

Curborough, Elmhurst, Farewell and Chorley Parish Council

16 May 2019

In attendance: Councillor Smith, Robinson, Brown, Onions, Mejor, Bailye, Tisdale, Jennings, Derry, Gulliver and Hammersley

Also in attendance:

Members of public: 0

Other Councillors: 0

Clerk: Ellen Bird

1. Election of Chairman

It was proposed by Councillor Robinson and seconded by Councillor Derry that Councillor Brown be appointed as Chair for the 2019-20 municipal year.

Councillor Brown was willing to accept the role.

Resolved to appoint Councillor Brown as the Chairman for the 2019-20 Municipal Year.

Councillor Brown thanked the previous Chair, Councillor Smith, for her work over the last 12 months.

2. Election of Vice-Chairman

It was proposed by Councillor Smith and seconded by Councillor Derry that Councillor Gulliver be appointed as Vice-Chairman for the 2019-20 municipal year.

Councillor Gulliver was willing to accept the role.

Resolved to appoint Councillor Gulliver as the Vice-Chairman for the 2019-20 Municipal Year.

3. Co-option

It was noted that there remained 1 Councillor vacancy in Curborough and Elmhurst.

A previous Councillor had indicated that they would be willing to stand for Co-option to this vacant post.

Resolved to invite the interested applicant to the next meeting and to defer consideration of co-option until this meeting.

Date:

Signed:

4. Apologies for Absence

Apologies for absence were received from Councillor Grove.

Resolved to note the apologies for absence and to extend the deadline for signing the acceptance of office for Councillor Grove to the 13 June 2019.

5. Declarations of Interest

There were no declarations of interest.

6. Chairman's Opening Remarks

The Chairman welcomed old and new Councillors to the small but busy Parish.

He reported that Councillor Tittley remained the County Councillor at Staffordshire and the new Lichfield District Councillor for the Parish was Councillor Strachan.

The Chair was keen for these representatives to attend Parish Meetings as they proved a vital link between the Parish and the larger authorities.

Resolved to ask the Chair to write to the County Councillor and District Councillor to request their attendance at Parish meetings.

7. Public Forum

No public were in attendance.

8. Minutes 14 March 2019

Matters arising

It was noted that there was a rumour that the Parish Forum at Lichfield District Council had been closed.

Resolved to ask the Clerk to clarify the status of the group with Lichfield District Council.

Defibrillator

It was noted that the defibrillator was due to be delivered in the next few weeks. It was noted that there would be some additional spend required in June to pay for the work required to install the equipment.

Noted

Weight Restriction A515 – impact on Local farmers

Councillors had wanted to discuss this item with the County Councillor at this meeting. Unfortunately, Councillor Tittley was not in attendance.

Resolved to ask Councillor Smith and Gulliver to contact a highways officer at Staffordshire County Council to try to arrange a site visit to discuss the problems caused for local farmers by the weight restriction on A515

Approval of the minutes

Resolved to approve the minutes of 14 March 2019 as a correct record. The minutes were signed by the Chair.

9. Clerk's Report

The Clerk reported on correspondence received and sent over the last 2 months.

Resolved to

- a) **Forward the water bill for Elmhurst Hall to the new occupant;**
- b) **Request that the gateways be added to the insurance document**
- c) **Forward the training courses by SPCA to all Councillors**
- d) **Note the report.**

10 Accounts for Payment

The balances on the current account and business reserve accounts were £145,595.14 (as at 30 April 2019) and £116.64 (as at 3 May 2019) respectively.

The Parish Council were asked to approve the following payments at their meeting on 16 May 2019:

	Cost	VAT amount	Invoice No	Cheque Number
Clerk's wages April 2019	£190.96	-	-	697
Clerk's wages May 2019	£190.96			698
WCAVA (Payroll/HMRC Payment April)	£47.80	£1.10	2020022	699
WCAVA (Payroll/HMRC Payment May)	£47.80	£1.10	2020041	700
Clerk's Expenses	£78.15	-	-	701
SPCA	£173	-	19/51	702
A Mather	£175	-	-	703
N Gulliver	£37.17			704

The Parish Council are asked to note the following income:

Source	Amount	Reference
LDC Precept Payment	£5926	23.04.19 - 1800732

Other cheques to be approved retrospectively

- Cheque 696 – Neil Gulliver (Gateways work) £479.81

Resolved to approve the accounts for payment and retrospective approval for cheque 696.

Date:

Signed:

11. County and District Councillor Reports

There were none.

12. Consideration of the Internal Auditor Report 2018/19

The Internal Auditor had not been able to complete the Internal Audit in time for the meeting due to work pressures and staff illness.

It was noted that the scheduled July meeting was too late for the deadlines so it was agreed that an additional meeting would be scheduled for 13 June 2019.

Resolved to scheduled a meeting to review consideration of the Internal Auditors report to 13 June 2019.

13. To Approve the Annual Governance Statements 2018/19

Resolved to defer to the 13 June 2019 meeting.

14. To Approve the Accounting Statements 2018/19

Resolved to defer to the 13 June 2019 meeting.

15. To approve Bank Signatories for new bank mandate.

Resolved to approve the following Councillors as signatories on the bank mandate and to ask the clerk to bring the mandate to the next meeting:

- **Councillor Steve Brown**
- **Councillor Jenny Smith**
- **Councillor Dorothy Robinson**
- **Councillor Linda Jennings**

16. Any other items for information only

Mission Hall Funds

It was noted that the advice received regarding the money raised through the sale of the hall stated:

- That the money should be spent in the Curborough and Elmhurst Parish
- That the funds can only be spent on Capital projects
- That the money could not be given to the church
- That if invested any income from the money was not ringfenced to capital expenditure.

Councillor Brown informed the Parish that the working group were exploring the best ways to invest the money.

Noted

CIL Funds

Councillor Smith queried how the Council kept track of funds the Parish were due from Lichfield District Council for CIL Funds.

Date:

Signed:

Councillors felt it was Lichfield District Council's duty to ensure that all relevant funds were passed to the Parish.

Noted

Meeting ended: 20:25

Date:

Signed:

Curborough and Elmhurst Sub Committee

1. Declarations of Interest:

There were none.

2. Minutes of any Sub-Committee/s and Divisional meetings held since the last full parish council meeting.

The minutes of the sub-committee held on 14 March 2019 were approved.

3. Planning Applications Received.

- 19/00285/FUL -Sunnyside, Tewnells Lane, Elmhurst

All agreed that the proposed house was fine but that the entrance to the property should be improved, particularly as it is on such a busy road with speeding traffic.

- 19/00673/ABN – New Farm Produce Ltd, Elmhurst

No Comments.

4. To receive an update from the Hall Sale Working Group.

It was unanimously agreed that Councillor Onions should contact CCLA regarding provisional investment sums, for the C&E councillors to then discuss and modify/agree. A special general meeting to inform parishioners of the Parish Council's decisions might then be arranged.

5. Phone box update and defibrillator installation progress.

Councillor Onions needed to purchase materials for phone box upgrade.

Resolved that he should proceed and keep all receipts for reimbursement.

6. Highways latest.

Councillor Robinson reported that a car had been damaged in a large pot hole on Grange Lane.

Noted

7. Any other items for information.

Councillor Brown informed the meeting that he had read the submission of IM Properties (the development company involved at Curborough) to the draft Lichfield District Local Plan in 2016.

Date:

Signed:

In one part of the submission they stated that the current planning application for 750 homes and infrastructure at Curborough was part of a masterplan for North Lichfield which would provide 4,000 homes in total.

In another paragraph, IM stated that traffic management at the Watery Lane/Eastern Avenue would be either a roundabout or traffic lights- a roundabout was what the parish council had requested of the developers recently (to no avail).

Noted

Date:

Signed:

Farewell and Chorley Sub Committee

1. Declarations of Interest

Councillor Baylie's property was to be discussed in planning applications. He left the meeting and took no part in the discussion for this item.

2. Minutes of any Sub-Committee/s and Divisional meetings held since the last full parish council meeting.

The minutes of the meeting held on 14 March 2019 were approved as a correct record.

3. Planning Applications Received.

- 19/00667/PND -Ashmore Brook Dairy Farm, Cross in Hand Lane, Farewell, Lichfield

Councillors asked the Clerk to submit the following response:

Councillors feel that because of the narrow width of the lane and size of the proposal, the application is out of proportion, particularly considering previous applications approved for this site.

Also, Councillors felt that the loss of this building for the farm may in future necessitate the erection of another farm building.

4. Highways latest:

Road Safety Grant

It was noted that the full road safety grant had not been spent. Councillors queried:

- Could the money be spent on other road safety items? – e.g. salt boxes
- Could the money be put towards further gates in Farewell?

Gateways

It was noted that the Gateways were now installed and had been very well received.

Residents in Farewell had queried whether they could also have Gateways fitted.

Councillors in Chorley were happy to provide Farewell Councillors with the necessary information to try to get the Gateways installed in Farewell.

Noted

Insurance of Gateways

Date:

Signed:

The Clerk reported that the Gateways were not included on the asset register and had not been insured.

Resolved to:

- a) Ask the Clerk to establish what items were covered by the 'street furniture' detailed on the insurance, and:**
- b) ask the insurance company to insure the gateway features at £2000 for all five gateways.**

5. Any other items for information.

There were none.

Date:

Signed: