

ANSLOW PARISH COUNCIL
Minutes of the Annual Meeting of Anslow Parish Council (APC)
on 8th May 2019
at 7.30pm in Anslow Village Hall, Main Road, Anslow

Parish Council Attendance

Cllr David Page (Chair)
Cllr Laura Hall
Cllr Anne Greer
Mrs Judy Tjon Soei Len, Clerk

Members of the Public & Organisations

2019/AMAPC/1 Welcome and Appointment of Chair and Vice Chair

Nominations for Chair of Anslow Parish Council were requested by Cllr Page. He proposed Cllr Thompstone who had notified the Clerk prior to the meeting, that although absent from the meeting, he would be willing to stand for the office of Chair. No other nominations received. Cllr Hall seconded the proposal. All were in favour. Cllr Thompstone was duly elected Chair.

Nominations for Vice Chair were requested and Cllr Greer proposed Cllr Page and Cllr Hall seconded. No other nominations were received, all were in favour and Cllr Page was elected Vice Chair.

2019/AMAPC/2 Nominations for Chair of Anslow Parish Council Planning Committee.

The Chair invited nominations but no proposals made. This position will remain vacant with a rotation of Chair at each Planning Committee meeting until a formal appointment is made.

2019/AMAPC/3 Declaration of Acceptance of Office and Register of Interest Forms

Acceptance of Office forms were duly signed by those present along with completed Register of Interest Forms.

2019/AMAPC/4 Apologies for Absence

Apologies received from Cllr Frank Thompstone, SCC Cllr Philip White, ESBC Cllr Simon Gaskin

2019/AMAPC/5 Public Question Time

No members of the public were in attendance

2019/AMAPC/6 Declarations of Interest

No declarations received

2019/AMAPC/7 Cllr John Tomlinson

The Chair expressed sadness and regret over the unexpected death of Cllr John Tomlinson and detailed Cllr Tomlinson's loyal contribution as councillor over many years adding that he was also a respected member of the village. Anslow Parish Council have sent their condolences to his family.

2019/AMAPC/8 Minutes of Anslow Parish Council meeting held on 6th March 2019

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

2019/AMAPC/9 Clerk's Report & Correspondence Received

1. FINANCE

- a) Peter Cawood has internally audited the accounts. All matters were satisfactory.
- b) Internet Banking: The Business Internet Banking Signatory Application form has been sent to TSB for Cllr Hall.
- c) £80 donation given to Little Forest Project on Longhedge Lane.

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

Update covered in agenda item 12

3. STAFFORDSHIRE COUNTY COUNCIL

a) Report a Fault (Highways) Update

DATE	Job Ref	DETAILS	ACTION
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.	7.5.19 Due to the nature of this report, please call the Highways team for an update.
25.1.19	4147098	White road markings need repainting on Hopley Road	18th February 2019 Fault categorised by inspector. Awaiting works to fix the fault.
16.3.19	4152600	Overhanging branch on Main Road from tree opposite village hall	No action will be taken by Staffordshire County Council.
3.4.19	4154624 *	Loose drain cover outside 1 Laurel Cottage, Main Road Anslow. Previous repair in Aug 2018.	4th April 2019 Waiting for inspector to visit site
3.4.19	4104903	Dangerous pothole at side of road outside 67a Hopley Road. (4104903 was already in system)	Due to the nature of this report, please call the Highways team for an update.
24.4.19	4156253	Pothole outside Anslow Nurseries, Hopley Road.	Fault categorised by inspector. Awaiting works to fix the fault. 24th April 2019

*At the meeting, Cllr Greer commented that tree roots may be growing into the drain. Neighbours have again complained about the noise nuisance as the drain rattles as each vehicle passes over it. Cllr Page requested that 3 potholes on Hopley Bends be reported. **Clerk to action.**

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

Anslow 16 Footpath has had a stretch of boundary hedge and vegetation cut back and new hedge whips planted along the footpath boundary - 7.5.19

DATE	Job Ref	DETAILS	ACTION
8.11.18	4114645	Broken footboard on Stile situated on Footpath 0.515 off Hopley Road reported	Completed
April 19		Broken Stile on Anslow 3 Footpath adjacent to the Mission Room, Bushton Lane has been repaired.	Completed
		Location: start of Anslow 14 where it joins Anslow 16. Stile – The legs of the upper step have rotted and now leans against the fence post.	Outstanding
8.2.19		Footpath 14 has been reported to Rights of Way team direct and via on-line reporting system. Slippery descent access to bridge requires maintenance which is out of scope for CPI volunteers. Surface drainage problem – very hazardous in wet weather.	Outstanding
24.4.19	07902	ROW 30 access immediately off Hanbury Road (opp Bell House Lane). Obstructed access to field due to stile being dangerous to use. It has been taped off to prevent use.	Outstanding

3. STAFFORDSHIRE COUNTY COUNCIL Cont'd

c) Parish Mowing Schedule – up-to-date map of mowing schedule has been requested

4. EAST STAFFORDSHIRE BOROUGH COUNCIL

- a) Bell House Lane road signs have been repaired.
- b) Anslow's Electoral Role number confirmed as 639.
- c) 3rd replacement litter bin has been installed and padlocked on Longhedge Lane
- d) Fly-tipping on Nankirk Lane reported to ESBC Enforcement Team
- e) Public Space Protection Order response given to ESBC re dog fouling in parish.

5. ALLOTMENTS - Update covered under Item 13.

One allotment remains vacant. Polytunnel and erection of new fencing to Plot 11 agreed.

6. VILLAGE MAINTENANCE

- a) Crown reduction on the Whitebeam tree on the Green is still outstanding.
- b) Cadent Gas Company not replied re cutting hedge boundary to Gas works site on Hanbury Road/Nankirks Lane. Clerk to progress.

7. PARISH ITEMS

a) Annual Parish Meeting was held on 1st May and well attended with 24 members of the public. (Refer to separate Minutes for details).

b) Rolleston United Foundation Trust vacancy and 2019 grant availability details were presented at Annual Parish Meeting and subsequently put on notice boards and website.

8. OTHER

a) General Privacy Notice, Code of Conduct and Financial Regulations Documents are in the process of being reviewed.

b) 3 Councillor Vacancies - Notices have been displayed in the parish. Closing Date 13th June.

c) Parish Council Elections - Formal election notices were displayed within the Parish. Notice of Uncontested Election for Anslow with 4 members was confirmed - 3 members short of required 7 seats. APC to start co-option process.

9. PCSO/CRIME REPORTS

Break in at the Village hall between Tuesday evening, 9th April and Friday April 12th.

10. CORRESPONDENCE RECEIVED – Distributed to Cllrs prior to Meeting. Unless otherwise noted below, no further comments made at the meeting

Rolleston on Dove Neighbourhood Development Plan Consultation Period

John Taylor Free School – Traffic Regulation Order Environmental 7.5 Tonne Weight Restriction Date of Implementation w.e.f 25.3.19.

Public Space Protection Orders – Clerk responded 18.3.19

Email of thanks from Little Forest Community Project for £80 Donation

ESBC Letter re Co-option of 3 members

SPCA Planning Training Course at Rolleston – **1 place to be reserved, Clerk to Action.**

SPCA Local Councillor Training Courses May & June 2019

2019/AMAPC/10 Finance Report

a) The Clerk read through the **Finance Report** for 8 May.

b) **Internal Audit** - The Clerk confirmed that accounts had been fully audited by Peter Cawood and no items were raised. A £50 ex-gratia payment is to be paid and a letter of thanks be sent to Peter Cawood for this audit. All in favour.

Mazar's Annual Governance and Accountability Return 2018/19

c) **Approval of the Annual Governance Statement - Section 1**

The Chair read through and completed Section 1. Cllr Page proposed its approval and Cllr Hall seconded. The Annual Governance Statement was signed by the Chair and Clerk.

d) **Approval of the Accounting Statements – Section 2**

The Chair read Section 2 to the meeting and proposed its approval and Cllr Hall seconded. The Certificate of Exemption was approved and signed by the Chair and Clerk.

e) **Review of APC's Balance Sheet & Financial Statement for 2018/19**

Copies had been distributed prior to the meeting. No items raised. The Balance Sheet and Accounts for 2018/19 were proposed and approved. All in favour.

f) **Accounts for Payment and Receipts** Payments below were submitted and approved.

Proposed Payments – Payee Details	Amount	Details
Peter Cawood	£50	Internal Audit
Judy Tjon Soei Len, Clerk	£120.04	Clerk's Expenses
Brian Clarke Computer Services	£134.09	Computer Consumables and Laptop Service
Eyden Signs Ltd	£96	Amendments to Yellow Notices
Payments already made:-		
Judy Tjon Soei Len, Clerk	£318.50	Clerk's Salary 8 March 2019
Judy Tjon Soei Len, Clerk	£318.50	Clerk's Salary 8 April 2019
Staffordshire Parish Councils Association	£228	Membership Subscription
Florist Gate	£30	Ref Cllr John Tomlinson
Receipts		
Interest on TSB Community A/c	0.08	March 2019
Interest on TSB Savings A/c	0.32	March 2019
Interest on TSB Community A/c	0.08	April 2019
Interest on TSB Savings A/c	0.36	April 2019

2019/AMAPC/11 Planning Report

a) In the absence of a Planning Committee Chair, the Clerk read through recent applications and gave update on the recent applications. The report was circulated.

b) SPCA Training Course 19th August at 7.30pm arranged via Rolleston Parish Council. **Resolved:** 1 place to be reserved.

2019/AMAPC/12 Development Plan 2018/19 – Traffic Calming Measures

a) The Clerk advised the meeting that Parish councils have the authority under the Highways Act 1980, Section 27A, to contribute financially towards traffic calming schemes. Discussions took place again on the purchase of 1 Speed Indication Device and 3 location posts for the 3 sites in the village. The Clerk circulated a history of the project since 2018 verifying the research carried out, the options reviewed and the advice received from SCC Highways Dept. It was again agreed that the installation of a SID with 3 location posts was the preferred option to address the speeding vehicles in the parish with a view to this being Phase 1 of the project. Phase 2 would include additional traffic calming measures to be implemented once an evaluation of Phase 1 had been completed.

- b) Funding: £3,000 was allocated for this project in the 2019/20 budget. The School Crossing patrol budgeted figure of £1,000 will also be redirected to this project, as SCC subsequently agreed to fund this service after APC had agreed the annual budget.
- c) The Clerk outlined again the 3 quotes (inc VAT) for the purchase and installation of the Speed Indication Device
- Proposal A was for £4,279.20
 - Proposal B was for £3,957.46
 - Proposal C was for £2,269.24

Full discussion took place. **Resolved:** Proposal B was proposed to be accepted by Cllr Page and seconded by both Cllr Hall and Greer. A grant application of £2,000 from Staffordshire Safer Roads Partnership Fund is to be submitted. Clerk to action.

2019/AMAPC/13 Allotments Update

One plot remains available. To reduce risk of weeds encroaching on other plots, it was agreed to cover plot with black plastic sheeting. Proposed Cllr Page and seconded Cllr Hall. **Resolved:** Clerk to action.

2019/AMAPC/14 Community Paths Initiative

3 ROW tasks are still outstanding on the SCC Report system. **Resolved:** Clerk to review and approach volunteers to confirm interest in leading CPI working parties to keep ROW paths open.

2019/AMAPC/15 Pride of Mosley Award 2019

Cllr Hall outlined discussions had with Head Teacher regarding potential nominations and proposal to donate £25 Waterstone voucher to successful pupil. Cllr Hall to review the criteria again with the Headteacher and set a presentation date to be discussed at next APC meeting.

2019/AMAPC/16 Code of Conduct, Financial Regulations and General Privacy Notice

All documents had been circulated prior to the meeting. No amendments raised. All 3 documents were agreed and signed by those present. **Resolved:** Clerk to upload onto website.

2019/AMAPC/17 Parish Council Meetings - Proposed Venues

A meeting room at Anslow Business Park was discussed as an alternative venue for meetings convened at short notice when village Hall venue is not available. Cllr Frank Thompstone owns the venue but was not present at the meeting when discussions took place. £6 per hour hire charge will apply. **Resolved:** the village hall to be first option with Business Park as alternative for all Parish Council and Planning Committee Meetings.

2019/AMAPC/18 Councillors' Reports: No County or ESBC Councillors in attendance.

2019/AMAPC/19 Close of Meeting

The Chair advised that the next meeting will be on Wednesday 10th July at 6.30pm
With that the Chair thanked everyone for attending and closed the meeting at 9.30 pm

(David Page, Chair)

Date

ANSLOW PARISH COUNCIL

FINANCE REPORT 8th MAY 2019

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

Date: 7.5.2019

Opening Cash Book Position			£ 9460.39
Total Income 2019/20			£ 4718.44
Total Expenditure 2019/20 (including VAT)			£ 576.50
<u>Current Cash Book Position</u>			<u>£13602.33</u>
<u>TSB Bank Statements</u>			
<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	
£10,259.57	£2760.45	£617.31	<u>£13637.33</u>
Unpresented Cheques up to 7.5.19			£ 35.00
Unpresented Income up to 7.5.19			£ 0.00**
<u>Banking Position as at 7.5.19</u>			<u>£13602.33</u> *
<i>(Total Bank Funds minus Total Unpresented Cheques)</i>			

Notes:

* Excludes Proposed Payments as per 8th May 2019 agenda totalling **£400.13**

Excludes 2018/19 VAT Total of **£184.70 to be reclaimed in 2019

2019/20 VAT Running Total to be reclaimed in 2020 **£16.00**

CPI Grant £800 from 2016/178 - Remaining Balance **£217.67**

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

Anslow Garden Club Donation **£25**

ANSLOW PARISH COUNCIL

BALANCE SHEET YEAR ENDING 31ST MARCH 2019

		2017/2018	2018/2019	
EXPENDITURE April 2018 - March 2019				
Clerks Salary	£	3,378.00	£	3,681.17
Clerk's & Councillors' Expenses	£	587.00	£	672.87
Council Expenses	£	1,182.00	£	1,137.36
Training, Conferences and Memberships	£	538.00	£	10.56
Planters, allotments, Village Maintenance	£	1,885.00	£	1,151.88
Projects	£	721.00	£	-
Miscellaneous including Donations	£	210.00	£	235.00
VAT	£	222.00	£	184.70
TOTAL EXPENDITURE	£	8,723.00		£7,073.54
INCOME April 2018 - March 2019				
			£	
Precept (including ESBC CT Grant £135)	£	6,949.00	£	7,435.00
Allotment Rents	£	363.00	£	368.00
Allotment Insurance Premium	£	100.00	£	105.00
Grants & Miscellaneous	£	875.00	£	149.00
VAT	£	153.00	£	221.82
Interest on A/cs 50483760 and 50484568	£	1.51	£	3.57
TOTAL INCOME	£	8,441.51		£8,282.39
Net Outflow for the Year	£	281.49		£1,208.85
Statement of Balances				
Opening Cash Book Balance	£	8,533.21	£	8,251.54
Total Income	£	8,441.60	£	8,282.39
Total Expenditure	£	8,723.00	£	7,073.54
Current Cash Book Position	£	8,251.81		£9,460.39
Bank Statements (at 31.3.19)				
TSB Treasurers Account 50483760	£	4,702.46	£	6,088.07
TSB Savings Account 50484160	£	3,357.18	£	2,760.09
TSB Community Fund 50484568	£	502.28	£	617.23
	£	8,561.92		£ 9,465.39
Minus Unpresented Cheques up to 31.3.19	£	310.38		£ 5.00
Banking Position	£	8,251.54		£9,460.39
Unpresented Cheques up to 31.3.19				
Overpayment of Allotment Rent			£	5.00
TOTAL			£	5.00

ANSLOW PARISH COUNCIL
FINANCIAL STATEMENT
YEAR ENDING 31ST MARCH 2019

Overview

Finances for the year to 31st March 2019 remained stable. Our bank receipts showed a slight decrease from last year to a closing total of **£8,282**, and our total expenditure during the year was also down by £1,650 to **£7073** on last year.

Our 3 bank accounts comprise:-

- Treasurer's Account – Balance £6088 (as at 31.3.19) - - Savings Account – Balance £2760
- The Community Fund – Balance £617

Regular bank reconciliations for the above accounts are carried out in advance of all parish council meetings with a Financial Report being presented to the Parish Council at each meeting. The Annual budget is reviewed every November to facilitate the request from East Staffordshire Borough Council's to submit our precept figure for the following financial year.

Expenditure 2018/19

Our total expenditure during the year was **£7073** which was less than last year as we had the cost of installing 7 new replacement planters on Hopley Road Planters in the previous year.

Our 2018/19 costs have included re-stocking village planters, maintenance of the Remembrance Garden and the Val Lydon Memorial Garden, replacement litter picking equipment, donations to local schools, Holy Trinity church and community projects. VAT incurred during 2018/19 totalled £184 and will be reclaimed in due course.

It should be noted that under Donations and Section 137 Payments: Section 137 of the Local Government Act 1972 enables Parish and Town Councils to spend up to £7.86 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 2019 was £5,053.98 of which our total was £235. Payments included:-

John Taylor High School - £25 Little Forest Project - £80

Holy Trinity Church - £100 and Anslow Garden Club - £30 = Total £235

The Pride of Mosley Award was also given to Mosley Academy for £25 last Summer.

Income 2018/19

Our total income during the year was **£8,282**. The majority of this came from the Parish precept of £7435 which included £135 Council Tax Grant. We were also successful in obtaining a grant of £149 with the support of Staffordshire County Councillor Philip White for the match funding of WIFI installation at the village hall which has greatly helped facilitate the Council's Planning Committee meetings.

Our income was also supported by the allotment rents of £368 and recovery of £221 VAT from 2017/18.

Looking forward, we anticipate again more spend on areas of general maintenance around the parish, which have previously been carried out by Staffordshire County Council's Highways Team at their cost. Last year's dry weather prevented the substantial growth of vegetation and weeds which meant weed spraying was not required and general village maintenance was kept to a minimum.

Our 2019/20 budget and precept request for £9,300 reflected additional funding identified to provide traffic calming initiatives in the parish. This was to address parishioners' concerns about traffic travelling at speed, through the village and a budget of £3,000 was agreed to initiate the first phase of this project.

When setting the 2019/20 budget and reviewing the precept request last November, the parish council had also decided to support and part fund the school's crossing patrol. After being made aware that the funding for these patrols might be withdrawn by Staffordshire County Council, the parish council lobbied Philip White to reconsider this proposal. In addition to this and to safeguard the role, it was agreed by the parish councillors that £1,000 would be included in our budget to ensure that Anslow would not lose this vital service.

Our budget including the above 2 expenses was to be funded by a £2,000 increase in the precept and over £3,000 would be taken from council reserves. Staffordshire County Council later announced, after our precept request had been submitted, that they would continue to fund the school crossing patrols. The parish council then decided to redirect the £1,000 school crossing patrol figure, to the traffic calming project costs.

PLANNING REPORT FOR ANSLOW PARISH COUNCIL 8th MAY 2019

5.2.19	Anslow Park Farm, Main Road, Anslow, DE13 9QE	P/2019/00104	Application under Section 73 of the Town and Country Act 1990 for the erection of an agricultural building to house a biomass heating system to provide heating for the poultry units without complying with Condition 5 of planning permission P/2018/00474 relating to alternative biomass equipment	No objection	Conditional Approval - Delegated
22.2.19	adj 67 Hopley Road, Anslow, DE13 9PZ	P/2019/00180	Erection of a detached dwelling and construction of vehicular access	No objection	WITHDRAWN
6.3.19	139 Henhurst Hill, Burton upon Trent, Staffordshire, DE13 9SX	P/2019/00073	Retention of area of hardstanding, the siting of 3 shipping containers for storage use, a fuel store and a portacabin for use as a rest room all used in association with existing landscaping contractor's business	OBJECTED	Permitted 25.4.19
8.3.19	Anslow Eggs, Main Road, Anslow, DE13 9QE	P/2019/00023	Erection of an agricultural workers dwelling including farm workshop/training room and office and monitoring equipment room (amended scheme) including alterations to proposed access	No objection	Permitted 14.3.19
4.4.19	The Acorns, Burton Road, Needwood, Burton Upon Trent, Staffordshire, DE13 9PU	P/2019/00350	Application under Section 73 of the Town and Country Planning Act 1990 for variation of condition 2 of P/2013/01380 for the conversion and extension to barn to form dwelling including raising of ridge and eaves height, creation of new window and door openings and installation of rooflights, erection of a detached triple garage and store with office above, formation of a new duck pond, installation of a package treatment plant and and LPG tank and formation of a new vehicular access (Amended Scheme)	No objection but comments raised.	O/S