



## **Gnosall Parish Council**

**(Including the wards of Moreton & Knightley).**

### **Minutes of the Annual Meeting of Gnosall Parish Council**

**held at 19:30 hours, Monday 15<sup>th</sup> May 2023 in the Grosvenor Centre**

#### **Present.**

Councillor Mills (Chair); Councillor Gregory (Vice-Chair); Councillor Alker; Councillor Booth; Councillor Greatrex; Councillor Holmes; Councillor Ingram; Councillor Payne; Councillor Powell; Councillor Simkin; Councillor Webb; Councillor Buckless; Councillor Symons and Martin Holmes as a member of the public.

All elected councillors had signed their declarations of acceptance of office and had received copies of Disclosable Pecuniary Interest forms to complete.

#### **Public Open Forum - (10 minutes)**

Nothing was raised.

#### **23/045 To elect a Chair for the forthcoming year and to receive the Chair's Declaration of Acceptance of Office**

There was one nomination for Cllr Allan Mills which was seconded. A vote was taken with all councillors present voting in favour of the proposal. Cllr Mills signed a Declaration of Acceptance of Office.

#### **23/046 To elect a Vice Chair for the forthcoming year.**

There was one nomination for Cllr Gregory which was seconded and voted for unanimously.

#### **23/047 To Receive Apologies and Record Absences.**

Apologies were received from Borough and County Councillors.

#### **23/048 To Record Any Declarations of Interest.**

Councillor Simkin declared an interest in any personnel related discussions. Councillor Alker declared an interest in any discussion about the website or library.

#### **23/049 To appoint Committees and Working Groups**

Councillors had previously been asked to inform the Clerk which committees and working groups they would like to be a member of for the 2023/24 council year. The Clerk presented Council with a recommended committee and working group structure. It was proposed,

seconded and agreed to accept the recommendation as presented. Details would be posted on the parish council's website. As there are currently 5 councillor vacancies, membership on committees and working groups is low. It is hoped that at the next meeting new councillors would be co-opted.

**23/050 To appoint representatives to outside bodies and arrangements for reporting back (Standing Order 3.4 j (ix))**

Membership was agreed and the Clerk would circulate an updated list to all councillors.

**23/051 Review of delegation arrangements to committees, working groups, staff and other local authorities (Standing Order 3.4j (v))**

It was agreed to maintain the existing arrangement.

**23/052 Review of arrangements including legal agreements with other local authorities, not for profit bodies and businesses (Standing Order 3.4j (viii))**

It was agreed to continue with arrangement in place with SCC, SBC, GLEAN, Hand Morgan & Owen and Staffordshire Police.

**23/053 To receive and confirm the minutes of the last regular meeting of the Council held on 3<sup>rd</sup> April 2023**

The minutes were approved as a true and accurate record of the meeting.

**23/054 To Consider Any Matters Arising**

Cllr Mills is yet to obtain mapping details showing positions of gullies and drains in Moreton.

Heritage Group - Since the last meeting it was reported that Heritage group items had been displayed in cabinets in the Grosvenor Centre.

**23/055: To Receive the Following Reports:**

**Clerk's Report**

The Clerk reported that Gnosall Parish Council had an uncontested election and has 5 vacancies to fill by co-option. The Clerk would be meeting with 3 local residents interested in filling some of the vacancies in the coming week. Elected Borough Councillors are Cllr Mark Winnington and Cllr Scott Spencer. The Clerk suggested that at the first of each of the committee and working group meetings, it would be sensible for Councillors to review tasks/projects coming up and prioritize carefully taking into account there are fewer councillors.

Councillors received an update on the youth club following a flood in December 2022. Roger Greatrex had been meeting regularly with representatives of drying out companies who consider that the walls are within acceptable tolerance levels with exception of one wall. A report would be sent to the Council's insurers for them to make a decision on how the matter should be progressed.

The Clerk's report also contained a summary of all meetings held in the past month.

**a) Any reports from Parish Councillors on meetings/courses attended.**

There was nothing to report.

**b) Any reports from Borough and County Councillors.**

Neither County nor Borough Councillors were present. The Clerk confirmed she had contacted the newly elected Borough Councillor, Scott Spencer with a request to meet.

**23/056 To receive minutes and reports from committee and working groups:**

**a) Matters relating to the Resources Committee**

- i. To receive and note the Internal Auditors report  
The internal audit was noted. The auditor had expressed complimentary comments and confirmed the accounts were in good order. Advisory comments would be reviewed by Resources Committee.
- ii. To approve the Annual Governance Statements ending 31<sup>st</sup> March 2023  
The Annual Governance Statement was approved.
- iii. To approve the Annual Accounting Statements ending 31<sup>st</sup> March 2023  
The Annual Accounting Statements were approved.

The Clerk would submit the necessary reports to Mazars, External Auditors.

**b) Matters relating to the Planning Committee**

The minutes of the meeting held on 13<sup>th</sup> April 2023 were accepted.

**c) Matters relating to the Sensory Garden Working Group**

Flower beds had been planted to an excellent standard using a variety of sensory plans. An irrigation system was being planned and safety railings had been partially installed. The project is not far off completion and plans for the official opening will soon be discussed.

**23/057 Finance related matters:**

**a) To approve payment of direct debits/standing orders (in accordance with Financial Regulations point 6.7)**

It was agreed that direct debits and standing orders would be the approved method of payment for the council's utility bills and IT maintenance.

**b) To receive a report on financial receipts for April 2023 and receive accounts for approval for May 2023**

The accounts as presented were approved for payment. It was agreed that an invoice for £1750 for legal services relating to the ongoing landownership dispute with Severn Trent Water, should be paid.

### **23/058 To report any highway issues**

- A vandalized 30mph sign on Audmore Road was reported and needs replacing.
- The trench across Audmore Road remains despite many reports as do trenches across Lowfield Land and on the roundabout at the bottom of the High Street.
- Potholes at the end of Brookhouse Way at the top of Manor Road were reported. The Clerk to report to Highways.
- A section of road on Station Road where it crosses the brook is uneven.

### **23/059 To request items for the next agenda**

Councillors to request items to the Clerk at least 10 days prior to the meeting.  
Co-option of councillors would be an agenda item at the June meeting.

### **23/060 To confirm the date and time of the next meeting**

The next meeting would be held on 12<sup>th</sup> June 2023 at 7.30pm

The meeting closed at 8.45pm

## Gnosall Parish Council PAYMENTS LIST

Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
39	15/05/2023		Co-operative		Internal Audit fee	Black Rose Solutions	S	228.00	45.60	273.60
43	15/05/2023		Co-operative		Stationery	ESPO	S	110.00	22.00	132.00
30	15/05/2023		Co-operative		Grass cutting	JWH Ground	E	1,068.00		1,068.00
37	15/05/2023		Co-operative		Good Clr Guides	SPCA	E	36.75		36.75
58	15/05/2023		Co-operative		Sundries	Coop	S	10.62	2.13	12.75
74	15/05/2023		Co-operative		Subscriptions	Microsoft	S	6.66	1.33	7.99
35	15/05/2023		Co-operative		Grosvenor maintenance	JWH Ground	E	70.00		70.00
32	15/05/2023		Co-operative		Allotment maintenance	JWH Ground	E	80.00		80.00
34	15/05/2023		Co-operative		Village Green posts	JWH Ground	E	90.00		90.00
48	15/05/2023		Co-operative		BKV expenses	TFM	S	4.72	0.94	5.66
47	15/05/2023		Co-operative		Skip Hire	Littlehales	S	85.00	17.00	102.00
38	15/05/2023		Co-operative		Open spaces maintenance	Capricorn Timber	S	300.00	60.00	360.00
41	15/05/2023		Co-operative		Open spaces maintenance	Capricorn Timber	S	150.00	30.00	180.00
45	15/05/2023		Co-operative		water at allotments	Waterplus	E	53.10		53.10
49	15/05/2023		Co-operative		BKV medals	Newport Engravers	S	60.00	12.00	72.00
31	15/05/2023		Co-operative		Burial ground	JWH Ground	E	1,310.00		1,310.00
33	15/05/2023		Co-operative		Burial ground	JWH Ground	E	250.00		250.00
46	15/05/2023		Co-operative		salaries/NI&PAYE/Pension	GPC	E	6,986.29		6,986.29
50	15/05/2023		Co-operative		BKV expenses	EFC Fencing	S	23.85	4.77	28.62
51	15/05/2023		Co-operative		Open spaces maintenance	Greg Hill	S	178.15	35.63	213.78
52	15/05/2023		Co-operative		Handyman duties	Roger Arrowsmith	E	234.00		234.00
53	15/05/2023		Co-operative		Grosvenor gardening	Ellen Parry	E	64.00		64.00
<b>Total</b>								<b>11,399.14</b>	<b>231.40</b>	<b>11,630.54</b>