



## Draft Minutes

### Meeting of the Parish Council

Monday 12<sup>th</sup> June 2023 at 7 pm at Elford Village Hall

Present: Councillors Payne, Oakley, Robertson. Cllr Herrman from 7.40.

In attendance: Mrs Jones (Clerk), three members of the public.

#### Open Forum

A resident raised concerns about speeding on Burton Road and the risk of a bad accident on the hill, due to overtaking on the double white lines. The pavements were narrow and risked pedestrians. Options would be discussed with Highways, including more frequent visits from the speed camera van, trimming back footways, using CIL monies to install village gateways for traffic calming; reports to them by residents could help.

Grass verges needed cutting at the junction of Haselour Lane to improve visibility. Residents had been collecting litter at the picnic area, they were thanked for this; the school children would also help. There was still a need for shrubs to be cut back.

#### 66/23 To receive Apologies for Absence

Cllr Turley had apologised as he was away. Cllr Delderfield had apologised as she was working. Resolved to approve the apologies.

District Cllr Holland had also apologised.

#### 67/23 To receive Declarations of Interests

No Declarations of Interests were made.

#### 68/23 To approve the Minutes of the Meeting of 17<sup>th</sup> May 2023

The draft Minutes were approved and signed.

#### 69/23 To receive the Clerk's Report

**Shrubbery Development** – it was still hoped that a site visit to discuss concerns with the Head of Planning would be arranged. Cllr Oakley updated everyone on this.

**Right of Way 8** - no further progress.

**Dog bins** – expected to be installed shortly.

**Cllrs' village walk round** – this would be arranged to look at signage, the playground, footpaths and other issues which required attention. Cllr Robertson offered to co-ordinate.

**Sportsfield car park** – quote for filling potholes to be chased up.

**Sportsfield pavilion** - S106 monies to be applied for.

**Plant tubs** – these needed daily watering, reminders would be given on Facebook.

**70/23 To consider any Planning matters:**

23/00289/FUL 2 Mere Pits Cottages; 2 bedroom detached single storey holiday let.

The application was largely in conformity with the Neighbourhood Plan and comments would be sent accordingly. No objection.

Elford Lowe appeal still in progress.

CIL Report 2022-23 sent to Lichfield District Council.

**Resolved:** Approved

**71/23 To consider the Internal Auditor's Report 2023 and to appoint an Internal Auditor for 2023-24.**

No areas of concern in the Report. Kim Squires Internal Audit Services appointed.

**Resolved:** Approved

**72/22 To approve the Annual Governance Statement.**

**Resolved:** Approved

**73/22 To approve the Annual Accounting Statements.**

**Resolved:** Approved

**74/23 To consider Cllr roles and responsibilities**

Agreed to defer to July when all Cllrs could be present.

**75/23 To consider playground maintenance and improvements**

Cllr Payne reported that a second volunteer working party had completed the painting, it was a good result and he thanked all those who had helped.

The handyman would jet wash the surfacing the following week.

Cllrs Payne and Oakley would make any necessary repairs to secure the shed.

It was agreed to purchase some yacht varnish as a villager had offered to varnish the stone tablets.

**76/23 To consider the new website**

Cllrs were asked to provide photos of themselves and the developer would be invited to attend the next meeting.

**77/23 To consider request for CIL funds for lighting improvements at Village Hall**

Cllrs agreed that it was preferable to spread funding around various village causes including the Playground and Sportsfield, and as a sum had been previously granted to the Village Hall they declined this request.

**78/23 To consider arrangements for appointment of a new Clerk**

Two applications had been received after the deadline and it was agreed to advertise the role more widely, with a further deadline in July, and then interview applicants over the summer recess.

**Resolved:** Approved

**79/23 To receive Questions and Reports from Councillors**

Cllr Herrman passed on a request from the School PTA to use the playground water and electric supply for an event on 23 July, this was agreed.

Cllr Delderfield had been notified of a damaged footpath in The Beck; it was agreed that footways and paths would be checked by Cllrs on their walk around the village.

Cllr Robertson said that greenery needed removing from the Church Road sign; the handyman would be asked to do this.

She said that new starter levels at Howard School were low and measures would be taken to improve signage to show where the school was located.

Cllr Payne said that the recent Football Festival had been well organised and went very well.

He suggested contacting Elan Homes to ask that the picnic area which was used by contractors should be left in a good state when the site was completed.

He asked the Clerk to approach Highways for information on the process for installing village gateways as a means of traffic calming on the A513.

The pathway behind the school needed strimming; Cllrs had checked the Right of Way from The Beck to Tame View and this was currently clear.

**80/23 To receive Correspondence**

SPCA bulletins

Transforming the Trent Valley event – invitation 6th September, to circulate to Cllrs.

CPRE invitation to Parish Councils to join – agreed not.

SCC Data Protection Officer service – Clerk would act as DPO.

LDC Play area inspection ordered for September.

Invitation to army engagement event, Statfold, to circulate to Cllrs.

Road closure – The Beck – 17 – 20<sup>th</sup> July. Notice to be published.

**81/23 To receive a Financial Report**

See appendix 1.

**Resolved:** Approved

**82/23 To appoint a further bank signatory for the Co-op accounts**

Resolved to appoint Cllr Delderfield.

Cllr Payne would arrange for her to complete the forms.

**83/23 To consider authorising Schedule of Accounts for payment**

Staff costs; salary, PAYE, pension, £598.14; A. Robey, handyman, sundries, £113.50;

Village Hall, Post Office room hire, £77.50; A .Cox, Avenue mowing, £80;

R.W. Harcombe, grounds maintenance, £180;

Kim Squires Internal Audit Services, audit fee, £141.35

A. Payne, reimburse sundries for playground repairs £304.67

Cllr Turley would authorise the payments.

**Resolved:** Approved

**Date of Next Meeting:** Next meeting 10<sup>th</sup> July

Meeting closed 20.55

Appendix 1

Appendix 1

Financial Report June 2023

(a) Bank reconciliation –

		06/06/2023		Totals
BAL B/F	30,874.82		CURRENT	21,677.67
			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	2839.34			
TOTAL	<b>73,183.61</b>			<b>73,183.61</b>

(b) Internal Audit May 2<sup>nd</sup> 2023. Report circulated with Annual Accounts 2022-23.