

Elford Parish Council

Minutes of Parish Council Meeting 7pm Monday 8th April 2013 at Elford Village Hall.

Present: Councillors Batchelor (Acting Chair), Cockayne, and Matthews.

In Attendance: Mrs Jones (Clerk), 2 members of the public.

Notice and quorum: Due notice of the meeting had been given and a quorum of Councillors was present. Accordingly, the Chairman declared the meeting open.

1. Open forum (Public Participation)

Mrs Billingham reported on discussions with a French village on a possible twinning arrangement. A local person would be needed to liaise between the two villages and local groups. It would be useful to ask at the Annual Parish Assembly if anyone was interested in taking this on. The Clerk would find out further information on the procedure and what was involved from Lichfield District Council and report back to the next meeting.

2. To receive Apologies.

1.1 Councillor Wain

Resolved Accepted

No apology had been received from Cllr Clohessy.

3. To receive Declarations of Interest and to consider written requests from Councillors for the Council to grant a dispensation (s33 Localism Act 2011)

None received.

4. Minutes of the meeting held on 11th March 2013.

Resolved Approved

Matters arising

4.1 Village Hall Councillors Wain and Batchelor had met Mr Watkins of the Village Hall and Mr Pountney who had raised concerns at the last meeting about charges. It had been agreed that the Village Hall charges were fair and they were not overcharging when compared to other local halls. It was agreed that village charities would not be charged the licence fee for events. The charges would be publicised on their website. The pre-school had not closed because of the charges but for other reasons.

4.2 Sportsfield Councillor Wain had met the solicitor to discuss the Leases, and various amendments were to be made. Once everything had been agreed these would be forwarded to Birmingham City Council for approval.

4.3 Youth Meeting Councillor Matthews confirmed that this had been held and over 18 local young people had attended, aged 9 to 16. There was a strong feeling that a weekly youth club should be held, and he had contacted the District Council to ask whether they would run a youth activity group, and would chase this up. Other suggestions were film nights and improved facilities for older age groups at the sports field, such as a table tennis or billiard table, another netball net, a skate ramp and a teen shelter. A strip of land was available if needed. Further information would be sought regarding costs and possible grants for consideration in a future meeting.

5. **To co-opt a Member onto the Parish Council to fill the vacancy caused by the resignation of Cllr Billingham. To receive a Declaration of Acceptance of Office.**

Thanks were due to Roger Billingham for his years of valuable service on the Parish Council, some as Chairman, and a letter would be sent thanking him. Barbara Harcombe would also be thanked for her work as Councillor over the last two years, particularly for organising Best Kept Village.

Resolved: Approved

Lichfield District Council had confirmed that an election had not been called for the first vacancy. Neil Taylor had applied to be co-opted.

Resolved: Approved

The Declaration of Acceptance of Office was signed by Cllr Taylor.

6. **Clerk's Report.**

6.1 Annual Parish Meeting This would be held on Thursday May 16th, commencing at 7.30. Invitations had been sent to various village groups.

6.2 Speed Indicator Device Devices had been installed to take readings of speeds over 3 weeks. They did not seem to be working at present and this would be reported, and more time for their use be requested.

6.3 Training course The Clerk would attend a course on quotes and tenders.

7. **Clerk's report on Planning issues.**

13/00356/FUL The Bungalow, Church Road, detached garage. Plans were not yet available for this site which had recently been granted permission.

District Cllr Arnold had confirmed that the wind farm at Hoggs Hill had been recommended for refusal.

8. **To consider appointment of a village handyman**

The Clerk and Cllr Matthews had met 2 interested people in the village to discuss how they would undertake the role. Both had good ideas but Derek Beaumont was recommended as he had more experience.

Resolved: Approved

It was agreed that he would work for 5 hours a month, to be reviewed after 6 months, with a list of tasks to be agreed by Councillors at each meeting. Initially

work was needed to clear debris in The Shrubbery. The Clerk would contact him to arrange this.

A future task could include refurbishing the fence in front of the Village Hall, and the management committee would be contacted by the Clerk about this.

9. To consider proposal regarding twinning with a village in France

Further information would be obtained.

Resolved: Deferred

10. To consider the Parish Plan

Cllr Batchelor reported that various amendments were to be made to incorporate suggestions from the Planning Department, to show consultation that had taken place and to include information on strategy and timescales. The final consultation would form part of the Annual Parish Assembly, after which final copies would be printed.

Resolved: Approved.

11. To consider Emblem for Elford competition

Some entries had been received and a selection of villagers would be asked to judge these and select 3 winners. Cllr Batchelor would contact them to arrange this.

Resolved: Approved

12. To consider matters for the website

The Clerk would add information to the site about the football tournament on June 29th/30th, so that residents would be aware of additional traffic, and about the beer and folk festival on 6th July. It had been confirmed that those who had bought shares in the community shop would be refunded and that would be reported on the site. Everyone was satisfied that the new site was working well.

Resolved: Approved

13. To consider matters for the next Parish newsletter

This would report on the Annual Parish meeting, Parish Plan, shop information, the handyman, and forthcoming events such as the football tournament, beer and folk festival and scarecrow festival. It was aimed to have this ready by 1st May, and Councillors agreed details of delivery arrangements.

Resolved: Approved

14. To consider producing a plan of footpaths in the parish

A plan had been produced and it was agreed that it would be helpful to produce a guide pointing out where the paths began and ended. Cllr and Mrs Cockayne and Cllr Batchelor agreed to walk the rights of way to assist with this.

Resolved: Approved

15. To consider Best Kept Village

The entry form had been sent off and the posters were awaited. Judging would begin from 1st May. Cllr Mathews agreed to request the children's posters from the school and these would be laminated.

A tidy up session would take place on Saturday 27th April at 10 a.m. followed by a bring and share barbecue at the playground.

Resolved: Approved

16. To receive questions from Councillors.

Cllr Taylor mentioned an article in a local free publication referring to a former Clerk and the 2010 audit.

Cllr Mathews reported a pot hole at the junction with Croft Close and said that those in the Shrubbery had still not been dealt with.

17. To receive a financial report.

17.1 Budget 2013/14– to publicise on the website

Resolved – Approved

17.2 Year's performance against budget Receipts and payments were largely in line with last year's budget, with a healthy balance carried forward.

17.3 Bank reconciliation – Noted. The end of year accounts would be done shortly and the audit paperwork completed.

17.4 PAYE – The end of year return P35 had been sent and RTI was now being used. The HMRC tribunal report on the appeal against penalties for non - submission of end of year returns in a previous year was awaited.

Resolved – To approve the Financial Report

18. To consider authorising schedule of accounts for payment.

Payments were listed to

M. Jones, salary and expenses; HMRC, PAYE and 2007 penalty;
Elford Village Hall, room rental; Community Council, Membership Fee;
Viking, stationery

Resolved: Approved

19. To receive correspondence.

Community Council renewal

Staffordshire County Council roadworks website and supported lodgings scheme

Councillor Arnold regarding Hoggs Hill wind farm

SCC Planning, Joint waste local plan

20. Date of next meeting.

May 13th 7 p.m.; Annual Parish Meeting May 16th 7.30 p.m.

Meeting closed at 9.10