



Draft Minutes

**Annual Meeting of the Parish Council
Tuesday 16th May 2017
6.30 pm at Elford Village Hall.**

Present: Councillors Wain (Chair), Collins, Gilbert, Smith, Standerwick and Turley,
Cllr Jones from 7pm (delayed by traffic)

In Attendance: Mrs Jones (Clerk), 4 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.

- 1. To appoint a Chair; To receive the Chair's Declaration of Acceptance of Office**
After considerable discussion between the members remaining on the Council, Cllr Jones agreed after joining the meeting that he would act as Chair for three months. The position of Chair would be reconsidered at the September meeting when new Councillors could also wish to be considered for the role. Cllr Jones then signed the Chair's Declaration of Acceptance of Office.
Cllr Wain then stood down and Cllr Jones took the Chair.
- 2. To receive apologies for absence**
None.
- 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 12/4/17**
The minutes were approved and signed by the Chair.
To receive information on matters arising from the meeting of 12th April
 - (i) Sportsfield** It was agreed to try to arrange this meeting for 22nd May.
 - (ii) Leases** The amended documents had been returned to Birmingham for their comments and no response had yet been received.
 - (iii) Best Kept Village** The judges had visited on May 1st for the first round of judging. Banners and children's posters had been put up.

Resolved: Approved

5. To receive the Clerk's report

Resignations had been received from Cllrs Wain and Standerwick as of tonight's meetings. The Casual Vacancy notice would be displayed and the elections department of Lichfield District Council informed.

Highways had been chased regarding the Acco drain at Elford Mill, there had been a delay in clearing this as traffic management had to be scheduled due to the location. Birmingham City Council had been asked about progress on conditions for the use of the lagoon at Home Farm but no response had yet been received. The internal audit would take place on June 7th.

6. To receive the Clerk's report on planning issues

17/00380/FUL 29 Croft Close, single and two storey side extension; there had been no objection from the conservation officer, providing the ridge was lower than the existing one and materials matched the existing building. RESOLVED no objection. There had been an approach from a planning consultant regarding a proposal for land north of the Shrubbery. The Neighbourhood Plan group would be asked if they wished to consider this at a forthcoming meeting.

Resolved: Approved

7. To approve the Annual Governance Statement.

The Annual Governance Statement was approved and signed.

Resolved: Approved

8. To approve the Annual Accounting Statement.

The Annual Accounting Statement was approved and signed.

Resolved: Approved

9. To review Standing Orders, Financial Regulations and Risk Assessment.

This item was deferred to the next meeting.

10. To consider maintenance

Gavin had done further work on the trees and hedges at the corner of Church Road and would require topsoil to finish this area. He had cleaned the phone box and bus shelter prior to Best Kept Village judging, and had spent 2 days jet washing and removing algae from the playground surfacing. He would complete this by cleaning and sanding the circle area. Future tasks were to put in gate posts in the Avenue and hang a new gate, paint the kiosk, plant the flower tubs and plant a holly hedge.

Resolved: Approved

11. To receive questions and reports from Councillors

Cllr Turley said that the provision of outdoor fitness equipment had been raised by a resident, this would be on the next agenda.

Cllr Collins said that Mr Watton had agreed to store a mower for use on the Avenue, the purchase and construction of a shed would be required. Cllr Collins would discuss this further with him and the matter would be on the next agenda.

Cllr Standerwick reminded everyone of the playground working party on the 20th May.

12. To receive correspondence

SPCA bulletins
Environment Agency report
Chair of Lichfield District Council, invitation to Civic Service
Staffordshire Playing Fields Association, invitation to subscribe

13. To receive a financial report.

- (a) The bank reconciliation was given. The precept of £13,000 had been received.
- (b) The Clerk's salary had increased slightly due to the annual pay award.
- (c) Changes to the bank mandates would be required, Cllrs Wain and Standerwick would be removed from these.

Resolved: Approved

14. To consider authorising the schedule of accounts for payment.

Payments to: M. Jones, salary and expenses £326.55
Elford Village Hall, room hire and post office £79.50
G. Cox, maintenance £200
Barry Wright, web hosting fee £80
PP Tamworth, plan printing £6.00
Scottish Power, electricity charge £24.11
RW Harcombe, maintenance £125

Resolved: Approved

15. Date of next meeting: Monday 12th June, 7 pm

The meeting closed at 7.30