

Elford Parish Council

Minutes of Parish Council Meeting 7pm Monday 13th May 2013 at Elford Village Hall.

Present: Councillors Wain (Chair), Batchelor, Cockayne, Matthews and Taylor.

In Attendance: Mrs Jones (Clerk).

Notice and quorum: Due notice of the meeting had been given and a quorum of Councillors was present. Accordingly, the Chairman declared the meeting open.

1. **Open forum** (Public Participation)
No members of the public were present.
2. **To appoint a Chairman and receive Declaration of Acceptance of Office.**
Councillor Wain was proposed by Cllr Batchelor, seconded by Cllr Cockayne. Resolved to appoint Cllr Wain as Chair for the forthcoming year. The Declaration of Acceptance of Office was signed by Cllr Wain.
3. **To appoint a Vice Chair.**
Councillor Batchelor was proposed by Cllr Wain, seconded by Cllr Taylor. Resolved to appoint Cllr Batchelor as Vice Chair for the forthcoming year.
4. **To receive Apologies.**
 - 2.1 Councillor Matthews had apologised that he would be late.
 - 2.2 No apology had been received from Cllr Clohessy and as he had now missed 6 consecutive meetings he was ineligible to continue as a Councillor. The Clerk would inform the District Council of the vacancy and put up the required notice, then advertising of the vacancy would take place in due course. Action: Clerk
5. **To receive Declarations of Interest and to consider written requests from Councillors for the Council to grant a dispensation (s33 Localism Act 2011)**
None received.
6. **To co - opt a Member onto the Parish Council to fill the vacancy caused by the resignation of Cllr Harcombe. To receive a Declaration of Acceptance of Office.**
Lichfield District Council had confirmed that an election had not been called for the vacancy. Tim Gilbert had applied to be co-opted.

Resolved: Approved

The Declaration of Acceptance of Office was signed by Cllr Gilbert.

7. To appoint members of committees and representatives to outside organisations.

RESOLVED on the following appointments:

Finance Committee: Cllrs Cockayne, Matthews, Wain

Personnel and Complaints Committee: Cllrs Batchelor, Taylor

Sportsfield Committee: Cllrs Gilbert, Matthews, Wain

Playground Land Management Committee: Cllrs Cockayne, Gilbert, Matthews

Planning Representative: Cllr Wain

Parish Forum Representative: Cllr Taylor

Hall Gardens Representative: Cllr Batchelor

Village Hall Representative: Cllr Cockayne

8. To review financial regulations and policies as appropriate.

RESOLVED that these would be reviewed during meetings of the appropriate committees during the year, dates to be agreed. Recommendations to be made to the full Council to consider.

9. To approve the Minutes of the meeting of 8/4/13

Resolved: Approved

To receive information on matters arising from the meeting of 8/4/13:

9.1 Sports field The Leases had been prepared by the Solicitor and would be signed shortly by the Football Club, and the Cricket Club would be contacted again. Action: Cllr Wain

New plans would show an area retained by the Parish Council for use as a youth play space.

9.2 Footpaths A walk to gather information on the paths would take place shortly. Action: Cllr Cockayne

10. Clerk's report

The tree officer at the District Council had sent information about a Woodland Trust offer of packs of trees, the offer could be applied for in the autumn and if received could be planted in the Sportsfield as hedging during the autumn. A resident had requested extra plants in the hedge in the Shrubbery picnic area and this would be considered in the autumn.

11. Clerk's report on Planning issues.

(a) For consideration:- 13/00429/FUL 2 Mere Pits Cottages, Elford Road

RESOLVED: No objection

(b) Matters for information

An application for a wind turbine in Wigginton had been brought to the attention of the Parish Council by District Councillor Arnold. A letter would be sent stating the Council's objection to such development in the area, as had been done for a previous application nearby. Action: Clerk

The applications at Birdsley Farm; The Stables, Elford Road and Elford Lodge, Burton Road had been granted.

12. To consider village maintenance

(a) Tasks for handyman

A list of tasks was agreed by Councillors. The handyman would be asked to complete the clearing of debris in The Shrubbery, trim hedges along the Shrubbery, then trim growth along the original path at the Sports Field. The pathway from Church Road to the School required tidying, and the train at the playground cleaned if time allowed. Action: Clerk

(b) Flower tubs

RESOLVED to ask the contractor and handyman to quote to fill the tubs with summer bedding plants and then arrange for the work to be done later in the month. Cllr Batchelor would liaise with Florascape regarding delivery of plants.

(c) Fence at Village Hall

The Village Hall Committee had been asked if they wished the handyman to assist with the repair, but had advised they had planned refurbishment work.

13. To consider proposal regarding twinning with a village in France

Cllr Wain explained that he had been corresponding with the Mayor of the village who was very supportive. This would be raised at the Annual Parish Assembly to gauge interest and establish who would be prepared to take this on.

Resolved: Approved.

14. To consider the Parish Plan

Cllr Batchelor had updated this and final consultation would take place at the Annual Parish Assembly. The final draft would then be produced. It was agreed that printed copies would be available for the records and on request and that the Plan would be available on the website. Action: Cllr Batchelor

Resolved: Approved.

15. To consider arrangements for the Annual Parish Assembly and prize giving for Emblem for Elford competition

Arrangements were discussed and prizes agreed on, the Clerk would obtain these. Winning entries would be displayed. Action: Clerk

Resolved: Approved

16. To consider any matters for the website

The Clerk would continue to upload information about forthcoming events. It was agreed that the winning emblem would in due course be designed for use on the website. Action: Clerk

Resolved: Approved

17. To consider Best Kept Village.

Some posters from the children had been put up and Cllr Matthews would collect and put up more during the week. Action: Cllr Matthews

18. To receive questions from Councillors.

Cllr Matthews said that the potholes in the Shrubbery had been marked but still not filled in; the Clerk would report this and others in Croft Close and Brickhouse Lane to Highways.

Cllr Taylor reported that the phone box needed more visible information regarding the phone number for payment by credit card and he would put up a notice. BT would be asked to improve signage.

Cllr Cockayne stated that the gates in Church Avenue needed repair; the Clerk would contact Birmingham City Council to request this.

Cllr Cockayne said that shop share monies would be repaid imminently and requested on behalf of the shop committee that the remaining funds be distributed by the Parish Council; however it was agreed that this was not applicable. It was suggested that various individuals and groups who had raised monies should be reimbursed and the remainder given to local groups. They should request funding from the shop committee by speaking directly to Cllr Cockayne. This would be announced at the Annual Parish Assembly.

Cllr Batchelor asked about financial information for the Welcome Pack.

19. To receive the financial report.

19.1 Bank mandate The new Councillors were asked to complete the mandate forms and all Councillors signed to confirm the new instructions to the Co-op Bank.

19.2 Bank reconciliation – The accounts had now been audited and the amount brought forward figure agreed. The precept of £12,000 had been received. It was agreed to send bank statements to all Councillors with the meeting paperwork each month.

19.3 PAYE – As the Clerk's tax code had changed a refund would be claimed by the Council and the direct debit had been changed.

19.4 HMRC Following the failure of the appeal against the penalty from 2009 the outstanding payments would be sent.

Resolved – Approved

20. To approve the end of year accounts and submission of the Annual Return.

The Internal Auditor had confirmed there were no outstanding issues. The Council considered the Annual Return and queried some of the statements. The Clerk confirmed that all proper procedures had been complied with and it was agreed to minute this. The Annual Return was completed and signed.

The notice confirming that electors could request to inspect the accounts had been displayed. All agreed to approve the end of year accounts and to submit the Annual Return to the External Auditors.

Resolved – Approved

21. To consider authorising schedule of accounts for payment.

Payments were listed to
M. Jones, salary and expenses; HMRC, 2008 -9 penalty;
Elford Village Hall, room rental, post office; SPCA, Membership Fee;
R.W. Harcombe, maintenance; Lichfield District Council, bin emptying;
D. Beaumont, maintenance; J.Batchelor, reimbursement for stationery

Resolved: Approved

22. To receive correspondence.

Communities, Councils and Clerks newsletter, Clerks & Councils Direct
Dismissal of HMRC appeal
Highways – NHT visit w/c July 8th
SPCA bulletins
Mr Hurley – re The Shrubbery
PAG minutes

23. Date of next meeting.

June 10th @ 7p.m, Elford Village Hall

Meeting closed at 9.05