

ANSLOW PARISH COUNCIL
Minutes of the ANNUAL MEETING of Anslow Parish Council
on 10th May 2017
at 6.30pm in Anslow Village Hall, Main Road, Anslow

Parish Council Attendance

Cllr Frank Thompstone
Cllr David Page
Cllr Paul Joyce
Cllr Tom Frankland
Cllr Laura Hall
Cllr Anne Greer
Mrs Judy Tjon Soei Len, Clerk

Members of the Public & Organisations

Cllr Philip White, Staffordshire County Cllr
Cllr Duncan Goodfellow ESBC
PCSO Julie Wells (part)

2017/AMAPC/1 Cllr Frank Thompstone welcomed all to the meeting including the newly appointed Staffordshire County Councillor, Cllr Philip White.

Election of Offices and Welcome

Nominations for Chairman of Anslow Parish Council were requested by Cllr Page and he nominated Cllr Thompstone. No other nominations received. Cllr Hall seconded the nomination. All were in favour. Cllr Thompstone was duly elected Chairman.

Nominations for Vice Chairman were requested. Cllr Joyce proposed Cllr Page and Cllr Greer seconded. No other nominations were received and Cllr Page was elected Vice Chairman.

2017/AMAPC/2 Nominations for Chair of Anslow Parish Council Planning Committee. The Chairman invited nominations and Cllr Hall proposed Cllr Frankland and Cllr Joyce seconded. No other nominations received. Cllr Frankland was duly elected.

2017/AMAPC/3 Register of Interest forms and Declaration of Acceptance of Office forms were signed at the meeting.

2017/AMAPC/4 Apologies for Absence

Apologies received from Cllr Simon Gaskin, ESBC

2017/AMAPC/5 Public Question Time

No members of the public were in attendance

2017/AMAPC/6 Members to Declare an Interest

No declarations received

2017/AMAPC/7 Minutes of Anslow Parish Council meeting held on 22nd March 2017

The minutes were agreed by all present, proposed by Cllr Page and seconded by Cllr Greer and signed as a true and accurate record by the Chairman.

2017/AMAPC/8 Clerk's Report & Correspondence Received

1. **SCC Highways Team** Trevor Mellor is the new contact for Highways matters. NHT schedule of work partially completed in April.
2. **Village Maintenance**
Flower planters have been restocked on 9th May and will be watered by contractor until 16th May. One pot has been stolen in the past two days from opposite the war memorial and has been replaced with the single pot from Hopley road which in turn has been temporarily replaced by the contractor. New planter/pot to be purchased. Contractor advised that the wooden planters on Hopley road will be unusable by the autumn.
3. **Defibrillator** – Clerk making on-going enquiries for training with West Midlands Ambulance Service (WMAS). Available venue dates to be agreed with WMAS in readiness for Annual Parish Meeting.

4. **Allotments** – Repair to main gate still outstanding. Flooding: SCC Highways Dept contacted Clerk confirming specialist machinery to jet under the road had been requested and will be actioned in due course. Cllr White requested Clerk to forward background details to him.
5. **PCSO/Crime reports:** Stolen planter from Val Lydon Remembrance Garden.
6. **Hanbury Cross Roads Junction** – New road-signs have been erected on each junction and either side of the cross roads. Thank you email sent to SCC Highways. Clerk received confirmation that there is no process for Emergency services to report RTC's to the Highways Agency. They are aware of RTC's on motorways apparently due to cameras etc in place but not on normal roads. **At the meeting:** Cllr White requested Clerk to forward background details to him.
7. **Broadband update – At Meeting:** Cllr Thompstone has been in contact with Kasam Hussain from BT regarding some properties still not connected to Cabinet 21. Cllr Thompstone chasing update again.
8. **Parish Council Website** – Website Homepage will be available to view at Annual Parish Meeting
9. **Holy Trinity War Memorial** – Update from Cllr Thompstone will follow at July meeting.
10. **Village Matters** – Permanent Speed Indication Device (SID) outside Mosley Academy still outstanding.
11. **Pensions Regulator** – Letter from Clerk sent to Chairman accepting proposed terms. Standing Order will be set up with new TSB account for clerk's monthly salary figure, which will include 5% increase in lieu of pension provision with effect from April 2017.
12. **SCC Highways Reports:**
 - i) Whitebeam Tree on the Green to be trimmed back away from power lines. No update since SCC email dated 20.1.17
 - ii) Hopley Road Highway/Hedge maintenance
 Job Ref **2102206** - Hopley Road - Landscaping contractor was on site 23.3.17 and cut back verge between No. 69 and Chapel Lane. **Work completed** w/c 8.5.17. **Resolved:** Clerk to request clearance of leftover brash from verges and to send a message of thanks to SCC for completing this work.
 Job Ref **4064556** – Blocked drain on corner of road opposite The Bell outside Mosley Academy. Status: Enquiry **Ongoing**. Fault categorised by inspector. Awaiting works to fix the fault.
 Job Ref **4066584** - Blocked drain corner of road opposite The Bell outside Mosley Academy. (2nd report logged see 11.12.16 after blockage caused by snowfall). Status: **Ongoing** Email 19.1.17 not high risk 60 days + to do repair. Fault categorised by inspector. Awaiting works to fix the fault.
 Job Ref **4074398** Blocked drain outside allotments. Allotments and road flooded on Hopley bends. Outstanding. See Point 4 above.
 Job Ref **4075677** 30MPH road sign needs repositioning on pole near village hall car park. Work **completed** but SCC reporting system not updated.
 Job Ref **4079906** Pothole on Bell House Lane. **Ongoing**. Clerk advised meeting of parishioner's request for support in contacting SCC to repair potholes, poor road surface and grass verge damage.
 Job Ref **4076782** reported 27.3.17. Drain cover at side of the road near to The Hollies and the Birches is broken and rattles each time vehicles drive over it. **Ongoing**
 Job Ref **4076783** reported 27.3.17. Roadsign near to Belmot Golf Club positioned the wrong way round. **Completed 3.5.17.**
At meeting: Cllr White requested details of above outstanding reports. Clerk to action.
 Cllr Joyce offered to compile a report of Highway Faults in the parish, including potholes and will circulate to APC members and Cllr White.

Correspondence Received by the Clerk

- i) Burton Amateur Swimming Club – School gala (see main agenda item 16)
- ii) Community Paths Initiative 2017/18 – **Resolved:** No funding request required at present.
- iii) Rolleston United Foundation – Small grants of £70 available for students in Anslow and Rolleston.
- iv) Allotments Management for Local Councils Training Course on 11 July – Clerk attending
- v) Invite to attend Pride of Mosley Award at Mosley Academy – Friday 19th May. **At the Meeting:** Cllr Hall confirmed her attendance but requested another Councillor to make the award.
- vi) Request for items to be included in PCSO Julia Wells ASB (Anti-social Behaviour) Plan for 2017/1. **At the Meeting:** Dog fouling and Dog Waste bags were raised as issues. Concern raised that they are causing more litter when left discarded on the ground or attached to branches etc.

2017/AMAPC/9 Finance

a) Review of Balance Sheet/Financial Statement

Clerk distributed copies of above and read through the summary. Cllr Page requested the document title be changed to Financial Statement. No other comments received. The Balance Sheet for 2014/15 was reviewed and signed off by the Chairman and Clerk.

b) Approval of the Annual Governance Statement - Section 1 of Annual Return 2016/17

The Chairman read through Section 1 which was then approved by the Council and signed by the Chairman and Clerk.

c) Approval of the Accounting Statements – Section 2 of Annual Return 2016/17

Accounting Statements 2015/16 were approved by the Council and signed by the Chairman and Clerk.

d) Internal Audit Procedure 2017/18

As there will be no legal requirement to have an external auditor for 2017/18 it was agreed that the parish council should invite current internal auditor, to audit accounts and provide a brief written, summary report in place of Grant Thornton's external audit. Summary would highlight any audit breaches and best practice audit recommendations made. **Resolved:** An ex-gratia payment from APC to be paid to internal auditor for preparing the 2017/18 report, up to a maximum of £100. Cllr Page proposed and all agreed.

The Chairman thanked both the clerk and Cllr Page for their hard work in completing all the financial requirements for the audit of the accounts and Peter Cawood for conducting the internal audit.

2017/AMAPC/10 Accounts for Payment and Receipts

Payee	Amount	Details
Judy Tjon Soei Len, Clerk	£241.67	Clerk's Salary 6 April 2017
Judy Tjon Soei Len, Clerk	£241.67	Clerk's Salary 6 May 2017
Judy Tjon Soei Len, Clerk	£32.60	Clerk's Expenses up to 7 May 2017
Came & Co	£288.46	Anslow Parish Council Insurance Premium
Staffordshire Parish Councils Association	£228	Annual Membership fee
Anslow Village Hall	£18	Hire of venue for Planning Meetings on 8 th Feb & 8 th March
Payments already made		
Pictorial Meadows	£72	Flower Seed
Village Hall	£12	Room Hire for APC meeting 22.3.17
Receipts		
None		

2017/AMAPC/11 Parish Council Bank Account:

i) Closure of Yorkshire Bank Accounts. Chairman and Vice Chairman signed Account Closure letter to Yorkshire Bank which gave instructions to close 3 accounts and raise cheques for the balances which will be deposited into TSB new accounts by the Clerk.

ii) Opening of New Account with TSB - Clerk gave update on the account and circulated TSB mandate which was signed by all 7 signatories: Cllr Frank Thompstone, Cllr David Page, Cllr Tom Frankland, Cllr Anne Greer, Cllr Laura Hall, Cllr Paul Joyce and Judy Tjon Soei Len, Clerk. No issues raised.

Resolved: It was agreed by all councillors to finalise closure of Yorkshire Bank accounts and open up 3 business accounts with TSB in Burton. (This had also been previously proposed by Cllr Thompstone and seconded by Cllr Joyce at APC meeting in March).

2017/AMAPC/12 Annual Parish Meeting on 24th May

i) Agenda

Format of Meeting was discussed including reports to be presented (max 3 mins duration). Cllr Page to deliver Planning Report, as Cllr Frankland is unable to attend.

ii) Development Plan

Ideas to be requested from parishioners regarding use of Anslow Festival money (Community Fund)

2017/AMAPC/13 Planning Report - Cllr Frankland gave a summary of recent applications. Report attached.

2017/AMAPC/14 Review of Development Plan 2016/17

- a) **New Website:** Clerk advised that website homepage should be available for Annual Parish Meeting.
- b) **Community Paths Initiative:** Cllr Frankland in process of organising volunteers for clearance of footpaths along Leyfields and Whitestone Lane which had been cleared by SCC in December, but are becoming overgrown again.

2017/AMAPC/15 Village Maintenance

- i) **Flower Meadow:** Cllr Greer confirmed area had been rotivated and prepared and new seeds purchased ready for sowing.

2017/AMAPC/16 Sponsorship of BASC (Burton Amateur Swimming Club)

Further sponsorship request received from Burton Swimming Club for School swimming event in June in addition to event in October. Clerk confirmed that Mosley Academy was participating. **Resolved:** £50 donation to be forwarded to BASC in support of June event in preference to October even.

2017/AMAPC/17 Councillors' Report:

Cllr Duncan Goodfellow ESBC confirmed that both he and Cllr Gaskin each have £1,000 Community Funds available for projects.

2017/AMAPC/18 Close of Meeting

The Chair advised that the next meeting will be Anslow's Annual Parish Meeting on **Wednesday 24th May 2017** at 7.30pm together with the next Planning Meeting at 6.30pm. The next Parish Council Meeting will be on Wednesday 12th July. With that, the Chairman thanked everyone for attending and closed the meeting at 8.20 pm

(Frank Thompstone, Chairman)

Date