



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

**held on 13<sup>th</sup> June 2022 at 7.30pm in The Grosvenor Centre**

Present: Cllr A Mills (in the chair), Cllr G Gregory, Cllr R Greatrex, Cllr M Booth, Cllr K Ingram, Cllr P Alker, Cllr Webb, Cllr M Holmes, Cllr G Buckless and J Cooper Clerk

Along with SBC Cllrs M Smith and P Farrington and SCC Cllr M Winnington

### **Public Open Forum**

No members of the public present.

### **22/065 To receive apologies and record absences**

Apologies were received and accepted from Cllr G Payne, Cllr S Powell, Cllr K Johnstone, Cllr G Symons, Cllr C Emsley and Cllr Tomkinson

### **22/066 To receive any Declarations of Interest**

Cllr Alker declared an interest in discussions about the website and library.

Cllr Simkin declared an interest in any personnel related discussions.

### **22/067 to co-opt to fill the current Councillor Vacancy**

One application had been received from Mrs Gemma Buckless who met all the necessary criteria. It was therefore proposed, seconded and unanimously agreed to co-opt Mrs Buckless onto the council. Mrs Buckless signed the Declaration of Acceptance of Office and joined the meeting and was welcomed by the Chair.

### **22/068 To receive and confirm**

#### **a) The minutes of the Extra Ordinary meeting of Council held on 23rd May 2022**

The Clerk to ensure a confidential note is prepared regarding the amount of money the Council had agreed it could bid for the purchase of Severn Trent Water land. Subject to this addition, it was agreed to accept the minutes as a true and accurate record of the meeting.

#### **b) the minutes of the Annual Assembly held on 18<sup>th</sup> November 2021**

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

#### **c) the minutes of the Annual Assembly held on 26<sup>th</sup> May 2022**

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

## **22/069 To consider any matters arising from:**

- a) The minutes of the Extra Ordinary meeting of Council held on 23rd May 2022  
There were no matters arising.
  
- b) The minutes of the Annual Assembly held on 18<sup>th</sup> November 2021  
There were no matters arising
  
- c) The minutes of the Annual Assembly held on 26<sup>th</sup> May 2022

It was agreed to send a letter of thanks to Gnosall First Responders for their input into the Annual Assembly.

## **22/070 To receive the following reports:**

### **a) The Clerk's Report**

The report detailed progress made by the sensory garden working group and that a further £500 had been secured from ASDA Foundation for this project. It was reported that the jubilee afternoon tea for the over 84's had been very successful. A meeting had been held with the owners of Rosebuds nursery, the business had been operating under new management for 7 months and is going well as is the arrangement with the Parish Council. A GFest 21 review meeting is planned, the outcome of which would be fed into the next meeting of the Events Committee. There had been no progress made regarding the reopening of the youth club; there had been some interest but no one available to take on the youth leader position. It was suggested that each of the people who had made contact could be asked to consider a job share. The Clerk to make enquires.

The Clerk and Chair of Planning Committee would be attending an online event regarding the review of Neighbourhood plans. A meeting had been arranged to resume work on Quality Gold reaccreditation.

Annual Assembly - despite the low numbers attending the Assembly, the demonstration by Gnosall First Responders was excellent. The Clerk asked the Council to consider making a donation to Gnosall First Responders in recognition of their input at the Assembly.

The Clerk's report was accepted. The Clerk was asked to include dates of meetings coming up in her reports. This was agreed.

**b) CSO Report - there was no report.**

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

A report on the most recent meeting of the Public Rights of Way Working Group had been received. It was noted there was a new chair. A site meeting with the Canal and River Trust is being arranged, Risk Assessments are under discussion, QR codes had been displayed in some place where the route of a footpath is unclear or where two divide. The report was accepted.

**d) Any reports from Borough and County Councillors**

Borough Councillors reported on:

- a new Cabinet Position within Stafford Borough Council on Climate Change/Green Issues
- £15million of High Street funding had been obtained
- A revision in the Street Naming and Numbering Policy is out for consultation.

The County Councillor reported:

- There had been a slow start with county grass cutting as a result of staffing issues (COVID) and the No Mow May campaign
- A draft Economic Strategy including a rural strategy had been produced. Parish Councillors to review it when received.

The Chair rearranged the agenda and brought item 22/073 forward.

**22/073 To consider Highway matters**

The Chair asked Cllr Winnington for an update on the petition raised by Outwoods residents on the state of the roads. Cllr Winnington agreed to look into what progress had been made.

**The Clerk was asked to report**

- Potholes in Lodge Lane Knightley.
- Blocked grid on A518 near to the mini roundabout as well as a leak that needs reporting to Severn Trent Water.
- Road deterioration at entrance of Lowfield Lane (previously reported).
- Pothole on Stafford Road near to Burial Ground.
- Tree leaning on the grassy triangle on Greenfields.

**22/071 To consider committee issues:**

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

- i. To receive and note the Internal Auditors report  
The internal auditor completed the audit and was complimentary in that the accounts were in good order. A few advisory comments would be reviewed by Resources Committee.

- ii. To approve the Annual Governance Statements ending 31<sup>st</sup> March 2022  
The Annual Governance Statement was approved.
- iii. To approve the Annual Accounting Statements ending 31<sup>st</sup> March 2022  
The Annual Accounting Statements was approved.

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

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

- Minutes of the meeting held on 19<sup>th</sup> May were accepted.
- Councillors noted that there had been further amendments to the application at Gnosall Service Station regarding changes to the colour of the illuminated signage.

**c) Matters relating to the Health and Safety Committee**

- Minutes of the meeting held on 31<sup>st</sup> May were received.
- Further work had been carried out to take the responsibility of Health and Safety matters forward. H&S would form part of all relevant committee agendas.
- Additional Risk Assessments would be carried out.
- Personnel Committee would be reviewing how the work of the H&S Committee and Risk Assessments would be dealt with.

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

- Notes of the meeting held on 31<sup>st</sup> May were received.
- A list of jobs required to create the garden had been locally advertised.
- The working group had agreed to incorporate a water feature as suggested at a previous meeting.
- Jubilee funding would enable a jubilee theme to be included.
- Working group members were asked if the Conservation Officer had responded to questions about the garden being in a Conservation area. It was reported that the Conservation Officer had responded and had no issues with the planned garden. There is no need for a planning application. Cllr Booth felt there was a lot of concrete being included in the plans but understood this would keep costs low.

**22/072 To receive a report on financial receipts for May and receive accounts for approval for June 2022**

The accounts as presented were approved for payment, copy attached.

**22/073 To report any highway issues**

This item was taken earlier in the meeting.

### **22/074 To request items for the next agenda**

The Clerk was asked to include Best Kept Village long term maintenance to the next agenda.

Cllrs to inform the Clerk at least 10 days before the next meeting of items they wish to be included on the agenda.

### **22/075 To confirm the date and time of the next meeting**

11<sup>th</sup> July 2022 at 7.30pm

**To exclude members of the press and public whilst confidential information is discussed  
Members of the public left the meeting.**

### **22/076 To receive an update on the sale of Severn Trent land adjacent to the allotment site**

Council was informed that following the removal of Severn Trent Water (STW) owned land from an auction which the Council was informed of the day before the auction, there had been no contact from STW to discuss this matter despite the land agent confirming to the Clerk that STW would be making contact with a view to meeting. The Chair had made contact with the CEO of STW and acknowledgement had been received however the matter had been misunderstood therefore further contact would be made.

The Clerk to contact Hand Morgan and Owen to determine the status of registering the council's land with The Land Registry. Information had been received from the Land Registry regarding STW's registration of land, this information is to be reviewed.

### **22/077 Matters relating to the Personnel Committee**

A verbal report was given following a meeting of the Personnel Committee held on 13<sup>th</sup> June. Council was informed that the Clerk's and CSO jobs were being evaluated in light of additional duties. Appraisals for the Clerk, CSO and Cleaner/Caretaker had been carried out. The role of the Handyman was under review, the Terms of Reference had been reviewed and Personnel Committee had noted the increase in pension contributions.

The meeting closed at 8.45pm

**Gnosall Parish Council**  
**PAYMENTS LIST**

| Voucher Code | Date       | Minute | Bank         | Cheque No | Description              | Supplier               | VAT Type     | Net              | VAT           | Total            |
|--------------|------------|--------|--------------|-----------|--------------------------|------------------------|--------------|------------------|---------------|------------------|
| 43           | 13/06/2022 |        | Co-operative |           | salaries/NI&PAYE/Pension | GPC                    | E            | 6,099.01         |               | 6,099.01         |
| 44           | 13/06/2022 |        | Co-operative |           | Grass cutting            | JWH Ground             | E            | 1,870.00         |               | 1,870.00         |
| 45           | 13/06/2022 |        | Co-operative |           | Allotment                | JWH Ground             | E            | 80.00            |               | 80.00            |
| 49           | 13/06/2022 |        | Co-operative |           | Internal Audit           | Viv Evans              | E            | 55.00            |               | 55.00            |
| 51           | 13/06/2022 |        | Co-operative |           | Insurance                | BHIB                   | E            | 3,015.85         |               | 3,015.85         |
| 46           | 13/06/2022 |        | Co-operative |           | Boiler and installation  | Parsons Plumbing &     | S            | 1,645.00         | 329.00        | 1,974.00         |
| 47           | 13/06/2022 |        | Co-operative |           | gate allotment track     | EFC Fencing            | S            | 145.00           | 29.00         | 174.00           |
| 48           | 13/06/2022 |        | Co-operative |           | Cleaning materials       | ESPO                   | S            | 65.45            | 13.09         | 78.54            |
| 50           | 13/06/2022 |        | Co-operative |           | Photocopying             | Ricoh                  | S            | 360.27           | 72.06         | 432.33           |
| 52           | 13/06/2022 |        | Co-operative |           | BKV plants               | Swan Pit Nurseries Ltd | S            | 226.47           | 45.29         | 271.76           |
| 54           | 13/06/2022 |        | Co-operative |           | Payroll service          | Bradleys Accountancy   | S            | 230.40           | 46.08         | 276.48           |
|              |            |        |              |           |                          |                        | <b>Total</b> | <b>13,792.45</b> | <b>534.52</b> | <b>14,326.97</b> |