



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

**held on 14<sup>th</sup> March 2022 at 7.30pm in The Grosvenor Centre**

Present: Cllr G Gregory (in the chair), Cllr C Emsley , Cllr G Symons, Cllr D Webb, Cllr R Greatrex, Cllr M Booth, Cllr A Mills, Cllr K Ingram, Cllr P Alker, Cllr S Powell, Cllr Payne, Cllr T Simkin, Cllr Johnstone (from 7.45pm) J Cooper Clerk

Along with County Councillor M Winnington and SBC Cllr P Farrington

Prior to the meeting commencing, the Chair extended her thanks to some Cllrs who had been assisting with the Ukrainian appeal and other parish council projects.

### **Public Open Forum**

No members of public present.

### **22/021 To receive apologies and record absences**

Apologies were received and accepted from Cllr Tomkinson, Cllr Holmes SBC Cllr M Smith

### **22/022 To receive any Declarations of Interest**

Cllr Emsley declared an interest in Grosvenor Centre discussions as a relative of his works at Rosebuds Nursery. Cllr Alker declared an interest in discussions about the website. Cllr Simkin declared an interest in Personnel discussion as a relative is employed by the Parish Council.

### **22/023 To receive and confirm the minutes of the last regular meeting of the Council held on 7<sup>th</sup> February 2022**

The minutes were approved as a true and accurate record.

### **22/024 To consider any matters arising from the minutes not covered elsewhere on the agenda**

There were no matters arising.

### **22/025 To co-opt a new councillor to fill one of two vacancies**

One application had been received from Mr Keith Johnstone, a local resident with a business in the village. His letter of application had been shared with councillors prior to the meeting. It was proposed, seconded and unanimously agreed that Mr Johnston should be co-opted. The declaration

of acceptance of office was signed and Mr Johnstone joined the meeting. The Clerk would arrange to meet him and complete all the necessary paperwork.

## **22/026 To receive the following reports:**

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

Councillors had been informed, via correspondence from Staffordshire Parish Council's Association, that on 5 January 2022, the Association of Democratic Services Officers(ADSO) and Lawyers in Local Government (LLG) launched a petition calling on the Government to change the law to give councils, including Parish and Town Councils, the freedom to hold remote meetings when local circumstances suit. This includes hybrid meetings.

Councillors were asked to consider passing a motion showing support for remote and hybrid meetings. It was proposed and seconded to pass the following motion:

"This Council supports the petition launched by ADSO and LLG on 5 January with regard to remote and hybrid meetings. We agree to write to the Secretary of State for Levelling Up, Housing and Communities calling on the Government to change the law to allow councils the flexibility to hold such meetings when they deem appropriate within agreed rules and procedures." A vote was taken with 12 councillors voting in favour and 1 voting against.

A summary of the Committee meetings held in the past month was included in the Clerk's report.

### **CSO Report**

There was no report this month.

### **Any reports from Parish Councillors on meetings/courses attended**

Cllr Booth reported on the most recent Public Rights of Way meeting, details of the meeting were shared with all councillors.

### **Any reports from Parish Councillors as representatives on outside bodies**

Cllr Simkin reported on the Memorial Village Hall meeting.

### **Reports from Borough and County Councillors**

Borough Councillors were asked about staffing changes at the reception area at Borough Council offices. It was explained that the number of visits to the Borough Council building had vastly reduced therefore changes had been implemented including better signage. The reception area is monitored and if visitors appear to need assistance that is quickly implemented.

The County Councillor reported that:

- The speed watch meeting held in Haughton had been well attended with new volunteers signing up.
- Highways Officers are reviewing recent spates of flooding in Wilbrington (flooding beneath the railway bridge).

- A meeting had been held in Monks Walk and Impstones following reports that refuse vehicles could not access all areas safely. Overhanging branches from trees had also been noted and would be dealt with accordingly.
- Work had progressed on Knightley Road. Cllr Greatrex expressed his concern that he had not been asked to attend any site meetings on Knightley Road despite his continual offers. He also disputed that the gully work is complete as reported by Highways. Cllr Winnington suggested that the engineering work should be finished before any outstanding gully work is considered.
- As no progress had been made in arranging a meeting regarding the canal tow path, the Clerk agreed to coordinate a meeting.

## **22/027 To consider committee issues:**

### **Matters relating to the Planning Committee**

Minutes of the meeting held on 10<sup>th</sup> February were accepted.

Cllr Greatrex, Chair of Planning shared the committee's concerns with Cllr Farrington regarding the length of time taken for applications to be determined, that it had been reported that applications were being lost and that a letter sent from the Parish Council had not been responded to. Cllr Farrington explained there are many problems within the department and SBC's Cabinet had offered more resources and had provided more resources when requested to. Illness, retirement and late responses from statutory consultees had compounded the problem along with Officers having to work remotely and being deployed to other roles during the pandemic. Jobs had since been evaluated to enhance recruitment.

The Chair of Council thanked him for the detailed response and asked specifically about Forward Planning and whether any progress had been made with the Local Plan. Cllr Farrington reported that the Local Plan was out for consultation but would check the precise status and report back.

Cllr Farrington and Cllr Winnington left the meeting at 8.20pm

### **Matters relating to the Open Spaces Committee**

The committee had not met in the last month however, a lot of maintenance work has been successfully managed and completed. The allotment road, which was a priority job (deemed a health and safety matter) had been resurfaced. Cllr Greatrex explained that the water table is very high, in some cases just 3" below the surface therefore the surfacing would have to be closely monitored. A tree survey and inspection had been carried out on The Acres and other Parish Council owned areas. An extensive report has been received and would be studied by Open Spaces Committee at its next meeting and an action plan agreed. Some trees would need attention, a few may need felling.

The hedge at the allotment site had been trimmed and tidied up. Plans are being considered to lay it and this would be discussed in more detail when budgets for 2023/24 are prepared.

Other maintenance jobs completed included making repairs to the car park barrier at the play park, cutting back and removing ivy from The Wold, making repairs to a trip hazard on the Boardwalk, and replacement of a rotten post at the gate way to the Chippy Jumps.

## **Matters relating to the Grosvenor Centre Committee**

Work had progressed on the more urgent maintenance requirements in the Grosvenor Centre. Scaffolding had been erected in readiness for work on the flat roof. Tiles had been delivered for repairs to the entrance hall floor - this work is scheduled during the Easter holidays. Repairs to blinds had been completed. Replacement ceiling tiles and Perspex light coverings would be fitted in the coming weeks. A new hot water boiler and push-taps had been fitted. One of the two boilers developed a fault and was repaired. A boiler service is due and would be scheduled in the next few weeks. PAT testing had been carried out in the Grosvenor Centre as well as parish office and youth club. A fire alarm service had been booked and this would, in line with regulations, be a 2 yearly requirement and would in future be built into the maintenance budget.

An informal meeting was held with the donor who had donated funds to enhance the Grosvenor Centre. Suggestions put forward including decoration, new furniture, sanding of parquet floors and making improvements to the garden borders had all been approved by the donor who had expressed a wish to be kept informed.

### **To receive a report on the viability of commercial partnerships and funding as well as a recommendation on the Grosvenor Centre enhancement project.**

The Working Group had made enquiries with Support Staffordshire regarding commercial partnerships and funding streams and had ascertained that it is highly likely that any external partner/partners would not fund the whole project, and for any partnership to be considered would want to be presented with the following:

- a) Proof of a Public Consultation process and outcome for the project
- b) Robust business plans with projected ROI (Return on Investment)
- c) Agreed financial commitment for the partnership (match funding)

Given the outcome of the proposals made at the Extra Ordinary council meeting, and on further consideration the Group is of the opinion that it is not feasible to proceed with this option, and the whole project should be postponed indefinitely.

It was therefore agreed to accept the recommendation of the Working Group to end this project. The Chair thanked the working group for all the work they had carried out which, she acknowledged had not been easy.

## **Matters relating to the Resources Committee**

Council was asked to consider carrying forward unspent funds to cover the costs of floor repairs in the Grosvenor Centre (Financial Regulations point 4.2).

It was proposed, seconded and unanimously agreed to carry over £3000.00 from unspent budget headings in 2021/22 financial year to 2022/23 to cover the costs of the repairs to the Grosvenor Centre floor.

## **Matters relating to the Events Working Group**

Plans to commemorate and celebrate the Platinum Jubilee had been agreed. There would be an afternoon tea party for residents over the age of 84 with a jubilee theme, mugs would be ordered for

primary school children and nursery children, costs for a commemorative notice board are being sourced and part of the sensory garden project would be planned around the jubilee. St Lawrence Church would organise a suitable light (beacon) to be positioned on the Church tower.

**22/028 To consider Terms of Reference for the Best Kept Village Group and Gnosall Towpath Restoration Group.**

Draft Terms of Reference for BKC and Towpath Restoration groups were considered. Minor amendments were agreed. Amended versions would be presented at the next council meeting for approval.

**22/029 To consider setting up a Health and Safety Committee.**

Following much work that had been carried out over the past two years on bringing policies and risk assessments up to date and in line with current regulations, to keep on top of this work it was accepted that a more structured approach is needed. As it was suggested by the Chair that a Health & Safety Committee (a working group until May) could be established to manage and review H&S related policies and associated Risk Assessments. Council would receive minutes/notes and would therefore be better informed about the progress and likely future areas for work, which would assist in budget planning. It was therefore proposed, seconded and unanimously agreed to create a H&S Committee (a working group until May 2022). The Clerk to action.

**22/030 To consider proposals for a circular walk (The Golden Triangle) passing through Gnosall parish.**

Details of a proposed 12-mile circular walk including Newport and Gnosall, Forton, Sutton and Norbury parishes had previously been shared.

Although Councillors recognised the benefits for outdoor exercise, which had become much stronger during the pandemic and were very much aware of the benefits in improving mental health, they noted that this proposed route is already in existence and that anyone interested in it, and sufficiently agile not to be at risk from the two dangerous crossing points, could already use it. They felt that it would not be appropriate for the Parish Council to promote or encourage the use of a pathway which had two acknowledged danger points (crossing points on the A41). If these two crossings could be made safer, then support would certainly be more forthcoming but it was acknowledged that to improve them would be very expensive. It was therefore agreed not to support the proposal at the present time.

**22/031 To consider plans to resume the sensory garden project.**

Following a generous donation specifically for this project, a meeting would be held on 9<sup>th</sup> March to resume plans.

**22/032 To receive a report on financial receipts for February and receive accounts for approval for March 2022**

The accounts were approved for payment. The Clerk to action. Delegated authority was approved to allow the Clerk to pay any invoices received up to and including 31<sup>st</sup> March 2022.

**22/033 To report any highway issues** The Clerk was asked to report:

- Road deterioration on the edge of the B5405 in Knightley that had been the cause of an accident recently.
- 3 potholes at the bottom on The High Street.
- Sunken grids on Newport Road

It was noted that repairs to potholes on Coton End Lane had been carried out.

The Clerk informed Cllrs of a copy of a letter sent by a parishioner to Highways regarding increased use of farm vehicles on Mill Lane

**22/034 To request items for the next agenda**

Cllrs to inform the Clerk at least 10 days before the next meeting.

Items already agreed: Terms of Reference for BKV and GNOSALL Tow Path Restoration Group

**22/035 To confirm the date and time of the next meeting**

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

***To exclude members of the press and public whilst confidential information is discussed***

To discuss confidential items

**22/036 To receive minutes of the Personnel Committee meeting held on 17<sup>th</sup> January 2022.**

Minutes of meeting were accepted.

## Gnosall Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
363	14/03/2022		Co-operative	BACS	Salary	GPC	E	2,641.82		2,641.82
367	14/03/2022		Co-operative	BACS	Handyman duties	Paul Prince	E	13.00		13.00
342	14/03/2022		Co-operative	BACS	GPN advert	GPN	E	43.00		43.00
345	14/03/2022		Co-operative	BACS	BKV leaflets	Mr Printit	E	230.00		230.00
353	14/03/2022		Co-operative	BACS	Open spaces maintenance	JWH Ground	E	693.00		693.00
362	14/03/2022		Co-operative	BACS	Salary	GPC	E	648.61		648.61
364	14/03/2022		Co-operative	BACS	Salary	GPC	E	583.72		583.72
365	14/03/2022		Co-operative	BACS	Pension	Staffordshire County	E	1,434.44		1,434.44
366	14/03/2022		Co-operative	BACS	NI&PAYE	HMRC	E	1,571.77		1,571.77
368	14/03/2022		Co-operative	BACS	Handyman duties	Paul Prince	E	52.00		52.00
350	14/03/2022		Co-operative	BACS	GFest Gas bottle for BBQ	TFM	L	51.59	4.52	56.11
344	14/03/2022		Co-operative	BACS	new water boiler and taps	Parsons Plumbing &	S	1,200.00	240.00	1,440.00
346	14/03/2022		Co-operative	BACS	boiler repair	Parsons Plumbing &	S	290.00	58.00	348.00
348	14/03/2022		Co-operative	BACS	Grosvenor maintenance	B's Blinds	S	41.67	8.33	50.00
349	14/03/2022		Co-operative	BACS	allotment hedge	R Price & Co	S	120.00	24.00	144.00
351	14/03/2022		Co-operative	BACS	DIY materials for	TFM	S	12.88	2.58	15.46
359	14/03/2022		Co-operative	BACS	Photocopying	Ricoh	S	344.52	68.90	413.42
341	14/03/2022		Co-operative	BACS	Tree Survey	Morfe Valley	S	650.00	130.00	780.00
352	14/03/2022		Co-operative	BACS	Dustbins	TFM	S	20.42	4.08	24.50
360	14/03/2022		Co-operative	BACS	BKV Tree plaques	Newport Engravers	S	72.00	14.40	86.40
361	14/03/2022		Co-operative	BACS	BKV plaques	Newport Engravers	S	12.00	2.40	14.40
<b>Total</b>								<b>10,726.44</b>	<b>557.21</b>	<b>11,283.65</b>