

**Minutes of the Denstone Parish Council meeting held on the 7<sup>th</sup> June 2016**

1. **Attendees:** Cllr J Payne (in chair), Cllr B Hinton, Cllr R Wright, Cllr K Stratton and **Apologies** Cllr C Podmore, Cllr E Edmonds, Cllr S Ratcliffe, Cllr S Smith, Cllr P Robotham and Borough Councillor Smith.
2. James Ingestre – James updated the meeting on the recent planning applications from JCB.
  - a. The application for the Academy Building and Driving range had been passed. He assured the meeting that there was not going to be any floodlights.
  - b. The application for the lodges had been withdrawn.
  - c. The application for the Pinewood house had also been withdrawn.
  - d. The application for the Maintenance Building was still in progress.
  - e. The application for the access gate and the entrance building had been passed.
3. James also informed the meeting that JCB were still in talks with SCC and still pushing for the path for the new school. Cllr Payne stated that the Parish Council were still waiting to hear from Cllr Ben Adams. Clerk to continue to try and arrange a meeting with Cllr Adams.
4. The minutes of the meeting of the 3<sup>rd</sup> May 2016 were approved by all and signed by Cllr Payne.
5. There were no declarations of interest from the councillors present.
6. Matters Arising/Clerk's report
  - a. Denstone Insurance – The clerk informed the meeting that she had finalised the insurance and was able to make a saving of 23% on last year's figure.
  - b. The clerk asked that the next meeting be moved onto the 12<sup>th</sup> July 2016. This was agreed.
  - c. Signing off accounts for 2015/16 – Cllr Hinton informed the meeting that for the last 15 years we had the same Internal Auditor, Mr F Brindley who we thanked for his service. The internal audit examines both finance & accounts and governance. The new internal auditor has advised us of the latest best practice for both aspects. Some issues have been missed as a result of 3 changes of clerk in the last 5 years. For example, VAT should have been reclaimed but was not, and Standing Orders were last updated in 2010. We are committed to follow best practice and the clerk will complete an action plan to improve our processes and reporting which will first be agreed with the Internal Auditor and then signed off at Council. The plan will include, for example, completing bank reconciliation and expenditure against budget every three months. We will also improve our admin efficiency and book-keeping processes. The governance statement was fully discussed and agreed and signed off by the clerk and the chair during the meeting. The accounting statement was confirmed and signed off by the clerk and the chair during the meeting. Cllr Hinton to pass the audit form to the internal auditor to be

- signed off and then pass back to the clerk to send to the External Auditor, Grant Thornton.
- d. Overgrown Footpath – It was agreed that the clerk would draft a letter to the owners of the two properties and Cllr Payne would deliver the letters.
  - e. Declaration of Interest forms – Clerk collected updated declaration of interest forms from councillors present to send to the ESBC.
  - f. WI litter pickers – It was a unanimous decision that the parish Council would pay for the litter pickers at a cost of £50.00. Clerk to contact WI for the invoice. Pay at next meeting.
  - g. Inspection of Oak Road Play area – Clerk contacted the inspection team and is waiting to hear regarding the cost. Item for next meeting.
  - h. Play area on the old railway line damaged clerk to contact Playquest. Cllr Payne to pass on contact details to clerk.
7. Adjournment for public participation
    - a. The ally way from Marlpit Lane up to Weavers Close was overgrown. Clerk to ask Sam Bailey to look at it.
    - b. A request was made for a notice to be made and a map to show where the defibrillator is in the village for visitors to the village. It was agreed that this should inform the user that they must dial 999 first. Clerk to action.
  8. Planning (Permitted & Refused are decisions by ESBC)
    - a. P/2016/00553 Erection of single storey ext All Saints Church Main Road – No objections
    - b. P/201600630 Internal and external alterations All Saints Church Main Road – No objections
  9. Denstone Show – Cllr Hinton informed the meeting that all the classes had now been agreed for the show. More children’s activities have been organised but still more volunteers are required.
  10. Speed Guns – Clerk to contact Graham Hunt to see if we can unofficially monitor traffic in the village without taking details of the cars.
  11. Tesco Bags of Help Grant – Councillor Payne informed the meeting she had been contacted by the Centenary Fields Programme regarding parks, playgrounds within the village which had a possible connection with WWI which we would like to protect. Councillor Payne had suggested the Old Railway Line and Centenary Fields Programme were interested in pursuing this. They will contact SCC as they are the lease holder.
  12. Entrance to Railway Line – Cllr Wright informed the meeting that this has now been rectified.
  13. Best Kept Village – Cllr Payne informed the meeting that a student from Denstone College had volunteered to do some weeding in the village.
  14. Grit Bins – Cllr C Smith still working on getting more grit bins in the village.
  15. WASP Funding. Cllr C Smith confirmed to Cllr Payne prior to the meeting that he had given £300 to the new notice board for the village however there is still £180 required. It was agreed by all councillors present that the Parish Council would give the additional £180.00.
  16. 2<sup>nd</sup> Defibrillator. Clerk informed the meeting that there was sufficient money in the defibrillator fund to purchase the second defibrillator, however the clerk still waiting for information from Western Power regarding if it can be placed in the

- phone box at Stubwood. Cllr Payne thanked the WI for the £45.00 which they had donated towards the defibrillator.
17. Notice Boards in the village – See item 15.
  18. Rocester New School. See item 3.
  19. Neighbourhood Plan. Cllr Payne informed the meeting that the Draft Plan was now out and the responses to the questionnaires had been collected and the results would be published shortly.
  20. The Post Office. Updated.
  21. Tree sculpture. The sculpture has been started, however a lot more yet to be done before completion. The tree will be preserved once finished. The general consensus at the meeting was it was very good.
  22. Village Hall committee member. No update.
  23. Emergency Plan for village. No update.
  24. Highway Issues
    - a. Traffic issues & Stubwood sub-committee. No action as yet as finding is required; clerk to email Sun and Soil to establish possibility of funding.
    - b. Potholes & drainage issues in the village. Clerk informed the meeting that the NHT would be attending the village shortly, the drains on Muddy Lane and College Road need clearing. Also the path on the B5031 facing Lady Meadow Close needs clearing.
    - c. Footpaths. No action.
  25. Finance/Payments
    - To approve the following payments:
    - Webmaster May 2016 = £25.00 [LGA 1972 s142 & 144]
    - Lengthsman payment Non SCC for May 2016 =£120 [LGA 2000 s111]
    - Clerk’s pay for May 2016 = £314.83 [LGA 1972 s112]
    - a. Clerk’s expenses for May 2016 = £32.57 (LGA 1972 s111)
    - b. Eon Lighting May = £12.21 [Parish Councils Act 1957 s3]
    - c. Clive Keble for Neighbourhood Plan May 2016= £980.72
    - d. Lisa Wright cleaning of toilets in Village Hall May =£43.77
    - e. Denstone Village Hall 3 Neighbourhood Plan meetings = £75.00 (already given)
    - f. Laminator for the Parish Council= £24.06
    - g. Peter Robotham – paint used for staining the fencing on the old Railway Line =£13.50
    - h. Printing for NP Cavell Portman =£84.50
    - i. Laminator sheets – J Wright = 10.00

## Items for Future Agenda

1. **Dates of next meetings:** 12 July, 6 September, 4 October