



Minutes of the Meeting of Elford Parish Council

Held on Monday 13th January 2025 at 7pm at Elford Village Hall.

Present: Cllr B. Delderfield, Cllr H. Herrmann, Cllr J. Oakley, Cllr A. Payne (Chair), Cllr H. Robertson, Cllr P. Turley (Vice-Chair)

Guests In attendance: 0

Public in attendance: 8

Minute Taker & Clerk: Mrs K. Pritchard

188/24. Apologies: None received.

189/24. Public participation:

A resident discussed the Right of Way 8 and requested co-operation from the Village & the Parish Council to challenge the gate which is preventing access. **ACTION:** The Clerk to forward the email to all members.

A resident raised the issue of dog excrement on The Shrubbery. **ACTION:** To be discussed in agenda item 201/24

A resident raised the issue of the path from Tame View to The Beck. **ACTION:** To be discussed in agenda item 198/24

A resident raised the issue of the slippery surface of the Playground and requested the Parish Council hold an open meeting. **ACTION:** Clerk to contact the Village Hall for a suitable date for an open meeting.

A resident raised the issue of the mud mountains at Tame View.

190/24. Declarations of Interest and Dispensations: None

191/24. Minutes: The Council RESOLVED that the minutes of the Parish Council meeting held on Monday 9th December 2024, having been circulated, be confirmed, and signed as a correct record. **(APPENDIX 1)**

192/24. Reports from County and District Councillors (for information only) **if present:** None

193/24. Planning:

- a) To consider new application/s: None
- b) To report decisions on previous applications:

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Reference	Address	Details	Elford PC	LDC Decision
24/01259/REMM	Land At The Shrubbery, Elford, Tamworth, Staffordshire	Section 73 application to vary conditions 2 and 9 of permission 19/00662/REMM relating to garages on plots 24 and 25, landscaping, attenuation basin and general drainage calculations	Objection submitted 19.12.24	Pending Consideration
24/01157/FUH	Drey House, The Square, Elford, Tamworth	Erection of a single storey rear and side extension to link to existing garage, Erection of a first-floor extension with associated remodelling works	No objection.	REFUSED 17.12.24

194/24. Clerk Report: The Clerk Report was NOTED. (**APPENDIX 2**)

195/24. Funding Request: It was NOTED that the application was withdrawn. The application will be resubmitted following investigation on the size of the existing pipe

196/24. Best Kept Village & Community Competition: The Council RESOLVED to arrange an open meeting at the Village Hall to discuss the Best Kept Village & Community Competition

197/24. Bus Shelter: The Clerk contacted the bus operator 25/11/24 & 09/12/2024. The Clerk contacted a Staffordshire County Council Transport Support Officer 13/01/25. The Council have RESOLVED to move this agenda item to February. **ACTION:** Clerk to chase up with the bus operator

198/24. Foot Path: The Parish Council has RESOLVED to repair both paths and Cllr A. Payne to obtain a further 2 quotes for review at the next Parish Council meeting

199/24. Maintenance: The Council RESOLVED to collate an inventory of flower tubs within the Village. The Council RESOLVED to purchase a thank you card and bottle of wine for the retired handy person. **ACTION:** Cllr P. Turley to take photos of the flower tubs. Clerk to send a list of handy person tasks to Cllr A. Payne. Cllr A. Payne to discuss the role with an applicant.

200/24. Website: The update was NOTED

201/24. Signage on the Shrubbery: The Council RESOLVED to purchase dog poo signage.

202/24. Correspondence: The Correspondence list was NOTED. (**APPENDIX 5**)

203/24. Policies:

- a) The Council RESOLVED to accept the Health and Safety Policy (**APPENDIX 6a**)

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- b) The Council RESOLVED to adopt the Disciplinary Procedure Policy (**APPENDIX 6b**)
- c) The Council RESOLVED to adopt the Dignity at Work Policy (**APPENDIX 6c**)

204/24. Civility and Respect Pledge:

- a) The Council RESOLVED to agree that it will treat all Councillors, Clerk and all employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their role
- b) The Council RESOLVED to put in place a training programme for Councillors and Staff
- c) The Council RESOLVED to sign up to Code of Conduct for Councillors
- d) The Council RESOLVED to have good governance arrangements in place including, staff contracts, and Dignity at Work policy
- e) The Council RESOLVED to seek professional help at early stages should civility and respect issues arise
- f) The Council RESOLVED to commit to calling out bullying and harassment if it happens
- g) The Council RESOLVED to continue to learn from best practice in the sector and aspire to being a role model
- h) The Council RESOLVED to support the continued lobbying for the change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate

205/24. Precept: The Council RESOLVED to approve the precept analysis 2025/2026 and the document was signed by the Chair and the Clerk

206/24. Appointment of Independent Internal Auditor: The Council RESOLVED to approve the Internal Auditor for 2025/2026. (**APPENDIX 8**)

207/24. Financial Matters:

- a) The Council RESOLVED to approve the financial report January 2025 (**APPENDIX 9a**)
- b) It was RESOLVED to approve the Schedule of Accounts for payment. Cllr P. Turley to authorise. Staff costs; Salary, expenses, £434.40; A. Robey, Handyman, £68.75; Elford Village Hall, Village Hall Hire & Post office November and December 2024, £141.50; R.W.Harcombe, Grounds Maintenance November 2024, £120.00; A. Payne, Playground signage, £16.98; Parish Council Websites, 35% website build deposit, £314.58, Scottish Power, playground electricity, £4.51; Forvis Mazars, External Auditor, £378; Tamworth have a heart, Donation for Defibrillator Sign, £20.00; ICO Information Commissioner Fee, £40.00 ; Nest, Pension (December 2024), £38.45.; HMRC, £110.00 (Paid by DD quarterly); Scribe, finance software, £14.40

208/24. Reports from Chairman and Councillors (for information only):

Cllr P. Turley – The Council RESOLVED to purchase 8 x “no parking on the grass” signs for The Avenue
ACTION: Clerk to purchase the signs

Cllr B. Delderfield – Update on the arrangement for the memorial flower tub

Cllr H. Hermann – The Sub- Lease is ending in 2027 for the Cricket Field. **ACTION:** Cllr A. Payne to arrange a Sports field Committee meeting

Cllr H. Robertson – Raised the issue of a pothole on The Shrubbery, and the recent flooding. The Council RESOLVED to purchase up to £300 on a flooding ladle and up to £150 on road cones. **ACTION:** Cllr B. Delderfield to raise the suggestion with the Elford Flood Warden

Cllr A. Payne – Jet washing **ACTION:** Cllr A. Payne to arrange a jet washing clean up session at the playground

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209/24. Items for future meetings: Policy review: to adopt a Grievance Policy, to review the Press & Media Policy. Items for future meeting were NOTED

210/24. Date, time & venue of future meetings: The date, time and venue for future meeting were NOTED.

Monday 10th February 2025, 7pm, Elford Village Hall

Monday 10th March 2025, 7pm, Elford Village Hall

The Chair declared the meeting closed at 21:30

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Financial Report January 2025

(a)

	31/12/2024		Totals
BAL B/F	43,866.86	CURRENT	15,245.16
		DEPOSIT(playground)	8,224.73
		95 DAY NOTICE (CIL)	30,076.62
RECEIPTS	35,692.64		
PAYMENTS	26,012.99		
TOTAL	53,546.51		53,546.51

(b) Budget

<u>Heading</u>	<u>Budget sum</u>	<u>To date</u>	<u>Remaining</u>
Staff costs	7674	5855	1820
Admin	1930	1114	816
eg room hire, subs			
Maintenance	8915	8010	905
eg mowing, handyman, electricity			
S137	0.00	150	
Unplanned			
	18519.00	15129	3390

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