

## SANDON and BURSTON PARISH COUNCIL

### Minutes of the Annual Parish Council Meeting held on 13<sup>th</sup> May 2015

At Sandon Parish Room Commencing 7.55pm.

Following the Annual Parish Assembly

#### Present

Councillor R Harris  
Councillor C A Jackson Chairman  
Councillor G Massey  
Councillor J Millington  
Councillor P Shaw  
Councillor S Shelley  
Councillor E Washington

Parishioners Mr R Selby, Mrs J Selby

Clerk B A Boughey

**15/015 Apologies** None

#### **15/016 Election of Chairman**

15/016.1 Proposed Councillor C A Jackson  
Proposed by Councillor P Shaw Seconded by Councillor Washington.  
There were no other nominations and Councillor Jackson was duly elected unanimously

15/016.1.1 Councillor C A Jackson signed the Declaration of Acceptance of Office as Chairman.

#### **15/017 Declaration of Acceptance of Office of Elected Member Councillors**

All the above elected Member Councillors, following the uncontested election of 7<sup>th</sup> May 2015 signed the Declaration of Acceptance of Office.

#### **15/018 Election of Vice Chairman**

15/018.1 Proposed Councillor Shaw  
Proposed by Councillor Millington. Seconded by Councillor Washington.  
There were no other nominations and Councillor Shaw was duly elected unanimously

#### **15/019 Appointment of Representative to Sandon Parish Room Trustees**

15/019.1 Proposed Councillor Shelley (Present representative)  
Proposed by Councillor Shaw. Seconded by Councillor Millington.  
There were no other nominations and Councillor Shelley was duly elected unanimously.

#### **15/020 Consider the Payment of any Annual Subscriptions**

15/020.1 RESOLVED to confirm the payment to CPRE, by Standing Order, the Annual  
Donation for organisations of £29.00.

#### **15/021 To Inspect any Deeds**

15/021.1 Deeds to Burston Car Park presented for inspection.

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**15/022 Confirmation of Standing Orders, Code of Conduct,**

## **Account & Audit Regulations 2011 and Governance & Accountability Guide 2010**

- 15/022.1 Standing Orders. Confirmation to continue adoption of Model Standing Orders 2010.
- 15/022.2 Code of Conduct. Confirmation to continue with the Stafford Borough Council version as adopted at the Parish Council Meeting of 12 September 2012.
- 15/022.3 Account and Audit Regulations 2011 and the Governance and Accountability in Local Councils 2010 (Practitioners Guide). Confirmation of the continuing adoption.
- 15/022.4 RESOLVED to adopt the Local Audit and Accountability Act 2014, the Transparency Code for Parish Councils with a turnover less than £25,000.
- 15/022.4.1 Discussion on how this can be achieved given the requirement to publicise information on a Parish website. The alternative being the use of the District Councils website.

### **15/023 Confirmation of Risk Assessment, Audit Calendar / Event Diary & Review Procedures**

- 15/023.1 Risk Assessment - Issue 5 27 April 2015 adopted.
- 15/023.1.1 Safety check to be undertaken on the following assets and logged.  
The two benches at Burston Pool, the Hilderstone Road Bench  
The three Bus Shelters. The two Notice Boards. The Flag Pole.  
The Stocks in Stocks Lane. Burston Car Park
- 15/023.2 Audit Calendar / Event Diary - Issue 2 April 2008, continued adoption.
- 15/023.3 Audit Control Procedures that were in place were considered adequate and proportionate to address the issues raised by the Risk Assessment.

### **15/024 Confirmation of Dates and Times of Ordinary Parish Council Meetings 2015/2016**

- 15/024.1 Confirmed that ordinary meetings continue on the second Wednesday of each month. Sandon Parish Room. 7.30pm.

### **15/025 Minutes**

RESOLVED that the minutes of the Parish Council meeting of 8th April 2015 be signed by the meeting Chairman.

### **15/026 Chairman's Announcements.**

The Chairman welcomed the newly elected Councillor, Mrs Gladys Massey and thanked the outgoing Councillor, Ken Jackson, for his years of service to the Parish Council including a term as Chairman.

### **15/027 Declarations of Disclosable Personal Interests, Personal Declared Interests and other Personal Interests.**

- 15/027.1 Councillor Shaw - Neighbourhood Plan - Other Personal Interest. Should it arise. As a landowner and developer.

### **15/028 Public Participation**

- 15/028.1 Mr Selby. Question regarding the Car Park at Burston - who is allowed to park there.
- 15/028.1.1 Response from the Parish Council. As the wording in the licence it is for use as a Car Park for Private Vehicles belonging to persons residing in Sandon and Burston.

### **15/029 Outstanding Matters Reports and Updates**

- 15/029.1 Burston Pool
- 15/029.1.1 Discussion on the terms of the lease between the Borough Council and the Fishing Club in relation to their discussions on landing stages and other issues not being resolved. Councillor Harp to check on the current situation between the parties.  
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- 15/029.1.2 Replacing the low level fence around the Pool  
Councillor Harp believed that the Borough had the work in hand.

- 15/029.2 Neighbourhood Plan
- 15/029.2.1 Report from Councillor Jackson and Councillor Shaw.  
This related to the outstanding work that was being undertaken by the Environmental Agency and the recent meeting with the two Parish Councillors.  
Further work is required by the Environmental Agency on the Hydraulic Model for the section of Jolpool Brook from the A51 to the Railway, to ascertain if the two sites, the land adjacent to Beck House and the Green Barn, can be included in the Plan.  
There is no problem with sites lower down the brook course.  
As a result of the work already undertaken by the Agency the boundaries of the Flood Plain in Burston will be modified, downsizing the area at risk from flood.  
The Parish Council at this time is not considering to instruct the Environmental Agency to complete their work and evaluate the two sites, a present it is with the land owners to commission the work. If this is not done or a flood risk for these sites is in Zone 3 the sites will be excluded from the Plan.
- 15/029.3 Senior Citizens Tea
- 15/029.3.1 Proposal from Councillor Millington to proceed with the Tea at the Parish Room with a VE day theme as plans to light a beacon at Beacon Bank, 8<sup>th</sup> May, were aborted
- 15/029.3.1.1 Agenda Item.
- 15/030 Planning**
- 15/030.1 Applications returned to Stafford Borough Council - Reply Awaited *None*
- 15/030.2 Application decisions by Stafford Borough Council. *None*
- 15/030.3 Applications received by the Parish Council for consultation.
- 15/030.3.1 15/21997/LBC Erdeswickes House, Lichfield Road, Sandon.  
Renovations.  
RESOLVED to recommend approval.
- 15/030.3.2 15/22256/HOU 1 Carr House Barns. Retention of a Storage Container & Gazebo  
RESOLVED to recommend refusal with regard to the Container but take a neutral stance with regard to the Gazebo.
- 15/030.4 Planning Appeals or Queries. *None*
- 15/031 Finance**
- 15/031.1 Financial Statement and Bank Account reconciliation presented.
- 15/031.2 Signing end of year Account documents.
- 15/031.2.1 Summary of Accounts and Supporting Statement.
- 15/031.2.1.1 RESOLVED that the Summary Accounts and Supporting Statements are signed by the Chairman.
- 15/031.2.2 Financial Record Book.
- 15/031.2.2.1 RESOLVED that the Financial Record Book for 2014 / 2015 is signed by the Chairman.
- 15/031.3 Annual Audit Accounts Statement and Governance Statement.
- 15/031.3.1 RESOLVED that the Account Statement is signed by the Chairman.
- 15/031.3.2 RESOLVED that the Governance Statement is signed by the Chairman.
- 15/031.4 Internal Audit. Audit completed by Hands & Co. Chartered Accountants.  
Annual Audit document completed and signed.  
Internal Audit Report issued and circulated.  
Comment on the lack of a VAT invoice in one instance noted, otherwise no issues.
- 15/031.4.1 RESOLVED to accept the Internal Auditors report.

15/031.5 Invoice - Aon UK Limited. Insurance. Premium Renewal. £459.56 (Budget  
£480.00)

RESOLVED to renew the Insurance as quoted. LGA 1972 s111.

15/031.6 Invoice. Hands & Co. Internal Audit Fee. £55.00. LGA 1972 s111.  
RESOLVED to pay the invoice.

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

**15/032 Report from County Councillor.** Not present. No report submitted.

**15/033 Report from District Councillor.**

Nothing to report other than issues relating to Burston Pool that were discussed earlier in the meeting. 15/029.1

**15/034 Items Raised by Member Councillors**

15/034.1 Councillor Millington. Hardiwick Open Farm on Sunday 7<sup>th</sup> June. 11.00am - 3.00pm.

**15/035 Correspondence**

15/035.1 Staffordshire County Council

15/035.1.1 Casserole Club. County Council initiative - for information.

15/035.2 Stafford Borough Council

15/035.2.1 Parish and District Council Elections 7<sup>th</sup> May 2015.

The Stafford Borough District Council elections for Milwich Ward.

The Milwich Ward increased in size and became a two Councillor Ward.

Andrew Harp and Frances Beatty were elected.

The Parish Council election was uncontested with the required seven candidates returned unopposed.

15/035.2.2 Refuse Vehicle Visit - 20th June. 10.00am until 12.00noon. Sandon Parish Room.

15/035.3 Staffordshire Parish Councils' Association

15/035.3.1 Weekly email update emails circulated for information.

15/035.4 Community Council of Staffordshire *None*

15/035.5 Oak Tree Farm Rural Project - Event. For information.

**15/036 Date of Next Meeting** Wednesday 10<sup>th</sup> June 2015. Sandon Parish Room

The Meeting concluded at 9.50pm.

Signed \_\_\_\_\_ Chairman

Date \_\_\_\_\_