



## Minutes

### Meeting of the Parish Council

Monday 10<sup>th</sup> July 2023 at 7 pm at Elford Village Hall

Present: Councillors Payne, Delderfield, Herrman, Oakley, Robertson and Turley

In attendance: Mrs Jones (Clerk), District Cllr Booker, two members of the public.

#### Open Forum

A representative of the Cricket Club had attended to request information on the §106 funding from Lichfield District Council for pavilion improvements. The forms for this had been requested and would be chased up. They were also waiting for quotes for sewage pipe works; £1000 from CIL funds had previously been agreed for this. The Club would also be asking for £3,000 towards an improved water supply. He also asked about repairs needed to the car park, quotes would be obtained so that this work could be done as soon as possible. The costs would be divided between the club and Parish Council as stated in the underleases for the Sportsfield.

The web developer had attended to talk about the new site. Following a long discussion, it was agreed that the Cllrs would look at the draft site and suggest any additions or amendments to him within the next two weeks. He would also assist with the introduction of new Parish Council email addresses to comply with recommendations regarding Freedom of Information.

#### 84/23 To receive Apologies for Absence

District Cllr Rushton had apologised.

#### 85/23 To receive Declarations of Interests

No Declarations of Interests were made.

#### 86/23 To approve the Minutes of the Meeting of 12<sup>th</sup> June 2023

The draft Minutes were approved and signed.

**87/23 To receive the Clerk's Report**

Dog waste bins – now installed in Church Road (next to the notice board) and near the Walled Garden (Lichfield DC would be asked to straighten this)      *Action: Clerk*  
Pancake event at the playground 15th July organised by the Awoingt group –  
electricity and water to be switched on.      *Action: Cllr Payne*  
Village Hall accounts – received for annual reporting to the Charity Commission (the Parish Council is the Custodian Trustee).      *Action: Clerk*

**88/23 To consider any Planning matters:**

23/00721/FLH Church Gate Cottage, relocation of entrance door and replacement windows; no objection.  
23/00328/FLH The Limes, The Shrubbery, single storey front extension to form double garage; no objection.  
23/00689/FLH Unit 3, Elford Lowe, detached timber office building; the Parish Council did not wish to encourage further development at this location but there seemed to be no material considerations on which to object.  
Elford Lowe Appeal allowed – the Parish Council had been notified of the result. It was disappointing that traffic safety had not been taken into account in the decision.

**Resolved: Approved**

**89/23 To consider Cllr roles and responsibilities**

Village Hall Committee rep – Cllr Delderfield  
Howard School liaison – Cllr Robertson  
Playground – Cllrs Payne and Oakley  
Sportsfield Committee – Cllrs Payne, Oakley and Herrmann  
Flooding – Cllr Oakley  
Book Week – Cllr Robertson

**90/23 To consider actions resulting from Cllrs' walk around the village**

A spreadsheet of actions and outcomes would be prepared.      *Action: Cllr Herrmann*

**91/23 To receive an update on a meeting to discuss the Shrubbery development**

A meeting date was still to be agreed. Cllr Oakley had explained the issues to District Cllrs Booker and Rushton; Cllr Hushian was on the Planning Committee and would take an interest in resolving matters while the developers were still on site.

**92/23 To consider the Sportsfield**

This had been covered during Open Forum. S106 Form to be obtained and completed.      *Action: Clerk*  
Quotes for hardcore aggregate to be obtained by Cricket Club and Cllr Herrmann.  
Football Club grant for maintenance equipment approved by Football Foundation.  
CIL payment of £5000 toward this previously agreed and would now be paid.



**93/23 To consider playground maintenance**

Jet washing now completed by the handyman, shed repairs by Cllrs Oakley and Payne. Barbecue area to be refurbished, quotes to be obtained. *Action: Cllr Payne*  
Cllr Robertson was thanked for supplying table tennis equipment.  
Price to be obtained for basketball equipment. *Action: Cllr Herrmann*  
RESOLVED to allow use of playground electricity for school event.

**94/23 To consider the new website**

As discussed during Open Forum, Cllrs to contribute suggestions. *Action: all Cllrs*

**95/23 To consider options regarding speeding traffic on Burton Road**

Useful information had been provided by Staffordshire Highways. RESOLVED to investigate village gateways costs and suppliers before the next meeting. The costs of Speed Indicator Devices would also be obtained for a possible bid for second hand devices, offers invited by another Council. *Action: Clerk*

**96/23 To receive an update on Right of Way B**

Cllrs had been informed of the outcome of a recent court case. No action required by the Parish Council.

**97/23 To consider arrangements for appointment of a new Clerk**

Interview dates and questions to be agreed among members of the panel and candidates to be invited to attend. *Action: Clerk, Cllrs Payne and Herrmann*

**98/23 To receive Questions and Reports from Councillors**

Cllr Turley – quote for CCTV, first realistic quote received, although cost much higher than expected, to be invited to September meeting. *Action: Cllr Turley*

Agreed to send a further survey of residents on Cllr spending priorities. *Action: Clerk*

Cllr Turley had been contacted regarding an issue of traffic safety near parked cars on the railway bridge near Haselour.

Cllr Delderfield had been asked about a welcome pack for new residents. Agreed that the welcome letters recently delivered by Cllr Turley and the information on the website was sufficient.

Cllr Robertson mentioned school transport – not a Parish Council issue.

Cllr Booker explained that the District Cllrs represented all 3 political parties in the area and would work together to help everyone. They would meet regularly and intended to visit the Coffee Shop. She aimed to make the district a healthier place to live and was particularly concerned with improving road safety and footpaths. She was thanked by Cllr Payne for attending.

99/23 To receive Correspondence

SPCA bulletins and training courses

SCC Fisherwick Bridge temporary closure notice (July 31<sup>st</sup> to September 5<sup>th</sup>) and other road notices

Army engagement event invitation – Cllr Booker expressed an interest in attending

100/23 To receive a Financial Report

See appendix 1.

**Resolved: Approved**

101/23 To consider authorising Schedule of Accounts for payment

Staff costs; salary, PAYE, pension, £602.64;

A. Robey, handyman, jet washing, planting and sundries, £261.45;

Village Hall, Post Office room hire, £65.50;

R.W. Harcombe, grounds maintenance, £325;

A. Payne, reimburse sundries for playground repairs, £35.46;

S. Hughes, reimburse plants for Croft Close, £16.50

Elford Boys FC, grant for maintenance from Cll. funds £5,000.

Cllr Turley would authorise the payments.

**Resolved: Approved**

Date of Next Meeting: Next meeting 11<sup>th</sup> September 2023

Meeting closed 9.20

Appendix 1

Financial Report July 2023

(a) Bank reconciliation –

		26/05/2023	Totals
BAL B/F	30,874.82	CURRENT	20,487.18
		DEPOSIT(playground)	8,035.49
		95 DAY NOTICE (CIL)	43,470.45
RECEIPTS	45148.13	earmarked for CIL	
		83,470.45	
		earmarked for playground	
		8,035.49	
PAYMENTS	4029.83		
TOTAL	71,993.12		71,993.12

(b) Bank forms, change of signatories, to be sent to Coop Bank.

(c) Audit 2023, Annual Governance and Audit Report sent to External Auditors and published according to regulations.

(d) Scottish Power account for playground electricity is currently in credit.

