alan.

Position	2017/2018 Appointee	Proposer	Seconder
Chairman	Cllr P Wilkinson	Cllr Stubbs	Cllr A Wilkinson
Vice Chairman	Cllr Pearce	Cllr Stubbs	Cllr Hulme
Internal Auditor	Cllr Akerman	All in Favour	
Lenghtman Coordinators	Cllr Akerman (Teau) Cllr McCormack (Checkley) Cllr Stubbs (Hollington)		
Police Coordinators	Cllr Pearce		
Great Wood Hall Working Group	Cllrs Flunder, Ball, Pearce, P Wilkinson & Trigger		
Great Wood Hall Management Committee	Cllrs Ball, Pearce & P Wilkinson		
Checkley Community Centre	Cllrs Flunder & McCormack		
Hollington Village Hall	Cllr P Wilkinson		
SPCA	Cllr Pearce & Clerk		
SMDC Parish Assembly	Cllrs Flunder & Pearce		
Lafarge Tarmac Liaison Committee	Cllrs T Wilkinson & Trigger		
Footpaths Committee	Cllr P Wilkinson		
Youth Committee	Cllrs Akerman, Flunder & A Wilkinson		
Rural Council of Staffordshire	Cllrs McCormack & P Wilkinson		
Road Safety & Highways Committee (Cllr Deavilles working group)	Cllrs Ball, Stubbs, Trigger & P Wilkinson		
Neighbourhood Plan Steering Group	Cllrs Flunder, Akerman, McCormack, P Wilkinson		
Events Working Group	Cllrs Hulme, Pearce, Stubbs, Akerman & Ball		

6. Public Participation (for a maximum of 30 minutes):

Jim Tams – Checkley Community Centre – Roof Funding

The committee are currently in the process of repairing the roof over the meeting room. They have been quoted £2010.60. Clerk advised this is on the agenda (item 19b) for discussion, all councillors in favour of moving up the agenda to discuss now.

The proposal was for a donation of £1,000

Proposed: Cllr B Stubbs - Second: Cllr K Flunder

Cllr P Wilkinson advised that if the Community Centre had VAT invoices for the works made out to CPC to the amount of £1,000 we could pay them, instead of donating direct to the hall as the council could claim the VAT back. Mr Tams was going to look into which invoices would have VAT and come back to the clerk.

7. Matters Arising:

Cllr Pearce rightly remembered that at the last meeting it was requested that a supply list was provided by Sunny House Farm with regards to what was been provided in this year's floral displays. Cllr Ball advised that it would be the same as last year. Cllr Hulme advised that he was at Sunny House Farm at the weekend on another matter and was shown some of the floral displays for the High Street, and he was extremely impressed.

Cllr Pearce and all councillors in favour that they are happy Cllr Hulme has seen them.

- a) **Annual Parish Assembly** – Cllr Hulme advised that the meeting was poorly attended however the stakeholders that came were key stakeholders.
- b) **Dog Foul Issue** – Clerk advised that after last months meeting 2x email have been sent to Alicia Patterson of SMDC and nothing has been heard back.
- c) **SMD/2017/0151** – Clerk wanted to reiterate that she had done what the council had requested at the last meeting and as per SMDC Planning it could not be deferred again and all issues raised had been dealt with in previous applications.
- d) **Document Transfer Update** – Clerk advised that documents are now with Eric Whiteheads and Mr Halliday will keep us posted.

8. Correspondence:

Date	From	Subject	Outcome
For Consideration			
a) 15/05/2017	Grant Thornton	Journalists are now allowed to inspect but electors only allowed to ask questions	
b) 09/05/2017	Community Council of Staffs	Rural Issue Survey	Cllrs emld 09/05/17

9. Planning Applications:

Applications For Consideration			CPC Decision
a) SMD/2017/0254	Hollinscroft Hse, Lower Tean	Proposed detached dorma style dwelling & new vehicular access	No Objections
b) SMD/2017/0172	120 Cheadle Rd, Upper Tean	Vehicle access including lowering of kerb	No Objections
c) SMD/2017/0199	Land adj The Cross, Hollington	Outline application with all matters reserved (except access) for the erection of up to 4 dwellings/ new vehicular access and the formation of a car park to serve St Johns church	Cllr Hulme – this raised some questions, is the carpark for the church or the village? Proposal is to object due to too many houses, not enough parking for houses never mind church, is there provision for access for refuge lorry, are the houses being built out of Hollington stone. Proposed: Cllr P Wilkinson – Second: Cllr D Ball – All in Favour

Clerk to submit via SMDC Planning Portal

10. Financial Matters:

- a. Authorisation of the below was carried out by Cllr S Akerman

Payee	Goods/Services	VAT	Total Amount	Chq Ref
Great Wood Hall	April 2017 Meetings	-	£20.00	3250
Great Wood Hall	Grant for Hall Improvements	-	£300.00	3250
Nicki Mosley	Youth Club Leader	-	£430.00	3251
Checkley Community Hall	Grant for Hall Improvements	-	£300.00	3252
St Thomas School	Donation to Checkley Challenge Run	-	£300.00	3253
Malcolm Price	Litterpicker (inc exp)	-	£251.63	3254
Steve Clarke	Lengthsman Fee and Expenses	-	£1188.00	3255
Siân Morgan-Owen	Clerk's Fee	-	£843.00	3256

Siân Morgan-Owen	Clerk's Expenses	-	£82.99	3256
Monies Rec'd				
	No monies received this month			

Proposed: Cllr A Hulme - Second: Cllr K Flunder – All in favour

- b. Copy of the most recent current account bank statement and reconciliation was signed by Cllr Akerman. Copies of the current account reconciliation and precept spend to date are provided in councillors meeting packs.

11. District Councillor's Announcements:

Cllr Pearce advised that Cllr Ben Emery is now the Chairman of SMDC.

12. County Councillor's Announcements:

Cllr Pearce congratulated Cllr Flunder on being elected as County Council Councillor for Biddulph South. Chair asked clerk to write to Cllr Mark Deaville (*CPC/2017/014*) and ask if he could attend the next meeting or provide a written report, as there are a few issues that need addressing including pot holes, speeding in Hollington, traffic management, Upper Tean parking and grid cleaning. The Chair has also asked all Councillors to bring County Council issues to the meetings so a regular list can be provided to Cllr Deaville.

13. Recommendation from Great Wood Working Group:

GWH Car Park – All sealed quotes were opened in the presence of Councillor members.

Jason Lovatt Groundworks, Cheadle	£15,500 +VAT
RCH Groundworks Contractors, Cresswell	£15,000
RD Melville, Hilderstone	£16,200

Cllr McCormack advised that it's seems quite expensive but that's because of the spec Charlie provided. He has asked for 8" hardcore. Offering free material but it's from Leek and approx. 500 tons. Proposal to opt for RCH Groundworks quote at £15,000.

Proposed: Cllr A Hulme - Second: Cllr K Flunder – All in favour

Cllr McCormack continued to advise that Charlies costs are estimated for 8" of tarmac, by 650sq metres approx. £24,000. Around £40,000 for everything and then approx. £1,500 for marking out. Cllr Ball would like to point to out that £40,000 is more expensive than a previous quote received. Cllr Flunder to advise Charlie that an actual cost in writing is required.

14. Checkley & Tean Sport Club Recommendations from Working Group:

Moved to next month at Cllr Flunders request.

15. Neighbourhood Plan Recommendations from Steering Group:

- a. Cllr Flunder advised that we are halfway to writing the plan, but we need more engagement from the public.
b. Clerk advised the final application for grant has been submitted and we have also submitted a request for a technical grant.

Chair brings up Fole Dairy and proposes the clerk sends a letter (*CPC/2017/015*) to Andrew Stokes at SMDC asking why there are no rates on Fole Dairy.

Proposed: Cllr P Wilkinson - Second: Cllr A Hulme

16. Lengthsman's Brief:

Mole man has been requested. Cllr Pearce call him to sort a fallen tree on Gorsty Hill, and he would like it minuting that Steve was very efficient in dealing with it.

17. Annual Limited Assurance Review:

- a. 05.2017/17a - Clerk recapped on issues bought up from last years review. Clerk feels that issues with incorrect figures and figures not matching have now been rectified and will be "restated" this year resolving these issues. Lack of Financial Regulations have been addressed with the creation and introduction of these. Issue with zero in Fixed Assets, this is due to lack of an asset register and zero is what had been previously placed in this box prior to current clerk taking on the role. A simple asset register has been created and going forward a figure will be placed in box 9 instead of zero. Trust Funds the issue was due to copying previous returns which were also incorrect, and will be rectified. Incorrect information on the website has now been removed. The signing of the governance statement and accounting statement will be under separate minute references (see below). The clerk can also confirm that the internal auditor receives all paperwork required to carry out their report. It was brought to the Councils attention that the Council pays a number of self-employed contractors to undertake work in the parish including the clerk. The Council have been advised again that this is not in line with NALC or HMRC guidance and that advice should be sort. The Council are aware of this and proposed to continue with self-employed contractors.

Proposed: Cllr P Wilkinson (Chair) - Second: Cllr C Pearce (Vice Chair) – All in favour

- b. 05.2017/17b - The clerk went through the Annual Governance Statement for 31st March 2017 and recommend YES to all with the exception of boxes 3 and 7 due to the self-employed contractors continuing to work for the parish. The councillors disagreed and request YES to all boxes as they feel there have taken reasonable steps to ensure proper practices and they have acted on matters raised previously. Annual Governance Statement 2016/17 was therefore signed by the Chair Cllr P Wilkinson.
Proposed: Cllr P Wilkinson (Chair) - Second: Cllr C Pearce (Vice Chair) – All in favour
- c. 05.2017/17c – The clerk went through the Account Statements 2016/17 and explained (as above) that previous years figures were to be “restated” and that the internal auditor is Chris Neufield. Account Statements was then signed by the Chair Cllr P Wilkinson.
Proposed: Cllr P Wilkinson (Chair) - Second: Cllr C Pearce (Vice Chair) – All in favour
- d. 05.2017/17d – Clerk explained variances, earmarked reserves and Chair Cllr P Wilkinson signed the annual bank reconciliation for 2016/2017.
18. **Wentlows Report:**
a) Cllr Flunder to provide a report at next meeting.
b) Clerk reminded councillors that Tean Albion invoice which is still outstanding only covers Aug 16 to Apr 17. Councillors to review in September 2017.
19. **Checkley Community Hall:**
a) Clerk read out correspondence received from Mark Forrester – SMDC.
b) Moved up the agenda – see item 6.
20. **GWH Defibrillator:**
As per March 2017 minutes, Cllr Deaville is donating his defibrillator to GWH. Parish council agreed to pay for the initial installation, housing and training but GWH own and are responsible for the defibrillator. Quote received from AEDdonate cabinet and installation for £734 and £99 per training session (max 12 per session). No VAT as AEDdonate are a charity.
Proposal for installation, housing and 2x training sessions.
Proposed: Cllr P Wilkinson - Second: Cllr K Flunder – All in favour
21. **Skate Ramp at Checkley:**
Clerk advised that the council could not be responsible if the ramp is not build by a professional skate ramp supplier. Suggestion to approach Checkley Community Centre. Cllr Hulme to look into further.
22. **Bid for Community Path Initiative:**
Estimated cost for tiding several bridal paths from Steve Clarke is over £350 and this does not include hedge trimming or removal of waste.
Proposal to submit bid requesting £250 grant from Community Path Initiative.
Proposed: Cllr C Pearce - Second: Cllr P Wilkinson – All in favour
23. **Matters Pertaining to Issues in the Parish or for the Next Meeting (20th June 2017):**
Cllr C Pearce – Wentlows Project
Cllr A Hulme – Purchase a community PA system to be used for Christmas Lights etc – Cllr Hulme to bring quotes to next meeting.
Cllr Ball – Youth Club require more support, volunteers etc – Cllr Ball to bring ideas to next meeting.
Cllr Stubbs would just like to advise that sign has come off near Tean rec. Could Steve identify where from and collect it from Cllr Stubbs.

No other business – meeting was closed 21.09

I hereby state this is a correct account of the monthly meeting held by Checkley Parish Council.

Signed: (Chairman) _____

Date: _____