



**Draft Minutes of Parish Council Meeting
Monday 11th April 2016
7.00 pm at Elford Village Hall.**

Present: Councillors Wain (Chair), Collins, Gilbert, Jones, Smith, Standerwick, and Turley

In Attendance: Mrs Jones (Clerk)

Notice and quorum: Due notice of the meeting had been given and a quorum of Councillors was present. The Chair declared the meeting open.

Open Forum

No members of the public had attended

1. To receive apologies for absence

Cllr Gilbert had said he would be late and attended from 7.20

2. To receive Declarations of Interest and to consider written requests from Councillors for the Council to grant a dispensation

None received

3. To approve the Minutes of the meeting of 14/3/16

The minutes were approved by all and signed by the Chair

Resolved: Approved

To receive information on matters arising from the meeting of 14th March

(i) CCTV system- A camera could be borrowed for a few days to assess the quality of the images and whether the system provided what was required. This would be mentioned in the next newsletter, to assist in finding out where existing systems were located in order that a decision could be made on whether it was viable.

(ii) Best Kept Village - The entry had been sent in, and the updated map would be available shortly. Cllr Standerwick would ask the school to provide children's posters.

4. To receive the Clerk's report

Maintenance – Rob Harcombe had recommenced work around the village, he had signed the contract for the year and provided insurance paperwork.

Dog fouling - posters and banners had been prepared and ordered. It was suggested that it may become necessary to insist on owners using leads if the problem at the Sportsfield persisted. This would be mentioned on the next newsletter. A further dog waste bin would be ordered from the District Council to be located near the path from the Square.

HS2 documents had been received, to be available for public reference, and a link would be added to the website.

5. To receive the Clerk's report on planning issues

The Appeal to the Secretary of State had been refused for wind turbines at Haunton.

6. To consider the Neighbourhood Plan

The first meeting of the Steering group would take place on 12th April and several Parish Council representatives would join the group. It was agreed that the Clerk would also attend. A required report on how the grant funding had been spent would be submitted by the Clerk to the Groundworks organisation.

Resolved: Approved

7. To consider whether to continue the use of the phone kiosk

The phone box had only been used for 2 calls in the past 12 months, so a request to discontinue its use would be sent as continued sponsorship at £300 a year could not be justified. The Parish Council would maintain it and a request for ideas for its use would be made in the next newsletter.

Resolved: Approved

8. To consider the purchase of a Council laptop

It was agreed that a laptop should be provided but it would be more appropriate to share this between the Clerk's 3 Councils, and come to an agreement as to its disposal in the future when the Clerk left any of the councils. The Clerk would research a suitable device and report back on costs.

9. To consider playground maintenance and fencing replacement

A maintenance morning had been organised by Cllr Standerwick for volunteers to undertake painting and sanding tasks on 16th April from 9am onwards. 3 quotes had been obtained for fencing and Andrew White's option one quote was accepted. It would be necessary to take out a section of surfacing and replace it where fence posts were removed. Cllr Gilbert would liaise with him regarding this work.

Action: Cllr Gilbert

Resolved: Approved

10. To consider recommendation of the Personnel Committee regarding Clerk's pension

The Council must comply with new pension auto enrolment regulations and report to the Pensions Regulator by May. Cllrs Wain and Standerwick had discussed the issue and would be given more information for a decision to be made at the next meeting.

Resolved: Approved

11. To consider Annual Parish Assembly and Annual Meeting of the Parish Council

The Annual Meeting of the Council would be held on Monday 9th May at 6.30 to conduct routine business and the public session would be held at 7.30 in Elford Village Hall in the Main Hall to hear annual reports from local organisations.

Resolved: Approved

12. To consider a safeguarding policy

The Parish Council approved the draft safeguarding policy and would look further into DBS checks.

Resolved: Approved

13. To receive questions and reports from Councillors

Cllr Collins reported back on a visit to a waste facility. Cllr Wain reported on a meeting with Birmingham City Council representatives.

14. To receive correspondence

SPCA bulletins
Came & Co Insurers, Spring newsletter
Fred Butlin, Fish and Chip van service at the Village Hall
Lichfield District Council, Sport and Physical Activity consultation

15. To consider Audit changes

The Clerk reported back on changes to audit procedures from 2016.

16. To receive a financial report.

- (a) Bank reconciliation – this was noted. The Clerk would prepare a comparison against the budget for the end of the financial year.
- (b) On - line Banking – Cllrs would need to contact Cooperative Bank to arrange to log in to online banking, then online payments could be made shortly.
- (c) The Playground Funds would be transferred to the Cooperative Bank soon.

Resolved: Approved

17. To consider authorising schedule of accounts for payment.

Payments to: M. Jones, total salary and expenses £395.88;
D. Beaumont, handyman work £110.00;
Elford Village Hall, room hire £155.50;
RW Harcombe, maintenance £125.00;
Staffordshire Parish Councils Association £209;
HMRC PAYE £27.02

Resolved: Approved

18. Date of next meeting. Monday 9th May 2016, 6.30pm

The meeting closed at 8.40 p.m.