



**Minutes of a Meeting of the Parish Council  
Monday 10<sup>th</sup> April 2017  
7 pm at Elford Village Hall.**

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

**In Attendance:** Mrs Jones (Clerk), three 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**

A resident informed the Parish Council about the installation of hard standing in a neighbouring field, and his concerns that a business could be run from there. Lichfield District Council's planning enforcement department had visited the site and would be contacted to find out what they had advised. The resident would be informed about the result of the enquiry.

**1. To receive apologies for absence**

Cllr Jones had not attended and no apology had been received.

**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 13/3/17**

The minutes were approved and signed by the Chair.

**To receive information on matters arising from the meeting of 13<sup>th</sup> March**

No matters were raised.

**Resolved:** Approved

**4. To receive the Clerk's report**

Highways – potholes had been reported, some in Brickhouse Lane had been repaired but one at the entrance to The Shrubbery had not yet been scheduled.

HS2 - the computer equipment supplied for consultation had now been collected.

Meeting on Tuesday 16<sup>th</sup> May – this would be the Annual Meeting of the Council, it would involve the election of a Chair, appointment of representatives to local groups, approval of policies, and approval of the Annual Governance Statement and Annual Statement of Accounts for the 2016-17 Audit. It would be followed by the Annual Parish Assembly and local groups would be invited.

Playground rota – the next list of those due to make inspections had been sent to the volunteers.

Elford Welcome signs - Planning consent for the signs had been received, and a draft licence from Staffordshire County Council had been applied for. They would advertise this at the sign locations for 28 days, and a payment of £100 would be required.

Welcome Pack – this had now been updated and copies printed for the kiosk. Councillors were asked to inform the Clerk when new residents moved into the village so that they could be sent a Welcome Pack.

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

17/00308/FUL Elford Lowe; erection of steel framed mono pitched building for the storage of implements and farm machinery. RESOLVED no objection providing the use was exclusively agricultural, as there were concerns about any increase in the numbers of vehicles using the access onto the busy A513.

Lichfield District Council Allocations document - consultation was open until May 11<sup>th</sup>, there were no implications for Elford.

A Neighbourhood Plan steering group meeting had been arranged for April 12<sup>th</sup>, to discuss the proposed housing policy.

**Resolved:** Approved

**6. To consider maintenance**

Cllr Standerwick undertook to finalise Gavin's public liability insurance. The kiosk backing board and racking had been installed, and the kiosk would be painted shortly. Gavin was asked to jetwash the playground after the school holidays, and to remove stumps at the former allotment in the Avenue and treat weeds, then roll it and apply grass seed.

The installation company would be asked to check the surfacing which had lifted near the toddler multiplay in the playground.

The mowing of the Avenue and requirement for a ride-on mower was considered. A rota for mowing would be required. Cllr Wain offered to donate a mower that he no longer used which needed servicing. Enquiries about servicing and storage would be made.

*Action: Cllrs Collins and Gilbert*

**Resolved:** Approved

**7. To consider the Sportsfield**

It was agreed to set up an informal meeting with both teams to discuss the draft licence and other issues and the date of April 24<sup>th</sup> was suggested. The teams would be contacted to arrange this.

*Action: Clerk*

**Resolved:** Approved

**8. To consider Leases of The Avenue and The Shrubby**

Cllr Wain had consulted the solicitor and reported back on suggested amendments. Councillors were asked to send any comments on these to the Clerk as soon as possible. Birmingham City Council would then be consulted on the amended draft and asked to agree to a schedule of condition.

**Resolved:** Approved



**9. To consider Best Kept Village competition**

The map had been revised and copies submitted for the judges. Cllr Jones would be reminded to contact the school so that the children's posters could be displayed before May at the school and Village Hall. The Social Club would be asked to tidy their site. Gavin had been asked to put up the banners at the village entrances before May. The notice boards, shelter and kiosk would be cleaned before the judging. Facebook and the website would be used to encourage community involvement.

**Resolved:** Approved

**10. To consider procedure for vacancies on the Parish Council**

Resignations had been received from Cllrs Wain and Standerwick, the vacancy notice would be put up and Lichfield District Council informed. Two people had expressed an interest in joining the Council, and the vacancies would be further advertised. The Chair for the next year would be chosen at the Annual meeting in May, and Cllrs were asked to consider whether they wished to stand.

**11. To receive questions and reports from Councillors**

Cllr Collins reported on his meeting with the Social Club regarding CCTV. They were keen to work with the village and further discussion could take place on a joint scheme. If Cllrs wished to go ahead, there would need to be discussion with the Village Hall too. He also said that the Action Group had written to Birmingham City Council to ask if there was any progress on conditions for the lagoon, the managing agents would be asked about this. Cllr Wain would enquire again whether the Environment Agency would hold an information meeting in the village as nothing had been heard. Cllr Standerwick said that £2750 had been raised at the Italian Night, and half would be donated to the playground. A playground working party would be advertised for Saturday 20<sup>th</sup> May. The play equipment for older children would be renovated and the remove barbecue area removed. It was suggested using sand there; Cllr Gilbert would find out the cost of sand. Several parents had asked for a baby swing to be installed.

**12. To receive correspondence**

SPCA bulletins  
Staffordshire County Council – information about the joint working workshop;  
Community Paths Initiative bids; Public Rights of Way Definitive Map, map modified, available to view at Lichfield District Council offices.

**13. To receive a financial report.**

- (a) The bank reconciliation was given.
- (b) The changes to the Lloyds mandate for the playground account had now been approved, with Cllrs Turley and Collins added as signatories.
- (c) The audit paperwork had been received; the end of year figures would be prepared and the Annual Return would be completed in time for approval at the May meeting and then sent for audit by the beginning of June.
- (d) It was agreed to invoice the church for the roll of felt used to roof their shed.

**Resolved:** Approved



**14. To consider authorising the schedule of accounts for payment.**

Payments to: M. Jones, salary and expenses £307.37  
Elford Village Hall, room hire and post office £113.50  
G. Cox, maintenance £90  
Tippers £169.67  
Staffordshire Parish Councils Association £193  
HMRC £111.40  
Ian Smith Group, literature racks £44.44  
RW Harcombe, maintenance £125.00  
Community Council, membership £25

**Resolved:** Approved

**15. Date of next meeting:** Tuesday 16<sup>th</sup> May, 6.30 pm, Annual Meeting of the Council followed by Annual Parish Assembly at 7.30 pm

The meeting closed at 20.55

A handwritten signature in black ink, consisting of a stylized 'H' followed by a horizontal line extending to the right.