

**ANSLOW PARISH COUNCIL**  
**Minutes of the Meeting of Anslow Parish Council**  
**on 8<sup>th</sup> November 2017**  
**at 6.30pm in Anslow Village Hall, Main Road, Anslow**

**Parish Council Attendance**

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

**Members of the Public & Organisations**

Cllr Philip White, SCC  
Cllr Simon Gaskin ESBC

**2017/11/1 Public Question Time**

i) Village Hall – Provision of WIFI

Brendan McGreal (BMcG) outlined costs for this project. An official address for the village hall to be obtained and registered with the Post Office. Costs from 4 main WIFI providers were discussed which included £140 for installation of telephone line and set up fees varying from £0-£19.99. £42 per month fibre option was agreed as best current option. **Proposed:** Joint venture between APC and the Village Hall Committee to fund the initial installation costs proposed by Cllr Tomlinson and seconded by Cllr Page. BMcG to update APC at January meeting.

**2017/11/2 Apologies for Absence**

Apologies received from Cllr Duncan Goodfellow and PCSO Julia Wells

**2017/11/3 Members to Declare an Interest**

No declarations received.

**2017/11/4 Minutes of Anslow Parish Council meeting held on 13<sup>th</sup> September 2017**

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

**2017/11/5 Clerk's Report & Correspondence Received**

1. **FINANCE**

Internet Banking in process of being set up.

2. **2017/18 DEVELOPMENT PLAN**

- a) **Website** – Training Meetings held on 26.10.17, 17.10 and 6.11.17. Website went live 8.11.17.
- b) **Community Paths Initiative** (CPI) covered under Main Agenda 9ii

3. **STAFFORDSHIRE COUNTY COUNCIL**

- a) **Highways Team:** Hopley Road speed monitoring survey awaiting SCC implementation. See agenda. Item 11
- b) **Reports**
  - i) **Whitebeam Tree** on the Green: Reported 20.1.17 & again to TMellor 12.9.17
  - ii) **Drain cover** outside Laurel Cottage, Main Road. It has been passed through to SCC Network Management Inspector who will look to issue a S81 defect notice on the Utility Company.
  - iii) **Pothole** outside Anslow Nurseries reported for 3<sup>rd</sup> time. Ref 4095470
  - iv) **Missing Curb Stone on Hopley Road**, opposite entrance to Chapel Lane. SCC will request an inspection.
  - v) **Roadwork barrier equipment** left from Hanbury Road repairs will be collected from Nankirk Lane.
  - vi) **Weed Control on Curbed Edges/Pavements.** No weed treatments were evident during 2017. SCC confirmed application of 3 treatments per season on a cyclical programme. DEFRA stipulate strength of weedkiller solution that SCC can legally use which is often not strong enough to kill persistent weed growth. Requires several applications to eradicate the problem. APC comments have been passed through to SCC Operations team

4. **EAST STAFFORDSHIRE BOROUGH COUNCIL**  
 a) **ID badges** for parish councillors – Cost c. £10-£15. ID photos of Councillors required. **Resolved:** Clerk to action  
 b) **Councillors On-line personal information:** Discussed ESBC’s requirements for disclosure of personal data when elected/co-opted as a Councillor to ensure transparency. **Resolved:** No further action required.
5. **ALLOTMENTS – See Agenda item 12**  
 a) Untidy Plots – Clerk contacted Plot holder who confirmed they will address the problem and would like to renew tenancy in 2018
6. **VILLAGE MAINTENANCE**  
 a) **Hopley Road planters** installed and filled with Autumn planting  
 b) Parish Council **Notice Boards** have been re-varnished and new handles fitted  
 c) Letters sent to Hopley Road residents re **overgrown hedge and obstruction of footpath**  
 d) **Sphere** situated in the Remembrance Garden has been dislodged and needs a permanent re-fix to the base.  
**Resolved:** Cllr Thompstone to look into its repair.
7. **PARISH ITEMS**  
 a) SCC Diversion of Vehicular Traffic along Bushton Lane from 13.11.17 – 11.12.17. PCSO and Mosley Academy notified by Clerk re parking issues. Clerk requested contractors to tape off surrounding soft verges to prevent damage by parking.  
 b) **Little Forest Project** – Project progressing but not ready for bookings yet.  
 c) **Holy Trinity War Memorial** – Council support to be discussed as part of Budget Review 2018/19  
 d) **Rolleston Almshouse Trustee Vacancy** – to be displayed in parish and on websites and by email. Messrs Brammall & Co will also advertise. Cllr Gaskin offered also to promote the Trustee vacancy on behalf of Anslow Parish Council
8. **PCSO/CRIME REPORTS – Nothing to report**  
**Amended:** A break-in at Belmot Driving Range was reported by Cllr Joyce
9. **TRAINING & DEVELOPMENT**  
 Clerk attending General Data Protection Regulation: Briefing - 21st November at Staffs Parish Councils Association in Stafford.
10. **CORRESPONDENCE RECEIVED**  
 i) Council Tax Referendum Campaign (from SPCA bulletin 19.10.17) – discussed as part of agenda item 7  
 ii) Staffordshire Pharmacy Consultation – no action required  
 iii) Tatenhill Lane Road Closure. Details were circulated by the Clerk regarding the extended Tatenhill Lane closure. Cllr White will review.  
 iv) SPCA AGM 4 December 2017 Invitation to attend. **Resolved:** Clerk to send apologies

## 2017/11/6 Finance

- i) **Statement of Accounts:** was circulated and is attached with these Minutes.  
 TSB Internet Banking is in process of being set up.
- ii) **Accounts for Payment and Receipts** All payments discussed including Hopley Road planters totalling £785.76 (inc £100 labour). Cllr White invited SCC grant application. **Resolved:** After full discussion, it was agreed to apply for 50% grant from SCC and fund 50% from Community Fund. Proposed Cllr Thompstone and seconded by Cllr Page.

Payee	Amount	Details
Judy Tjon Soei Len, Clerk	£253.75	Clerk’s Salary 6 October 2017
Judy Tjon Soei Len, Clerk	£253.75	Clerk’s Salary 6 November 2017
Judy Tjon Soei Len, Clerk	£39.60 £128.25	Clerk’s Expenses and EDP for Website Project
Staffordshire Parish Councils Association	£26.72	8 x Finance & Transparency Guides
Frank Thompstone	£685.76	7 large planters for Hopley Road £559.93 Paving Slabs for Planters £92.40 Compost for Planters £33.43
Poppy Appeal	£38.50	Donation for 2 x Poppy Remembrance Wreaths
Brian Clarke	£60.00	Wireless consumables & printer connection

Staples Stationery	£197.96	Ink Cartridges for Printer
Wilson Parish Gardens	£405.00	Labour to replace planters on Hopley Road and Refilling of planters with winter bedding
Sam Gregson	£60.00	Clearing out debris from Allotment ditch & pipe
Bimal Jangra	£401.86	Website Consultancy, website costs & training
<b>Payments already made - none</b>		
<b>Receipts</b>		
Interest on TSB Community A/c	0.03	
Interest on TSB Savings A/c	0.13	

## 2017/11/7 Annual Budget for 2018/19 & Precept Setting

Proposed budget details and information on the Council Tax Referendum Campaign were circulated and detailed discussion took place. Copy of agreed budget is attached with these minutes. Total forecasted budget to 31.3.2019 was set at £9353 which left a £1,100 shortfall mainly due to potential increase in village maintenance resulting from disbandment of SCC's Neighbourhood Highways Team.

**Resolved:** to fund the £1,100 shortfall by transferring £600 from APC Savings Account and increasing the precept by £500. AND further **resolution** to produce a parish newsletter to be sent out to all parishioners giving information on precept setting and informing Parish of new website. Cllr Hall and the Clerk to action for delivery by early December. Proposed by Cllr Thompstone and seconded by Cllr Page.

## 2017/11/8 Planning Report

Cllr Joyce gave an update of recent applications and commented that 8 applications were still awaiting decision by ESBC.

## 2017/11/9 Development Plan 2017/18

### i) Anslow Parish Council Website:

The website went live on 7<sup>th</sup> November but the mobile site is still under construction. Grant fund balance is £32.89 with further anticipated training costs and completion of mobile-friendly site. **Resolved:** As agreed in September meeting, an additional grant application of £450 is to be submitted to NALC. Clerk's working hours and salary is to be increased by 30 minutes per week to cover additional website maintenance once website is completed. Proposed by Cllr Page and seconded by Cllr Joyce.

### ii) Community Paths Initiative & Litter Picking Update.

Cllr Frankland informed meeting of his attendance at SCC CPI meeting in October and possibility of some funding for hardcore to be laid on persistently boggy areas of footpaths. Cllr White offered his support to Cllr Frankland with this proposal. Cllr Frankland confirmed he would continue to work and clear Whitestone Lane and Leyfields' footpaths which have already become overgrown since maintenance in the Summer.

## 2017/11/10 Definitive Map Review

Clerk circulated copies of current map. **Resolved:** Clerk to obtain the additional "Statement of Definitive Map" document to be kept as Parish Council Record at a cost of £3.30.

## 2017/11/11 Highways Traffic Calming Measures

Email received back from SCC the day before APC meeting confirming the following:-

- i) SCC have requested up to date traffic data and will forward this when received Cllr White stated that he will personally investigate this and report back.
- ii) Request for SCC mowing team to include recently cleared Hopley Road grass verge area into mowing schedule. SCC confirmed they will look at the condition of this verge to see if it is viable to be mowed/strimmed and if the remaining roots can be stump ground.

iii) Flooding of dropped kerb access area on Hopley Road will be inspected and tasks raised to prevent future flooding.

### 2017/11/11 Highways Traffic Calming Measures Cont'd

ii) Possible provision of Section 106 monies from local housing developments for use in traffic calming measures on affected roads in Anslow will be investigated once SCC officer has been recruited. APC to be advised of outcome by Cllr White.

iii) Damaged manhole cover on Main Road will have a S81 Defect Notice service on the utility company concerned

iv) Weed Treatment on Curbed edges. APC's comments have been passed onto SCC Operations Team.

vi) Missing Curb Stone on Hopley Road will be inspected.

vii) Repainting of white line road markings at junction of Hopley Road and on the bend of the Bell Pub, Main Road was raised again. Cllr White to feed back to Highways team.

### 2017/11/12 Allotments

i) Clerk to issue renewal tenancy letters for 2018. **Resolved:** No rent increase was considered necessary. Proposed by Cllr Greer and seconded by Cllr Tomlinson.

ii) 2 plots were identified as still being untidy and overgrown. **Resolved:** Clerk to contact plot owners to resolve.

iii) Cllr Page confirmed he will not be renewing his tenancy next year. Clerk to advertise allotment vacancy.

### 2017/11/13 Review of Anslow Parish Council's Risk Assessment & Financial Regulations Documents

This item was deferred to January 2018 meeting due to time constraints.

### 2017/11/14 Councillors' Report: Cllr Philip White, SCC and Cllr S Gaskin ESBC

Nothing further to report.

### 2017/11/15 Close of Meeting

The Chair advised that the next meeting of Anslow Parish Council will be 24<sup>th</sup> January 2018. With that the Chairman thanked everyone for attending and closed the meeting at 9.45 pm

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(Frank Thompstone, Chairman)

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Date

ANSLOW PARISH COUNCIL  
**FINANCE REPORT Completed 1.11.17**

Opening Cash Book Position	=	£8533.21
Total income	=	£6949.68
Total Expenditure	=	£3918.28
<b>Current Cash Book Position</b>	=	<b>£11,564.61</b>

**Bank Statements (1.11.17)**

TSB Current A/c	=	£ 7305.98
TSB Savings A/c	=	£ 3356.49
TSB Community A/c	=	£ 902.14
(minus unrepresented cheques)	=	£ 0.00
(plus unrepresented Income)	=	£ 0.00
<b>Total Bank Funds</b>	=	<b>£11,564.61</b>

**Unrepresented Cheques etc (Up to 1.11.17)**

Judy Tjon Soei Len, Clerk	£253.75	Clerk's Salary 6 November 2017
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Sam Gregson	£60.00	Clearing out debris from Allotment ditch & pipe

**Total Unrepresented Cheques = £1,895.54**

**Unrepresented Income (up to 1.11.17)**

<b>Total Unrepresented Income</b>	=	<b>£0.00</b>
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**BANKING POSITION**

<b>Total Bank Funds as at 1.11.17</b>	=	<b>£9,669.07</b>
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Total Bank Funds include £900 NALC Website grant and £443.25 CPI grant balance (£800 awarded in total)