

SANDON and BURSTON PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on 10th May 2017

At Sandon Parish Room Commencing 7.55pm.

Following the Annual Parish Assembly commencing at 7.30pm

Present

Councillor C Capjon
Councillor R Harris
Councillor P Hickey
Councillor G Massey
Councillor S Shelley Chairman
Councillor R Wildblood

Parishioners :-

Mr Phillips, Mr Wildblood, Mr & Mrs Clifford, Mr & Mrs Selby, Mr & Mrs Rundle

Clerk B A Boughey

- 17/013 Apologies** Councillor J Millington
17/013.1 Other Apologies District Councillor Councillor A Harp
- 17/014 Election of Chairman**
17/014.1 Proposed Councillor Shelley
Proposer Councillor Harris Secunder Councillor Hickey
There were no other nominations, Councillor Shelley was duly elected unanimously.
17/014.1.1 RESOLVED to elect Councillor Shelley as Chairman.
17/014.1.2 Councillor Shelley signed the Declaration of Acceptance of Office Form.
- 17/015 Election of Vice Chairman**
17/015.1 Proposed Councillor Wildblood
Proposer Councillor Capjon Secunder Councillor Hickey
There were no other nominations, Councillor Wildblood was duly elected unanimously.
17/015.1.1 RESOLVED to elect Councillor Wildblood as Vice Chairman.
- 17/016 Appointment of Representative to Sandon Parish Room Trustees**
17/016.1 Proposed Councillor Shelley (Present representative)
Proposer Councillor Wildblood
There were no other nominations Councillor Shelley was duly elected unanimously.
17/016.1.1 RESOLVED to re-appoint Councillor Shelley as the Parish Council representative as a Sandon Parish Room Trustee.
- 17/017 Consider the Payment of any Annual Subscriptions**
17/017.1 RESOLVED to confirm the payment to CPRE, by Standing Order, the Annual Donation for organisations of £29.00.
- 17/018 To Inspect any Deeds**
17/018.1 Deeds to Burston Car Park presented for inspection.

- 17/019 Confirmation of Standing Orders, Code of Conduct,
Account & Audit Regulations and Governance & Accountability Guide**

- 17/019.1 Standing Orders. Confirmation to continue adoption of current Model Standing Orders.
- 17/019.2 Code of Conduct. Confirmation to continue with the Stafford Borough Council version as adopted at the Parish Council Meeting of 12 September 2012.
- 17/019.3 Continued adoption of the Accounting Regulations and Guidelines.
- 17/019.3.1 Local Audit and Accountability Act 2014
- 17/019.3.2 Account and Audit Regulations 2015
- 17/019.3.3 Smaller bodies Transparency Code 2014
- 17/019.3.4 Local Audit (Smaller Authorities) Regulations 2015
- 17/019.3.5 Compliance with the Governance and Accountability for Smaller Authorities - A Practitioners Guide to Proper Practices March 2017.

17/020 Confirmation of Risk Assessment, Audit Calendar / Event Diary & Review Procedures

- 17/020.1 Risk Assessment - Issue 6 6th April 2017 adopted.
- 17/020.1.1 Safety checks undertaken on the following assets and logged.
The two benches at Burston Pool, the Hilderstone Road Bench
The two Bus Shelters. The two Notice Boards. The Flag Pole.
The Stocks in Stocks Lane. Burston Car Park
- 17/020.1.1.1 The two benches at Burston Pool are in good order.
The Hilderstone Road bench is in reasonable order.
The two Bus Shelters have been refurbished during the year and are in good order.
The two Notice Board were in good order but the Sandon Notice Board has been damaged in the last week and in need of repair as the toughened glass front has been smashed.
The Flag Pole is in good order as are the Stocks in Stocks Lane.
Burston Car Park is in need of surface upgrade but is reasonably adequate.
- 17/020.2 Audit Calendar / Event Diary - Issue 2 April 2008, continued adoption.
- 17/020.3 Audit Control Procedures that were in place were considered adequate and proportionate to address the issues raised by the Risk Assessment.
- 17/020.3.1 Internal Independent Audit completed on May the 3rd by Hands & Co.

17/021 Confirmation of Dates and Times of Ordinary Parish Council Meetings 2016/2017

- 17/021.1 Confirmed that ordinary meetings continue on the second Wednesday of each month. Sandon Parish Room. 7.30pm.

17/022 Minutes

RESOLVED that the minutes of the Parish Council meeting of 12th April 2017 be signed by the meeting Chairman.

17/023 Chairman's Announcements No announcements

17/024 Declarations of Disclosable Personal Interests, Personal Declared Interests and other Personal Interests.

None declared.

- 17/024.1 Stafford Borough Council Register of Councillors Interest Forms.
Forms to be updated by Member Councillors, if any changes need to be registered.

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17/025 Outstanding Matters Reports and Updates

- 17/025.1 Burston Pool
Decision on transfer of ownership still to be determined by Stafford Borough.

17/025.1.1 Report of meeting with the new Chairman of Simon Hartley Angling Club, attended by Councillor Shelley and Councillor Harris.
The Angling Club had been in contact with Stafford Borough stating that their preferred option was that the pool stayed in the ownership of the Borough Council and that they wanted to re-introduce Fishing Pegs on the Cottages Side, with extended stages required, as they had lost nearly half the 21 pegs stated in the lease, following the stabilisation of the pool banks.
The meeting was amicable and the Angling Club were seeking closer contact with the Parish Council.

17/026 Planning

17/026.1 Applications returned to Stafford Borough Council - Reply Awaited *None*
17/026.2 Application decisions by Stafford Borough Council. *None*
17/026.3 Applications received by the Parish Council for Consultation. *None*
17/026.4 Planning Appeals or Queries. *None*

17/027 Finance

17/027.1 Financial Statement presented by the Clerk. Bank Statement from 5th May not received.
17/027.2 Internal Audit Report. Audit completed 3rd May. Copy circulated to Member Councillors. No matters arising that require attention.
17/027.2.1 External Audit Form - Internal Audit Section completed and signed by the Internal Auditor
17/027.3 Summary Receipts and Payment Account and Supporting Statement (2016 - 2017) and the Financial Record Book signed by the Chairman.
17/027.4 RESOLVED that the External Audit Governance Statement be signed by the Chairman.
17/027.5 RESOLVED that the External Audit Account Statement be signed by the Chairman.
17/027.6 Invoice - Aon UK Limited. Insurance. Premium Renewal. £485.56 (Budget £480.00)
RESOLVED to renew the Insurance as quoted. LGA 1972 s111.
17/027.6.1 The Personal Accident cover had been omitted from the policy, waiting to hear from Aon UK on the matter.
17/027.7 Invoice. Hands & Co. Internal Audit Fee. £55.00. LGA 1972 s111.
RESOLVED to pay the invoice.
17/027.8 RESOLVED to donate £50 to Stone Lions following discussions at the April meeting. LGA 1972 s137.

The meeting was adjourned for the County and District Councillor's reports and convened thereafter.

17/028 Report from County Councillor. Not present. No report submitted.

17/029 Report from District Councillor. Not present. No report submitted.

17/030 Items Raised by Member Councillors / Clerk

17/030.1 Councillor Capjon
17/030.1.1 Footpath 44 on to Footpath 71 (Stone Rural PC) Woodcock Lane to Carr House
Overgrown with vegetation. Rights of Way to be contacted.
17/030.1.2 Website query - little change.
Councillor Shelley to forward revised photographs of Burston to Nigel Ferguson.

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17/030.2 Councillor Hickey
17/030.2.1 Sandon Notice Board in the Bus Shelter. Glass broken, this follows graffiti problem.
Replacement glass and repair to be undertaken.
17/030.2.2 A51 / B5066 Junction at the Dog & Doublet.
17/030.2.2.1 State of road surface.
Highways due to undertake scheduled repairs within the next two months.

- 17/030.2.2.2 Report of two more accidents at the junction.
Enquiries to be made regarding the causes assuming that the accidents were reported.
- 17/030.2.2.3 Letter to Paul Shaw in response to the questions raised at the April meeting on behalf of Mr Shaw, relating to the decision not to proceed with the Neighbourhood Plan.
Letter in reply to be presented to the Parish Council prior to forwarding to Mr Shaw.
The Minutes of the April meeting, 17/011.6 provides the basis for the reply.
- 17/030.3 Councillor Shelley
- 17/030.3.1 Senior Citizens Lunch.
Confirmed that it is to be held at The Greyhound on 5th July, 12.00 noon.
Invitations to be arranged.
- 17/031 Correspondence**
- 17/031.1 Staffordshire County Council *None*
- 17/031.2 Stafford Borough Council
- 17/031.2.1 Mayor's Office. Shakespeare Gala Evening invitation. For information.
- 17/031.2.2 County Council Elections.
Councillor Parry was re-elected to represent Stone Rural Division
- 17/031.3 Staffordshire Parish Councils' Association
- 17/031.3.1 Weekly email update emails circulated for information.
- 17/031.4 Community Council of Staffordshire *None*
- 17/031.5 Letter from Sir William Cash MP in relation to Simon Hartley Angling Club.
The Chairman of the Angling Club had raised issues with the MP regarding Burston Pool.
- 17/031.5.1 A reply had been sent stating that the Pool was in the ownership of Stafford Borough Council and that the Parish Council had sought ownership through Community Asset Transfer but no decision had been made by the Borough Council.
- 17/031.6 Stone Liaison Meeting of 26th April.
Attended by Councillor Shelley and Councillor Harris
Report presented. Minutes of the meeting to be circulated to Member Councillors.
- 17/031.6.1 Next meeting hosted by Sandon and Burston at Sandon Parish Room on 12th July. 3.30pm.
- 17/032 Date of Next Meeting** Wednesday 14th June 2017. 7.30pm Sandon Parish Room.

The Meeting concluded at 9.16pm.

Signed _____ Chairman

Date _____

**Public Participation Meeting
Notes of the meeting held following the
Annual Parish Council Meeting held on 10th May 2017
Commencing at 9.16pm. Concluding at 9.25pm.**

Present Councillor C Capjon
Councillor R Harris
Councillor P Hickey
Councillor G Massey

Councillor S Shelley Chairman
Councillor R Wildblood

Parishioners :-
Mr Phillips, Mr Wildblood, Mr & Mrs Clifford, Mr & Mrs Selby, Mr & Mrs Rundle

Clerk B A Boughey

1 Mrs Tams

Questioning the justification of the donation to Stone Lions.

Response - The matter was discussed at the April meeting and a decision taken to donate to the cause

2 Mrs Selby

Commenting that the notice of this evenings meetings were not publicised in Compass Magazine.

Response - Not known why the notice of the meetings was not published.

3 Mr Wildblood

Commenting that recent changes of personnel had resulted in a more dynamic Parish Council but an opportunity was being missed as one Member Councillor was generally absent from most Parish Council meetings and the contribution was being lost.

The Chairman thank all those present for attending the meetings.