

# Elford Parish Council

## Draft Minutes of Parish Council Meeting 7pm Monday 9<sup>th</sup> September 2013 at Elford Village Hall.

**Present:** Councillors Wain (Chair), Batchelor, Cockayne, Gilbert, Matthews and Taylor.

**In Attendance:** Mrs Jones (Clerk), 6 members of the public.

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

### 1. **Open forum** (Public Participation)

Dave Hill and Brian Green attended to inform the Parish Council about the proposed work to strengthen the culvert under The Beck which had been scheduled for October. The Parish Council agreed to help explain to residents the need for the work and the benefit to the village of the massive investment. Some traffic disruption would occur, but would be kept to a minimum. Councillors would help with leaflet distribution and the Parish Council would send letters thanking those who had helped to make this possible. The Chairman then arrived and presided over the rest of the meeting. Mr Watkins informed the Parish Council that the Village Hall would use the shed formerly used by the Pre-School for storage in the short term, although it was hoped that a pre-school would start again at some point at the hall.

### 2. **To receive Apologies.**

None received.

### 3. **To receive Declarations of Interest and to consider written requests from Councillors for the Council to grant a dispensation**

None received.

### 4. **To approve the Minutes of the meeting of 8/7/13**

**Resolved:** Approved

### **To receive information on matters arising from the meeting of 10/6/13:**

4.1 **Sports field** The final information for the Leases had now been received and forwarded to the solicitor; Leases would be signed by club representatives and then signed by the Parish Council at the next meeting.

4.2 **Shop closure and refunds** The shop committee had not yet been able to meet to finalise the financial details. Cllr Wain would speak to the landlord, although it seemed unlikely to reopen, as the premises were now being used as a games room. This would be discussed at the next meeting.

4.3 **Twinning** No further progress had been made on this initiative over the summer.

**5 To approve the Minutes of the Parish Council and Playground Land Management Committee meetings of 24/7/13**

**Resolved:** Approved

**To receive information on the playground**

The table tennis table had been well received. The large swing had been damaged and was currently out of use; members felt that the manufacturers should be asked to repair it, and this would be discussed with the Playground Group.

**6 To co-opt a Member onto the Parish Council to fill the casual vacancy.**

Jason Standerwick was co-opted onto the Parish Council and joined the meeting as a Councillor.

The Declaration of Acceptance of Office was signed.

**7 Clerk's report**

Best Kept Village - Elford had done very well in coming first in the small village category for the Lichfield area. Thanks were due to all who helped. Cllr Taylor had attended the presentation evening and collected the certificate which would be displayed in the village.

Housing Association – following a complaint from a resident during the summer concerns were raised with Bromford Housing Association who had arranged for improvements to be made at the property concerned.

Offer of help with Community Projects – a letter was received from Tesco's Community Champion. They offered to provide manpower to help with community projects.

Trees - further free trees were available in addition to those already requested from the Woodland Trust but it was felt more were not needed. Those ordered would be delivered for planting in the Autumn.

Staffordshire Playing Fields Association – The Council would continue as a member as this could be useful for advice or loans, and a representative would attend a forthcoming meeting.

Potholes – These had been inspected in June and marked but had not yet been filled in; Highways had been reminded to do them and would be contacted again.

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

No applications received. The Council had been informed of a consultation on Hints Conservation area and of Lichfield City's proposed Neighbourhood Plan designation. The applications for wind turbines at Fisherwick and Wigginton Fields had been refused.

**9 To consider any progress on the application at Home Farm**

No further information had been received. It was proposed that the planning officer be contacted to request that the Parish Council be informed as soon as any further application was received.

Action: Clerk

**Resolved:** Approved

**10 To consider results of speeding survey**

The survey had shown that vehicles were going too fast, particularly in The Shrubbery. The flashing sign had been effective when in place and it was proposed that Highways be contacted again to ask how they advised slowing down the traffic.

Action: Clerk

**Resolved:** Approved

**11 To consider preparation of a footpaths plan.**

Cllr Batchelor explained how she had walked the rights of way in and around the village. With minor work to clear vegetation from some fingerposts, stiles and gates, most pathways in the village could be restored to make an easy circular route for all. A leaflet could be produced and sold describing this. Concern was expressed that other rights of way in the parish had been obstructed or ploughed up. It was agreed that Staffordshire County Council's Rights of Way Officer would be contacted.

Action: Clerk

**Resolved:** Approved

**12 To consider village maintenance**

The trees in the Shrubbery needed ivy removing from them and Birmingham Council would be contacted to ask if they would refurbish the area, which was looking untidy. Derek would be asked to clear vegetation from the Cricket Club sign, and winter bedding plants and bulbs would be ordered for him to refresh the planters.

Action: Clerk

**Resolved:** Approved.

**13 To consider replacement of the Jubilee Tree**

As the tree had suffered during the summer heatwave a replacement later in the year was likely to be necessary.

Action: Clerk

**Resolved:** Approved.

**14 To approve the design for the new village logo**

Members felt that the design was not appropriate. Further consideration would in due course be given to the logo.

Action: Clerk

**Resolved:** Approved

**15 To consider any matters for the website**

New photographs had been taken by Mr Wain senior for the website. Information about the culvert works would be put on the site.

Action: Clerk

**Resolved:** Approved

**16 To consider appointment of Broadband Champion**

Cllr Standerwick agreed to be the contact point between the County Council and residents regarding future improvements to broadband.

Action: Clerk

**17 To receive questions from Councillors.**

Cllr Cockayne asked about the repairs needed to the gates in Church Avenue which were unsafe; Birmingham City Council would be contacted again.

Cllr Batchelor asked whether the 40 mph sign on the approach to Elford from Tamworth could be cleared of overhanging bushes; Highways would be contacted. She asked if discussion about the Sportsfield could be on the next agenda.

**18 To approve the Minutes of the Personnel Committee meeting of 16<sup>th</sup> July and approve its recommendations regarding the Clerk's salary**

Item 1; Proposed Cllr Gilbert, seconded Cllr Matthews

Item 2; Proposed Cllr Taylor, seconded Cllr Batchelor

Item 3; Proposed Cllr Batchelor, seconded Cllr Taylor

**Resolved:** Approved

**19 To receive the financial report.**

(a) Banking - Statements were now being sent to Councillors to keep them informed. The direct debit had been changed to reflect the change in the Clerk's salary. The Clerk's salary had also been increased by 1% in line with a national agreement and revision of salary scales.

(b) Bank reconciliation - this was noted.

(c) Internal Audit – The Auditor's report had been received and no issues of concern were reported.

(d) Annual Return – This had been received and copies displayed on the notice board, it would also be available on the website.

**Resolved** – Approved

**20 To consider authorising schedule of accounts for payment.**

Payments were listed to

M. Jones, salary and expenses; Elford Village Hall, room rental, post office;

R.W. Harcombe, grounds maintenance; D. Beaumont, handyman work;

A. Cornell, reimburse table tennis table; Toplis Associates Ltd, Internal Audit fee  
HMRC, PAYE,

**Resolved:** Approved

**21 To receive correspondence.**

Bromford Living

Toplis Associates

Tesco Community Champion

Woodland Trust

Staffordshire Playing Fields Association

LDC Re Play Area Inspections

SPCA Updates

**22 Date of next meeting.**

October 14th, 7.00 p.m, Elford Village Hall

The meeting closed at 8.55