



Draft Minutes

Meeting of the Parish Council

Monday 17th April 2023 at 7 pm at Elford Village Hall

Present: Councillors Turley (Chair), Delderfield, Payne and Robertson

In attendance: Mrs Jones (Clerk), District Cllrs Warburton and Leytham, 8 residents.

Open Forum

Those present again discussed concerns about the drainage and ditch at the Seven Acres site. The authorities responsible had been contacted with Freedom of Information requests but the information supplied remained incomplete. Severn Trent had however confirmed that they would adopt the site drainage. The Flood Warden had completed a final report on the issues which would be considered by the Parish Council later in the meeting. This report would be made available on the website. He was thanked by the Chair for all the work he and other residents had done on this matter.

Cllr Payne suggested that there were two vacancies on the Parish Council and that it may be helpful if a representative of the Seven Acres development came forward.

35/23 To receive Apologies for Absence

No apologies, all present.

Cllrs Hilderley and Gilbert had resigned from the Parish Council and had been thanked for their contribution to the Council over many years.

36/23 To receive Declarations of Interest

None received.

37/23 To approve the Minutes of the Meeting of 13th March 2023

The draft Minutes were approved and signed.

38/23 To receive the Clerk's Report

Elford Bridge - Cllr White had informed the Parish Council that work to repair the bridge on Fisherwick Road would begin in June.

Elections - polling day was on 4th May, there would be no need for an election as only 5 candidates had been nominated, leaving 2 vacancies to fill by co-option.

Welcome letter – a letter had been prepared for delivery to new residents.

Picnic area – a used drug syringe had been found by the contractor and would be disposed of safely. The PCSOs were to be informed and asked to monitor the area.

39/23 To consider any Planning matters:

No new applications.

A response had been sent on the Elford Lowe planning appeal.

Lichfield District Council had confirmed that an application would need to be made for the S106 monies they held for the Cricket Pavilion refurbishment.

Community Infrastructure Levy funds of £ 25,982.41 had been paid in April. An annual CIL spending report should be sent to Lichfield District Council, the Clerk would prepare and send this.

Resolved: Approved

40/23 To consider the Shrubbery Development

Report circulated following incomplete responses to Freedom Information Requests to the Local Planning Authority and Lead Local Flood Authority and following confirmation that Severn Trent would be responsible for the drainage. It was RESOLVED to approve the Report 'Analysis of Storm Water Drainage at the Seven Acres site' and to send it to Lichfield District Council, Staffordshire County Council and Severn Trent with recommendations for action as outlined in the Report – see Appendix 2.

No reply had been received from Elan Homes following the Parish Council's enquiry about drainage and future management issues.

Resolved: Approved

41/23 To receive an update on Right of Way 8

An update was given on the involvement of Walton Homes who owned land onto which the Right of Way had recently been diverted and had sent contractors to remove a gate leading onto it. It was agreed that the Clerk would contact Walton Homes and Cllr Turley would contact Cllr White to find out the latest information of the County Council on this matter.

Resolved: Approved

42/23 To receive an update on the Coronation celebrations

An update was given by Cllr Robertson on the plans for the Coronation event on Sunday 7th May and the programme for the day. She also suggested planting a commemorative tree, which would be discussed at a future meeting.

43/23 To consider playground maintenance

The handyman had applied moss killer and had begun removing the moss. It was agreed to obtain quotes for jet washing.

Cllr Payne would arrange a date for a working party.

Resolved: Approved

44/23 To consider installation of dog bins

A meeting between Cllr Robertson and a Lichfield District Council employee had agreed sites for a second bin at the Walled Garden and one next to the Parish Council notice board, the final quote for the work was awaited. The Walled Garden Trustees had not agreed to contribute to this. It was agreed that CIL funds would be used for these costs.

Resolved: Approved

45/23 To consider the website

The Parish Council had agreed to go ahead with the new site and would provide further information on the content to the resident who was setting it up.

Resolved: Approved

46/23 To receive Questions and Reports from Councillors

Cllr Robertson said that a resident had offered to maintain the plant tub and bench at the corner of The Gardens and Church Road and it was agreed that this offer would be accepted.

A water leak at the junction of The Beck and Burton Road was mentioned and would be reported to South Staffs Water by the Clerk.

There had been several reports of tyre blow outs caused by potholes in Brickhouse Lane which were difficult to see when full of water and could cause a nasty accident; the Clerk would contact the Highways Liaison Officer to ask about progress on a permanent solution to the drainage problem.

Cllr Warburton reported on matters relating to Lichfield District Council, relating to the plans for pedestrianisation of the City Centre and consultation with those who could be affected by the scheme.

47/23 To receive Correspondence

SPCA bulletins

LDC election information and details of a design code webinar

Resident query about signage to slow traffic in The Shrubbery

Resident regarding parking near the new development in The Beck

48/23 To receive a Financial Report

See appendix 1.

Resolved: Approved

49/23 To consider authorising Schedule of Accounts for payment

Staff costs; salary, PAYE, pension, £608.64; A. Robey, handyman work, £93;

Village Hall, Post Office room hire, £55; RW Harcombe, grounds maintenance, £180;

A. Cox, Avenue mowing £80; SPCA Annual subs, £191.78.

Cllr Payne would authorise the payments.

Resolved: Approved

Date of Next Meeting:

Next meeting 17th May (Wednesday) Annual Meeting of the Parish Council at 6.30 and Annual Parish Assembly at 8pm

The meeting closed at 8.50 pm

Appendix 1

Financial Report April 2023

(a) Bank reconciliation – end of year 2022-23

	31/03/2023		Totals
BAL B/F	14,224.90	CURRENT	5,517.01
		DEPOSIT(playground)	7,999.53
		95 DAY NOTICE (CIL)	17,358.28
RECEIPTS	47488.14	earmarked for CIL	17,358.28
		earmarked for playground	7,999.53
PAYMENTS	30838.22		
TOTAL	30,874.82		30,874.82

(b) Bank reconciliation prior to meeting

	17/04/2023		Totals
BAL B/F	30,874.82	CURRENT	24,517.01
		DEPOSIT(playground)	8,035.49
		95 DAY NOTICE (CIL)	43,470.45
RECEIPTS	45148.13	earmarked for CIL	43,470.45
		earmarked for playground	8,035.49
PAYMENTS	0.00		
TOTAL	76,022.95		76,022.95

(b) Receipts, CIL, April:

CIL £25,982.41, interest CIL £129.76

Approved earmarking sum for CIL **£43,470.45** (17,358.28 + 25,982.41 + 129.76)

(c) Receipt, interest on playground account £35.96

Approved earmarking sum for playground **£8,035.49**

(d) End of year PAYE reporting completed

(e) Internal Audit to take place on May 2nd 2023.