

ANSLOW PARISH COUNCIL
Minutes of the Meeting of Anslow Parish Council (APC)
on 24th January 2018
at 6.30pm in Anslow Village Hall, Main Road, Anslow

Parish Council Attendance

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

Members of the Public & Organisations

Cllr Philip White, SCC (part)
Cllr Simon Gaskin ESBC
Cllr Duncan Goodfellow ESBC

Mr John Lanham (part)
1 member of the public (part)

2018/1/1 Public Question Time

i) Hopley Road Traffic Survey

APC were asked to request a 2nd traffic survey near to Chapel Lane junction as it was felt the 1st survey was in the wrong location near to Burnt Gate and did not accurately represent the speeding lower down Hopley Road. Cllr Frankland offered to meet with Staffordshire County Council (SCC) to confirm survey location and to discuss other traffic issues. Clerk gave following information: cost of Speed Indication Devices (SIDs, other speed indication devices including village gateways, mobile SIDS on rotation with other parishes and possible funding options and advice from SCC Highways.

Resolved: Clerk to provide Cllr Frankland with contact details to arrange the site visit as soon as possible. Clerk to request 2nd traffic survey via Cllr White and obtain the data report for discussion at next meeting.

ii) Village Hall – Provision of WIFI

John Lanham represented the Village Hall Committee (VHC). Official address for the village hall is still to be obtained and registered with the Post Office by VHC. APC confirmed again willingness to fund 50% of £140 installation cost and 50% of £20 Set up fee totalling £80. Line rental charges of c£42 per month would be funded by VHC which may lead to small increase in hall hire charges. JL to progress further and update at next meeting.

2018/1/2 Apologies for Absence

Apologies received from Cllr Frank Thompstone, Cllr Laura Hall and PCSO Julia Wells

2018/1/3 Members to Declare an Interest

No declarations received.

2018/1/4 Minutes of Anslow Parish Council meeting held on 8th November 2017

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

2018/1/5 Clerk's Report & Correspondence Received

1. **FINANCE**

- a) Precept Request for £7,300 sent to ESBC.
- b) Internet Banking set up for clerk to access accounts. Chair and Vice Chair to be set up to facilitate transfers and payments.
- c) £400 transfer made from Community Fund to Treasurer's Account for part payment of Hopley Road Planters
- d) SCC £400 Grant for part funding of Hopley Road Planters not received, but still proceeding.

e) Holy Trinity Church £100 Donation for refurbishment of Memorial Plaque.

2. **2017/18 DEVELOPMENT PLAN**

- a) **Website** – Awaiting decision on 2nd grant application for £450 submitted to NALC.
- b) **Community Paths Initiative (CPI)** covered under main agenda

3. **STAFFORDSHIRE COUNTY COUNCIL**

- a) **Highways Team:** Hopley Road speed monitoring report received. See agenda item 9
- b) Confirmation received from SCC that Neighbourhood Highways Teams will **not** be available this year.

c) **Reports**

- i) **Flooding on Outwoods Lane**/blocked gutter leading from road to ditch. Ref 4101784. TMellor resolved 10.1.18. COMPLETED
- ii) **Drain cover** outside Laurel Cottage, Main Road. COMPLETED.
- iii) **Pothole** outside Anslow Nurseries reported for 3rd time. Ref 4095470 COMPLETED
- iv) **Missing Curb Stone on Hopley Road**, opposite entrance to Chapel Lane. SCC overlooked this repair request but will now request an inspection. OUTSTANDING
- v) Re-painting of road markings on Hopley Road/Hanbury Road junction OUTSTANDING
- vi) **Whitebeam Tree** on the Green: Reported 20.1.17 & again to TMellor 12.9.17 OUTSTANDING
- vii) **Hopley Road flooding** opposite Acorn. Incomplete repair on 15.11 & subsequent 2nd repair. COMPLETED
- viii) **Bushton Lane Grit Bin and Grass Verge damage** Ref 4103660. **Grit bin completely smashed by vehicle travelling down soft grass verge. Resolved: Grit bin to be positioned at the top of the hill, not at the bottom.**

4. **EAST STAFFORDSHIRE BOROUGH COUNCIL**

- a) **ID badges** for parish councillors – Cost c. £10-£15. In progress.
- b) **Fly-tipping** on Nankirk Lane - ESBC's Enforcement Team considering possibility of providing an additional bin at the Gas Station entrance.

5. **ALLOTMENTS**

- a) 6 rents received, 8 outstanding. Vacant plot filled but Eyden Signs to make 2 new vacancy notices for future use.
- b) Metal rod has been staked in-front of entrance pipe in allotment ditch to prevent future blockages

6. **VILLAGE MAINTENANCE**

- a) **Armoury Sphere** situated in the Remembrance Garden. **Resolved:** Clerk to action repair of repointing loose name plaque, slabs and crumbling mortar in addition to fixing sphere onto its base.

7. **PARISH ITEMS**

- a) **Village Hall Provision of WIFI** – awaiting response from Village Hall Committee
- b) **Little Forest Project** – Project progressing. Minutes circulated to Councillors prior to meeting for information.
- c) **APC Newsletter** – 3 responses received by Clerk including 2 volunteers for CPI project
- d) **Hopley Road Planters** – Amended SCC Licence was granted free of charge on 21.11.17

8. **PCSO/CRIME REPORTS –**

- a) Nationwide scam targeting the elderly by bogus bank employees and Police Officers.

b) Van broken into on Hopley Road before Christmas

9. TRAINING & DEVELOPMENT

Clerk attended General Data Protection Regulation Briefing on 21st November at Staffs Parish Councils Association

10. CORRESPONDENCE RECEIVED – circulated to Councillors prior to the meeting for review

- i) BASC Sponsor a Swimmer for a year
- ii) Best Kept Village Competition – judges also wanted
- iii) Burton Tree Project
- iv) Tutbury Road Planning Application P/2017/01556 - erection of 110 dwellings phase 1.
- v) Anslow Village Website - Administration
- vi) SPCA - 3 Year No capping confirmation for Parish Council Precepts
- vii) Anslow Gardening Society £25 Donation for Flower Meadow or Village Planter sponsorship
- viii) Live & Local Promotion of April 11th 2018 event

2018/1/6 Finance

- i) **Statement of Accounts:** was circulated and is attached with these Minutes.
- ii) TSB Internet Banking has been set up for the Clerk. Chair and Vice Chair set up to be progressed.
- iii) **Accounts for Payment and Receipts** Payments below were submitted.

Payee	Amount	Details
Judy Tjon Soei Len, Clerk	£253.75	Clerk's Salary 6 December 2017
Judy Tjon Soei Len, Clerk	£253.75	Clerk's Salary 6 January 2018
Judy Tjon Soei Len, Clerk	£57.12	Clerk's Expenses
Brian Clarke	£35	Software IT maintenance
Holy Trinity Church	£100	Donation to Church
Bimal Jangra	£200	Website consultancy
Wilson Parish Gardens	£24.00	Remembrance & Memorial Garden Maintenance
Staffordshire County Council	£8.55	Rights of Way Map and Legal Statement
Judy Tjon Soei Len	£18.00	Clerk's Extra Duty Payment – website
Payments already made:- Shield Total Insurance	£118.88	Allotment Insurance Premium
David Page	£49	Strimmer
Transfer Payment		
Community Fund Transfer Payment	£400	Transfer from Community Fund to Treasurers Account to fund Hopley Road planters
Receipts		
6 Allotment Rents received	£191.00	
Interest on TSB Community A/c	£ 0.06	Dec 2017 and January 2018
Interest on TSB Savings A/c	£ 0.28	Dec 2017 and January 2018

2018/1/7 Planning Report

CLLr Joyce gave an update of recent applications.

2018/1/8 Development Plan 2017/18

- i) **Anslow Parish Council Website:** 2nd NALC £450 Grant progressing.

2018/1/8 Development Plan 2017/18 Cont'd

ii) Community Paths Initiative & Litter Picking Update (Cllr PW joined the meeting)

Cllr Frankland confirmed that Rights of Way markers had been fixed along Anslow's routes. Points raised included i) which other parishes had CPI groups - none currently known ii) half mile stretch of bridleway is virtually unpassable and requires urgent attention. Iii) Hardcore and drainage on Whitestone and Outwoods Lane is still awaiting confirmation and implementation by SCC, iv) further assistance from landowners is required eg ploughed footpaths should be reinstated, ditch clearance to be actioned, access through gateways maintained etc.

Cllr PW requested notes from October SCC CPI meeting for him to forward onto Gill Heath, Cabinet Minister to request more SCC funds for ROW maintenance. Possibility of acquiring aggregate for maintenance work if there were volunteers available for the labour. Cllr TF to keep APC informed.

Litter Picking: Litter the Parish is increasing. Duke of Edinburgh students have offered help.

Resolved: Cllr TF and Clerk to co-ordinate new volunteer members and issue risk assessment forms and equipment. Litter Bin on Longhedge Lane to be chased up by Cllr Gaskin. New litter bin by gas station Gateway requested by Cllr Frankland is ongoing.

2018/1/9 Highways Traffic Calming Measures

Item covered during Public Question Time Item 1. December 2017 traffic survey had been circulated by email prior to the meeting. Cllr PW agreed to action request for 2nd traffic survey on Hopley Road. **Resolved:** Cllr PW to request 2nd SCC traffic survey. Very good reaction time for SCC Highways to complete reported faults for potholes was noted and agreed.

2018/1/10 Parish Maintenance Contract

Previous contract expired on 31st December, new 3-year contract required to include the same planting and maintenance items as before and also to include cost of cutting allotment hedge, strimming the surrounding grass verge and removal of cuttings. Ditch Clearance to be continued with present contractor for 2018. **Resolved:** Clerk to obtain quotes and report back at next meeting. Clerk to report 2 damaged signs on Belmont and Hanbury Road. Cllrs to report any further damaged road signs to the clerk.

2018/1/11 Data Protection Update

Clerk attended SPCA course which highlighted legal requirement for parish councils to be registered with the Information Commissioners Office for an annual fee of £35. New data protection legislation from May 2018 will include cyber security and consequences of breaching the new regulations. Awaiting confirmation as to whether ESBC will be the Data Protection Officer for small parish councils. **Resolved:** Annual Fee to be paid.

2018/1/12 Broadband Update

Clerk advised meeting that broadband connectivity in rural areas was still outstanding. BT have confirmed that the planning stage for this work will be done in March/April. "Fibre solution" is anticipated for some properties. Estimated delivery date currently for completion of these areas is end of 2018.

2018/1/13 Rolleston Almshouse Charity

Mr Mark Halsall was nominated by Anslow Parish Council to be elected as their Trustee to stand for a 4-year term. **Resolved:** All accepted this nomination. Clerk to confirm with Messrs Talbot & Co.

2018/1/14 Allotments

Clerk advised that 6 of the 14 allotment rents had been received, Clerk to action the remainder. The vacant plot had been filled and 2 new Allotment vacancy signs had been ordered for future use.

2018/1/15 Review of Anslow Parish Council’s Risk Assessment & Financial Regulations Documents

The documents had been circulated prior to the meeting together with amendments proposed.

Resolved: Amendments agreed and those present signed the documents. Proposed by Cllr Joyce and seconded by Cllr Frankland.

2018/1/16 Councillors’ Report: Cllr Philip White, SCC and Cllr S Gaskin ESBC

Cllr White confirmed grant for planters was progressing and that a small fund was still available for other projects if applicable.

Cllr Goodfellow confirmed that ESBC will not be increasing council tax for following year. April 2018 deadline for funding of small projects via ESBC’s grant fund which is still available.

2018/1/17 Close of Meeting

The Chair advised that the next meeting of Anslow Parish Council will be 14th March 2018. With that the Chairman thanked everyone for attending and closed the meeting at 9.10 pm

(David Page, Acting Chairman)

Date

ANSLOW PARISH COUNCIL
FINANCE REPORT Completed 22.1.18

	<u>Treasurers</u> <u>Account</u>	<u>Savings</u> <u>Account</u>	<u>Community</u> <u>Fund</u>
Opening Cash Book Position	£8533.21		
Income	£7693.09	£0.96	£0.24
Total Income	£7694.29		
Expenditure	£7315.73	£0.00	£400.00
Total Expenditure	£7715.73		

Current Cash Book Position **£8511.77**

	<u>Treasurers</u> <u>Account</u>	<u>Savings</u> <u>Account</u>	<u>Community</u> <u>Fund</u>
TSB Bank Statements (22.1.18)			
	£5077.29	£ 3356.91	£ 502.24
Bank Funds	£8936.44		
minus unrepresented cheques	£ 424.67		
plus unrepresented Income	£ 0.00		
<u>Total Bank Funds</u>	<u>£8511.77</u>		

Unrepresented Cheques (Up to 22.1.18)

Payee	Amount	Details
Judy Tjon Soei Len, Clerk	£57.12	Clerk's Expenses
Brian Clarke	£35	Software IT maintenance
Holy Trinity Church	£100	Donation to Church
Bimal Jangra	£200	Website consultancy
Wilson Parish Gardens	£24.00	Remembrance & Memorial Garden Maintenance
SCC	£8.55	ROW Map and Legal Statement
Total Unrepresented Cheques	£424.67	

Note: Transfer Payment

Community Fund Transfer payment	£400	Transferred from Community Fund to Treasurers Account for 50% payment of New Planters on 19.12.17
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Unrepresented Income (up to 22.1.18)

<u>Total Unrepresented Income</u>	=	<u>£0.00</u>
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BANKING POSITION

Total Bank Funds as at 22.1.18	=	£8511.77
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