

ANSLOW PARISH COUNCIL
Minutes of the Meeting of Anslow Parish Council (APC)
on 10th July 2019
at 6.30pm in Anslow Village Hall, Main Road, Anslow

<u>Parish Council Attendance</u>	<u>Members of the Public & Organisations</u>
Cllr Frank Thompstone (Chair)	Staffs County Cllr Philip White (part)
Cllr David Page (Vice Chair)	East Staffs Borough Cllr Garry Newbould (part)
Cllr Anne Greer	Paul Joyce (part)
Judy Tjon Soei Len (Clerk)	Paul Sullivan
	1 member of the public
	Adam Evans, PCSO (part)

2019/7/1 Public Question Time

The Chair invited questions from the members of the public. No questions raised.

2019/7/2 Apologies for Absence

Apologies received from Parish Cllr Laura Hall and East Staffs Borough Cllr Simon Gaskin. Cllrs White and Raybould joined the meeting later.

2019/7/3 Declarations of Interest

No declarations received.

2019/7/4 Minutes of the Annual Meeting of Anslow Parish Council held on 8th May 2019

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 Chair. Cllr Raybould joined the meeting.

2019/7/5 Councillor Vacancies and Co-option of Councillors

A resolution was proposed by Cllr Thompstone to exclude members of the public from Item 5 whilst the 2 applications received were discussed. Cllr Page seconded the proposal. Unanimously carried. Members of the public withdrew from the meeting at this point.

The two applications had been circulated prior to the meeting and both candidates were approved for co-option. Paul Joyce was proposed by Cllr Greer and Seconded by Cllr Page and Paul Sullivan was proposed by Cllr Page and seconded by Cllr Greer. **Resolved:** Both parties were co-opted and Acceptance of Office forms were signed and witnessed.

2019/7/6 Clerk's Report & Correspondence Received

1. FINANCE

- a) Annual Audit: Anslow Parish Council's Annual Governance & Accountability Return 2018/19 has been sent to Mazars (External Auditor) and confirmation receipt received. Documents have been published on the website and notice boards as directed by Mazars
- b) £50 donation given to Peter Cawood for auditing the annual accounts
- c) Parish council insurance has been agreed and fixed for 3 years with Came and Co
- d) Internet Banking has now been set up. On-line trial payment to be actioned
- e) £184.70 VAT refund has been received for 2018/19 from HMRC

2. 2019/20 DEVELOPMENT PLAN – Traffic Calming Project

Update covered in Main Agenda item 9

3. STAFFORDSHIRE COUNTY COUNCIL

a) Report a Fault (Highways) Update

Amendment at meeting: Cllr Sullivan advised the meeting that a drain cover in Hopley Road was missing and a traffic cone had been placed to warn motorists of the danger. **Resolved:** Clerk to contact SCC and report as urgent together with Job Ref **4104903** which has not been completed but has been incorrectly stated as complete on SCC website. Cllr White joined the meeting.

DATE	Job Ref	DETAILS	ACTION
20.3.18	4114645	Road markings need repainting, particularly the main road marking down the centre of the road. From Village hall to Hopley Road junction.	7.5.19 Due to the nature of this report, please call the Highways team for an update.
25.1.19	4147098	White road markings need repainting on Hopley Road	18th February 2019 Fault categorised by inspector. Awaiting works to fix the fault.
3.4.19	4154624	Loose drain cover outside 1 Laurel Cottage, Main Road Anslow. Previous repair in Aug 2018. Possible damage from nearby tree roots?	4th April 2019 Waiting for inspector to visit site
3.4.19	4104903	Dangerous pothole at side of road outside 67a Hopley Road. (4104903 was already in system)	Due to the nature of this report, please call the Highways team for an update.
24.4.19	4156253	Pothole outside Anslow Nurseries, Hopley Road.	Fault categorised by inspector. Awaiting works to fix the fault. 24th April 2019

b) Report a Fault - Rights of Way (Footpaths and Bridleways) Update

DATE	Job Ref	DETAILS	ACTION
April 19		Location: start of Anslow 14 where it joins Anslow 16 Stile. Legs of the upper step have rotted and stile now leans against fence post.	Outstanding
8.2.19		Footpath 14 has been reported to Rights of Way team direct and via on-line reporting system. Slippery descent access to bridge requires maintenance which is out of scope for CPI volunteers. Surface drainage problem	Outstanding
24.4.19	07902	ROW 30 access immediately off Hanbury Road (opp Bell House Lane). Obstructed access to field due to stile being dangerous to use. It has been taped off to prevent use.	Outstanding

c) **Parish Mowing** – Mowing map has been requested but not received. 2 missed grass cuts in May and June left long untidy grassed areas. Complaints received from residents. Clerk emailed Philip White to assist in getting a solution.

4. EAST STAFFORDSHIRE BOROUGH COUNCIL

a) Matthew Winson, Community & Civil Enforcement Officer requested and was sent APC's footpath map to help monitor dog fouling issues raised in clerks email response of 16.5.19. APC to review requirement for polite notice signs on parish Rights of Way.

5. ALLOTMENTS - Update covered under Item 11.

One allotment remains vacant and one allotment remains unused. Polytunnel and erection of new fencing to Plot 11 has been agreed.

Allotment Vacancy notice has been advertised in the Holy Trinity Church Magazine.

6. VILLAGE MAINTENANCE

a) Memorial and Remembrance Gardens and planters have been replanted and tidied.

b) Longhedge Lane DoF litter picker has officially finished volunteering but family has agreed to continue litterpicking the area.

c) Crown reduction on the Whitebeam tree on the Green has been completed.

d) Cadent Gas Company have not replied re cutting hedge boundary to Gas works site on Hanbury Road/Nankirks Lane. Clerk to progress.

7. PARISH ITEMS

Annual Parish Meeting was held on 1st May and well attended with 24 members of the public in attendance.

Rolleston United Foundation Trustee vacancy and availability of 2019 grant was presented at Annual Parish Meeting and subsequently put on notice boards and website.

8. OTHER

General Privacy Notice, Code of Conduct and Financial Regulations Documents have been accepted at last meeting. Standing Orders are to be reviewed at July meeting.

Councillor Vacancies (3) – Interest received and will be reviewed at July meeting.

Councillor Planning Training Course on 19th August at The Old Grammar School Road, Adjacent to St Mary's Church. 1 place has been reserved for APC Councillor.

9. PCSO/CRIME REPORTS

a) PCSO Katie Fellows has moved area and the **new officer is PCSO Adam Evans**, Police Community, Support Officer (collar number 16626).

b) **Fatal Accident on 3rd July at Hanbury Crossroads**. Letter of condolence has been sent to those concerned via West Midlands Ambulance Service

10. CORRESPONDENCE RECEIVED

a) Richard Rayson, SCC email 29/5/19 – Shobnall Road Closure and Traffic signals June to Sept 2019

b) Mosley Academy invitation to 110th birthday celebrations. Apologies sent to Headteacher.

Amendment at meeting. Cllr Sullivan offered to represent APC. Clerk to contact Matthew Baxter.

c) Request for Parish/Town representative on the Borough Council's Standards Committee. No further action.

d) John Taylor Presentation Evening 18th July – £25 donation cheque to be actioned.

e) West Midlands Ambulance Service – Registration of Defibrillator. **Clerk to action**.

2019/7/7 Finance Report

a) The Clerk read through the **Finance Report** for 10th July. Copy Attached.

b) **Accounts for Payment and Receipts** Payments below were submitted and approved.

Payee	Amount	Details
Judy Tjon Soei Len, Clerk	£318.50	Clerk's Salary 8 May 2019
Judy Tjon Soei Len, Clerk	£318.50	Clerk's Salary 8 June 2019
Judy Tjon Soei Len, Clerk	£318.50	Clerk's Salary 8 July 2019
Judy Tjon Soei Len, Clerk	£45.45	Expenses
Transfers - None		
Payments already made		
Came and Co	£346.40	Insurance Premium
Staples UK	£58.66	Stationery
Wilson Parish Gardens	£384	Village maintenance and planters filled
John Taylor High School	£25	Donation for Presentation Evening
Receipts		
Interest on TSB Community A/c	0.08	May 2019
Interest on TSB Savings A/c	0.36	May 2019
Interest on TSB Community A/c	0.08	June 2019
Interest on TSB Community A/c	0.08	June 2019
Interest on TSB Savings A/c	0.36	July 2019
Interest on TSB Savings A/c	0.36	July 2019

2019/7/8 Planning Report

- a) Cllr Thompstone asked for nominations for the role of Chair of the Planning Committee and subsequently proposed Cllr Joyce which was seconded by Cllr Greer in the absence of any other nominations. All in agreement.
Cllr Joyce read through recent applications and confirmed only 2 applications are currently outstanding.
Clerk to uplift report onto website and notice boards.
- b) SPCA Training Course 19th August at 7.30pm arranged via Rolleston Parish Council.
Resolved: Cllr Joyce will attend.

2019/7/9 Development Plan 2018/19 – Traffic Calming Project

- a) The Chair outlined progress to date. 3 locations were agreed at site meeting with Jill Taylor (Morlock Signs), Tim Buxton (SCC Highways), Cllrs Thompstone and Page, and the Clerk
i) Hopley Road adjacent to Anslow Nurseries ii) 2 sites on either side of Main Road near to Anslow Business Park. The 4th location opposite the Burnt Gate was rejected by SCC due to insufficient stretch of straight road.
Resolved: Clerk to inform residents on Hopley Road about siting of SID opposite their property.
- b) Clerk restated Hanbury Road residents' concerns raised at Annual Parish Meeting regarding speeding specifically near to Holy Trinity Church. Consideration to be given to a SID location with warning message displayed on unit rather than traffic speed.
- c) Costs for installation of the poles for the SID unit were discussed. Clerk awaiting SCC response to waive Licence charges. 2 quotes received: i) Option 1 £558 + VAT Option ii) £1425 + VAT. Option i) was proposed by Cllr Page and seconded by Cllr Sullivan. All in agreement.
Resolved: Clerk to action.
- d) Clerk confirmed that £2,000 Grant from Staffordshire Safer Roads Partnership has been granted.

2019/7/10 Parish Mowing

Discussion took place regarding the lack of mowing by SCC contractors in the parish. Residents have raised concerns with Cllrs. Clerk and Chair have repeatedly requested investigation into lack of mowing and untidy appearance of the parish. Cllr White had also escalated the complaint to Helen Fisher, Cabinet Member for Highways regarding the contract management. On advice from Highways Dept, Clerk has requested onsite meeting with Community Highway Engagement Officer to establish the mowing areas required including the grassed footpath along Hanbury Road to the Church. Mowing to be an agenda item in September.

2019/7/11 Allotments Update

- a) One plot remains available and one plot has not been worked all year. The council thanked Wilson Parish Gardens for treating the vacant plot to suppress the weeds and the offer to keep it strimmed to prevent weed growth. WPG have offered this service free of charge. The un-worked plot was discussed. **Resolved:** Clerk to contact tenant and arrange for plot to be kept strimmed and tidy if no response received.
- b) **Resolved:** Clerk to contact Rolleston PC to advertise vacant plot in Anslow. Cllr Paul Joyce left the meeting at this point.

2019/7/12 Community Paths Initiative

- a) The Chair outlined comments raised in a resident's letter regarding overgrown crops blocking Anslow 7 footpath from Oaks Farm towards Chapel Lane and Anslow 6 leading northwards from Gorse Covert. **Resolved:** Clerk to report to SCC.

- b) Dog Fouling in parish – damaged signage on Hopley Road to be repaired/renewed. Cllr Raybould offered to progress on behalf of APC. Clerk to provide Cllr Raybould with ESBC artwork. Proposed Cllr Sullivan and seconded Cllr Page.

2019/7/13 Pride of Mosley Award 2019

Clerk advised that no pupils had been selected this year for the award. **Resolved:** The annual £25 donation will be forwarded direct to the Headteacher.

2019/7/14 Standing Orders

This document had been circulated for review by email prior to the meeting. Cllr Page proposed accepting the document and Cllr Thompstone seconded. No changes were proposed. **Resolved:** Clerk to upload onto on website.

2019/7/15 Rolleston United Foundation Trustee Vacancy

No nominations have been received to date. Clerk will circulate to parish members on email.

2019/7/16 Review of Parish Council Meeting Dates 2019/20

Cllr Page will chair the September meeting. No changes made to existing dates.

2019/7/17 Preparation of a Book of Condolence

This item was identified for discussion in early 2019 but had not been put on agenda due to other priorities. Discussion took place. **Resolved:** Proposed by Cllr Page and seconded by Cllr Thompstone that the Clerk should contact Holy Trinity to establish their proposals and review at next meeting.

2019/7/18 Councillors' Reports: Cllr White reaffirmed that B517 Forest Road/Henhurst Hill road would be closed from 27th June to 2nd September for resurfacing/carriageway replacement. Cllr Raybould had nothing to add from ESBC but thanked the parish council for inviting him to his first meeting.

2019/7/19 Close of Meeting

The Chair advised that the next meeting will be on Wednesday 11th September at 6.30pm
With that the Chair thanked everyone for attending and closed the meeting at 9.10 pm

(Frank Thompstone, Chair)

Date

ANSLOW PARISH COUNCIL

FINANCE REPORT 10th JULY 2019

Prepared by: Judy Tjon Soei Len, Clerk to Anslow Parish Council Date:
5.7.2019

Opening Cash Book Position	£ 9460.39
Total Income 2019/20	£ 4904.00
Total Expenditure 2019/20 (including VAT)	£ 2428.29
<u>Current Cash Book Position</u>	<u>£11936.10</u>

TSB Bank Statements

<u>Club, Charity & Trust Account (Current)</u>	<u>Business Instant Access (Savings)</u>	<u>Business Instant Access (Community Fund)</u>	
A/c No 50483760	A/c No 50484160	A/c No 50484568	
£8972.08	£2761.15	£617.47	<u>£12350.70</u>

Unpresented Cheques up to 5.7.19

£5.00 J Farebrother

£384.60 Wilson Parish Gardens

£25.00 John Taylor High School

£ 414.60

Unpresented Income up to 5.7.19

£ 0.00

Banking Position as at 5.7.19

£11936.10

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(Total Bank Funds minus Total Unpresented Cheques)

Notes:

* Excludes Proposed Payments as per 10th July 2019 agenda totalling **£363.95**

2019/20 VAT Running Total to be reclaimed in 2020 **£31.72**

CPI Grant £800 from 2016/178 - Remaining Balance **£217.67**

Website Grant £1350 (£900 + £450) from 2017/18 - Remaining Balance **£156.29**

Anslow Garden Club Donation **£25**