

MINUTES OF THE PARISH COUNCIL MEETING

HELD 27TH APRIL 2023 AT THE PARISH ROOM, ALL SAINTS CHURCH

1/23-24 Attendance and Apologies

a. Attendance

Present were Cllr S Codie, Cllr J Dyche, Cllr G Jones, Cllr B Maun (Chairman) (7:40), Cllr J Maun (vice chairman), Cllr G Razaq (8pm to 8:30) the Clerk Mrs E Coleman and a member of the public.

The Vice Chair started the meeting.

b. Apologies

Apologies were accepted from Cllr S Hanif (Health)

2/23-24 Declarations of Interests:

No interests were declared or dispensation requests made.

3/23-24 Minutes of the Previous Meeting:

Council resolved to accept the minutes for both the March Parish Council Meeting and December Finance Committee as an accurate record of the meetings. The Vice Chairman signed and initialled these as such. The finance committee meeting minutes were approved in anticipation of the dormancy of the committee following just 4 nominees for the May 2023 elections.

4/23-24 To Receive Any Third-Party Reports Offered

No reports had been offered. Cllr J Maun read correspondence sent by Staffordshire Police to residents in the St Matthews Street area and owners of cars inconsiderately parked in that area. The letter reminds the public of their duties with regard to considerate parking.

Cllr B Maun took control of the meeting.

5/23-24 To Receive the Clerk's Report

Council noted the contents of the Clerk's Report.

a. Election Results

The new Council takes up office on 9th May. With four individuals elected unopposed the Council is to address the disconnect from the electorate to restore Council to full strength.

b. Annual Parish Meeting

The Clerk is to investigate the potential of this being a shared venture with the Queen Street Community Centre centred around information exchange around the voluntary sector.

c. Allotments

The plots are being tidied up and let out. The remaining plots should be let soon. Council agreed to the contractors making two visits in May then single visits thereafter targeted on the Orchard. The method for appointing plot holder representatives to the Committee is to be reviewed.

6/23-24 Litter on the Washlands:

Cllr J Maun verbally advised that the Greene King Brewery's Community Volunteers are tackling this as a project supported by the Borough Council.

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7/23-24 Review of Documents

The following documents were adopted as presented.

- a. Members Code of Conduct
- b. Risk Register Policy & Risk Register for 2023/2024
- c. Investment Strategy

There was discussion around the risk presented by the actions of Plot 31 on the Network Rail owned railway embankment. A Network Rail inspection of the area raised no concerns. The Newsletter and Site Rules are to be used as vehicles to educate the plot holders of their boundaries.

8/23-24 Financial Matters:

- a. Council received the financial statements for the year to 31st March 2023
- b. 2023 Earmarked Reserve Levels – Council approved the following:

| | | | |
|--------------------|---------|-------------------|---------|
| IT Equipment | £2,000 | Road Safety | £5,000 |
| Allotments | £10,895 | Café in the Park | £35,000 |
| Uncommitted Grants | £23,625 | Defib Consumables | £1,000 |
| Election Costs | £6,000 | OAP Functions | £3,000 |
| Consultancy | £10,000 | | |

- c. Response Budgetary Overspends – Council resolved to make the following virements to address apparent budget overspends:

| Area of Spend | (Over)/ Under Spend | Reason | Budget Allocation Changes |
|----------------|---------------------------|---|---------------------------------|
| Staff Costs | (£801) | 2022/23 increment larger than anticipated | +£1,000 |
| Administration | (£126) | Additional Meetings | +£126 |
| Audit | £220 | Timing of invoicing | -£220 |
| Insurance | £152 | Round Sum ball park budget | -£126 |
| IT | (£277) | Increased cost of tablets (component prices and supply chain issues). | +£277 |
| Training | (£215) | More councillors done more training | +£252 |
| Newsletters | £2,000 | None produced | -£1,309 |
| | | Net Change to Total Budget | £0 |

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- d. Council noted the contents of the Internal Audit Report. There are no issues to be addressed.
- e. 2023 AGAR
- i. Annual Governance Statement (page 4) was reviewed prior to the Chairman signing Section 1.
- ii. Accounting Statements 2022/23 (page 5) were reviewed prior to the Chairman signing Section 2.
- f. Banking Arrangements:
Council resolved to put all councillors on the Unity mandate, provide a debit card to facilitate online purchases and open a term deposit account. A CCLA Public Sector Deposit account is to be opened.
- g. Grant Application review - Council raised additional questions. In the interests of addressing future questions the applicant is to be invited to attend the next meeting.
- h. The following April payments were approved:

| PAYEE | FOR WHAT | AMOUNT | PAYMENT |
|--|-------------------------------|------------------|---------|
| Clerk | Net Salary / Expenses Month 1 | 1,226.67 | BP |
| HM Revenue & Customs | Month 1 | 118.74 | BP |
| Staffordshire Pension Fund | Month 1 | 332.15 | BP |
| Perennial Landscapes Ltd | 3 invoices, 4 sessions | 336.00 | BP |
| C Savva | Big Lunch Disco | 180.00 | BP |
| All Saints Church | Room Hire | 30.00 | BP |
| Hardy Signs Ltd | Tow Roller Banners | 228.00 | BP |
| Summerhouse Bakery (ratification of payment on 12 th April) | Big Lunch Buffet | 450.00 | BP |
| QSCC | March Room Hire | 30.00 | BP |
| TOTAL | PAYMENTS | £2,931.56 | |

Cllrs Hanif & Jones are to release the payments.

9/23-24 Correspondence

- a. Planning
- i. New

| Application Number | Site Address | Development Description | Comments |
|---------------------|----------------------------|---|--------------|
| <u>P/2023/00444</u> | 39 Tiger Court DE14 3PR | Conversion of existing garage to form additional living accommodation | No Objection |

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| Application Number | Site Address | Development Description | Comments |
|---------------------|--|--|--|
| <u>P/2023/00378</u> | 113 Blackpool St DE14 3AT | Erection of a single storey side and rear extensions. | No Objection but comment |
| <u>P/2023/00369</u> | Rear of 86A Anglesey Road DE14 3NT | Change of use to form car showroom (Sui Generis) and erection of a single storey side extension to form workshop/car repair garage | Strong Objections (multiple NDP policies). |
| <u>P/2022/01470</u> | land opposite 318 Anglesey Road | Erection of a detached building to form 9 x 1 bedroom studio apartments | Objection (NDP Policy) |

ii. Decisions:

The following was noted:

| Application Number | Site Address | Development Description | Decision |
|---------------------|---------------------------------------|--|---------------------|
| <u>P/2022/01307</u> | rear of 216 Uxbridge Street, DE14 3LA | Conversion of existing detached garage including the erection of a first floor and two storey extension to form a dwelling including brick cladding. | Refused - Delegated |

iii. Other Planning

None

b. Other Correspondence

None

10/23-24 Items of Information

Council noted the items of information.

The next meeting is scheduled for 18th May, 2023 at the Queen Street Community Centre.

Chairman:

Date: 8th June 2023