



**Draft Minutes of Parish Council Meeting  
Monday 13<sup>th</sup> July 2015  
7pm at Elford Village Hall.**

**Present:** Councillors Wain (Chair), Gilbert, Smith, Standerwick and Taylor

**In Attendance:** Mrs Jones (Clerk), District Councillor David Leytham, District and County Councillor Alan White, 3 members of the public

**Notice and quorum:** Due notice of the meeting had been given and a quorum of Councillors was present. The Chair declared the meeting open.

**Open Forum**

A member of the public had attended to express concerns about the playground. She said that it needed cleaning and refurbishment. Cllr Wain said that the Parish Council had recently taken control of the playground from the committee who had previously run it. Since then they had been taking advice from the District Council and were planning a strategy for the future. Meanwhile the village handyman would clean the playground and refurbishment work was planned. This could take time but it was important to get it right.

District Councillors Leytham and White had attended and explained that Elford was now part of the Whittington and Streethay Ward; the three Councillors for this ward, Cllrs Leytham, Strachan and White, would attempt to attend as many Parish Council meetings as possible to hear about local issues and to assist where possible.

Cllr White said that he had been discussing matters at Home Farm with the farmer and aimed to continue the dialogue in order to assist, and could also liaise with other bodies. As County Councillor for this area Cllr White also recommended free NHS health checks and provided leaflets with details. He also pointed out potential changes to the area caused by a large development planned for the future at Brookhay on the A38.

**1. To receive apologies for absence**

None received

**2. To co-opt members on to the Parish Council to fill a vacancy**

After a lengthy discussion on several excellent candidates for co-option; it was proposed by Cllr Wain to co-opt Mike Collins and Phil Turley and agreed unanimously.

**Resolved:** Approved

3. **To appoint a Vice Chair**  
Deferred until next meeting
4. **To appoint members of Committees and representatives to other organisations**  
Deferred until next meeting
5. **To receive Declarations of Interest and to consider written requests from Councillors for the Council to grant a dispensation**  
None received
6. **To approve the Minutes of the meeting of 8/6/15**  
Approved unanimously and signed by the Chair  
**To receive information on matters arising from the meeting of 8th June**
  - (i) Village Vending – Mr Fox had sent a brief update but there was nothing to report at present.
  - (ii) Skate Park proposal – The Clerk would investigate options for such a scheme over the summer.
7. **To receive the Clerk's report**  
Parish Forum – an agenda had been received and should be of interest to all Councillors, Cllrs Taylor and Gilbert hoped to attend.  
Mobile Library Service – a letter had been received from County Cllr Ben Adams outlining the proposals to change the service.  
Highways winter maintenance - a survey had been received from Highways and the Clerk would complete this.  
Best Kept Village – The Parish Council had been invited to the announcement of results on 3rd August in Stafford. Cllr Standerwick would take down the banners and children's posters at the end of July, so that Scarecrow advertising could be displayed.  
Welcome Pack for new residents– This needed to be updated, the Clerk would do this over the summer. *Action:Clerk*
8. **To receive the Clerk's report on planning issues**
  - (a) **Applications**
    - 15/00497/FUL 58 The Beck, Elford; two storey side extension to form kitchen, garage and bedrooms. RESOLVED no objection.
    - 15/00785/FUL 52 The Beck, Elford; Replacement single storey detached building at bottom of garden. RESOLVED no objection.
  - (b) For information; Consents granted – 15/00281/FUL and 15/00282/LBC 2 The Coach House, Old Hall Drive
  - (c) Consultations – Staffordshire County Council Minerals Local Plan, Lichfield District Council, Supplementary Planning Documents - Rural Development; Historic Development; Sustainable Design; Biodiversity and Development; Trees, Landscaping and Development
9. **To consider the Neighbourhood Plan**  
Consultation on the Designation of Elford as a Neighbourhood Plan Area would continue until July 24<sup>th</sup>. It was agreed that it was unlikely that a public meeting could be held until November, and planning of this would be done at the next meeting. Examples of Neighbourhood Plans would be forwarded to Councillors. *Action:Clerk*

**10. To consider defibrillator code and training**

The Parish Council had been contacted by the West Midlands Ambulance Service who had recorded the location of the defibrillator on their system. They had advised that there should be a code for the cabinet and it should be locked, however Councillors wished it to remain accessible for all. The Ambulance Service could provide training. The Clerk would contact them. *Action:Clerk*

**Resolved:** Approved

**11. To consider the next meeting of the Sportsfield Committee**

This would take place on Monday 14<sup>th</sup> September at 6.30. Items for agenda to be considered by early September.

**Resolved:** Approved

**12. To consider playground maintenance and quotes for fencing**

The rota for inspections had been updated and the inspection report amended to follow safety procedures used by Lichfield District Council. Quotes for fencing were discussed RESOLVED not to proceed with this at present. The Walled Garden handyman had offered to renovate the train and boat and Cllr Standerwick would liaise with him and arrange for the materials required. Cllr Gilbert would remove the small trees near the tarmac to improve visibility. He would make further enquiries about the whereabouts of the safety manuals. Derek would be asked to spend 3 hours a week during the summer holidays on cleaning and maintenance.

**Resolved:** Approved

**13. To consider village maintenance**

The priority over the summer would be the playground.

**14. To consider the website**

No concerns to be addressed.

**15. To receive questions and reports from Councillors**

Cllr Standerwick reported on an upgrading of broadband capacity in most of the village. Anyone unable to access this should contact the County broadband team. Cllr Smith said that plans for a Scout Group would not be able to proceed as not enough leaders had come forward. This was disappointing however places were available for some of the children in groups at local villages.

**16. To receive correspondence**

SPCA bulletins  
Cricket Club, report of a break in  
Mme Leriche, report on the recent Awoingt visit  
Highways, Winter maintenance review  
Community Council, BKV awards evening  
County Cllr Ben Adams, mobile library consultation

**17. To receive the financial report.**

- (a) Banking - The bank reconciliation and performance against budget was noted. Payments towards the car park refurbishment had been received from the Cricket and Football Clubs. The standing order for the Clerk's salary had been amended.
- (b) Playground funds - Cllr Wain had signed the mandate forms but Lloyds intended to send the forms back for a further amendment to be made.
- (c) Audit – The Annual Return had been audited by the external auditors and there were no issues of concern. The Clerk and Chair had been requested to initial amendments to section one and this was done. The Notice of Conclusion of Audit had been displayed.

**Resolved:**        Approved

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

Payments to: M. Jones, total salary and expenses; £364.57  
D. Beaumont, handyman work £90;  
RW Harcombe, maintenance, June £170;  
Elford Village Hall, Room hire, June £137.50;  
British Telecom, phone box sponsorship, £360;  
HMRC, quarterly PAYE, £29.80; SLCC CILCA resit fee, £50;  
Tim Gilbert Services, additional car park work, £480

**Resolved:**        Approved

**19. Date of next meeting.** (Monday 14th September 2015)

The meeting closed at 9.30 p.m.