

SALT & ENSON PARISH COUNCIL

Meeting Held on Wednesday 7th March 2018 at 7.30pm at Salt Village Hall

Minutes

Public open forum

2 members of the public were in attendance. They had nothing further to raise.

1. Attendees and Apologies

Attendees: Chairman: Cllr J Taft
Cllr P Scott
Clerk Mrs L Horritt

Cllr B Clancy
Cllr R Walls

Cllr D Clancy
Cllr I Wimshurst

The meeting was quorate

Apologies: Cllr D Scott – apologies were accepted due to poor health

The Chairman welcomed County Councillor John Francis.

2. Declarations of Disclosable Pecuniary Interests relating to items on the agenda

None required.

3. Minutes of the meeting held on Wednesday 3rd January 2018

This was agreed as a true and correct record by all present.

4. Matters arising from those minutes (for information only)

Devolution of services was discussed. The Council has decided to wait to make a decision on any actions related to this.

5. SPCA Exec update by Cllr B Clancy

The SPCA Annual Meeting was held on 5th March. The Data Protection Legislation was discussed in some detail.

6. To discuss data protection changes, and actions required to comply including outsourcing of services

Councillors voiced their frustration at the legislation – several indicated they did not join the parish council to deal with legislation of this manner.

The Clerk advised that all bodies are required to comply, smaller councils have been caught under the large branch of local authorities. Further policies will be required as the clerk works her way through the toolkit issued by NALC last week.

It was agreed to express an interest in the service offered by Staffordshire County Council to provide a Data Protection Officer as the clerk cannot carry out this role. A package will be decided mostly likely at an extraordinary meeting to discuss and agree further actions.

7. To approve Council Policies as follows:

- (a) Freedom of Information**
- (b) Complaints**
- (c) Internal Controls**
- (d) Document Retention**
- (e) Bullying and Harassment**
- (f) Grievance and disciplinary**
- (g) Training**

These had been circulated and subject to 2 small changes the documents were approved by all present.

8. To discuss Armistice 2018 and Beacon Lighting

It had been queried whether the Parish Council would take the lead on an event. It was felt that the occasion was a Memorial and an event would have to be carefully placed. Possibly tea and cake in the village hall following the service as larger events will take place at the War Memorials in Weston and Sandon.

It was agreed to ask for ideas at the APM in May.

9. To discuss potential uses for the phone box

A map of the village and walking routes with a book swap library was discussed. It was agreed to add this to the APM agenda and ask the public for their opinions.

10. To receive Financial Statement and Clerks Report

- (i) To approve financial payments, receipts and transfers

Paid since last meeting:

Paid To	Details	Amt	VAT	Total to pay
Vision ICT	Website design and hosting	500.00	100.00	600.00
				0.00

600.00

To be paid:

Paid To	Details	Amt	VAT	Total to pay
Stafford Borough Council	Amenity Visit Nov 17	75.00	15.00	90.00
Marmax	Bench - Casey	346.00	69.20	415.20
L Horritt	Exps inc Ink and verge sign	73.54	10.54	84.08
L Horritt	Salary	363.21		363.21
HMRC	Tax ref salary	13.60		13.60
Salt Village Hall	Hire	48.00		48.00

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Approved by all present

(ii) To agree the bank reconciliation and confirm Councillor Check complete

This was agreed and signed by the Chairman and Clerk. It was confirmed that Cllr B Clancy had visited the clerk and reviewed the cashbook, invoices and bank reconciliation. She confirmed she was happy following the visit.

(iii) To receive finance report

this had been circulated and was approved.

(iv) To agree grants to local organisations

It was agreed to grant £500 to Salt and Hopton PCC for Burial Ground Maintenance, £150 to Salt Friendship Club and £50 to Compass Magazine. As the Village Hall have just completed the roof project it was agreed to wait for confirmation of their next project before discussing grant amounts.

(v) To confirm internal auditor for 2017/18

Christine Heelis was confirmed as the internal auditor for the period.

(vi) Website update

The website is now up and running. www.saltandensonparishcouncil.co.uk

Training was agreed for the Clerk, Chairman and Cllrs B and D Clancy. They will send the Clerk their availability for training during April. This will involve a 2 hour interactive session by the website designer and can be completed at someone's home – to be decided.

Cllr D Clancy agreed to update the information on the noticeboards in his PR officer role.

11. To discuss Highways and NHT Issues and note any requiring reporting including damage to hedgerow and trees on Sandon Bank

It has been reported the Council by the landowner (who was present) that around the 14th January a large section of hedgerow and some trees were cut down using a chainsaw on Sandon Bank directly opposite Park View.

This has been confirmed as a criminal act however unless any witnesses can be found a prosecution may not happen. The owner will be erecting a post and rail fence to keep in livestock and planting a new hedge and trees to replace as he is required to do by law. This will cost approx £1500.

Residents are urged to question any usual activity and report to the police.

It was agreed to find out whether Tree Protection Orders could be considered along this stretch.

Clerk to contact Cllr Beatty for advice.

12. To discuss planning applications received

None received.

13. To inform attendees of dates of future meetings

Next meetings Wednesday May 2nd, Jul 4th, Sept 5th, Nov 7th 2018 at 7.30pm.

14. Meeting Close

The meeting closed at 9.10pm

Signed:

Chairman

Date:

Clerk: