



**Draft Minutes of the Annual Meeting of the Parish Council
Monday 9th May 2016
6.30 pm at Elford Village Hall.**

Present: Councillors Wain (Chair), Collins, Gilbert, 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.

1. To appoint a Chair.

To receive the Chair's Declaration of Acceptance of Office.

Cllr Wain was proposed by Cllr Gilbert, seconded by Cllr Standerwick and appointed as Chair for a further year. He advised of his intention to step down in a year's time. The Declaration of Acceptance of Office was signed.

Resolved: Approved

2. To receive apologies for absence

Cllr Jones had apologised as he was abroad, his apology was accepted. Cllr Smith had said that he would be late and joined the meeting at 18.55.

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

Cllr Collins asked about a declaration of interest in the planning item; not required.

4. To approve the Minutes of the meeting of 11/4/16

The minutes were approved and signed by the Chair.

Resolved: Approved

5. To approve the Annual Governance Statement.

The Annual Governance Statement was approved and signed.

Resolved: Approved

6. To approve the Annual Accounting Statements.

The Annual Accounting Statements were approved and signed. The statements would be forwarded to the auditors.

Action: Clerk

Resolved: Approved

7. To review Standing Orders, Financial Regulations and Risk Assessment.

No changes were required to the Standing Orders and Financial Regulations. Cllr Standerwick asked for further consideration to be given to the Financial Risk Assessment in view of the Parish Council's increased responsibility for the playground, and it was agreed to defer this to the next meeting.

Resolved: Approved

8. To receive the Clerk's report

A newsletter had been prepared and delivered to residents. Best Kept Village information had been put up in the notice board; posters and banners had been displayed. The school children's posters would be on show soon. An additional dog bin had been ordered through the District Council for installation near the entrance to the playground from The Square; banners and posters raising awareness about dog fouling had been displayed.

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

(a) Application: 16/00356/FUL, Hetherington House, The Gardens, Elford Garage extension and loft conversion to form entrance hall and bedroom with ensuite.

Resolved: no objection

(b) Applications granted: confirmation had been received that recent applications at Beck House and 1 The Coach House had been granted planning permission.

10. To consider the Neighbourhood Plan

A Steering Group had been set up from interested residents and councillors, and two task groups had been formed. A questionnaire for residents was being finalised for delivery in mid May, replies would be available for the next meeting. A report on spending of the grant had been submitted, and a further sum up to the total of £9000 could be applied for during the process.

Resolved: Approved

11. To consider playground maintenance

Cllr Standerwick said that the working party date for sanding, painting, and joinery tasks would now be 4th June, and he would publicise this to potential volunteers. The fencing contractor was expected to install the new fencing in around 6 weeks. 2 small trees would be removed. Derek would be asked to keep the playground clean as well as planting the tubs around the village by the end of May.

Resolved: Approved

12. To approve a donation towards the costs of the Awoingt visit to Elford

Cllr Wain confirmed that the visit of 23 people from Awoingt had been very successful. It was agreed to donate £150 towards the hospitality for the visitors.

Resolved: Approved

13. To approve the contract to terminate the Church Road kiosk phone service

The contract would be signed and forwarded to BT.

Action: Clerk

Resolved: Approved

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

This would be deferred to the next meeting.

Resolved: Approved

15. To receive questions and reports from Councillors

Cllr Collins had been unable to log in to the bank yet, and the Clerk would forward further bank account details to Cllrs Collins and Wain.

16. To receive correspondence

SPCA bulletins

Highways letter detailing cuts to Neighbourhood Highways Team visits and end of the Lengthmen scheme next year.

Invitation to the Chair of Lichfield District Council's civic service.

17. To receive a financial report.

Bank reconciliation – this was noted. A comparison of income and expenditure figures against the budget for the last financial year was given. The precept of £13,000 had been received.

Resolved: Approved

18. To consider authorising schedule of accounts for payment.

Payments to: M. Jones, total salary and expenses £328.69;

D. Beaumont, handyman work £60.00;

Elford Village Hall, room hire £148.50;

PP Tamworth, printing £116.80;

BPUD, Neighbourhood Plan consultancy £2040.00;

Scottish Power, Playground electricity £22.73;

RW Harcombe, maintenance £125.00;

Community Council of Staffordshire, membership 25.00

Resolved: Approved

19. Date of next meeting: Monday 13th June, 7 pm

Sportsfield Committee meeting 6.30 pm

The meeting closed at 19.25 p.m.