



**Draft Minutes of Parish Council Meeting
Monday 8th June 2015
7pm at Elford Village Hall.**

Present: Councillors Wain (Chair), Gilbert, Smith, Standerwick and Taylor

In Attendance: Mrs Jones (Clerk), 5 members of the public

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

Peter Fox of Village Vending attended to explain how a scheme for an automated village shop could work in Elford. He explained how the machine could operate, how it could be financed and how grant funding could be obtained with the assistance of the Community Council in Stafford. There was also the possibility of joining a trial scheme in the Lichfield area. Councillors felt the scheme could work well in Elford to the benefit of residents and would be interested in finding out more.

A representative of the youth of the village explained a proposal prepared by two young residents for a skate park, to provide the young people with a safe outdoors activity and meeting place. They had visited local skate parks for ideas and had a lot of support from local young people who needed recreational facilities for their age group. Cllr Wain explained that a site was available at the far side of the Sportsfield and that funds had been earmarked for youth recreation, and this matter would be looked at. The Parish Council welcomed the contribution of views from younger residents.

1. To receive apologies for absence

None received

2. To co-opt members on to the Parish Council to fill a vacancy

The Parish Council were addressed by 3 prospective candidates for co-option. A decision was deferred until all candidates had been able to attend.

3. To appoint a Vice Chair

Item deferred until a full Council was in place

4. To appoint members of Committees and representatives to other organisations

Item deferred until a full Council was in place

5. **To review Standing Orders and Financial Regulations**
To review other policies, Asset Register and Risk Assessment
To approve a Press and Media policy
 The policies were reviewed and approved

6. **To receive Declarations of Interest and to consider written requests from Councillors for the Council to grant a dispensation**
 None received

7. **To approve the Minutes of the meeting of 11/5/15**
 Approved unanimously and signed by the Chair
To receive information on matters arising from the meeting of 11th May
 - (i) **Picnic Area** Cllr Gilbert had obtained wood for a barrier, he would install it and fit a lock to be used when required; its use would be monitored
 - (ii) **Best Kept Village** Cllr Standerwick would tighten up the banners; the children's posters were praised; a good effort had been made overall

8. **To receive the Clerk's report**
Holiday Dates; the Clerk's holiday dates were given
Parish Forum; meetings would take place on 16 July and 19 January
District Councillors; Cllrs Leytham, Strachan and White had been invited to attend meetings, and agendas and minutes would be sent to them
CilCA course; the Council was requested to pay a resit fee and agreed
Request; information on the organisation of the Council had been requested by a group called Making Parishes Better Places and a response would be sent
Mobile Library Service; the County Council had made proposals to change the service, a 3 weekly service would be introduced later in the year
School Summer Fair – it was agreed to give permission to borrow some games

9. **To receive the Clerk's report on planning issues**
 - (a) **Applications**
15/00521/FUL 11 Croft Close; demolition of garage and utility, erection of 2 storey side extension to form store, utility, lounge, bathroom and bedroom
 The planner had said that updated plans would shortly be available. Subject to these there did not seem planning grounds to object to the application
 - (b) **For information**
 Results of applications: 14/00634/FUL Home Farm, construction of lagoon; permission refused
 15/0001/FUL East Wing Elford House, retention of summer house and decking, permission granted
 - (c) **Neighbourhood Plan** - the application for designation as a Neighbourhood Plan area had been submitted. Consultation on this would begin on 12th June

10. **To consider the playground**
 Cllrs Gilbert and Standerwick reported back on a recent meeting at the playground with John Smith, Lichfield District Council's Playgrounds adviser. This had been very constructive and various suggestions would be acted upon. RESOLVED to obtain quotes for replacement fencing, tree surgery and renovation of the train and boat for consideration at the next meeting Action:Clerk

11. To arrange a meeting regarding the Sportsfield

RESOLVED to invite representatives of the cricket and football clubs to meet on site, on Monday 15th or Tuesday 16th June at 8pm *Action:Clerk*

12. To consider village maintenance

Derek would plant flowers in the tubs shortly.
It was suggested that it would be good practice for long standing maintenance contracts to be re-evaluated when next due for renewal

13. To consider the website

This would be updated with the remaining information as in the Transparency Code *Action:Clerk*

14. To receive questions and reports from Councillors

None received

15. To receive correspondence

SPCA bulletins
Making Parishes Better request
Information on caravan using the picnic area

16. To consider the Clerk's appraisal

The appraisal had been carried out recently by the Chair. RESOLVED to increase the Clerk's hours to 7 per week to reflect actual hours worked and to increase salary by 2 spinal points as no change had been made in 2014.

17. To receive the financial report.

- (a) Banking - The bank reconciliation was noted. Statements had been forwarded to councillors. The mandate would be amended after new Councillors were co-opted. Receipts, £699 from Staffordshire County Council under the lengthmen agreement, and £7.01 quarterly interest on the deposit account
- (b) The Lloyds Bank playground account was awaiting the Chair's signature
- (c) The Cricket and Football Club invoices had not yet been paid, pending agreement on outstanding matters at the forthcoming meeting

Resolved: Approved

18. To consider authorising schedule of accounts for payment.

Payments to: M. Jones, salary and expenses; £332.09
D. Beaumont, handyman work £100;
RW Harcombe, maintenance, April/May £125
Elford Village Hall, Room hire, April /May £77.75
Birmingham City Council, annual rent £5
Scottish Power, playground electricity, £13.70

Resolved: Approved

19. Date of next meeting. (Monday 13th July 2015)

The meeting closed at 9.30 p.m.