

ANSLOW PARISH COUNCIL

Minutes of the Annual Meeting of Anslow Parish Council (AMAPC)

on 6th May 2020 at 6.30pm

This meeting was held **remotely** due to Government guidance
in relation to Coronavirus

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) Regulations 2020 came into force on 4 April enabling local councils to hold remote meetings until May 2021.

The COVID-19 (Coronavirus) pandemic and the unprecedented Government measures in response to the crisis (eg prohibitions on gatherings, social distancing, self-isolation etc) have meant that the requirement for local authorities to hold public meetings in person cannot be met.

The Coronavirus Act 2020 made provisions to hold remote meetings (s.78).

| <u>Parish Council Attendance</u> | <u>Members of the Public & Organisations</u> |
|----------------------------------|--|
| Cllr Frank Thompstone (Chair) | Cllr Philip White (part) |
| Cllr David Page (Vice Chair) | |
| Cllr Anne Greer | |
| Cllr Paul Joyce | |
| Cllr Laura Hall | |
| Cllr Paul Sullivan | |
| Cllr Russell Jeans | |
| Judy Tjon Soei Len (Clerk) | |

2020/AMAPC/1 Welcome and Appointment of Chair and Vice Chair

All members were welcomed to the first on-line parish council meeting held on Zoom which was hosted by the Clerk.

i) Nominations for Chair of Anslow Parish Council were requested by Cllr Page. No other nominations received. Cllr Page proposed Cllr Thompstone and Cllr Hall seconded the proposal. All were in favour. Cllr Thompstone was duly elected Chair.

ii) Nominations for Vice Chair were requested by the Chair and Cllr Page was nominated. No other nominations were received. Cllr Hall proposed Cllr Page and Cllr Greer seconded. All were in favour and Cllr Page was elected Vice Chair.

2020/AMAPC/2 Review of Standing Orders Document

In response to the necessity to hold remote council meetings, the Standing Orders were amended with the following details (in italics):

3. Meetings generally - ***Remote Meetings***

In emergency situations, it is permitted to hold a council meeting remotely, where it is not possible for members to be present in one place due to Government restrictions. The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of local Authority and Police and Crime Panel Meetings) (England and Wales) Regs 2020 enables local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May 2021.

Local councils can decide the methods they will use to facilitate the holding of remote meetings and there is no requirement to hold an annual meeting.

The above amendment was agreed and proposed by Cllr Thompstone and seconded by Cllr Hall.
Resolved: Clerk to update this section and full review of the document to take place at July meeting.

2020/AMAPC/3 Nominations for Chair of Anslow Parish Council Planning Committee.

The Chair invited nominations and Cllr Joyce was nominated. No other nominations were received. Cllr Hall and seconded by Cllr Greer. All were in favour and Cllr Joyce was elected as Chair of the Planning Committee.

2020/AMAPC/4 Declaration of Acceptance of Office and Register of Interest Forms

Acceptance of Office forms were duly signed by those elected above. Forms will be returned to Clerk after the meeting along with completed Register of Interest Forms which were emailed to Cllrs prior to the meeting.

2020/AMAPC/5 Apologies for Absence

No apologies received

2020/AMAPC/6 Public Question Time

No members of the public were in attendance

2020/AMAPC/7 Declarations of Interest

No declarations received

2020/AMAPC/8 Minutes of Anslow Parish Council meeting held on 11^h March 2020

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.

2020/AMAPC/9 Clerk's Report & Correspondence Received

1. FINANCE

- a) Internal Auditor – 2019/20 accounts have been internally audited and returned with no recommendations.
- b) Letter of amendment for clerk's salary increase has been actioned by TSB wef 6 April 2020.
- c) Came and Co insurance documents 2020/21 have been received (3-year fixed agreement)
- d) TSB reduction in interest rate wef 1.7.2020 from 0.15% to 0.05% for 2 savings accounts.
- e) £31 refund from supplier for 1st Aid Kit received due to p&p issues

2. 2019/20 DEVELOPMENT PLAN – Traffic Calming Project

- a) **Mosley Academy - Road Safety Poster** competition. Winners to be informed by School newsletter.
- c) SID unit update covered in Agenda item 12.

3. STAFFORDSHIRE COUNTY COUNCIL

a) Report a Fault (Highways) Update

| DATE | Job Ref | DETAILS | ACTION |
|---------|---------|---|-------------|
| 8.3.20 | 4188140 | Pothole on Hopley Bends | Completed |
| 23.3.20 | 4195070 | Dangerous Road Surface, Bell House Lane | tbc |
| 7.4.20 | 4196723 | Damaged sign post at T-junction Hanbury & Hopley Road | Outstanding |

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

| DATE | Job Ref | DETAILS | ACTION |
|---------------------|------------|---|---|
| 8.2.19 | | Footpath 14. Slippery descent access to bridge. Surface drainage problem. | Outstanding |
| 24.4.19/ 29.4.20 | 200452026 | ROW 30 access off Hanbury Road (opp Bell House Lane). Stile was taped off to prevent access. Originally reported 24.4.19. | Outstanding |
| 2.10.19 | PROW405447 | Stockley Farm stile overgrown | Unconfirmed |
| 20.4.20 | 200474322 | ROW 6 cropped up against hedge again. As crop grows, there will be no access down the field via the hedge-line footpath. | SCC action will be delayed due to Corvid-19 |

4. EAST STAFFORDSHIRE BOROUGH COUNCIL,

Reserved Matters planning application for Upper Outwoods Development was received and forwarded to APC Councillors.

5. ALLOTMENTS

a) 15 plots are now occupied.

b) Plots 5a,b & c have been offered to new allotment holder for £12 for remainder of 2020 (£16 for 2021)

c) Emergency site contact details have been attached to the 3 entry gates

d) Government Guidelines notices for safe working on Allotments have been attached to entry gates.

6. VILLAGE MAINTENANCE

a) **Community Paths Initiative**: All working party dates cancelled until further notice due to C-19.

b) **Litter Pickers** – New member joined the volunteer group.

c) Replacement **“no dog fouling”** notice has been erected on Hopley Road ROW No. 4.

d) **Renovation of Memorial Garden** has been postponed due to C-19.

e) Purchase of **replacement planter** on Hopley Road and 6 replacement planters on The Green have been postponed due to C-19.

7. PARISH ITEMS

a) **Defibrillator** – Research into paediatric defibrillator pads is on-going

b) **Condolence Book** ordered and ESBC informed.

c) **War Memorial Renovation** at Holy Trinity – further information awaited from HT.

8. OTHER

a) **Government safety guidance re Corvid 19** was emailed to CPI and Litter picker volunteers and Allotment holders.

b) **CPRE SPCA Planning Training Event** 28th March – cancelled due to C-19

9. PCSO/CRIME REPORTS

No Report received at time of meeting.

10. CORRESPONDENCE RECEIVED

i) Letter of invitation from Kate Griffiths, MP, Cllr Thompstone to attend virtual meeting on 1st May

ii) Community Foundation for Staffordshire - Supporting our Communities

iii) Parishioner's correspondence to ESBC ref Consultee Letter for Reserved Matters relating to Upper Outwoods Farm Development, Beamhill Road.

2020/AMAPC/10 Finance (Cllr White joined the meeting)

- a) **Finance Report for May 2020.** End of Year Finance Report to 31st March and Finance Report for 6th May meeting were both circulated prior to the meeting. No items raised.
- b) **Internal Audit 2019/20.** The Clerk confirmed that the accounts had been independently audited by Mr John Southwell and no recommendations had been made. The internal audit section of The Annual Governance and Accountability Return 2019/20 had been signed off. Proposed by Cllr Thompstone to send letter of thanks and £50 payment for this service. Seconded by Cllr Page.
Resolved: Clerk to action.
- c) **Review of Balance Sheet & Financial Statement for 2019/20**
Copies had been distributed prior to the meeting. No items raised. The Balance Sheet and Financial Statement were proposed by Cllr Thompstone and seconded by Cllr Page. All in favour.
- d) **Annual Governance and Accountability Return (AGAR) 2019/20** All documents were circulated to the Councillors for inspection prior to the meeting.
Approval of the Annual Governance Statement - Section 1
The Chair referred the council to the Certificate of Exemption on Page 3 and read through Section 1 of the AGAR. No items raised. Cllr Page proposed their approvals and Cllr Hall seconded. All in favour. The Certificate of Exemption and Annual Governance Statement were signed by the Chair.
- e) **Approval of the Accounting Statements – Section 2**
The Chair read Section 2 to the meeting. No items raised. Cllr Thompstone proposed its approval and Cllr Hall seconded. All in favour.
- f) **Accounts for Payment and Receipts** Payments below were submitted and approved.

| Proposed Payments – Payee Details | Amount | Details |
|--|----------|--|
| John Southwell | £50 | Internal Audit |
| Judy Tjon Soei Len, Clerk | £84.60 | Clerk's Expenses |
| Transfers – None | | |
| Payments already made – Payee Details | | |
| Judy Tjon Soei Len, Clerk | £324.87 | Clerk's Salary 8 April 2020 |
| Dimensions Designs | £40.00 | 2 Footpath Signs |
| Dimensions Designs | £21. 00 | 3 Allotment Signs |
| Staffordshire Parish Councils Assoc. | £228 | Annual Subscription |
| Receipts | | |
| ESBC | £4718.00 | Precept (half year) |
| J Tjon Soei Len | £31.00 | Refund received for 1 st Aid Kit |
| G Walsh | £22.00 | Allotment Rent & Insurance Plots 5a, 5b & 5c |
| G Hunt | £31.00 | Allotment Rent & Insurance Plot 4 |
| C Gilks | £31.00 | Allotment Rent & Insurance Plot 5 |
| TSB | £0.08 | Interest: Community A/c March 2020 |
| TSB | £0.36 | Interest: Savings A/c March 2020 |
| TSB | £0.08 | Interest: Community A/c April 2020 |
| TSB | £0.36 | Interest: Savings A/c April 2020 |

2020/AMAPC/11 Planning Report

Cllr Joyce read through his planning report and confirmed that the next remote planning meeting will be on 20th May. No questions raised. Report to be uplifted onto website and notice boards. Clerk to action.

2020/AMAPC/12 Development Plan 2018/19 – Traffic Calming Project

- a) **Traffic Calming Project Update.** Cllr Thompstone confirmed that further to replacing the battery after the unit worked for only 3 days, it again stopped working for a second time 5 days after being replaced. Due to Corvid-19 restrictions, an on-site meeting with Morelock to resolve his has been postponed until restrictions have been lifted. Payment of Morelock Installation's

invoice for the installation of the unit and post was discussed. It was unanimously agreed to pay the invoice after the unit is working satisfactorily. Proposed by Cllr Thompstone and seconded by Cllr Page. All in favour.

- b) The successful winners of the Mosley Academy Road Safety Poster competition will be contacted by the Head Teacher to congratulate them and the news will be circulated via the school newsletter. **Resolved:** Clerk to inform Headteacher of winners and send artwork to Morelock to produce the signs. Due to Corvid-19 restrictions it will not be possible to displayed all the entries at the Annual Parish Meeting which has been cancelled. Proposed by Cllr Thompstone and seconded by Cllr Page.

2020/AMAPC/13 Councillors' Reports:

- a) Cllr White advised the meeting that at this unprecedented time, he was pleased to confirm that Staffordshire care homes had received sufficient PPE items as stocks had been purchased in advance of the main lockdown period. Various sites across the county had been requisitioned as sites to provide food packages for vulnerable residents.
- b) Cllr Sullivan confirmed that he had reported the damaged road sign on the corner of Hopley Road which SCC had categorised as non-urgent.

2020/AMAPC/14 Close of Meeting

The Chair advised that the next meeting will be on Wednesday 8th July at 6.30pm
With that the Chair thanked everyone for attending and closed the meeting at 7.15 pm

(Frank Thompstone, Chair)

Date

ANSLOW PARISH COUNCIL

FINANCE REPORT END OF YEAR 31st MARCH 2020

Prepared by: Judy Tjon Soei Len, Clerk to Anslow Parish Council Date: 9.4.2020

| | |
|---|-----------|
| Opening Cash Book Position | £ 9460.39 |
| Total Income 2019/20 | £12125.90 |
| Total Expenditure 2019/20 (including VAT) | £11219.47 |

Current Cash Book Position **£10366.82**

TSB Bank Statements

| <u>Club, Charity & Trust Account (Current)</u> A/c No 50483760 | <u>Business Instant Access (Savings)</u> A/c No 50484160 | <u>Business Instant Access (Community Fund)</u> A/c No 50484568 | |
|---|---|--|-------------------------|
| £7672.33 | £2764.33 | £618.19 | <u>£11054.85</u> |

Total Unpresented Cheques up to 31.3.2020 **£ 688.03**

Morelock Installations Ltd £ 667.03
Dimensions Designs £ 21.00

Unpresented Income up to 31.3.2020 **£ 0.00**

Banking Position as at 31.3.2020 **£10366.82**

(Total Bank Funds minus Total Unpresented Cheques plus Unpresented Income/cash)

Notes:

2019/20 VAT Running Total to be reclaimed in 2020 **£771.07**

CPI Grant £800 from 2016/17 - Remaining Balance **£53.54**

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

Anslow Garden Club Donation **£25**

ANSLOW PARISH COUNCIL

FINANCE REPORT 6th MAY 2020

Prepared by: Judy Tjon Soei Len, Clerk to Anslow Parish Council Date: 4.5.2020

| | |
|---|-----------|
| Opening Cash Book Position | £10366.82 |
| Total Income 2020/21 | £ 5438.47 |
| Total Expenditure 2020/21 (including VAT) | £ 552.87 |

Current Cash Book Position **£15252.42**

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 | |
| £11869.46 | £2764.69 | £618.27 | <u>£15252.42</u> |

Total Unpresented Cheques up to 4.5.2020 £ 0.00

Unpresented Income up to 29.4.2020 £ 0.00

Banking Position as at 4.5.2020 **£15252.42***

(Total Bank Funds minus Total Unpresented Cheques plus Unpresented Income/cash)

Notes:

* Excludes Proposed Payments as per 6th May 2020 agenda totalling **£84.60 + £50 = £134.60**

2019/20 VAT Total to be reclaimed in 2020 **£771.07**

2020/21 VAT Total to be reclaimed in 2020/21 **£0.00**

*CPI Grant £800 from 2016/17 - Remaining Balance **£53.54***

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

*Anslow Garden Club Donation **£25***

Planning Report for Parish Council Meeting – 06/05/20

| Planning Meeting: Various Prior | | | |
|---------------------------------|--|-----------------------|---------------|
| Planning Ref | | APC Decision/Comments | ESBC Decision |
| P/2018/00714 | Hill Top Farm, Main Road, Anslow. Minor alterations, additional window, satellite dish and TV aerial | No objection | Awaited |
| Planning Meeting 27/01/20 | | | |
| P/2020/00052 | Rose Cottage 69, Hopley Road Anslow. Erection of a replacement boundary fence | No objection | Approved |
| Planning Meeting 11/03/20 | | | |
| P/2020/00100 | 189, Henhurst Hill, Anslow. Erection of single storey rear extension with living accommodation | No objection | Awaited |
| P/2020/00133 | Church Farm, Hanbury Road, Anslow. Erection of a timber barn | No objection | Awaited |
| Planning Meeting 22/04/20 | | | |
| P/2020/000281 | Lyndale, Bell house Lane, Anslow. Erection of a single storey side and rear extension. | No objection | Awaited |
| P/2020/00282 | Marysfield, Main Road, Anslow. Revisions to previously approved scheme. | No objection | Awaited |
| P/2020/00311 | The Oaktree, 116A Hopley Road, Anslow. Erection of a front porch. | No objection | Awaited |
| P/2020/00336 | Bell House Farm, Bell House Lane, Anslow. Formation of a new driveway. | Objection | Awaited |