



Draft Minutes

**Annual Meeting of the Parish Council
Monday 14th May 2018
7 pm, at Elford Village Hall**

Present: Councillors Jones (Chair), Gilbert, Payne, Turley and Wright

In attendance: County/District Cllr White, Mrs Jones (Clerk).

No Open Forum as the Annual Assembly followed this meeting

- 1. To appoint a Chair and to receive the Chair's Declaration of Office**
Cllr Jones was proposed by Cllr Gilbert and seconded by Cllr Turley; RESOLVED to appoint Cllr Jones as Chair for the following year, the Declaration was signed.
- 2. To appoint a Vice Chair if required**
RESOLVED to appoint Cllr Payne as Vice Chair.
- 3. To receive apologies for absence**
Cllr Collins had apologised as he was on holiday, and Cllr Oakley as she was working; the apologies were accepted.
- 4. To receive Declarations of Interest**
None
- 5. To approve the Minutes of the meeting of 16/4/18**
The Minutes were approved and signed by the Chair
To receive information on matters arising from the meeting of 16th April
None
- 6. To appoint members to committees and local organisations**
Sportsfield Committee; Cllrs Jones, Gilbert and Collins
Village Hall; Cllr Collins
Walled Garden; Cllr Turley
Howard School; Cllr Jones

7. To receive the Clerk's report

The work to the oak tree at the playground had been completed.

Highways had been chased up about the Church Road junction.

The plants had been purchased for Alan to plant in the tubs, Cllr Gilbert would liaise with him.

The agenda item on the 100th Anniversary of the Armistice had been deferred.

The Avenue mowing would be requested to take place fortnightly while the grass was growing fast.

The Clerk would attend the Aethelflaed service in Tamworth in June on behalf of the Parish Council.

Resolved: Approved

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

(a) Planning applications: 18/00576/FUL Fir Trees, Church Road, single storey rear extension to form orangery, no objection.

(b) The Neighbourhood Plan had been submitted to the District Council, consultation would take place from 8th May to 19th June. Arrangements were being made for this to be examined by a planning inspector after the consultation period.

(c) Lichfield's Local Plan Review was out for consultation until 11th June. This contained various options for future housing locations in Lichfield District; it was important for everyone to look at the proposals and for the Council to respond.

(d) Enforcement had been contacted about Elford Lowe and had indicated that a planning application would be required for the new access.

Resolved: Approved

9. To approve the Annual Governance Statement

The Annual Governance Statement was approved and signed.

Resolved: Approved

10. To approve the Accounting Statements

The Accounting Statements were approved and signed.

Resolved: Approved

11. To certify the Parish Council's exemption from a limited assurance review; to approve the Auditor's report

The certificate stating that a limited assurance review was not required was approved. The audit had now been completed and the required information would be put on the website and publicised according to the audit regulations.

The auditor's report was approved.

Resolved: Approved

12. To approve Standing Orders, Financial Regulations, Risk Assessment and Asset Register

The updated polices were approved and would be put on the Council website.

Resolved: Approved

13. To consider outcomes of Sportsfield Committee Meeting

As the Football Club had not attended the meeting the outstanding issues of amendments to the Underleases had not been resolved and the clubs remained in breach of these. The Cricket Club would discuss the matter with their members and a further meeting involving all parties would be arranged shortly.

Resolved: Approved

14. To approve the twinning agreement with Awoingt, France

A formal letter had been produced to set out the links proposed between Elford and Awoingt; this would be signed during the visit of Cllr Turley to France in June, and during the visit from Awoingt in August.

Resolved: Approved

15. To receive an update on the bus service

A joint private hire service with Edingale Parish Council was currently running twice a week at £45 a day for each council, with donations made by passengers. A smaller vehicle might be appropriate; people should continue to use the service if it was to be viable. There was no news yet about the tendering process; Cllr White indicated that the County Council would not change the decision not to fund the service.

Resolved: Approved

16. To consider Data Protection Policy and Data Protection Officer.

The draft policy was approved. It had been announced that Parish Councils would not be required to appoint DPO, although it was good practice.

Resolved: Approved

17. To receive questions and reports from Councillors

None received due to the limited time available.

18. To receive correspondence

SPCA bulletins

Lichfield District Council, information on Local Plan Review

PCSO Costas Karpi, charity fishing match in memory of PC Richard Allsopp

19. To receive a financial report

The bank reconciliation was given, the precept of £13,000 had been received.

Resolved: Approved

20. To consider authorising schedule of accounts for payment

Payments to: M. Jones, salary, overtime and expenses; £461.93; HMRC;
Elford Village Hall, room hire and post office £96.50;
RW Harcombe, maintenance £125; A. Cox, The Avenue maintenance £70;
Toplis Associates, Audit Fee, £144; SPCA, Councillor training £20;
Urban Imprint, Consultant fee, £1620; Birmingham City Council, rent £5;
Beacon Street Garage, playground repairs, £1323.60;
Solus Coaches, hire April, £270; A.Robey, handyman work, £45

Resolved: Approved

21. Date of next meeting: Monday 11th June 2018

The meeting closed at 8.00pm and was followed by the Annual Parish Assembly.