

ANSLOW PARISH COUNCIL
Minutes of the Meeting of Anslow Parish Council (APC)
on 5TH September 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

5 Members of the public

2018/9/1 Public Question Time

Traffic Calming Measures in Anslow. 5 members of the public were in attendance. Comprehensive discussions took place relating to Hopley Road and Main Road being the main problem areas for speeding traffic. Possible measures that could be implemented were debated including full width raised plinths, build-outs, chicanes, rubble strips, speed humps, village gateway signage, additional 30mph signage and speed indication devices. Implementing a 30mph limit for Hopley Road continuing through the village was discussed, in line with a 30mph village speed limit Government policy that was highlighted at the meeting. Concerns raised about access for buses and farm machinery, parking implications and village Gateways were also discussed.

2018/9/2 Apologies for Absence

Apologies received from Cllrs Tomlinson, Duncan Goodfellow and Simon Gaskin

2018/9/3 Declarations of Interest

No declarations received

2018/9/4 Minutes of the Parish Council Meeting held on 25th July 2018

One amendment made to item 2018/9/16 as follows:- *The Chair advised that the next meeting will be the Annual Parish Council on 12th September* was amended to ***The Chair advised that the next meeting of the Parish Council will be on 12th September.*** Taking this amendment into account, the minutes were agreed by all present, proposed by Cllr Greer and seconded by Cllr Joyce and signed as a true and accurate record by the Chair.

2018/9/5 Clerk's Report & Correspondence Received

1. **FINANCE**

- a) **£221.82 VAT refund** has been received from HMRC. VAT from the Hopley Road planter project will be credited back to the Community Account.
- b) Transfer (from ledger) of **Accounts and Annual Budget** onto Spreadsheets has been started
- c) **Internet Banking:** Cllr Thompstone's TSB registration form was returned again with additional form which has been actioned. Cllr Joyce has been unable to progress his TSB application.
- d) **Clerk's Salary increase and TSB standing order amendment documentation** has been prepared for APC Councillors' signatures.

2. **2018/19 DEVELOPMENT PLAN – Traffic Calming Measures in Anslow**

See agenda item 8

3. STAFFORDSHIRE COUNTY COUNCIL

a) Report a Fault (Highways) Update

DATE	Job Ref	DETAILS	ACTION
26.1.18	4104355	2 yellow roadsigns turned wrong way in high winds on Belmont & Hanbury Road. Report 26.1 stated High Risk. Repair within 60 days	29.1.18 OUTSTANDING Fault categorised by inspector. Awaiting works to fix the fault.
5.2.18	4105999	Roadsign down lying on roadside verge near to Crest View, Cattery, Main Road, Anslow	5.2.18 OUTSTANDING Fault categorised by inspector. Awaiting works to fix the fault.
16.3.18	4114008	Numerous potholes outside White Lodge, Bell House Lane.	Job Closed. Job Complete
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 OUTSTANDING Fault categorised by inspector. Awaiting works to fix the fault
2.5.18	4123130	Potholes between Blackbrook Farm and	Job Closed. Job Complete 1ST REPORT
24.7.18	4131595	Boitsfort, Anslow Road Hanbury	Job Closed. Job Complete 2ND REPORT

b) Report a Fault (Footpath and Bridleways) Update

Broken Stile adjacent to Mission Room on Bushton Lane was reported to SCC. OS SK210254 on Anslow 3 Footpath Ref No.3/24 (B) Anslow Parish. Report is assessed as: C3. Problem will be addressed as and when resources allow or by volunteers.

4. EAST STAFFORDSHIRE BOROUGH COUNCIL

a) Provision of litter bin at Gas Station Entrance still o/s

b) **Litter bin** on Longhedge Lane has not been permitted by SCC as the pull-in area is not SCC property. Cllr Gaskin confirmed at APC meeting that he will challenge this again, due to high level of litter left on this road.

5. ALLOTMENTS

a) All plots are now tenanted and 1 person on Waiting list. Last 2 plots have been let Free of Charge due to poor condition and time of year.

b) Remapping of site and measurements of each allotment has been completed by DofE students

c) Site inspection covered under Item 10

6. VILLAGE MAINTENANCE

a) Litter Picking – Gold DofE students have resumed litter picking on Longhedge Lane.

b) Mowing crews have continued to trim the verge opposite 82 Hopley Road.

c) Defibrillator recently inspected by John Lanham – no issues

7. PARISH ITEMS

Update: Old vestry and Parish Council minute Record Book is still being digitally archived by parishioner, hoping to complete it by end of September. **Resolved at meeting:** Clerk to oversee return of book at the end of September.

8. OTHER

a) **General Data Protection Review** - APC is now registered with Information Commissioners Office (ICO)

b) Large **stationery order** to be placed this week

c) Order for **40mph Bin stickers** still awaited

9. PCSO/CRIME REPORTS

- a) "Sneak-In" burglary on Hopley Road in August. Handbag stolen and later found by a dog walker in the field behind the property. Back door to property had been left insecure.
- b) Vehicle was ransacked on a drive on Main Street Anslow but nothing stolen. Vehicle had been left insecure.
- c) Attempted break-in on Main Road, Anslow via patio door window on 1st September.
- d) PCSO advising residents to ensure property windows, doors and vehicles are securely locked.

10. CORRESPONDENCE RECEIVED

- a) Fundraising Night at Rolleston Scout Headquarters
- b) Staffordshire Community Council closure
- c) Litter (including concrete lintels on the bridleway), and Dog Fouling on Chapel and Nankirk Lane. **Resolved at meeting:** Chair to carry out site inspection. Clerk to contact ESBC about dog fouling on Nankirk Lane area and Leyfields bridlepath.
- d) Village Hall Committee have applied for Grant Funding to SCC and ESBC.
- e) Possible wasp nest outside village hall, near to Parish Council notice board has been reported.
Resolved: Clerk to contact owner of hedge.

2018/9/6 Finance

a) **Finance Report for September 2018** (attached). Clerk was asked to give a statement at future meetings to show how the accounts balance against the budget and report any substantial variances.

b) Accounts for Payment and Receipts

Payee	Amount	Details
Judy Tjon Soei Len, Clerk	£274.23	Clerk's Salary 6 August 2018
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Judy Tjon Soei Len, Clerk	£88.54	Clerk's Salary adjustment for August and September
Judy Tjon Soei Len, Clerk	£87.59	Clerk's Expenses
Wilson Parish Gardens	£15	Strimming of Allotment
Wilson Parish Gardens	£80	Strimming of Allotment verge
Staffordshire Parish Councils Assoc	£10.56	Good Councillor's Guides x 2
Holy Trinity Church, Anslow	£100	Donation for 2018/19
Payments already made:- None		
Receipts		
HMRC	£221.82	VAT Refund
Interest on TSB Community A/c	£0.03 £tbc	August and September 2018
Interest on TSB Savings A/c	£0.12 £tbc	August and September 2018

d) Holy Trinity Church Donation 2018/19. **Resolved:** £100 donation was agreed in line with budget with request that it be used for general maintenance of the church. Proposed by Cllr Hall and seconded by Cllr Thompstone.

2018/9/7 Planning Report

Cllr Joyce gave an update of recent applications and report was circulated. Clerk to upload onto website.

2018/9/8 Development Plan 2018/19

Discussions took place in the Public Question Time part of the meeting about possible traffic calming measures that could be implemented to address the speeding of vehicles through the village. 2 Chicanes on Hopley Road and a double chicane (2 build-outs) near to Village Hall, Village gateways on Bushton Lane, Hanbury Road, Hopley Road, Main Road near to Cattery were agreed. All Councillors were in favour of these items being considered.

Resolved: Clerk to contact Abbots Bromley Clerk ref their measures. Government guidance on 30mph limit in village to be explored. Site meeting on Saturday 8th Sept on Hopley Road to further discuss viability of options.

2018/9/9 Council Member Co-option

A personal statement from Miles Richardson was read by the Clerk confirming his interest in being co-opted onto the Council. MR had withdrawn from the meeting prior to this point. A vote was taken by the council who were unanimous in his co-option. MR re-joined the meeting and was welcomed onto the council.

2018/9/10 Allotments Update

All plots are now taken and one name on waiting list

i) The map of the site produced by the Duke of Edinburgh students was discussed. A site meeting between Cllrs Hall, Page, the Clerk and the students to be set up to finalise final details.

Resolved: Clerk to arrange site visit.

ii) Inspection of Overgrown Plots: Cllr Hall and the Clerk had recently independently visited the site. Some improvement had been made to the overgrown plots.

iii) 2019 Allotment Insurance: **Resolved:** Premium cost is to be divided amongst the 21 tenants resulting in an increase of circa 70p per tenant per annum, together with any yearly premium increase from Shield Insurers. Proposed Cllr Page and Seconded by Cllr Thompstone.

2018/9/11 Community Paths Initiative (CPI)

Discussions took place regarding clearance of footpaths and bridleways in the parish to enable walkers and horse-riders to continue using them. **Resolved:** Clerk to establish if local Ramblers Association uses the routes. Clerk to email current volunteers, Ramblers Association and parishioners with a map of the routes and advertise 3 volunteer project roles:-

i) Working to physically clear the routes and make minor repairs to stiles etc

ii) Communicating with landowners (Chair offered to take on this role)

iii) Walking the routes, identifying inaccessible or overgrown problem areas/broken stiles and informing the Clerk.

The Clerk would be responsible for the risk assessments. In addition, Clerk to put a general notice on website and notice boards inviting parishioners to join the APC Village email group to receive local information. Proposed by Cllr Joyce and Seconded by Cllr Greer.

2018/9/12 2019 APC Meeting Dates

Annual Meeting of the Parish Council 2019 will be **Wednesday 8th May**. Remaining 2019 dates to be confirmed in November APC meeting.

2018/9/13 Village Hall WIFI Provision Update

New proposal outlined by Cllr Thompstone to install a router at the hall which would connect with his property and enable WIFI connection for Internet access at APC/Planning meetings. For use of APC and Village Hall Committee only. Cost is £220. **Resolved:** Unanimous decision to fund the £220 installation of the router from APC funds but possible availability of SCC Grant to be investigated. Proposed by Cllr Joyce and Seconded by Cllr Greer.

2018/9/14 Councillors' Report including Cllr Philip White SCC and Cllrs D Goodfellow and Gaskin ESBC

No reports received from County or Borough Councillors.

- i) Cllr Greer advised, as Anslow WI representative, that the WI had given notice that they were withdrawing from the Flower Meadow project (opposite Leyfields). However, Anslow Garden Club have offered to take over its maintenance.
- ii) Cllr Hall advised meeting of dangerous parking at school drop off and collection times around the village hall resulting in a recent minor accident. **Resolved:** Cllr Greer was asked if she could liaise with Village Hall Committee to erect signage to ensure access around the building was not blocked by parked vehicles.

2018/9/15, Close of Meeting

The Chair advised that the next meeting of the **Parish Council** will be on **7th November**.

With that the Chairman thanked everyone for attending and closed the meeting at 9.30 pm

Frank Thompstone, Chair

Date

ANSLOW PARISH COUNCIL

FINANCE REPORT September 2018

Completed 30.8.18

Opening Cash Book Position £8251.54

Total Income £3950.10

Total Expenditure £2384.20

Current Cash Book Position £9817.44

<u>TSB Bank Statements</u>	<u>Treasurers Account</u>	<u>Savings Account</u>	<u>Community Fund</u>
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£6,557.20

£ 2,757.82

£ 502.42

Total Bank Funds £9817.44

Payments to be made

<u>Payee</u>	<u>Amount</u>	<u>Details</u>
Judy Tjon Soei Len, Clerk	£274.23	Clerk's Salary 6 September 2018
Judy Tjon Soei Len, Clerk	£88.54	Clerk's Salary adjustment for August and September
Judy Tjon Soei Len, Clerk	£87.59	Clerk's Expenses
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Staffordshire Parish Councils Assoc	£10.56	Good Councillor's Guides x 2
Holy Trinity Church, Anslow	£100	Donation for 2018/19
Total Unpresented Items/Cheques	£655.92	

Total Unpresented Income = £0.00

Banking Position (Total Bank Funds – Total Unpresented Income)

Total Bank Funds as at 30.8.18 = £9,161.52

Notes:

CPI Grant £800 Remaining Balance £217.67

Website Grant £1350 (£900 + £450) Remaining Balance £156.29

Anslow Garden Club Donation £25