

SANDON and BURSTON PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on 11th May 2016

At Sandon Parish Room Commencing 8.30pm.

Following the Annual Parish Assembly

Present

Councillor R Harris
Councillor G Massey
Councillor S Shelley

Parishioners Mr & Mrs Wildblood, Mr & Mrs Capjon, Mr & Mrs Clifford
Mrs Tams, Mr Phillips, Mr Dewbury

Clerk B A Boughey

16/014 Apologies Councillor C A Jackson Chairman (Holiday)
Councillor P Shaw Vice Chairman (Holiday)

16/014.1 In the absence of the Chairman and the Vice Chairman Councillor Shelley was proposed to Chair the meeting.

16/014.2 Other Apologies County Councillor I Parry
District Councillor A Harp

16/015 Election of Chairman

16/015.1 Councillor Jackson although absent had stated that he wished to continue as Chairman.

16/015.2 Proposed Councillor C A Jackson

Proposed by Councillor Shelley Seconded by Councillor Harris

There were no other nominations and Councillor Jackson was duly elected.

16/015.3 Councillor C A Jackson to sign the Declaration of Acceptance of Office as Chairman at the next meeting.

16/016 Election of Vice Chairman

16/016.1 Councillor Shaw although absent had stated that he would continue as Vice Chairman.

16/016.1 Proposed Councillor Shaw

Proposed by Councillor Harris. Seconded by Councillor Shelley.

There were no other nominations and Councillor Shaw was duly elected.

16/017 Appointment of Representative to Sandon Parish Room Trustees

16/017.1 Proposed Councillor Shelley (Present representative)

Proposed by Councillor Harris.

There were no other nominations and Councillor Shelley was duly elected.

16/018 Consider the Payment of any Annual Subscriptions

16/018.1 RESOLVED to confirm the payment to CPRE, by Standing Order, the Annual
Donation

for organisations of £29.00.

16/019 To Inspect any Deeds

16/019.1 Deeds to Burston Car Park presented for inspection.

- 16/020 Confirmation of Standing Orders, Code of Conduct, Account & Audit Regulations 2011 and Governance & Accountability Guide 2010**
- 16/020.1 Standing Orders. Confirmation to continue adoption of Model Standing Orders 2010.
- 16/020.2 Code of Conduct. Confirmation to continue with the Stafford Borough Council version
as adopted at the Parish Council Meeting of 12 September 2012.
- 16/020.3 Account and Audit Regulations 2011 and the Governance and Accountability in Local Councils 2010 (Practitioners Guide). Confirmation of the continuing adoption.
- 16/020.4 Continuing adoption of the Local Audit and Accountability Act 2014, the Transparency Code for Parish Councils with a turnover less than £25,000.
- 16/020.4.1 Parish website in preparation.
- 16/021 Confirmation of Risk Assessment, Audit Calendar / Event Diary & Review Procedures**
- 16/021.1 Risk Assessment - Issue 5 27 April 2015 adopted.
- 16/021.1.1 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
- 16/021.2 Audit Calendar / Event Diary - Issue 2 April 2008, continued adoption.
- 16/021.3 Audit Control Procedures that were in place were considered adequate and proportionate to address the issues raised by the Risk Assessment.
- 16/021.3.1 Internal Independent Audit completed on 5th May by Hands & Co.
- 16/022 Confirmation of Dates and Times of Ordinary Parish Council Meetings 2016/2017**
- 16/022.1 Confirmed that ordinary meetings continue on the second Wednesday of each month. Sandon Parish Room. 7.30pm.
- 16/023 Minutes**
- RESOLVED that the minutes of the Parish Council meeting of 13th April 2016 be signed by the meeting Chairman.
- 16/024 Chairman's Announcements.** No announcements.
- 16/025 Declarations of Disclosable Personal Interests, Personal Declared Interests and other Personal Interests.**
None declared.
- 16/026 Public Participation**
- 16/026.1 Mrs.Tams
- 16/026.1.1 Advising the meeting that Peter Jubb was not at all well at the moment.
- 16/026.1.2 Wished to publicly thank Mr Selby for organising the recent "Clean for the Queen" Litter Pick in the Parish.
- 16/026.2 Mr Wildblood
- 16/026.2.1 Wished to record his thanks to Councillor Harris for the work undertaken on the blocked grid in Burston.
- 16/026.2.2 Raised the issue of the TPO on the tree felled last year on the land adjacent to Beck House.
- 16/026.2.3 Burston Pool and the possibility of forming a Trust to take over ownership of the Pool from the Borough Council.
- 16/026.3 Mr Clifford. Reporting two adjacent faulty Street Lights in Burston (C4 & C5)
- 16/026.4 Mrs Wildblood asking a question about payment for producing the

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- Neighbourhood Plan.
- 16/026.4.1 Response from the Clerk that no contract or agreement had been made between the Parish Council and Councillor Shaw or any other Company for payment in producing the Neighbourhood Plan other than the principle of paying for printing costs was raised by the Parish Council at the outset of work on the Plan.
No payment towards the cost of producing the Plan have been made by the Parish Council.
- 16/027 Outstanding Matters Reports and Updates**
- 16/027.1 Neighbourhood Plan
- 16/027.1.1 Progress Report.
The revised Plan had been submitted to Stafford Borough Council.
Once the required changes had been ratified the Plan would be subject to a six week Public Consultation process arranged by the Borough Council.
Copies of the Plan being made available for inspection at Sandon Stores and St.Rufins Church. Thereafter the Plan and the evidence gathered during the Public Consultation phase would be forwarded to the appointed Independent Inspector.
- 16/027.2 Burston Pool
No further information from the Borough regarding the Fishing Stages and future ownership.
- 16/027.3 Tea Party 12th June. Proposed to be held at The Greyhound subject to the state of the field.
- 16/027.4 Milestone Society Quotation.
The quotation was for the maintenance of seven milestones, when only five of those listed are in the Parish. Agenda Item.
- 16/028 Planning**
- 16/028.1 Applications returned to Stafford Borough Council - Reply Awaited
- 16/028.1.1 16/23977/LBC & 16/24017/HOU Burston Hall. New gate to listed piers.
- 16/028.2 Application decisions by Stafford Borough Council. *None*
- 16/028.3 Applications received by the Parish Council for consultation.
- 16/028.3.1 16/24067/FUL Three Woods, Old Lichfield Road, Burston. Extension.
Application not validated.
- 16/028.4 Planning Appeals or Queries. *None*
- 16/029 Finance**
- 16/029.1 Financial Statement and Bank Account reconciliation presented.
- 16/029.2 Annual Audit Return Governance Statement.
- 16/029.2.1 RESOLVED that the Governance Statement is signed by the meeting Chairman.
- 16/029.3 Annual Audit Return Account Statement
- 16/029.3.1 RESOLVED that the Account Statement is signed by the meeting Chairman.
- 16/029.4 Internal Audit. Audit completed by Hands & Co. Chartered Accountants.
Annual Audit document completed and signed by Juliet Hands.
- 16/029.4.1 Comment on the discrepancy in reimbursing the cost of purchases for the Senior Citizens Lunch. One receipt payment should have been £47.20 not £48.40.
Financial Record Book - payment for Civic Amenity Visits entered in wrong column
- 16/029.5 Invoice - Aon UK Limited. Insurance. Premium Renewal. £474.73 (Budget £480.00)
- 16/029.6 RESOLVED to renew the Insurance as quoted. LGA 1972 s111.
Invoice. Hands & Co. Internal Audit Fee. £55.00. LGA 1972 s111.
RESOLVED to pay the invoice.

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

- 16/030** **Report from County Councillor.** Not present. No report submitted.
- 16/031** **Report from District Councillor.** Not present. No report submitted.
- 16/032** **Items Raised by Member Councillors** *None*
- 16/033** **Correspondence**
- 16/033.1 Staffordshire County Council
- 16/033.1.1 Letter from Mr Mark Deaville regarding forthcoming changes in the way County Highways operate with Parish Councils. Proposals to withdraw Neighbourhood Highway Teams and “Lengthsman” contracts.
- 16/033.1.2 Neighbourhood Highway Team visit on 24th May.
Work proposed - Clearing vegetation around the railway bridge on Burston Lane and clearing the footpath alongside the A51 between Hilderstone Road and Burston.
- 16/033.2 Stafford Borough Council
- 16/033.2.1 County Police and Crime Commissioner Election - Matthew Ellis re-elected.
- 16/033.2.2 Refuse Vehicle Visit - 18th June. 10.00am until 11.00am. Sandon Parish Room.
- 16/033.3 Staffordshire Parish Councils’ Association
- 16/033.3.1 Weekly email update emails circulated for information.
- 16/033.4 Community Council of Staffordshire *None*

16/034 **Date of Next Meeting** Wednesday 8th June 2016. Sandon Parish Room

The Meeting concluded at 9.35pm.

Signed _____ Chairman

Date _____