

# Elford Parish Council

## Minutes of the Parish Council Meeting held at 7pm Monday 11<sup>th</sup> February 2013 at Elford Village Hall, Church Road, Elford.

### Present:

Councillors Wain (Chair), Batchelor, Billingham, Cockayne, Harcombe and Matthews.

### In Attendance:

Mrs Jones (Clerk), 1 member of the public.

### Open forum (Public Participation).

Dave Hill, Flood Warden, attended to present copies of the Flood Plan to the Council, including a copy for the public. The agencies involved had also been given copies. He said that the Environment Agency were planning improvements in the Elford Mill area and that funding had been granted for improvements to the culvert in Elford.

Information given on flooding would be as follows: flood alert, flood warning or severe flood warning, and the wardens would be on hand to offer advice when needed.

A brief discussion of the closure of the pre-school at the Village Hall followed.

Councillors regretted the loss of this facility for the village and hoped that it would be possible to continue with a pre-school in Elford.

1. **To receive Apologies.** Councillor Clohessy had apologised. RESOLVED to accept the apology.
2. **To receive Declarations of Interest and to consider written requests from Councillors for the Council to grant a dispensation (S33 of the Localism Act 2011).** None received.
3. **To consider and, if appropriate, accept the Minutes of the meeting held on 14<sup>th</sup> January 2013.** RESOLVED to approve the Minutes.
4. **To receive information on matters arising from the Minutes of the meeting on 14th January.**
  - (a) **Speeding.** Highways would install a device to record speeds in the Shrubbery, but had been unable to place one in Church Road. It was agreed to ask them to consider putting one near the playground but if this was not possible one in The Beck would deter drivers from speeding around the village. *Clerk*
  - (b) **Sportsfield.** The Cricket Club had confirmed that they approved the new Lease, a meeting would be held with the Football Club and then legal advice would be sought on the Leases. They would then be signed to ensure stability for ten years. *Cllr Wain*
  - (c) **Flooding.** The Flood Plan Copies had been sent as confirmed by Dave Hill. The Environment Agency had asked for the assistance of the Parish Council in informing residents of flood protection measures.

**5. Clerk's Report.**

- (a) **Ice busters** Phill Burgess and his team had once again organised spraying of ice on the pavements and a full report and risk assessment had been received. The Parish Council wishes to thank them for their hard work and to encourage more volunteers to assist them.
- (b) **Sewage Problem** The Clerk had spoken to Severn Trent and the Environment Agency. It did not appear that the Parish Council could assist any further, as this appeared to be a private matter.
- (c) **Police** The Neighbourhood Police C.P.S.O is available to speak to elderly and vulnerable people about personal safety, and had asked for contact details of local groups. Neighbourhood Watch had advised vigilance as there had been burglaries locally which targeted car keys.
- (d) **Notice board** This had been moved to a more accessible site and a fence built around the bins at the previous site.
- (e) **Community Paths Initiative** Information had been received from the County Council and an up to date plan of the existing rights of way would be requested. Clerk

**6. Clerk's Report on planning issues.**

Application for consideration: 13/00046/FUL Elford Lodge, Burton Road, Elford – single story extension to form family room.  
RESOLVED no objection.

**7. To consider the Parish Plan.**

A meeting had been held recently to consult with interested local residents. Slight amendments were made to the Parish Plan. It was hoped to launch the Plan at the Annual Parish Assembly in May.  
RESOLVED to send a copy to the planning department for their comments and to ensure that it was in conformity with the Local Plan. Clerk

**8. To consider the new website.**

Aled Hughes attended the meeting to show the finished website to Councillors before it went live after the meeting. All were very pleased with the finished result and Aled was thanked for his hard work.  
RESOLVED to approve the website [www.elfordparish.co.uk](http://www.elfordparish.co.uk) and to pay a hosting fee to Mr Wright's firm. Councillors agreed that a small gift and letter of thanks to Aled would be appropriate. Clerk

**9. To consider updates to the Welcome Pack.**

Cllr Batchelor stated that various contact details had changed, as had information about the shop and preschool, and inserts with these would be organised by May. New residents would be given a copy of the Welcome Pack and it would be put on the notice board to remind anyone who had not had a copy to request one.  
RESOLVED that a flyer would be sent out in April advising news such as the date of the Annual Parish Assembly, the launch of the Parish Plan and the competition winners.

**10. To consider a meeting to hear views of young residents.**

Many of those at the Parish Plan meeting had suggested better facilities for younger residents in the village. Young residents aged 9 to 16 years would be asked their views about provision for young people. Cllr Matthews offered to organise an informal meeting at the Village Hall.

*Cllr Matthews*

**11. To consider entering Best Kept Village competition.**

RESOLVED that the Clerk would confirm Elford's intention to enter and prepare the forms; Cllr Harcombe would raise awareness in the village as last year. She advised that more information about recycling was needed to gain extra points.

*Clerk*

**12. To consider a plaque for the Jubilee Tree.**

The oak tree had been planted in the Sportsfield to mark the Queen's Diamond Jubilee in 2012, and a fence placed around it. The Clerk would order a metal plaque.

*Clerk*

**13. Questions from Councillors.**

Cllr Cockayne explained that the shop would not be going ahead as a community shop but would be run as a commercial enterprise by the caterers at the pub. The committee had not been able to find a manager or enough volunteers to run it. Shareholders would get their money refunded and other sums raised would be distributed to village causes. The shop would open on March 2<sup>nd</sup>.

Cllr Harcombe mentioned road sweeping; some roads had not been swept and this would be reported to the District Council. *Clerk*

Cllr Wain said that footpaths were cracked along The Beck where tree roots had broken them, moss was making pavements slippery, and potholes had become a problem. He asked that these be reported.

*Clerk*

**14. RFO's report.**

**(a) Bank reconciliation** The bank reconciliation was noted.

**(b) HMRC** Information was received regarding a tribunal hearing against the penalty for non filing of the end of year return in 2008

**(c) RTI** From April salary information must be sent monthly to HMRC and the Clerk had attended a training session on this.

**15. To consider authorising the schedule of accounts for payment.**

RESOLVED to agree the following payments:

M Jones, salary and expenses;

HMRC, PAYE;

Elford Village Hall, room hire and Post Office;

Toplis Associates, audit fee;

Came & Co, insurance;

Society of Local Council Clerks, membership fee;

Prontaprint, newsletter;

N.J.Prinsep, notice board costs;

Florascape, Christmas tree.

**16. To receive correspondence**

Valentine's Poster  
PCSO Carpi, elderly and vulnerable people safety  
Community Paths Initiative  
Community Council – diary of events  
Communities, Councils & Clerks newsletter  
Staffordshire County Council funding streams, grants available  
Staffordshire Playing Fields Association membership reminder  
Annual Dinner Dance invitation, Chairman of Lichfield District  
Council  
Revised Electoral Register notice  
HMRC

**17. Date of next meeting.**

March 11th 7 p.m.

The meeting closed at 8.50 p.m.