

Meeting Minutes of the Parish Council held on Tuesday 19th June 2018 at Great Wood Hall at 7.15pm

Attendees: Councillors – Cllr Pearce (Chair), Cllr Akerman (Vice Chair), Cllr P Wilkinson, Cllr Hulme, Cllr Flunder, Cllr Ball, Cllr Stubbs & Cllr McCormack – S Morgan-Owen (Clerk) and 5 members of the public.

1. **Chairman’s Welcome:** Chairman would like to thank all for their tolerance at last months meeting, Chair intends on remaining for the full meeting tonight. Also would like to congratulate Cllr Flunder on his appointment of SMDC Vice Chair.
2. **Apologies Received From:** Cllrs T Wilkinson, A Wilkinson, D Trigger and late apologies Cllr Flunder.
3. **Declaration of Interest:** In addition to the normal:

Cllr Pearce	Item 8	Anything relating to planning due to being a member of the SMDC Planning Committee
Cllr Ball	Items 6a,f & 13	Supplier of floral displays, noticeboard repairs and Committee Member
Cllr Akerman	Item 13	Committee Member
Cllr Stubbs	Items 17 & 19a	Quotes supplied for both are family members

4. **Minutes of Previous Meeting:** The minutes of the monthly meeting of the council held on 15th May 2018 have been circulated. They have been confirmed as an accurate and true record and signed by the chairman.
Proposed: Cllr P McCormack - Second: Cllr P Wilkinson – all in favour

5. **Public Participation (for a maximum of 30 minutes):**
Hannah Barter – Urban Vision – Neighbourhood Plan

Advised the steering group have drafted the site criteria and the next step is consultation. Few issues with Hollington misunderstanding the process. They would like their weighted scoring system to be different. Hannah will arrange a meeting with the Hollington residents group to rectify.

Cllr Wilkinson points out that Hollington is a small village so policies should be different, due to homestead development. Hannah advised there is a specific policy in the NDP for developing on homesteads.

Cllr Pearce offered to also attend the meeting with Hollington.

HNA – is not yet finalised, Hannah is due to meet with SMDC (Jo) to discuss the final numbers for the local plan and see how that ties in with the HNA, from there we should have an idea of NDP numbers.

Colin Nibbs & Jim Tams – Checkley Community Centre – Funding Request

Colin outlines the current issue with the flooring in the main hall. They are looking at replacing a 267.3m² along with skirting and possibly dado rail at a cost of £28,683 +VAT. They are looking at securing some funder from grants etc and have secured £2,500 and are awaiting a decision on £15,000.

Proposal is to ask CPC for the shortfall of £8,000 over 2 years (if council can claim VAT back) or £13,000 over 3 years if council are unable to claim VAT back. Would the council be able to manage project to get VAT back?

Clerk advised that the issue is, for the council to be able to claim the VAT back then the invoice would need to be in the councils name. However, if the hall are obtaining grants in the name of CCC then the invoices they submit to the provider of the grants (justifying the spend) will need to see invoices with CCC on.

Colin to provide pictures of the flooring, and Cllr Pearce proposed this be put on the agenda next month for discussion.

Cllr Stubbs also asked CCC to find deeds to the hall for the Council to keep as custodians.

6. **Actions and Updates from Previous Meetings:**

- a) **High Street Notice Board** – Cllr Ball advised now in situ, and keys have been handed to the clerk. Noticeboard had considerable damage to the bottom, this was re-glued, clamped and teak coated for £60.

Councillors feel that the board has not been fully restored as initially advised it would be, pinboard inside is damaged and not replaced, neither has the wording across the top. Cllr Pearce advised that compared to the works carried out on the Well Meadow Sign, these works are not a patch. Cllr Akerman to look into options for signage.

All councillors agree to Cllr Ball's fee of £60.

- b) **Defibrillator Hollington** – Cllr Wilkinson advised new signs in situ, power established however, batteries now need replacing at a cost of approx. £125 +VAT – Proposal for Cllr Wilkinson to obtain and sort.
Proposed: Cllr A Hulme - Second: Cllr B Stubbs – All in favour
- c) **Annual Defibrillator Maintenance** – Details now with AED Donate, they should have a quote with us by next meeting.
- d) **GWH Broadband** – Resolved – new router purchased for £45 +VAT authorised by the Chair.
- e) **Severn Trent** – Clerk received a call today from Ben Hooley of Amey. They need access to the recreational ground to dig down 1.5m to clear the blockage. Clerk to advise council happy for this to proceed asap, and to point out that site should be decontaminated, left as found and completed before summer holidays.
- f) **Floral Displays**
- I. Cllr Ball advised that there is an extra basket this year due to an additional bracket being installed on the funeral directors. Cllr Stubbs advised that there is no basket on the Chinese due to a broken bracket, the invoice is for 26 baskets, which includes the Chinese. This is now the one on the funeral directors. Queries raised with regards to amount of tubs etc Councillors would like to review the original quote before making a decision on extra charges at next months meeting.
 - II. Cllr Ball advised that children are poking baskets with sticks and pulling them down on WMG. Previous years these baskets have been replaced FOC along with Chip Shop baskets which have failed to thrive due to "chip fat fumes."
Issue with vandalised baskets have been reported to the local PCSO's and they will ensure this area is included in their rounds.
- g) **Bins** – Cllr Stubbs advised of a procurement from Fenton for £80ea +VAT.
Proposed: Cllr P Wilkinson - Second: Cllr S Akerman – All in favour

7. **Correspondence:**

Date	From	Subject	Outcome
For Consideration			
a) 17/05/2018	Barbara Keeling	Checkley broken benches	See agenda item 19e
b) 14/06/2018	Forest of Mercia	Free Trees	Cllr Akerman to contact
For Information			
c) 25/05/2018	Denise Wheat	Car vandalised on Wentlows Car Park	

8. **Planning Applications:** *All outcomes will be submitted via the SMDC planning portal online (if required).*
Cllr Pearce declares an interest and hands this part of the meeting over to Cllr Akerman

Applications For Consideration				
SMDC No	End of Consultation Period	Address	Proposed Application Details	Outcome
a) SMD/2018/0227	20/06/18	Willowcroft Old Lane, Checkley	Sgl storey rear ext, alterations to elevations and pitched roof over existing side ext.	Support
b) SMD/2018/0278	11/06/18 – Ext granted 21/6	Paradise Nurseries, Winnothdale	App for outline consent with all matters res for the erection of a single dwelling.	Support
c) SMD/2018/0312	11/06/18 – Ext granted 21/6	Land off Main Road Hollington	Outline app for erection of 3 no dwellings	Object
d) SMD/2018/0337	19/06/18 – Ext granted 21/6	Brookvale Uttoxeter Rd, Checkley	Proposed 2 storey side & rear ext with int garage	Support

Proposed: Cllr P Wilkinson - Second: Cllr B Stubbs – 7 in favour – Cllr Pearce abstained

9. **Financial Matters:**

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

Payee	Goods/Services	VAT	Total Amount	Cheque no
Staffordshire County Council	GWH Year 3 – 1 st Instalment	-	£8,500.00	3368

Chris Neufeld	Internal Auditor	-	£100.00	3369
Cheadle & Tean Times	Annual Parish Assembly	£9.00	£54.00	3370
TalkTalk	GWH Broadband and Phone	£6.19	£37.14	Direct Debit
UR Media	GWH Social Club Leaflets	-	£47.52	3371
GWH	May Meeting Room Hire	-	£30.00	3372
M Price	Litterpicking Fee	-	£322.99	3373
S Clarke	Lengthsman Fee	-	£1,782.00	3374
S Clarke	Installing of High Street noticeboard (4 men involved)	-	£75.00	3374
S Morgan-Owen	Clerk Fee's	-	£735.75	3375
S Morgan-Owen	Clerks Expenses	-	£56.14	3375
Natwest	Stopping Chq 3340 GWH because GWH bank wouldn't cash it.	-	£10.00	21/05/2018
Monies Paid In				
SMDC	Annual Precept first half (inc grant)	-	£33,053.82	27/04/2018
HMRC	VAT 2017-2018	-	£9,540.80	14/05/2018

Proposed: Cllr P Wilkinson - Second: Cllr A Hulme – 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.

10. District Councillor's Announcements:

Local Plan is moving forward.

11. County Councillor's Announcements:

Cllr Deaville provided a report advising that SCC are looking at long term solutions for the Freehay crossing and it has been included in next years Highways Capital Budget. However, there is a meeting at the end of the month to discuss possible short-term measures. 30mph speed limit in Hollington and the extra "20 is Plenty" sign is on the implementation list.

Clerk to message and ask reverse priority could be considered.

Proposed: Cllr P Wilkinson - Second: Cllr B Stubbs – All in favour

12. Highways Issues (hedges, footpaths etc) - if an issue requires reporting Councillor MUST provide full details and addresses

- Hollington Rd/Greatwood Barrier – Cllr Akerman advised that SCC have been and tidied it up but not repaired it. Cllr Akerman to chase up.
- Moved Lamppost – Cllr Ball advised this is along a footpath between Hollington Road and the crescent. Cllr Akerman to instruct Lengthsman to trim hedge, she will then take photo's of the issue and the clerk will then write (2018/20) to Western Power requesting it is moved back as it is now an obstruction.
- Lampposts with aerals – Cllr Ball advised seeing aerals attached to a lamp post, nobody is aware of this or has anymore information. Cllr Ball to look into and advise.
- Footpath 29 Hollington – Cllr Wilkinson advised that according to SCC's footpath map, Mr & Mrs Brandrick have a right of way through their property. On investigation it has been discovered that it is in the wrong place on the map, and a clerical error must have occurred when the map was last drawn in the 50's. Upon approaching SCC the Brandricks have been advised that they would have to pay to have this amended. Cllr Wilkinson has asked them to look at their deeds.

He will draft a letter (2018/21) to SCC and sent it to the clerk for dispatch.

Proposed: Cllr P Wilkinson - Second: Cllr P McComack – All in favour

Cllr Hulme would like it bringing to Cllr Deavilles attention that the grass verges in Hollington have not been done.

Cllr Stubbs would also like to add the overgrown hedge from the Dog & Partridge to Heath House is also a problem.

13. GWH Recommendations from Great Wood Hall Working Group & Committee:

- AGM Update – Cllr Ball advised accounts are with the auditor and they've had a successful year. Cllr Pearce would like to pass on the Council's gratitude for all their hard work.

- b) Working Group – GWH asked for the meetings to be held just before their monthly meetings (2nd Tuesday of the month) at 6pm. First meeting is 10th July 2018, Cllr Akerman will also be included on the working group.
14. **Checkley & Tean Sports Club Recommendations from Working Group:**
Moved to next month in Cllr Flunders absence.
15. **Neighbourhood Plan Recommendations from Steering Group:**
Councillors needed to decide if they were happy for the draft site criteria to go to public consultation once the Hollington issue had been resolved.
Proposed: Cllr P Wilkinson - Second: Cllr S Akerman – All in favour
16. **Lengthsman's Brief:**
Nothing to report.
Cllr Stubbs did feel the village is looking a bit untidy. Riverside needs strimming, the High Street needs weeding and the cemetery needs trimming back. Cllr Akerman will pass this onto the Lengthsman.
- 21.22 Cllr Flunder enters the meeting.
17. **Christmas Lights Tender:**
In light of only receiving one sealed tender Cllr Pearce proposes a suspension of Standing Order 21 & Financial Regulation 9.2.
Proposed: Cllr K Flunder - Second: Cllr P Wilkinson – All in favour
Proposal to accept quote (available on request) from ACE Ltd for £3,250.
Proposed: Cllr P Wilkinson - Second: Cllr S Akerman – 7 in favour – 1 abstains, Cllr Stubbs declares an interest.
18. **Annual Governance and Accountability Return 2017/18:**
Councillors were sent a copy of the complete return paperwork for their review prior to the meeting.
- a) 06.2018/18a – Clerk advised that Exercise of Public Rights will start tomorrow, and the information has been placed on the website.
Clerk also recapped some of the issues raised in the last review. Asset box (9) has been restated but the clerk feels this box may be an ongoing issue with asset values changing. It was again 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. The Council are aware of this and proposed to continue with self-employed contractors.
Proposed: Cllr P McCormack - Second: Cllr A Hulme – All in favour
- b) 06.2018/18b - The clerk went through the Annual Governance Statement for 31st March 2018 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 again disagreed and requested YES to all boxes as they feel they have taken reasonable steps to ensure proper practices and they have acted on matters raised previously. Annual Governance Statement 2017/18 was therefore signed by the Chair Cllr C Pearce.
Proposed: Cllr P McCormack (Chair) - Second: Cllr A Hulme (Vice Chair) – All in favour
- c) 06.2018/18c – The clerk went through the Account Statements 2017/18.
Account Statements was then signed by the Chair Cllr C Pearce.
Proposed: Cllr C Pearce (Chair) - Second: Cllr S Akerman (Vice Chair) – All in favour
- d) 06.2018/18d – Clerk gave a brief overview on variances, earmarked reserves and Chair Cllr C Pearce signed the annual bank reconciliation for 2017/18.
19. **Recreation Grounds:**
Tean
- a) CCTV – Cllr Flunder presents a sealed quote (available on request) from ACE Ltd – Proposal to suspend Standing Order 21 and Financial Regulations 9.2 & 10.1f.
Proposed: Cllr P McCormack - Second: Cllr A Hulme – All in favour
Quote outlines works:
Non Contestable (All required works by WPD) - £1933.46 + VAT
Contestable (Required works by WPD and other works by a privately obtained contractor) – £1,506.46 +VAT
Proposal made to opt for non-contestable and get WPD to do all works necessary

Proposed: Cllr B Stubbs - Second: Cllr P McCormack – All in favour

Quote outlines electrical works to be carried out by ACE Ltd once WPD have done their bit - £1,730 +VAT

Proposal made to continue with works by ACE Ltd

Proposed: Cllr S Akerman - Second: Cllr D Ball – 7 in favour – 1 abstains, Cllr Stubbs declares an interest.

Clerk to notify ACE Ltd and Cllr Flunder & McCormack are to run the project.

- b) Barrier Update – Not required as Amey are due to start works and will provide their own barrier. Cllr Flunder advised that we can use the barriers down the side of GWH if required.
- c) Update given at 6e.
- Chekley:**
- d) Flooring – Cllr Akerman is still awaiting the quote.
- e) Cllr McCormack advised dog signs are up, he will look into costs for a new bench (as it maybe worth getting a couple for Tean rec and Wentlows). Clerk to enquire with insurance regarding metal collars on the wooden legs.
- f) Clerk to contact Heather Graham (Checkley Residents Chair) for ideas how to improve Checkley Play Area.

20. Standing Orders:

Clerk advises that she has met with Cllr Trigger and they are making their way through it. Will update next month.

23. Matters Pertaining to Issues in the Parish or for the Next Meeting (17th July 2018):

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No other business – meeting was closed 21.40

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

Signed: (Chairman) _____

Date: _____