



## Minutes

### Meeting of the Parish Council

**Monday 10<sup>th</sup> June 2024 at 7pm at Elford Village Hall**

Present: Councillors Payne (Chair) Oakley, Herrmann, Turley, Robertson

In attendance: Mrs Fitzpatrick (Clerk), one member of the public.

#### Open Forum

Resident raised the following:-

- Right of Way - Cllr Payne advised that he will be picking this up again by trying to obtain some wood chippings.  
**Action: Cllr Payne**
- Motorhome parked on the picnic area – if still parked there on the weekend of the 15<sup>th</sup>/16<sup>th</sup> June, Cllr Payne will check to see if there is any activity and leave a note. **Action: Cllr Payne**
- Tame View - Approved landscape drawings showing the height of the landscape (“mud mountain”) is still required along with a copy of the report from Arif. Severn Trent are getting closer to the adoption of the drainage. The meeting between LDC & Elan to discuss the planning breaches has been pushed back.
- Road surfacing along Tame View once Elan are off site - Cllr Payne advised that any potholes should be reported via the Staffs CC portal “Reportit”. The road network in the village is to be surface dressed, however in the meantime it is recommended to continue to report the potholes.

A resident thanked the Parish Council for all their hard work as committee members. Cllr Robertson noted if someone from Tame View might be interested in joining the Parish Council.

**79/24 To receive Apologies for Absence.**

Apology received from Cllr Delderfield.

**80/24 To receive Declarations of Interests.**

Cllr Herrmann to send up to date Declaration of Interest. **Action: Cllr Herrmann**

**81/24 To approve the Minutes of the Meeting of 13<sup>th</sup> May 2024.**

The draft Minutes were approved and signed with an amendment to item 73/24.

**82/24 To receive an update from the Clerk.**

See attached.

**83/24 To consider any Planning matters.**

24/00007/ENF Elford Lowe – Notification of Enforcement Appeal, no action required.

24/00467/FUL Howard Primary School – no objection.

**84/24 To approve the Asset Register.**

- Amendment to value of SID's, net figure.
- Addition of flagpole gifted by local resident.

**Resolved:** Approved

**85/24 To consider the internal auditors report 2024 and to appoint an internal auditor for 2024/25.**

No areas of concern in the report. Kim Squires Internal Audit Services to be appointed as internal auditor for 2024/25.

**Resolved:** Approved

**86/24 To approve the Annual Governance Statement.**

**Resolved:** Approved

**87/24 To approve the annual accounting statement.**

**Resolved:** Approved

**88/24 To receive an update on the Shrubbery development.**

Severn Trent have advised that the lower hydro brake will not work as it will never meet the limits the Council has put on it.

A Section 102 has been filed which Elan have one year to maintain. If anything happens within that time then Elan must come back, after that it will be Severn Trent's responsibility.

There is currently no agreement as to where the road crossing should be located.

#### **89/24 To discuss Brickhouse Lane.**

Cllr Payne emailed BCC asking for engagement on the easement that is required. BCC are still looking to pursue drainage onto residents land. SCC and Highways legal team are exploring the legal right to drain into a resident's land. Plan B would be for BCC to issue an easement to SCC Highways. Cllr Payne advised BCC that he thought a permanent easement would be required and asked SCC for confirmation. Cllr Payne to diarise the matter ahead 7-10 days.

**Action: Cllr Payne**

Cllr Turley advised that works are due to commence on Brickhouse Lane around the 17<sup>th</sup> June 2024.

In anticipation of further works, the temporary speed restriction of 30mph on Brickhouse Lane to put on Elford News Facebook page.

**Action: Clerk**

#### **90/24 To receive Questions and Reports from Councillors.**

Cllr Oakley advised that he is due to have a meeting with Gavin Loynes from Bruton Knowles at 10.30am on Friday 14<sup>th</sup> June to discuss Elford Estate (blocked gullies outside the church).

Cllr Oakley has been told by a resident that they thought the playground needed a bit of TLC.

Cllr Herrmann asked whether a skip could be hired to help with emptying the sheds at the playground. Cllr Payne advised that he would investigate this for the next working party.

**Action: Cllr Payne**

Cllr Turley provided a receipt from the resident who has planted the tub at Croft Close.

Cllr Turley has been advised by a local resident about anti-social behaviour at the playground. Action, to be monitored.

Cllr Roberston advised that a resident had complained about hedges growing over the pavements. Cllr Payne suggested the resident report the issue via LDC Reportit.

Cllr Delderfield asked that the following be raised in her absence:-

- Village sign - Cllr Oakley offered to make a sign. Cllr Payne reminded the Parish Council that it would need a permit to dig

- Could the Parish Council look to promote their achievements. Cllr Payne to consider options. **Action: Cllr Payne**

It has been brought to Cllr Payne's attention by a resident that there is an issue with regards to drainage on the road outside their house. Cllr Payne to advise resident to report the issue via LDC Reportit. **Action: Cllr Payne**

Cllr Payne proposed the quote from Keble Heath dated 21<sup>st</sup> May 2024 to supply and install the post for the speed indicator device. Position of post to be clarified.

**Action: Cllrs Oakley/Payne**

**Resolve: Approved**

### **91/24 To receive Correspondence.**

SPCA bulletins

Clerk's resignation letter – was accepted by the Chairman. The Clerk's last day will be the 30<sup>th</sup> June 2024. The Chair and Councillors reiterated their sincere thanks to the Clerk, who had done a great job since starting in September 2023. Cllr Payne advised that the vacancy is to be advertised via the SPCA & Elford News Facebook page with a closing date of the 21<sup>st</sup> June 2024. Cllrs Payne and Herrmann will conduct interviews shortly thereafter with a view to appointing a new clerk by 30/06/24.

**Action: Clerk**

### **92/24 To receive a Financial Report.**

See appendix 1.

**Resolved: Approved**

### **93/24 To consider authorising Schedule of Accounts for payment.**

Staff costs; Salary, expenses, £554.79; A. Robey, Handyman, £249.32; Village Hall, Post Office room hire, £70.50; RW Harcombe, Grounds maintenance, £195.00; A.Cox, Ground maintenance – The Avenue, £90.00; Beacon Street, Playground repairs, £292.68; Lichfield DC, Emptying dog/litter bins, £1663.59; SPCA, Subs, £195.81; Kim Squires, Audit fee, £169.30; SPCA, Training, £36.00.

Cllr Payne would authorise the payments.

**Resolved: Approved**

**Date of Next Meeting:** Monday 8<sup>th</sup> July 2024 7pm.

Meeting closed at 9.07pm

Appendix 1  
Financial Report June 2024

(a)

	31/05/2024	Totals
BAL B/F	43,866.86	CURRENT 27,652.56 DEPOSIT(playground) 8,158.62 95 DAY NOTICE (CIL) 29,707.91
RECEIPTS	34,210.39	
PAYMENTS	12,558.16	
TOTAL	<b>65,519.09</b>	<b>65,519.09</b>

(b) Internal Audit 14<sup>th</sup> May 2024. Report circulated with Annual Accounts 2023/24.

(c) Receipts, CIL £623.18, interest CIL £439.72

Resolve to earmark remaining CIL funds of **£29707.91** (28,645.01 + 623.18 + 439.72) for infrastructure to the benefit of Elford inhabitants.

**Resolved:** Approved

(d) Receipt, interest on playground account £65.93.

Resolve to earmark **£8158.62** (8092.69 + 65.93) for spending on repairs and refurbishment of the playground.

**Resolved:** Approved