



## Draft Minutes

### Annual Meeting of the Parish Council

Wednesday 17<sup>th</sup> May 2023 at 7 pm at Elford Village Hall

Present: Councillors Payne, Delderfield, Herrmann, Oakley and Turley

In attendance: Mrs Jones (Clerk), District Cllrs Holland and Booker (start of meeting)  
The new District Councillors were thanked for attending to meet the parish Councillors. Cllr Oakley was welcomed to his first meeting as a member.

#### **50/23 To appoint a Chair**

Cllr Payne was proposed by Cllr Turley, seconded by Cllr Delderfield. Approved.

#### **51/23 To appoint a Vice Chair**

Deferred.

#### **52/23 To receive Apologies for Absence**

Cllr Robertson had apologised as she was on holiday. Approved.

#### **53/23 To co-opt a Member to fill a vacancy**

Hannah Herrmann had applied to be co-opted. Approved.

Cllr Herrmann was welcomed to the meeting.

One vacancy remained to be filled.

#### **54/23 To receive Registers of Interests and Declarations of Acceptance of Office**

The documents were received and signed.

No Declarations of Interests were made in respect of the meeting.

#### **55/23 To approve the Minutes of the Meeting of 17<sup>th</sup> April 2023**

The draft Minutes were approved and signed.

### **56/23 To receive the Clerk's Report**

**Shrubbery Development** – The final report would be sent to the new District Councillors to inform them about the background to this matter.

**Right of Way 8** – Walton Homes had been contacted as agreed, there had been no further update from Cllr White or the Rights of Way Team.

**Brickhouse Lane** – Some work had taken place this week to fill the potholes; Highways had confirmed they were waiting for the legal team to prepare the easement so that drainage of the lane to an adjacent property could be resolved.

**Fisherwick Bridge** – Works to repair the bridge were planned for late July onwards; the road to Whittington would be closed for several weeks.

**Dog bins** – these had been ordered by Lichfield District Council and the Parish Council would be informed when installation would take place.

**Traffic signs in Church Road** – a resident had complained that signs asking drivers to slow near the Village Hall had been removed; more substantial signs could be obtained and displayed.

**Bench and tub renovation** – a family had adopted the bench and tub near the junction of The Gardens and Church Road. The Parish Council was very grateful to them for making an excellent job of renovating these.

**Sportsfield car park** – the surface near the entrance was in a bad state and a quote would be obtained for repairs from a local firm. Costs would be shared between the Parish Council and the clubs.

**Matters for next agenda** – Annual Governance and Audit Report, roles of Cllrs and forward planning, Village Hall CIL request

### **57/23 To consider any Planning matters:**

23/00380/FUH 2 The Coach House, Old Hall Drive, single storey replacement extension to rear, comments had been sent, no objection.

23/00470/FUL Tithe Barn, single storey garden room, Cllrs agreed no objection. A recent public hearing had been held regarding the Elford Lowe planning appeal.

**Resolved:** Approved

### **58/23 To consider playground maintenance and improvements**

A recent working party was very productive, volunteers had done repairs and painting of the equipment and another session would be held shortly. The handyman would be asked to do the jet washing soon.

A suggestion had been received to install a zip wire, this could be considered with a scaled down scheme for refurbishment which could involve a smaller grant application plus match funding from the CIL fund.

**Resolved:** Approved

**59/23 To consider the website**

The website developer would add more content to the draft site shortly, it would soon be ready to go live. The gov.uk emails would be organised at the same time.

**60/23 To approve Standing Orders, Financial Regulations, Risk Assessment, Asset Register**

The updated policies were approved, they would be put on the website.

**Resolved:** Approved

**61/23 To consider arrangements for appointment of a new Clerk**

The Clerk had resigned from the post but was prepared to stay on until a suitable candidate could be selected and the handover completed. Cllr Turley thanked Mrs Jones for her contribution over 12 years. The vacancy had been advertised.

**Resolved:** Approved

**62/23 To receive Questions and Reports from Councillors**

**Coronation event** - this had been very popular and successful, the organisers had been thanked for all their hard work. Cllrs asked whether any profits of events to which the Parish Council had donated could be spent within the village in the future.  
**CCTV** - Cllr Turley had recently met a representative of another firm and would give a further update at the next meeting.

**63/23 To receive Correspondence**

SPCA bulletins

**64/23 To receive a Financial Report**

See appendix 1.

**Resolved:** Approved

**65/23 To consider authorising Schedule of Accounts for payment**

Staff costs; salary, PAYE, pension, £665.32; A. Robey, handyman, sundries, £121.20; Village Hall, Post Office room hire, £55; RW Harcombe, grounds maintenance, £195; A.Cox, Avenue mowing, £80; Birmingham City Council, Sportsfield rent £5; Ursula Middlemore, donation towards band at Coronation event, £500  
Cllr Turley would authorise the payments.

**Resolved:** Approved

**Date of Next Meeting:** Next meeting 12<sup>th</sup> June (Wednesday)

The meeting closed at 7.50 pm and was followed by the Annual Parish Assembly

## Appendix 1

### Financial Report May 2023

(a) Bank reconciliation –

	11/05/2023	Totals
BAL B/F	30,874.82	CURRENT 23,308.59 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	1208.42	
TOTAL	74,814.53	74,814.53

(b) CIL payment of £25,982.41 received from Lichfield District Council on 11th April and transferred into 95 day notice account.

(c) Precept of £19,000 received from Lichfield District Council on 17<sup>th</sup> April.

(d) Resolve to earmark remaining CIL funds of £43,470.45 for infrastructure to the benefit of Elford inhabitants.

(e) Resolve to earmark £8035.49 for spending on repairs and refurbishment of the playground.

(f) Internal Audit May 2<sup>nd</sup> 2023. Report to be circulated with Annual Accounts 2022-23 and Annual Governance and Audit Report for consideration at June meeting.