

ANSLOW PARISH COUNCIL
Minutes of the Meeting of Anslow Parish Council (APC)
on 25TH July 2018
at 6.30pm in Anslow Village Hall, Main Road, Anslow

Parish Council Attendance

Cllr David Page (Chair)
 Cllr Paul Joyce
 Cllr Anne Greer
 Cllr John Tomlinson
 Mrs Judy Tjon Soei Len, Clerk

Members of the Public & Organisations

Cllr Simon Gaskin, ESBC (part)

2018/7/1 Public Question Time

No members of the public were in attendance

2018/7/2 Apologies for Absence

Apologies received from Cllrs Thompstone, Hall, White and Goodfellow

2018/7/3 Declarations of Interest

No declarations received

2018/7/4 Minutes of the Annual Meeting of the Parish Council held on 2nd May 2018

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

2018/7/5 Clerk's Report & Correspondence Received

1. **FINANCE**

- a) **Internal Audit** completed – £50 payment paid to Peter Cawood for Internal Audit.
- b) **VAT** form has been issued for rebate from HMRC
- c) Transfer of **Accounts and Annual Budget** onto Spreadsheets has been started
- d) **Internet Banking:** Reason for progress delay has now been identified. Cllr Joyce to apply as 2nd signatory in place of Cllr Page.
- e) TSB have changed the name and amalgamated our Current Account (previously known as the Treasurers' Account) to Club, Charity and Trust Account. Other 2 accounts names remain as Business Instant Access Accounts.

2. **2018/19 DEVELOPMENT PLAN – Hopley Road Highways Report**

See agenda item 8

3. **STAFFORDSHIRE COUNTY COUNCIL**

a) **Report a Fault (Highways) Update**

DATE	Job Ref	DETAILS	ACTION
26.1.18	4104355	2 yellow roadsigns turned wrong way in high winds on Belmot & Hanbury Road. Report 26.1 stated High Risk. Repair within 60 days	29.1.18 Fault categorised by inspector. Awaiting works to fix the fault.
5.2.18	4105999	Roadsign down lying on roadside verge near to Crest View, Cattery, Main Road, Anslow	5.2.18 Fault categorised by inspector. Awaiting works to fix the fault.

27.2.18	4110138	Loose drain cover outside 1 Laurel Cottage, Main Road SECOND REPAIR REQUEST	Work has been completed but job still o/s on SCC website
15.3.18	4113544	Numerous potholes outside Piltons Farm, Longhedge Lane junction with Tutbury Road.	Job Closed. Job Complete
16.3.18	4114008	Numerous potholes outside White Lodge, Bell House Lane.	21.3.18 Fault categorised by inspector. Awaiting works to fix fault.
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.	28.3.18 Fault categorised by inspector. Awaiting works to fix the fault
2.5.18	4123130	Potholes between Blackbrook Farm and	Job Closed. Job Complete
24.7.18	4131595	Boitsfort, Anslow Road Hanbury	Clerk reported this fault again.

b) Report a Fault (Footpath and Bridleways) Update

Broken Stile reported to SCC. OS SK210254 on Anslow 3 Footpath Ref No.3/24 (B) Anslow Parish.

4. EAST STAFFORDSHIRE BOROUGH COUNCIL

- a) **Flytipping** reported to ESBC 12.6.18 by Councillor Joyce (Material left by gas works, Hanbury Road adjacent to Nankirks Lane DE13 9QT) and Material left on unnamed road off Bushton Lane DE13 9HH, log pile by Bushton Bridge left by SCC reported 24.7.18. Provision of litter bin at Gas Station Entrance still o/s
- b) **Litter bin** on Longhedge Lane was suggested by Cllr Gaskin who has now confirmed that it is not SCC property, so a fixed permanent bin cannot be installed.

5. ALLOTMENTS

- a) 1 small plot still vacant with a one party interested. Rent will be FOC due to poor condition which necessitated strimming of weeds and nettles by village contractor. Plot 11 has been rented out free of charge due to time of year. Advertising boards and notices have been displayed.
- b) Site inspection covered under agenda Item 11
- c) Allotment grass verges have been strimmed

6. VILLAGE MAINTENANCE

- a) Litter Picking – Another volunteer has started covering Hanbury Road. Bronze DofE students have completed their 3-month litter picking on Main Road and Mr and Mrs McGreal have resumed picking this area. 6 new pickers and 2 bin bag hoops have been purchased.
- b) Mowing crew were approached by clerk resulting in grass verge opposite 82 Hopley Road being finally strimmed on 1.7.18. Clerk in communication with Manager of crew to ensure this section is permanently on the current mowing schedule. Reminder sent to Manager 24.7.18.
- c) Defibrillator recently inspected by John Lanham 23.7.18.

7. PARISH ITEMS

- a) **Village Hall Provison of WIFI** – See agenda Item 13
- b) **Pride of Mosley award** was presented to Scarlet Taberner-Kay at Mosley Academy by Cllr Thompstone

8. OTHER

- a) **General Data Protection Review** – NALC confirmed that Appointment of Data Protection Officer is no longer required. Clerk to register APC with ICO.
- b) **Rolleston United Reform Grant** nominations to be sent to Verity Conner by 31st August.
- c) New **Parish Contact Email List** has been set up following compliance with new GDPR regulations.
- d) **Parish Notice Boards:** Decision made not to display planning application notices in future. **Update at meeting: It was agreed that the bi-monthly Planning Report should go on the website and on notice boards to replace individual planning applications.**

9. **PCSO/CRIME REPORTS**
 A safe was thrown out on Longhedge Lane on 30th April. Suspicious litter, drug paraphernalia and excessive cans and bottles have been left in layby and “den” area found within overgrown hedge. Police were informed and replied that they will monitor the area. Police are aware of potential drug using in the layby and found needles there in the past. Advised not to pick these up. Contact PCSO Julia Wells 16814 and a needles’ box will be despatched.
10. **CORRESPONDENCE RECEIVED**
 i) Email received from resident voicing concern over standard of maintenance/mowing of parish verges and green spaces. Item discussed and addressed in 6b).
 ii) Letter of thanks from John Taylor High School for Presentation Evening Donation
 iii) Trustees Annual Report for Anslow Village Hall.
 iv) Wild Wood Lodge, Bushton Lane Open Day 12 August for National Garden Scheme
Resolved: No further action needed
- 11.

2018/7/6 Finance

a) **Finance Report for July 2018** (attached). Clerk advised that presentation of 2017/18 accounts had been amended for clarity, to reflect a £400 internal transfer. Overall net position remains the same.

b) Accounts for Payment and Receipts

Payee	Amount	Details
Judy Tjon Soei Len, Clerk	£274.23	Clerk’s Salary 6 June 2018
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Judy Tjon Soei Len, Clerk	£145.52	Clerk’s Expenses including Vivantage £46.73 payment for litter pickers and hoop CPI equipment
Payments already made:-		
Wilson Parish Gardens	£315.00	Restocking planters
John Taylor High School	£25.00	John Taylor Presentation Evening Donation
Eyden Signs	£96.00	Amendments to 4 signs for Annual Parish Meetings
Receipts		
Interest on TSB Community A/c	£0.03 £0.03 £0.03	May, June & July 2018
Interest on TSB Savings A/c	£0.12 £0.12 £0.14	May, June & July 2018

2018/7/7 Planning Report

Cllr Joyce gave an update of recent applications and report was circulated. Discussion took place about the Beamhill Grange Planning Application situated behind Beamhill Road using Anslow in its address.

Resolved: As the postal address will be controlled by the Royal Mail, it was agreed to send in an objection if the application proceeded.

2018/7/8 Development Plan 2018/19

Following the traffic survey on Hopley Road and subsequent discussions with parishioners at the Annual Parish Meeting regarding traffic volumes and speeding, the response from SCC Highways was deemed as insufficient and lacking specific guidance on how traffic calming measures could be implemented in the key areas outside village hall and on Hopley Road.

2018/7/8 Development Plan 2018/19 (Cont'd)

Resolved: Clerk to contact Cllr Philip White to repeat the request for a contribution from Section 106 monies from nearby developments to finance traffic calming measures. In line with R Rayson's guidance at the Annual meeting to implement a SERIES of traffic calming measures, Councillors agreed to consider the following measures: A raised platform area outside Village Hall where there is currently a red tarmacked area, 2-sided "Thank you for Driving Carefully" road signs set on top of Gateway structures on Main and Hopley Road, "Welcome to Anslow, Please Drive Carefully" gateway sign on Bushton Lane and Hanbury Road.

Resolved: Councillors to survey exact site locations where traffic calming measures/notices should be installed and discuss at September meeting.

2018/7/9 Clerk's Salary and Holiday Entitlement Review

The Clerk requested a salary review and circulated guidance and best practice information from National Association for Local Councils (NALC) to APC Councillors prior to the meeting. Clerk left the meeting whilst discussions took place and returned after discussions concluded.

Resolved: Clerk's hourly rate to be increased to £10 per hour, effective from 1st August 2018. An annual salary review will in future, be held every September (starting September 2019), prior to November budget meeting. Any agreed salary increase will be effective from the following April (2020).

Holiday entitlement of 20 days plus 8 Statutory Bank Holidays was also agreed. Proposed by Cllr Joyce and seconded Cllr Greer.

2018/7/10 Council Co-option

Clerk confirmed that no interest had been received from advertisements by ESBC or the Parish Council. Discussions took place on how to fill the vacancy. 3 names were considered and a unanimous vote was cast in favour of Proposal 2. **Resolved:** Chair to make contact.

2018/7/11 Allotments Update

i) Duke of Edinburgh students have started re-mapping the allotment site and measuring each allotment area.

ii) Inspection of Overgrown Plots: After June inspection by Clerk and 2 Councillors, 5 plot holders were written to requesting clearance of weeds and nettles. This resulted in Plot 4 being surrendered, 1 plot was quickly strimmed but 3 plots remained uncleared and unkempt.

Resolved: Clerk to send 2nd letter expressing concern and request weeds to be cleared.

Resolved: Contractor to be asked to clear plots if clearance of weeds is not actioned by tenants.

iii) Vacant Plots: Plot 11 has been re-let Free of Charge in view of the time of year and Plot 4 has had interest shown and will also be rent-free if taken due to time of year and poor condition of plot.

2018/7/12 Community Paths Initiative

CPI Volunteers were invited to the meeting but were unable to attend. Hard core has been placed by SCC down Whitestone and Leyfields bridlepaths. **Resolved:** Clerk to invite the volunteers to 12 September meeting.

2018/7/13 Village Hall WIFI Provision Update

The Village Hall Committee have researched the possibility of providing WIFI into the village hall, but have concluded that despite support from the Parish Council, that it will not be financially viable.

2018/7/14 Review Draft Minutes of Annual Parish Meeting on 23rd May

The contents were discussed and it was agreed to pursue the parishioners' concerns regarding traffic issues with SCC as in item 2018/7/8.

2018/7/15 Councillors' Report including Cllr Philip White, SCC and Cllrs D Goodfellow, S Gaskin, ESBC

Cllr Gaskin confirmed that he would try again to get another litter bin installed on Longhedge Lane; a recycled bin would be sufficient.

Cllr Page asked for dog fouling on Outwoods Lane to be reported to Enforcement Officer again. **Resolved:** Clerk to contact Enforcement Team and arrange for polite No Dog Fouling Notices to be installed in Outwoods Lane at Field Lane and Leyfields locations.

Cllr Joyce confirmed that the Community Banners had been inspected and they are not suitable for re-printing or re-using. **Resolved:** Clerk to offer them to Mosley Academy.

2018/7/16 Close of Meeting

The Chair advised that the next meeting of the **Parish Council** will be on **12th September**.

With that the Chairman thanked everyone for attending and closed the meeting at 9.20 pm

(David Page, Acting Chairman)

Date

ANSLOW PARISH COUNCIL

FINANCE REPORT July 2018

Completed 11.7.18

Opening Cash Book Position £8251.54

Total Income £3718.13

Total Expenditure £2109.97

**Current Cash Book
Position** **£9859.70**

<u>TSB Bank Statements</u>	<u>Treasurers Account</u>	<u>Savings Account</u>	<u>Community Fund</u>
	£6,876.13	£ 2,757.70	£ 502.39

Total Bank Funds **£10,136.22**

Payments to be made

Payee	Amount	Details
Judy Tjon Soei Len	£145.52	Clerk's Expenses
Total Unpresented Items/Cheques		
Information Commissioners Office	£35	Registration Fee
Eyden Signs	£96.00	Signage Alterations
Total Payments	£276.52	

Total Unpresented Income = £0.00

Banking Position (Total Bank Funds – Total Unpresented Income)

Total Bank Funds as at 11.7.18 = £9,859.70

Notes:

CPI Grant £800 Remaining Balance £217.67

Website Grant £1350 (£900 + £450) Remaining Balance £156.29