

ANSLOW PARISH COUNCIL
Minutes of the Meeting of Anslow Parish Council held
on 25th January 2017
at 6.30pm in Anslow Village Hall, Main Road, Anslow

Parish Council Attendance

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

Members of the Public & Organisations

Cllr Simon Gaskin, ESBC (part)
PCSO Julia Wells (part)
PCSO Kelly Allen (part)

2017/1/1 Public Question Time

No members of the public were in attendance

2017/1/2 Apologies for Absence

Apologies received from Cllr Frank Thompstone and Cllr Laura Hall

2017/1/3 Members to Declare an Interest

No declarations received

2017/1/4 Minutes of Anslow Parish Council meeting held on 9th November 2016

ITEM 2016/11/5/17 Amended to read "**Resolved: Clerk** to contact residents regarding parking and overgrown boundaries". Taking the above amendment into consideration, these 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 Chairman.

2017/1/5 Clerk's Report & Correspondence Received (PCSOs Julia Wells and Kelly Allen joined the meeting)

1. **Social Media Training Course on 8 March run by SPCA** - Clerk attending
2. **Hopley Road Parking** – letters have been sent to residents asking not to obstruct footpath and parking has improved. Letter to be given to driver of vehicle parking on soft verge next to Methodist Chapel.
Resolved at meeting: Landowners along Hopley Road to be contacted by Clerk to trim hedges. All Cllrs to email contact details to Clerk.
3. **Little Forest Project, Longhedge Lane** – Clerk attended 7 December, but sent apologies for 25.1.17 meeting. Cllr Gaskin confirmed that funding from various organisations has been achieved. Entry gate and hard standing area being actioned for 8 March 2017 Open Day. Constitution document and a 15 year lease with De Ferrers Trust now agreed. (Cllr Joyce joined the meeting)
4. **Defibrillator** – Defibrillator installed on 7.9.16 and APC offered to arrange training but still awaiting further information. **Resolved:** Clerk to source a training provider.
5. **Allotments** – See main agenda item. Clerk has contacted allotment holders of untidy/overgrown plots. All rents received apart from 1 tenant who has been contacted. One plot has not been renewed and will be offered to new tenant subject to viewing with Cllr Page.
6. **Broadband** – Chairman received update from Paul Chatwin, Superfast Staffs Project Manager (24.1.17). **Resolved:** APC to communicate to parishioners that Cabinet 17 is now live once Clerk has confirmation that there are no further delays.
7. **Parish Council Website** – see main agenda item.
8. **Telephone Box:** Burton Mail article being prepared by clerk to publically recognise and thank Simon Gaskin and Duncan Goodfellow, ESBC Councillors for grant funding the refurbishment work.
9. **Village Matters** – Permanent Speed Indication Device (SID). Awaiting response from Mosley Academy as to likelihood of permanent SID being placed outside Mosley Academy & cost being met as part of their safety budget for the school expansion.
10. **Remembrance Service:** Cllrs Page, Greer and Frankland represented APC on 11th November. Service led by Rev Hollings. Well attended including Mosley Academy pupils and staff. Clerk sent thanks to IW.

2017/1/5 Clerk's Report & Correspondence Received Cont'd

11. **Parish Council Laptop** – ongoing intermittent email deletion problem has been partially resolved by creating a copy of Outlook file, but technical glitches still occurring. Cannot permanently be resolved until new website/email set up is finalised. Discussion took place regarding purchase of a new laptop. See Item 2017/1/10.
12. **Fly-Tipping** on Longhedge Lane was reported by Clerk to ESBC and cleared.

SCC Highways Reports:

i) Whitebeam Tree on the Green to be trimmed back away from power lines. Tim Buxton's email 20.1.17 confirmed that Permission has been given to Western Power to carry out the works as agreed by SCC.

ii) Hopley Road Highway/Hedge maintenance

Job Ref **4063286** - Hopley Road overgrown verges near to No.69 Originally reported 13.1.16 and report was closed by SCC. Job Ref **4033760** – Hopley Road Hedge & verges. Job was resurrected by R Rayson below under new Job Ref **2102206** below. Still outstanding

Job Ref **4057576** - Bushton Lane Grit bin overturned. Reported again 7.9.16 **COMPLETED 19.1.17**

Job Ref 4066192 – Hopley Road pothole reported again as original repair has failed. **COMPLETED 19.1.17**

Job Ref 2102176 - Hanbury Road - Locate blockage and construct new manhole and relay outfall pipe also construct new gully opposite adjacent to tree. (CONNECTED TO FLOODING OUTSIDE RIDDINGS FARM). **Raised by RRayson.**

Resolved: Due to the complications and considerable delay in getting this repaired, Clerk is to request specific details of the repair work once it is finally completed.

Job Ref **2102196** - Nankirks Lane - investigate blocked outfall from ditch course with jetter. **Raised by RRayson.**

Job Ref **2102206** - Hopley Road - cut back hedge row and remove brambles and bushes for 2m width. **Raised by RRayson.** (Clerk also reported overgrown verge/highway on 22.11.16).

Job Ref **4064556** – Blocked drain on corner of road opposite The Bell outside Mosley Academy. Status: Enquiry Ongoing 11.12.16

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. (Clerk reported this fault twice)

Correspondence Received by the Clerk

1. SPCA invitation to attend AGM. Clerk sent apologies
2. Best Kept Village competition **Resolved:** No requirement this year
3. SPCA confirmed Council Tax Referendum Principles will not be extended to parish councils in 2017/18
4. Hanbury Cross Roads. Discussion took place regarding near fatal accident in October 2016 with councillors and PCSO. **Resolved:** Clerk was asked to email PCSO to request investigation into reporting of accidents by police to SCC. Hanbury and Tutbury parish councils wish to work with Anslow PC to try and make the junction safer. Possibility of warning signs on Needwood Road or installation of rumble strips on the road. (PCSO Julia Wells and Kelly Allen left the meeting)
5. Hopley Road Pothole – Parishioner complaint re damage to vehicle
6. Yorkshire Bank – Burton Branch to close. **Resolved:** Clerk to source alternative bank – Nottingham Building Society, Nationwide or TSB and bring details to March meeting. Cllr Gaskin left the meeting at 8.10 pm

2017/1/6 Finance

Statement of Accounts: Finance Report was circulated and is attached with these Minutes. Authorisation letter to Yorkshire Bank, was signed by 2 Cllrs and Clerk, to transfer non-community fund monies into the current account, therefore leaving £902 in the Community Fund Account. **Resolved:** Clerk to action with Yorkshire Bank. Little Forest, Longhedge Lane project was discussed. **Resolved:** £100 donation to be made Proposed by Cllr Frankland and seconded by Cllr Tomlinson.

2017/1/7 Accounts for Payment and Receipts

Payee	Amount	Details
Judy Tjon Soei Len, Clerk	£241.67	Clerk's Salary 6 December 2016
Judy Tjon Soei Len, Clerk	£241.67	Clerk's Salary 6 January 2017
Judy Tjon Soei Len, Clerk	£56.13	Clerk's Expenses up to 22nd January 2017
J Thompson	£102.00	Allotment hedge cutting and verge clearance
Datacity Ltd	£19.75	New Keyboard for laptop

Payments already made		
Cllr Tom Frankland	£356.76	Equipment for CPI project
Anslow Village Hall	£33.00	Hire of Village Hall for Planning Meetings on 28.9.16 and 26.10.16 + APC meeting on 9/11/16
Receipts		
SCC	£400.00	2 nd Payment received from SCC ref CPI Bid
P Hollands	£21	Allotment Rents and Shield Total Insurance
J Farebrother	£36	
P Latham	£31	
P Waterfield	£46	
D Page	£36	
M Calapaci	£36	
C Hill	£31	
F Hussey	£36	
J Elks	£31	
C Smith	£31	

2017/1/8 Budget 2017/18 and Precept for 2017/18

The Clerk read out the amended budget and the details were discussed. Precept request of £6,801 has been sent to ESBC. Clerk referred to email dated 5.1.17 sent to all Councillors.

Resolved:

- i) Salary increment of £234 will be payable to the Clerk for additional work on website administration, effective from April 2017 subject to new website being complete, payable from 2017/18 budget.
- ii) One-off, additional sum of up to £108 Training Supplement to be paid to the Clerk for hours worked with website designer to set up new parish council website (12 hours maximum in total), 2016/17 budget.
- iii) £800 Contingency figure agreed for planning consultant's fees, replacement NHT contractors' costs, replacement laptop, allotment gate repairs and general costs.
- iv) VAT income figure increased to £300

2017/1/9 Planning Report - Cllr Frankland gave a brief update of recent applications. Cllr Gaskin was asked for assistance, in establishing with ESBC Planning Department, a clearer understanding of the new Class Q Prior Approval legislation planning law.

2017/1/10 Development Plan

a) Website Training: Clerk stated that no progress had been made on the creation of the new APC website. An alternative contractor has been sourced and costs were discussed, to take over the project. Discussions took place. **Resolved:** Clerk to contact current web designer and advise termination of project work. New contractor to be contacted to start work immediately to create new website and £300 fee for creation of new website and training of 3 administrators agreed. Associated email account to be investigated in a bid to resolve current email problems. If functionality of laptop is still compromised after the implementation of the new website, APC will then review the need for a new laptop again.

b) Community Paths Initiative: Cllr Frankland explained that the 2 worst areas of footpaths (Leyfields and Whitestone Lane) have been cleared by SCC in December after complaint to SCC by parishioner. Do not need CPI volunteers to work until possibly March. **Resolved:** Cllr Frankland to review footpaths/bridleways and reassess new targeted areas and to contact CPI volunteers to agree a date. First Aid Box to be purchased. Broken stile on footpath at rear of Mosley Academy will be checked by Cllr Frankland.

2017/1/11 Village Maintenance

a) Flower Meadow: Area to be cut back, sprayed with weed killer and then rotivated and seeds re-sown. **Resolved:** £70 budget agreed for seeds. Proposed by Cllr Greer and seconded by Cllr Tomlinson. Cllr Greer to liaise with Anslow WI to discuss sharing the costs.

2017/1/12 War Memorial at Holy Trinity Church

Plaque sited on Church wall is in poor condition with many of the 100 names of serving soldiers now illegible. **Resolved:** Clerk to contact Rev Whitehead to express support for its refurbishment.

2017/1/13 Pensions Regulator

Clerk informed Councillors of APC's legal requirement to confirm with Pensions Regulations. No legal requirement for APC to contribute to a pension, but they have option to do so if they wish for their employee(s) – the Clerk. APC are required to send a letter to the Clerk by the Staging Date fixed by the Pensions Regulator of 1st April 2017. The Clerk left the meeting at this point. **Resolved:** APC agreed to pay the Clerk an additional 5% of her salary in lieu of providing a separate pension scheme, effective from April 2017. Proposed by Cllr Tomlinson and seconded by Cllr Frankland. The Clerk re-joined the meeting and thanked the Councillors for their decision. Clerk to send Letter of Compliance template to Cllr Page.

2017/1/14 Allotments

£90 cost of repairing the main gate was discussed and general regular inspection of plots. **Resolved:** to accept the £90 cost and authorise contractor to proceed. Proposed by Cllr Tomlinson and seconded by Cllr Greer. Cllr Hall to be contacted to enquire if she could make monthly site inspections to ensure plots are being adequately tended.

2017/1/15 Internet Banking

Resolved: Clerk to bring details to next meeting, including changes to be made to APC's Financial Regulation document if Internet Banking is agreed once a new bank in place of Yorkshire Bank has been agreed.

2017/1/16 Councillors' Report: Cllrs Gaskin ESBC

Cllr Gaskin confirmed that a new litter bin in the unofficial layby on Longhedge Lane is still in progress.

Close of Meeting

The Chair advised that the next meeting of Anslow Parish Council will be on **Wednesday 22nd March 2017** at 6.30pm and the next Planning Meeting will be on **8th February**. With that, the Chairman thanked everyone for attending and closed the meeting at 9.45 pm

(David Page, Acting Chairman)

Date

ANSLOW PARISH COUNCIL
FINANCE REPORT Completed 23.1.17

Opening Cash Book Position	=	£8702.10 *	
Total income	=	£9373.23	
Total Expenditure	=	£5758.12 + £3076	= £8834.12
Current Cash Book Position	=	£9241.21	

Bank Statements (19.1.17)

Yorkshire Bank Current A/c	=	£ 3329.80
Yorkshire Bank Deposit A/c	=	£ 3355.95
Yorkshire Bank Community A/c	=	£ 2700.00
(minus unrepresented cheques)	=	£ 221.54
(plus unrepresented Income)	=	£ 77.00
Total Bank Funds	=	£9241.21

Unrepresented Cheques (Up to 19.1.17)

(CANCELLED Winman Domain Charge March chq)	=	£ 28.66
Anslow Village Hall Room Hire Charge (Sept)	=	£ 15.00
Clerk's Jan 17 Expenses	=	£ 56.13
J Thompson Hedge Cutting	=	£102.00
Keyboard	=	£ 19.75
Total Unrepresented Cheques	=	£221.54

Unrepresented Income (up to 19.1.17)

M Welch Allotment Rent & Insurance	=	£31.00
N Bennett Allotment Rent & Insurance	=	£46.00
Total Unrepresented Income	=	£77.00

BANKING POSITION

Total Bank Funds as at 19.1.17	=	£9241.21
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*Opening Cash Book Position includes Winman £28.66 cheque raised in March 2016 which was cancelled, reissued and cleared in September 2016
 Total Bank Funds include £900 NALC Website grant and £443.25 remainder of CPI grant monies (£800 was awarded in total)