

**CHAPEL AND HILL CHORLTON PARISH COUNCIL
MINUTES OF PARISH COUNCIL MEETING held on
TUESDAY 9th January 2018 at 7:30pm**

Present:

Councillors: .D. Sant (Chairman), C. Follwell, Mrs V Follwell. H. Butters, P. Hunt
County Councillor P Northcott.
District Councillor B Panter
Clerk-Mrs J Simpson

025.01/17 To receive apologies for absence.
Councillors, J. Neal.

026.01/17 To receive Councillors declarations of Pecuniary Interest in items on the agenda.

None were declared.

027.01/17 Public Participation:

There were no members of the public present.

028.01/17 To consider approving and signing the minutes of the last regular meeting held on 7th December 2017.

The minutes from 7th December 2017 were confirmed as a true record and signed.

029.01/17 To consider matters arising from the minutes not included elsewhere on the agenda

a.) Planning enforcement 12/00421/FUL-The Planning enforcement officer had visited the premises and it complied with the original permission. Therefore no further action is to be taken.

b.) Quotations for replacement glass in noticeboard-quotations for Perspex replacement had not yet been received-deferred to next meeting.

Next agenda

c.) Gritting issues-a response from SCC had been previously circulated. It was clear that if the Parish Council directed volunteers or paid someone to grit/clear the roads, then all liability would fall to the Parish Council. It was asked whether grit could also be placed outside the church at the road junction and at the bottom of Haddon Lane, Stableford.

Clerk

County Councillor had also received complaints and suggested to complainants that they may wish to form a cooperative to tackle the gritting issue. It was noted that such a cooperative would need to be fully insured for liability.

030.01/17 To Receive reports from Borough and County Councillors.

a) **Borough Councillor-** still not occupied new accommodation-aiming for the end of February 2018. There was to be a council meeting the following week to progress disciplinary matters with Council staff. There had been issues with speeding in Muckleston where the limit was still 60mph outside of the local primary school. It was further noted that consultation on the draft emerging joint plan with Stoke-on-Trent would take place between 1st February and 1st March.

Next agenda

b.) **County Councillor**-a consultation on the future of SCC Library service had been launched. Clerk to circulate the proposals and list on next agenda for discussion. There had been 14 carriage way repairs the previous week in the County and 17 complaints. **Clerk Next agenda**

031.01/17 To consider approving the adoption of BT phone box in Chapel Chorlton and to consider signing the contract as circulated.

A draft contract had been circulated by the Clerk and a schedule of condition had also been added. It was agreed that as per Standing Orders the contract would be signed by two councilors- the Chairman, Vice chairman and witnessed by the Clerk. **DS/CF Clerk**

It was **RESOLVED** to sign the contract for adoption.

It was further **RESOLVED** to approve the payment of £1.00 for the adoption of the box.

It was noted that a parishioner had offered to donate a defribulator for use in the phone box although a container box would also be needed. Cllr Northcott suggested that the Parish Council bid into SCC Community Fund from May 2018 to help fund the external box. .Cllr Sant to pursue the donation of the defribulator with the parishioner. **DS**

It was **RESOLVED** to use the phone box to provide a defribulator service in the area.

032.01/17 Web Site.

a.) Contractor

The Clerk had previously circulated quotations for the build, maintenance, support and training of a web site for the Parish Council.

It was **RESOLVED** to appoint Mr. Howard Tomlinson as the contractor for the web site.

b.) Content-Clerk to supply Mr. Tomlinson with all of the regulatory content needed e.g. agendas, finance, meetings etc. Cllr Mrs. V Follwell agreed to draft some background to the Parish and send to the Clerk for comment. **Clerk VF**

033.01/17 1. To consider Financial Matters including:

a.) Model Financial Orders for Chapel and Hill Chorlton Parish Council. (Draft circulated by the Clerk.) Amendments were made to the draft. (1.14) £250: (4.1) £250: (4.5) £250.

It was **RESOLVED** to approve the Model Financial Regulations with the above amendments.

b.) NatWest bank re banking mandate-there had been issues with the bank resulting in several visits and telephone calls from the Clerk. The issues were now resolved and mandate to authorize internet banking needed to be signed by the current signatories Cllrs D Sant, H Butters and Mrs. V Follwell.

It was **RESOLVED** to approve the signing of the appropriate forms for internet banking access by the Clerk.

- c.) SPCA course on 15th January 2018, "Preparing for the Annual Audit at a cost of £20.

It was **RESOLVED** to approve the attendance of the Clerk on the above course. **Clerk**

- d.) Internal auditor.

It was noted that an internal auditor would need to be appointed to audit both the financial records and the governance process.

It was agreed that the Clerk would try to locate an internal auditor from within the Clerks profession. **Clerk**

- e.) . Payment schedule as attached in appendix A

It was **RESOLVED** to approve the payment as in appendix A.

It was further **RESOLVED** to include a payment of £60 to the Royal British Legion for the Poppy Appeal.

It was further **RESOLVED** to authorize the Clerk to transfer the balance of business reserve one account into the current account to ensure sufficient funds were in place to make the authorized payments.

034.01/17 To consider **Town and Country Planning** matters generally and to receive details of Planning Results;

- a) 17/00815/FUL-Land between Cloud End and Railway Line, Chorlton Mill Lane, Stableford-erection of a stable block and associated works.

<http://publicaccess.newcastle-staffs.gov.uk/online-applications/PLAN/1700815/FUL>

Decision is still pending

- b). 17/00836/FUL-School House, Haddon Lane, Chapel Chorlton-conversion of attached garage to provide additional living space.

<http://publicaccess.newcastle-staffs.gov.uk/online-applications/PLAN/1700836/FUL>

Application was approved but with the condition it can only be occupied as ancillary to School House building.

035.01/17 Clerks Report

The majority of the points had been covered in the agenda.

An e-mail had been circulated from SPCA relating to Councillor training. **All** Councillors to let the Clerk know if they wish to attend.

036.01/17 Annual Parish Meeting.

It was **RESOLVED** to hold the Annual Parish Meeting on 10th April 2018 immediately prior to the regular meeting.

037.01/17 Race, Equality and Crime and Disorder Statement.

Councillors appreciated no decisions had been taken during the Meeting which were either by Race and Equality legislation, or by the Crime and Disorder Act 1998 though Crime and Disorder had been discussed.

038.01/17 Councillors Planned Absence

No absences were noted.

039.01/17 . Date of next regular meeting and future meeting

The next regular meeting will be held on Tuesday 13th February at 7:30pm, Copeland Cottage, Haddon lane, Chapel Chorlton.

The Chairman thanked the Councillors for their attendance, and there being no further business, closed the Meeting at 9:10pm

Appendix A Payment Schedule.

Chq No	Payee	Particulars of payment	Amount £
000756	N Hassell	Gratuity Payment to 31 st March 2017	2024.38
000757	N. Hassell	Approved expenses	32.96
000758	British Telecom	Adoption of Public Telephone kiosk	1.00
000759	Royal British Legion Poppy Appeal	Poppy Appeal-wreathes for remembrance day	60.00
		Total	2118.34

Signature

Date