

ANSLOW PARISH COUNCIL

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

on 2nd May 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 Laura Hall
Cllr Anne Greer
Mrs Judy Tjon Soei Len, Clerk

Members of the Public & Organisations

2018/AMAPC/1 Welcome and Election of Chairman and Vice Chairman

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

Nominations for Vice Chairman were requested by Cllr Thompstone who proposed Cllr Page and Cllr Greer seconded. No other nominations were received and Cllr Page was elected Vice Chairman.

2018/AMAPC/2

Nominations for Chair of Anslow Parish Council Planning Committee.

The Chairman invited nominations and proposed Cllr Joyce and Cllr Hall seconded. No other nominations received. Cllr Joyce was duly elected.

2018/AMAPC/3 Declaration of Acceptance of Office

Forms were duly signed and collected in along with completed Register of Interest Forms. The Chair advised the meeting that Cllr Tom Frankland has resigned from the Parish Council. **Resolved:** Clerk to acknowledge resignation and express sincere thanks for his significant contribution over the past 3 years.

2018/AMAPC/4 Apologies for Absence

Apologies received from Cllr John Tomlinson

2018/AMAPC/5 Public Question Time

No members of the public were in attendance

2018/AMAPC/6 Declarations of Interest

No declarations received

2018/AMAPC/7 Minutes of Anslow Parish Council meeting held on 14th March 2018

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.

2018/AMAPC/8 Clerk's Report & Correspondence Received

1. **FINANCE**

a) **Internal Audit** completed – no issues identified.

b) **General Data Protection Review** – Appointment of Data Protection Officer still outstanding with NALC

c) **Internet Banking** Chair and Vice Chair are in final stages of registration to enable on-line payments & transfers

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

Report received. See agenda item 11

3. STAFFORDSHIRE COUNTY COUNCIL

a) Highways Team:

i) A team from Western Power cut back trees on Hopley Road 24/4/18 which were growing into electricity cables
ii) Maintenance of Hopley Road verge, near Chapel Lane junction, has been raised again with SCC. Awaiting reply 24.4.18

b) Report a Fault Report

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.
26.1.18	4104384	Pothole outside 67a Hopley Rd	Completed 2.2.18
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.
5.2.18	4106005	Belmot Road, Near Lower Castle Hayes Farm. Directional chevrons for bend partly knocked down due to vehicle damage.	Completed 13.3.18
27.2.18	4110138	Loose drain cover outside 1 Laurel Cottage, Main Road SECOND REPAIR REQUEST	20.3.18 Waiting for inspector to visit site
15.3.18	4113541	Pothole outside Sunset House, Main Road,	Completed 21.3.18
15.3.18	4113544	Numerous potholes outside Piltons Farm, Longhedge Lane junction with Tutbury Road.	19.3.18 Fault categorised by inspector. Awaiting works to fix fault.
16.3.18	4114008	Numerous potholes outside White Lodge, Bell House Lane.	21.3.18 Fault categorised by inspector. Awaiting works to fix the fault.
16.3.18	4114010	Flooded road – entrance to Bell House Lane off	Completed 1.4.18
22.3.18	4115067	Hanbury Road.	
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

4. EAST STAFFORDSHIRE BOROUGH COUNCIL

a) **ID badges** for parish councillors. Awaiting order. 2nd reminder sent to ESBC 20.3.18 & VMS 2.5.18

b) **Flytipping** reported on Nankirk Lane to ESBC 27.4.18 and provision of litter bin at Gas Station Entrance still o/s

c) **Longhedge Lane Litter Bin** - Cllr Gaskin requested permanent bin to be installed – o/s.

5. ALLOTMENTS

a) 1 rent payment still outstanding.

b) Flooding of site again due to heavy rainfall and blocked ditch and drain. See Agenda item 13

6. VILLAGE MAINTENANCE

3-year Village Maintenance Contract to be issued.

7. PARISH ITEMS

a) **Broadband** - planning stage in Anslow Gate (DE13 9PH) is complete. End of year delivery timescale for full fibre (FTTP) upgrade

b) **Village Hall Provision of WIFI**. Report from Village hall Committee was read out. APC's original proposal was to fund £80 (half of the set-up costs for WIFI installation). After discussion it was **Resolved** that in addition to the £80 donation, half of the monthly £48 per month Broadband costs would be paid by APC until further notice. A figure of £300 per annum was proposed by Cllr Thompstone and seconded by Cllr Joyce.

c) **Parish Minute Book** – digital archiving still on-going

d) **Village Parking** on soft verge near Sunset House reported to PCSO & Headteacher on 15.3.18. Further incident w/c 23.3.18 reported again.

e) Ditch at bottom of Longhedge Lane adjacent to entrance to Piltons's Farm has been cleared

8. **PCSO/CRIME REPORTS**

An abandoned safe was found on Longhedge Lane and reported by Cllr Hall to the Police

9. **CORRESPONDENCE RECEIVED**

None Received

2018/AMAPC/9 Finance Report and Budget Review

The Clerk distributed copies and summarised the 2018/19 budget. The cost of the Hopley Road Planters after 2017/18 VAT has been reclaimed will result in £134 being returned to the Community Fund.

Resolved: Clerk to action this transfer after 2017/18 VAT has been reclaimed.

Cllr Page recommended that in future, it would be beneficial to bring any adjustments from the budget set in November to the March APC meeting to review any final amendments before the end of the year.

Clerk to check the Name of APC's bank accounts with TSB as the Treasurer's (current) account has been changed to Club, Charity, Society or Non-Personal Trust account to Club, Charity and Trust Account.

Cllr Page wished his dissatisfaction to be recorded during recent communications with TSB over the lack of TSB organisation when setting up his connection to APC's internet banking facility.

a) Internal Audit Clerk confirmed that accounts had been fully audited and no items were raised and that a £50 ex-gratia payment is to be paid to Peter Cawood for this audit.

b) Review of Balance Sheet/Financial Statement and adopt and Sign the Accounts for 2017/18

Clerk distributed copies of above and read through the summary.

Cllr Page raised a query regarding the transfer of £400 funds. Clerk explained details and it was agreed to change the presentation of the balance sheet omitting transfers.

The Balance Sheet for 2017/18 was reviewed and signed off by the Chairman and Clerk.

c) Approval of the Annual Governance Statement - Section 1 of Annual Return 2017/18

The Chair read through Section 1. Cllr Page proposed its approval and Cllr Joyce seconded. The Annual Governance Statement was then approved by the Council and signed by the Chairman and Clerk.

d) Approval of the Accounting Statements – Section 2 of the Annual Return 2017/18

The Chair read through the Accounting Statements 2017/18. Cllr Page proposed its approval and Cllr Joyce seconded. The Accounting Statements and Certificate of Exemption were then approved by the Council and signed by the Chairman and Clerk.

e) Salary Adjustment for Website administration was discussed and outstanding payment of £56.73 for hours worked since February was agreed.

f) 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 April 2018
Judy Tjon Soei Len, Clerk	£253.75	Clerk's Salary 6 May 2018
Judy Tjon Soei Len, Clerk	£45.28	Clerk's Expenses
Judy Tjon Soei Len, Clerk	£56.73	Back pay for website admin hours
Came and Co	£300.00	Parish Council Insurance Premium 2018/19
Payments already made:- None	£0.00	
Receipts		
Interest on TSB Community A/c	£0.14	9 April 2018
Interest on TSB Savings A/c	£0.02	9 April 2018

2018/AMAPC/10 Planning Report

Cllr Joyce gave an update of recent applications and report was circulated. Cllr Joyce commented on new 10-day turnaround period for reviewing applications instead of usual 21-day period.

2018/AMAPC/11 Development Plan 2018/19

Cllr Thompstone advised meeting that he had spoken with Tim Buxton, SCC Highways Dept regarding recent traffic survey on Hopley Road. The interpretation of the data highlighted that the majority of average speeds recorded were within the legal limit. Speeds over the legal limit are enforceable by the police. It was proposed to defer the item to the Annual Parish Meeting to collect parishioners' views.

2018/AMAPC/12 Anslow's Annual Parish Meeting

Agenda items were confirmed and presentation of reports assigned. Condition of road surface around the parish to be discussed at meeting. Cllr Greer gave her apologies for the 23rd.

2018/AMAPC/13 Allotments Update

- i) One rent payment still outstanding. **Resolved:** Clerk to contact tenant
- ii) Richard Rayson, SCC Highways is to be asked about allotment drainage as flooding still occurring both on road and on allotments.
- iii) Allotment perimeter hedge (roadside only) quotes were discussed
 - i) £450, £150 and £100. **Resolved:** Cllr Page proposed £100 quote and seconded Cllr Joyce. Clerk to contact contractor and arrange cut in September with separate ditch clearance work to follow immediately afterwards.

2018/AMAPC/14 CPI and Litter Picking

2 new volunteers recently confirmed and additional litter pickers needed. **Resolved** 6 pickers to be purchased at a cost of £15 each. Proposed by Cllr Thompstone and seconded Cllr Hall. Clerk to action.

2018/AMAPC/15 Marketing Banners

2 large publicity/marketing banners from Anslow Summer Festival in 2013 have been in storage and their future purpose was discussed. Initially, Cllr Joyce is to clarify if they can be over-printed and therefore re-used.

2018/AMAPC/16 Pride of Mosley

Cllr Hall confirmed that a pupil has been identified for the award and the presentation by Cllr Thompstone, on behalf of APC, will be on Friday 8th June at the school. Clerk to purchase £25 Waterstones Voucher.

2018/AMAPC/17 Councillors' Report: Cllr Philip White, SCC and Cllrs D Goodfellow, S Gaskin, ESBC

No County or ESBC Councillors in attendance.

2018/AMAPC/18 Close of Meeting

The Chair advised that the next meeting will be the **Annual Parish Council on 23rd May**.
With that the Chairman thanked everyone for attending and closed the meeting at 8.50 pm

(Frank Thompstone, Chairman)

Date

ANSLOW PARISH COUNCIL
FINANCIAL STATEMENT – YEAR ENDING 31ST MARCH 2018

Overview

Finances for the year to 31st March 2018 remained stable. Our bank receipts decreased by £604 from £9445 last year to a closing total of **£8,841**, and our total expenditure during the year was **£9,123** which was £491 less than last year, which was due to less projects requiring funding this year compared to last. However, we were successful in obtaining a £400 Staffordshire Community Fund grant from East Staffordshire Borough Councillors Simon Gaskin and Duncan Goodfellow, which was matched by £400 from our Community Fund to provide 7 new planters on Hopley Road. We also obtained a 2nd grant for £450 for the creation of our new Website from NALC (National Association of Local Councils).

Due to the closure of the Yorkshire Bank in Burton, our bank funds were transferred to the TSB and are held across 3 accounts:-

- Treasurer's Account – Balance £4702.46 (as at 31.3.18)
- Savings Account – Balance £3,357.18
- The Community Fund – Balance £502.28

Regular bank reconciliations for the 3 Anslow Parish Council accounts are carried out and are presented to the full Parish Council at every meeting, budgets are reviewed and appropriate recommendations made.

Expenditure

Our total expenditure during the year was **£9,123**. Expenses included re-stocking village planters, maintenance of the Remembrance Garden and the Val Lydon Memorial Garden, laptop repair, website consultancy advice and development, purchase of tools and equipment for the Community Paths Initiative and Litter picking volunteers, donations to John Taylor, Mosley Academy, Holy Trinity Church, Burton Swimming Club and Little Forest Project on Longhedge Lane. VAT incurred during 2017/18 totalled £153 and will be reclaimed in due course.

Donations and Section 137 Payments: Section 137 of the Local Government Act 1972 enables Parish and Town Councils to spend up to £7.57 per head of electorate for the benefit of people in the area on activities or projects not specifically authorised by other powers. The limit for this Council in the year ended 31st March 2018 was £4,814. Payments included:-

John Taylor High School - £25 Mosley Academy School - £25 Holy Trinity Church - £100 Burton Swimming Club - £50 = Total £250

Income

Our total income during the year was **£8,841**. The majority of this came from the Parish precept £6949 (which included £148 of Council Tax Grant from ESBC). We were successful in obtaining a £400 Staffordshire Community Fund grant which was matched by £400 from our Community Fund to provide 7 new planters installed on Hopley Road. We also obtained a 2nd grant for £450 for the creation of our new Website from NALC (National Association of Local Councils).

Our income was also supported by the allotment rents of £363 and recovery of VAT from 2016/17 for £153 and we received a £25 donation from Anslow Garden Club.

Looking forward, we anticipate more spend on areas of general maintenance which have previously been carried out by Staffordshire County Council's Highways Team at their cost. This facility has now been withdrawn and this maintenance and cost will fall upon the parish council in future.

Our 2018/19 budget estimates a £1,000 additional cost for this maintenance and the Parish Council decided to increase the annual precept by £500 with the remainder from its own funds.

ANSLOW PARISH COUNCIL

BALANCE SHEET YEAR ENDING 31ST MARCH 2018

£

EXPENDITURE April 2017 - March 2018

Clerks Salary	£ 3,378.00
Clerk's & Councillors' Expenses	£ 587.00
Council Expenses	£ 1,182.00
Training, Conferences and Memberships	£ 538.00
Planters, allotments, Village Maintenance	£ 1,885.00

Projects including Refurbishment of Telephone Box & installation of new Bus Shelter	£ 721.00
Miscellaneous including Donations	£ 210.00
VAT	£ 222.00

TOTAL EXPENDITURE

£8,723.00

INCOME April 2017 - March 2018

£

Precept (including ESBC CT Grant £148)	£ 6,949.00
Allotment Rents	£ 363.00
Allotment Insurance Premium	£ 100.00
Grants & Miscellaneous	£ 1,028.00

National Association of Local Councils (NALC)	
Website Grant	£ 450.00
Staffs County Council - Hopley Road Planters	£ 400.00
VAT	£ 153.00

Contribution from Garden Club for Flower Meadow	£ 25.00
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Interest on A/cs 50483760 and 50484568	£ 1.51
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TOTAL INCOME

£8,441.51

-£ 281.49

Statement of Balances

Opening Cash Book Balance	£8,533.21
Total Income	£8,441.60
Total Expenditure	£8,723.00

Current Cash Book Position**£8,251.81****Bank Statements (at 31.3.18)**

TSB Treasurers Account 50483760	£ 4,702.46
TSB Savings Account 50484160	£ 3,357.18
TSB Community Fund 50484568	£ 502.28

£ 8,561.92

Unpresented Cheques up to 31.3.18

£ 310.38

Banking Position**£8,251.54****Unpresented Cheques up to 31.3.18**

Information Commissioners Office Registration Fee	£ 35.00
Staffordshire Parish Councils Associ Membership	£ 228.00
Tag Sports Volunteers Equipment	£ 47.38
TOTAL	£ 310.38

Completed 30.4.18

Budget & finance/balance sheet year ending
31 March 2018