



Minutes of the Annual Meeting of Gnosall Parish Council

held via zoom on 4th May 2021 at 7.30pm

Present: Cllr G Gregory (in the chair), Cllr M Booth, Cllr J Lammin, Cllr J Tomkinson, Cllr S Powell, Cllr T Simkin, Cllr M Holmes, Cllr G Payne, Cllr A Mills, Cllr P Alker, Cllr D Webb, Cllr J Archer, Cllr G Symons, Cllr C Emsley, Cllr R Greatrex, S Ridgewell CSO, Jayne Cooper Clerk

Along with SBC Cllr M Smith and SCC Cllr M Winnington

1 member of the public

Public Open Forum

The member of the public had technical issues so was unable to comment.

21/042 To elect a Chair and to decide to receive the Chair's Declaration of Acceptance of Office

There was one nomination for Cllr Gregory which was seconded and voted for unanimously. Cllr Gregory would visit the Parish Office the following day to sign the Declaration of Acceptance of Office.

21/043 To elect a Vice Chair

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

21/044 To receive apologies and record absences.

Apologies were received and accepted from Cllr Ingram and SBC Cllr P Farrington.

21/045 To receive any Declarations of Interest.

Cllr Archer, as Youth Leader and owner of ACP Bar Services, declared an interest in any discussion about GG's Youth Club or the bar provision at the Grosvenor Centre.

Cllr Alker declared an interest in any discussion about the library and Grosvenor online booking system as her husband is involved in both (voluntary roles).

Cllr Simkin declared an interest in any personnel related discussions as her mother is an employee of the Parish Council.

The meeting was adjourned to allow the member of public to speak as the previous technical issued had been resolved.

The member of public raised his concerns about the inconsiderate parking on Lowfield Lane usually around school drop off and pick up times that inconveniences nearby residents and which could be

alleviated if the village hall car park was used (it is available but parents prefer to park closer to the school).

The Chair responded that this issue had been discussed many times before by Council and also at the primary school. Furthermore, meetings had been held, several years previous, with the County Councillor and Highways representatives. Cllr Winnington acknowledged the issue and confirmed what safety measures had been put in place by the County Council. He offered to have another meeting after the County Council elections to discuss the possibility of introducing double yellow lines.

It was agreed that a meeting would be arranged after the elections with SCC Cllr Winnington, the member of public and parish councillor Allan Mills.

The meeting resumed.

21/046 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 2021/22 council year. The Clerk explained that she and the Chair had reviewed the information provided and 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.

21/047 To appoint representatives to outside bodies

Councillors volunteered to be Parish Council representatives on outside bodies. Membership was agreed and the Clerk would circulate an updated list to all councillors.

21/048 Review of delegation arrangements to committees, working groups, staff and other local authorities (Standing Order 3.4j(viii))

It was agreed to maintain the existing arrangement with each committee reviewing its Terms of Reference at the first meeting of the council year.

21/049 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, GG's Youth Club, GLEAN, Hand Morgan & Owen and Staffordshire Police. It was requested that Staffordshire Police are invited to attend more meetings and the new Police Crime Commissioner to be invited to the next meeting of Council.

21/050 To receive and confirm the minutes of the last regular meeting of the Council held on 12th April 2021

The minutes of the meeting held on 12th April were approved as a true and accurate record.

21/051 To consider any matters arising from the minutes not covered elsewhere on the agenda

21/036 Virtual Meetings:

It was noted that the ongoing legal challenges are ongoing. Virtual meetings must cease on 6th May. SBC Cllr Smith had made representation to the local MP about this expressing his concern.

21/038 Police Matters:

Cllr Webb confirmed that Cllr Mike Smith had shared a lot of information about the rise in council tax since 2003 particularly the large percentage increase in the police portion of council tax something, he felt, could be taken up in future discussion with the Police Crime Commissioner.

21/036 County Cllr Report - Road Issues:

The Chair reminded Cllr Winnington that at a public meeting on 1st March he had agreed 3 actions:

- i) That SBC and SCC would meet to discuss the impact of planning applications on the local roads. Cllr Smith commented that he had made enquiries about this, particularly the impact of planning applications and associated planning conditions on properties/land along Knightley Road and had been informed by planning officers that all conditions had been implemented. The Chair thanked Cllr Smith for the useful update.
- ii) To confirm a date from Road Engineers when the grids on Knightley Road would be replaced and/or repaired to ensure they are fit for purpose. The Chair asked Cllr Winnington if that date is known. She added there are two issues connected one to carry out repairs/replacements and one to meet with local landowners to seek their help in alleviating flooding.
Cllr Winnington was not able to provide a date from Road Engineers who, he said, want to install extra gullies to alleviate the flooding. Cllr Greatrex reminded Cllr's that he had spent considerable time plotting the location of gullies along Knightley Road with a Highways Officer. The information is readily available and therefore the jobs should not be taking as long as they are.
- iii) Previously reported list of many issues on the A518 - Cllr Winnington was asked if there was any update on any of the issues reported.
Cllr Winnington commented on the water damage at Wilbrington (under the bridge) and confirmed this job would be passed on to the relevant team and as far as the response to the A518 action group to the questions they had asked, they had been requested to submit a FOI request to SCC and an answer would be provided.

The Chair commented that the levels of frustration would only get worse as time goes on without any positive answers or outcomes.

21/052 To receive the following reports:

- a) The Clerk's Report with a reminder for councillors to check their Disclosable Pecuniary Interest documents

The Clerk thanked Cllrs for finding time to attend the many meetings that had been necessary in a short period of time, including a short Annual assembly, following the announcement that no virtual meetings could take place after 6th May. Once all meetings had taken place committees would be tasked with focusing on the planned priorities and projects for the coming year. Cllrs were reminded to check the details contained within the Disclosable Pecuniary Interest forms which are available from both the Parish Council and Borough Council websites.

- b) Any reports from Parish Councillors on meetings/courses attended
Public Rights of Way meetings - it was noted that a member of the group had sadly died following a short illness however his initiative of having Footpath Friends would still go forward with each footpath being allocated a volunteer to walk and inspect the path. It was also noted that necessary repairs to the steps from the canal to the Kingfisher Trail had been repaired to an excellent standard by the Canal and River Trust. The Chair extended thanks that had been received from members of the public to Cllr Booth who had overseen this.

- c) **Any reports from Borough and County Councillors**

The Borough Councillor confirmed he had contacted the local MP regarding the legal changes in not allowing councils to continue to meet virtually. He also briefly mentioned ways the Borough Council were tackling homelessness.

The County Councillor confirmed he had been receiving many calls from concerned residents about the land off Station Road which he said he could take no further action on as reports are based on rumours and speculation.

21/053 To receive a report on the new Code of Conduct

The revised Code of Conduct had been previously circulated to Cllrs. It was unanimously agreed to accept the new Code of Conduct.

21/054 To consider committee issues

Matters relating to the Resources Committee

- The minutes of the meeting held on 27th April were accepted.
- It was noted that the council's new insurers were BHIB and that Parish Online, useful software for many council projects, is available with the new insurance policy.
- It was noted that the photocopier contract with Ricoh had been extended for a further 3.5 years.

To receive and note the Internal Auditors report

The report from the Internal Auditor that raised no issues was accepted. The content of the report would be reviewed in detail at the next meeting of the Resources Committee.

To approve the Annual Governance Statements ending 31st March 2021

Councillors had previously received a copy of section 1 of the Annual Governance Statement. The statement was reviewed and approved. The Chair and Clerk would meet to sign and date this section.

To approve the Annual Accounting Statements ending 31st March 2021

Cllrs had previously received a copy of section 2 of the Annual Governance Statement. The statement was reviewed and approved. The Chair and Clerk would meet to sign and date this section.

It was proposed, seconded and agreed that the Annual Governance Return is submitted with the supporting documents to Mazars, the external auditors. The Clerk to action. The Clerk was thanked for carrying out all the necessary work to complete the end of year accounts.

Matters relating to the Planning Committee

There had not been a need for the committee to meet as no applications had been received.

Cllrs were informed that a meeting had been arranged with the owner of land adjacent to the canal (opposite the Navigation pub) to discuss future development. The land in question is inside the settlement boundary as evidenced in the Neighbourhood Plan. The landowner is keen to talk to the Parish Council about a preferred style of development.

a) Matters relating to the Open Spaces Committee

- The minutes of the meeting held on 26th April were accepted.
- The committee considered maintenance issues that had been identified from the various inspections.
- It had been agreed to carry out repairs on the boardwalk, clearance of the brook and to start planning for new park equipment.
- At the next Open Spaces meeting, the grass cutting contract would have to be discussed as it is in its final year.

b) Matters relating to the Grosvenor Centre Committee

- Minutes of the meeting held on 29th April were accepted
- The committee had discussed possible online booking systems some that could link to the heating system and offer financial savings in heating bills.
- There had been an update from the CIO Working Group.
- The Centre would be opened on 17th May for those groups who can manage the Rule of Six and would fully reopen on 21st June subject to Government guidance at the time.
- In June there would be a follow up meeting with the Manager of Rosebuds Nursery.

Matters relating to GFest 2021

- Further planning meetings had been held and several more events had been slotted into the programme
- Advertising GFest events would commence in May and continue throughout June and July with a programme being delivered across the parish.

Matters relating to GG's Youth Club

- The committee had met and decided that the most sensible time to reopen youth club would be September 2021.
- In the meantime, a new youth leader must be appointed as Jordan Archer had confirmed he can no longer continue in that role. He was thanked for the work he had undertaken as youth leader over the past five years.

21/055 To receive a report on financial receipts for April 2021 and receive accounts for approval for May 2021

The accounts were approved as presented.

21/056 To consider relocating the flagpole (Cllr Booth)

Discussions first held in June 2020 to relocate the flagpole were resumed. It was agreed the CSO along with Cllrs Archer and Payne would look into this further as to the most suitable location and cost of purchasing a new pole compared with relocating the existing pole in time to commemorate the Queen's official birthday on 21st June.

21/057 To report any highway issues

The Clerk was asked to report:

- Broken drain on Moorend Lane
- Potholes on Brookhouse Road
- Potholes in Coton

It was also noted that repairs carried out by developers that built new houses on Audmore Road are now deteriorating.

21/058 To request items for the next agenda

Police Matters - the Clerk to invite the new Police Crime Commissioner

21/059 To confirm the date and time of the next meeting

The Clerk and Chair to discuss and confirm the date with Cllrs.

To exclude members of the press and public whilst confidential matters are discussed

21/060 Personnel Matters

- The minutes of the meeting held on 26th April were accepted along with recommendations to implement salary increments.
- Alternative ways of appraising staff had been considered however advice from SPCA is to remain carrying out appraisals annually however the Clerk's appraisal should be carried out by the Personnel Committee not the Chair therefore the Terms of Reference would be updated to reflect this.

The meeting closed at 9.23pm

Payments requiring approval at May meeting:

Mrs V Evans	Annual Internal Audit	£55.00
Paul Prince	Handyman jobs	£136.50
Staff/HMRC/SCC Pension	Salaries, NI &PAYE and pension	£5921.04

