

ANSLOW PARISH COUNCIL
Minutes of the Meeting of Anslow Parish Council (APC)
on 14th March 2018
at 6.30pm in Anslow Village Hall, Main Road, Anslow

Parish Council Attendance

Cllr Frank Thompstone (Chair)
Cllr David Page
Cllr Paul Joyce
Cllr John Tomlinson (part)
Cllr Tom Frankland
Cllr Laura Hall
Cllr Anne Greer
Mrs Judy Tjon Soei Len, Clerk

Members of the Public & Organisations

Cllr Duncan Goodfellow ESBC (part)
1 member of the public (part)

2018/3/1 Public Question Time

i) **Hopley Road Traffic Survey**

2nd traffic survey duration was extended due to heavy snowfall and anticipated data report therefore was not available for discussion. Speed awareness devices both permanent and mobile units (Speed Indication Devices (SIDs), speed bumps, additional 30mph repeater signs, village gateways were all discussed. A mobile SID showing actual speed registered (green/red display) was preferred option at this stage, but full discussion and agreement to take place once traffic survey data has been received.

Resolved: Clerk to forward traffic survey data to Councillors for discussion at next meeting.

2018/3/2 Apologies for Absence

Apologies received from Cllr Gaskin and Cllr White

2018/3/3 Members to Declare an Interest

No declarations received.

2018/3/4 Minutes of Anslow Parish Council meeting held on 24th January 2018

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

2018/3/5 Clerk's Report & Correspondence Received

1. **FINANCE**

- a) Internal auditor has been approached for audit requirements 2017/18.
- b) Internet Banking – Clerk has access to view statements. Chair and Vice Chair to be set up to facilitate transfers and payments.
- d) SCC £400 Grant application for part funding of Hopley Road Planters received
- e) NALC £450 Grant for Website (Transparency Fund) received
- e) £25 donation from Garden Club received for purchase of flower pots or Flower Meadow seed.

2. **2017/18 DEVELOPMENT PLAN**

- a) **Website** – Annual Domain name and website hosting charges paid till March 2019.
- b) **Community Paths Initiative** (CPI) Litter picking equipment collected by Clerk from ESBC for volunteers (Agenda item 8).

3. **STAFFORDSHIRE COUNTY COUNCIL**

a) **Highways Team:** 2nd Hopley Road speed monitoring report awaited. See agenda item 9

b) **Reports**

i) Bushton Lane: Smashed grit bin and damage to grass verge. Ref: **4103660. Completed** 22.2.18

ii) 2 yellow roadsigns facing wrong way on Belmot Road and Hanbury Road. Update: **29th January Awaiting works to fix the fault.** Ref **4104355.**

iii) Pothole outside 67a Hopley Rd **Completed** 2.2.18. Ref **4104384**

iv) Roadsign needs re-erecting on verge near to Crest View, Cattery, Main Road, **Awaiting inspection.** Ref **4105999**

v) Directional chevrons for bend partly knocked down on Belmot Road. Ref **4106005 Completed** 13.3.18

vi) **Drain cover** outside Laurel Cottage, Main Road reported for 2nd time Ref **4110138. Awaiting inspection**

vii) **Missing Curb Stone on Hopley Road**, opposite Chapel Lane. **OUTSTANDING**

viii) Re-painting of road markings on Hopley Road/Hanbury Road junction **OUTSTANDING**

xi) **Whitebeam Tree** on the Green: Reported 20.1.17 & again to TMellor 12.9.17

4. **EAST STAFFORDSHIRE BOROUGH COUNCIL**

a) **ID badges** for parish councillors. Awaiting order. Reminder sent to ESBC 1.3.18

b) Fly-tipping on Nankirk Lane - ESBC's Enforcement Team considering provision of bin at the Gas Station entrance

c) Litter bin installed on Longhedge Lane in February but was stolen 2 days later. Cllr Gaskin requested permanent bin to be installed.

5. **ALLOTMENTS**

a) All main plots taken but half plot available. 1 rent payment still outstanding.

b) Allotment Hedge has been cut.

6. **VILLAGE MAINTENANCE**

a) **Armillary Sphere** situated in the Remembrance Garden has been repaired

b) **Moles** to be removed from Memorial Garden area of parish.

7. **PARISH ITEMS**

a) **Village Hall Provison of WIFI** – update to be given from Village Hall Committee at meeting

b) **Little Forest Project** – Clerk donated large pack of safety gloves given to APC by ESBC to the project

8. **PCSO/CRIME REPORTS**

On-line surgery available Monday 19th March at 7pm. Volunteer posters for Staffordshire Safer Neighbourhood Panels

9. **CORRESPONDENCE RECEIVED**

i) Remembrance Sunday & Armistice Day 11th November 2018 Invite from Holy Trinity

Resolved: In view of the 100-year anniversary, Representatives from APC will join the congregation at Holy Trinity, No service to be held at the Remembrance Garden this year, but wreaths still to be laid at both locations.

ii) Anslow Parish Council Historical Minute Book. **Resolved:** Clerk to check date for return

iii) Rolleston United Foundation Grants (to be displayed in Parish)

iv) Tutbury Street Cleaner/Maintenance Officer vacancy. No action necessary.

v) Willington Power Station. No action necessary.

2018/3/6 Finance

i) **Statement of Accounts:** was circulated and is attached with these Minutes.

ii) **Audit Update:** Smaller authorities with less than £25k income/expenditure still required to complete and publish the annual return on public website, but no requirement to submit it for audit. A new Certificate of Exemption form to be completed and forwarded to Mazars who have been appointed as APC's external auditors in place of Grant Thornton. No fee payable for this service. **Resolved:** to continue with existing Internal auditor as before and offer £50 payment. Proposed Cllr Hall and Seconded Cllr Page.

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

Payee	Amount	Details
Judy Tjon Soei Len, Clerk	£253.75	Clerk's Salary 6 February 2018
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Judy Tjon Soei Len, Clerk	£101.66	Clerk's Expenses
Staffordshire Parish Councils Association	£228	Annual Membership fee
Eyden Signs	£48	2 Allotment vacancy signs
Information Commissioners Office (tbc)	£35	Annual Fee re General Data Protection Regulations
Tag Sports	£47.38	Hi Viz vests for CPI/litter picking volunteers
Wilson Parish Gardens	£50	War Memorial and Sundial Repair and Maintenance
Wilson Parish Gardens	£90	Allotment Hedge Cutting
Michael Waterfield	£90	Modifications to allotment gate
Late Submission at Meeting: Anslow Village Hall	£192	Anslow Village Hall Rent for APC & Planning Meetings
Payments made prior to meeting:- 1-2-3 Reg	£62.24	Annual Website Hosting and Domain Name charges

Receipts		
Anslow Garden Club	£25	Donation for Planters/Flower Meadow
2 Allotment Rents	£46 £36	
Staffordshire County Council	£400	Grant for Hopley Road Planters
NALC transparency Fund	£450	Grant re Anslow Parish Council Website
Interest on TSB Community A/c	£0.02 £0.02	February 2018 & March 2018
Interest on TSB Savings A/c	£0.14 £0.13	February 2018 & March 2018

iv) Garden Club Donation of £25 received. **Resolved:** to use the donation to purchase new planter when required. Note: Anslow WI are funding purchase of the flower seeds this year.

2018/3/7 Planning Report

Cllr Joyce gave an update of recent applications and report circulated. (Cllr Goodfellow joined the meeting)

i) Beamhill Grange, Anslow application: Although in Outwoods Parish, this was discussed due to potential impact of traffic on Anslow and the use of Anslow in the Postal address. **Resolved:** Beamhill Grange application to be on Anslow's Annual Parish Agenda. Clerk to write to Post Office to oppose the use of "Anslow" in the postal address of the proposed development.

ii) 7.5 Tonne Weight Restriction Limit – **Resolved:** APC agreed unanimously to support the restriction, but aware that this may divert vehicles onto other roads. Clerk to return form to SCC.

2018/3/8 Development Plan 2017/18

a) Community Paths Initiative & Litter Picking Update (Cllr Tomlinson left the meeting)

i) Cllr Frankland updated meeting with positive news that SCC would be resurfacing parts of Outwoods Lane and addressing drainage/ditch issues. He has recently reported broken and damaged stiles to SCC. Ditch on Longhedge Lane is full and requires attention.

Resolved: Clerk to action.

ii) Cllr Frankland informed the meeting that he would be resigning from APC at 2nd May meeting. All CPI tools and equipment have been transferred to another location. The Chair thanked Cllr Frankland for all his extensive work and commitment to the CPI and Litter picking projects.

iii) A litter Bin on Longhedge Lane was installed in February but was stolen 2 days later. Cllr Gaskin will request a permanent fixed replacement. **Resolved:** Longhedge Lane to be checked to confirm that volunteers have begun picking this area.

b) Development Plan 2018/19

After discussion, it was agreed that Hopley Road Traffic Calming would be the only item for APC's Development Plan 2018/19

2018/3/9 Highways Traffic Calming Measures

Item mainly covered during Public Question Time Item 1. **Resolved:** Clerk to invite SCC Highways representative to Anslow's Annual Meeting on 23rd May.

2018/3/10 3 Year Parish Maintenance Contract

Clerk advised that 2 tenders had been received for a 3-year contract to include same planting and maintenance items as before. Tender A) £1,000 Tender B) £730

After discussion it was **Resolved** to accept Tender B and proceed for the additional items as below. Proposed Cllr Thompstone and seconded Cllr Page.

Weed spraying: via appropriately licenced operatives as and when required

Allotment Grass Verge: To be cut twice a year by current contractor

Allotment Ditch Clearance via current contractor as and when required

2018/3/11 Preparation for Annual Meeting of APC & Anslow's Annual Parish Meeting

Discussion included opportunity for proposals for election of Chairman and other officers, Year End Financial Review (budget) and effective advertising/promotion of Annual Parish Meeting to parishioners.

Resolved: to have 4 Yellow notices around the parish with a prominent "Highways" banner prominently displayed. Refreshments to be offered after the meeting.

2018/3/12 Village Parking

Damage to soft verges by school traffic parking near to the school was discussed.

Resolved Clerk to contact Mosley Academy and PCSO with details.

2018/3/13 Data Protection Update

Clerk informed meeting that NALC have advised that neither the Clerk nor Parish Councillors should be the Data Protection Officer for their parish councils. Possible alternative option is for ESBC to be appointed. ICO registration and payment outstanding until DPO is agreed.

2018/3/14 Allotments

Clerk advised that the vacant plot has been filled.

Proposal for dividing one of the plots was not agreed upon as the resulting plots were considered to be too small.

Review of 2018 rent was discussed and **resolved** that a £2 increase be levied to plots less than £26 per annum.

2 moles have been caught close to the allotments.

2018/3/15 Pride of Mosley Award

Awaiting update from Headteacher. To be deferred to May meeting. **Resolved:** Cllr Hall to action

2018/3/16 Councillors' Report: Cllr Philip White, SCC and Cllrs D Goodfellow, S Gaskin, ESBC

Nothing to report

2018/3/17 Close of Meeting

The Chair advised that the next meeting will be the **Annual Meeting of the Parish Council on 2nd May.**

With that the Chairman thanked everyone for attending and closed the meeting at 8.50 pm

(Frank Thompstone, Chairman)

Date

ANSLOW PARISH COUNCIL

FINANCE REPORT Completed 13.3.18

	<u>Treasurers</u> <u>Account</u>	<u>Savings</u> <u>Account</u>	<u>Community</u> <u>Fund</u>
Opening Cash Book Position	£8533.21		
Income	£8799.09	£1.23	£0.28
Total Income	£8800.60		
Expenditure	£7841.23	£0.00	£400.00
Total Expenditure	£8241.23		

Current Cash Book Position **£9092.58**

<u>TSB Bank Statements</u>	<u>Treasurers</u> <u>Account</u>	<u>Savings</u> <u>Account</u>	<u>Community</u> <u>Fund</u>
	£5,233.12	£ 3357.18	£ 502.28

Total Bank Funds **£9092.58**

Payments to be made

Payee	Amount	Details
Judy Tjon Soei Len, Clerk	£101.66	Clerk's Expenses
Staffordshire Parish Councils Association	£228	Annual Membership fee
Eyden Signs	£48	2 Allotment vacancy signs
Information Commissioners Office	£35	Annual Fee re General Data Protection Regulations
Tag Sports	£47.38	Hi Viz vests for CPI/litter picking volunteers
Wilson Parish Gardens	£50	War Memorial and Sundial Repair and Maintenance
Wilson Parish Gardens	£90	Allotment Hedge Cutting
Michael Waterfield	£90	Repair to allotment gate
Total Payments	£690.04	

Total Unpresented Items/Cheques = £0.00
 Total Unpresented Income = £0.00

Banking Position

Total Bank Funds as at 13.3.18

£9092.58 - £690.04 = **£8402.54**