

Hilderstone Parish Council

Minutes of the meeting held on Wednesday 28th March 2018 at 7:30p.m.

Present: Cllr. Shelley (Chairman), Cllr. R. Clark, Cllr. J. Jones, Cllr. Crump, Cllr. Stringer (Vice Chairman), Cllr. Woodward, Mrs. H. Howie (Clerk) and Mrs Amanda Kingston (new Clerk). There was one member of the public and no members of the press present.

- 1. Chairman's Welcome.** Cllr. Shelley welcomed Councillors and the member of the public to the meeting. Cllr. Shelley introduced the new Parish Clerk Amanda Kingston.
- 2. Apologies.** Cllr. P. Davies and Stafford Borough Cllr. Harp.
- 3. Minutes of the last meeting.** These were read, approved and signed.
- 4. Matters arising.** There were no matters arising.
- 5. Borough Councillor's Report.** None received.
- 6. County Councillor's Report.** None received
- 7. Planning.** There were no new planning applications received in March 2018.

Status of Earlier Applications:

17/26465/FUL Jesmonde, Sandon Road, Hilderstone. Detached dormer bungalow to rear of Jesmonde. **APPEAL LODGED** ref: APP/Y3435/W/17/3190515. **AWAITING APPEAL DECISION.**

8. Traffic and Highways. The 30mph flashing light on Sandon Road remains in need of repair. Responsibility for maintenance now falls to the Safer Roads Partnership. The Clerk has emailed the SRP but is yet to receive a response. The Parish Council may be able to apply for additional funding for repairs or a replacement sign from the Road Safety Grant Fund. The Parish Clerk will follow up with the SRP and refer to Cllr. Parry for further action as required.

There has been no further information on the speed indicator device (SID) from Staffordshire County Council (SCC). The issue of a suitable placement for the SID now resides with Richard Rayson at SCC Highways. The Parish Council are aware of three road traffic accidents at the cross roads in the past five weeks. Cllr. Shelley to speak with Richard Rayson to see if this can be moved forward.

9. Footpaths/Village Maintenance/Best Kept Village. Village maintenance requirements are increasing. The discontinuation of the Neighbourhood Highways Teams by SCC has increased the pressure on Parish Councils to pick up more work and expand their general maintenance and upkeep provision. The precept has been increased accordingly, and a clear schedule of annual works will be produced. The Parish Council will discuss the new requirements with the current Grounds Maintenance contractor.

A footplate on the stile in Whitesytch Lane is in need of repair. Cllr Davies will be asked to take a look at it.

The Best Kept Village application has been submitted. The purchase of new Best Kept Village signage was discussed, and various designs considered. It was agreed to purchase five signs at a total cost of £85. Two large signs will be displayed in the centre of the village, and three smaller signs at the village gateways. Cllr. Clark will order and arrange installation.

Green Lea School are working on the Best Kept Village posters, under the theme 'I'm proud of my village'. Cllr. Crump will collect the posters in advance of the next Parish Council meeting on the 25th April 2018.

A discussion was held regarding the provision of signage for the old telephone box. It was agreed a white panel sign with black writing to read 'Hilderstone Information Centre' will be purchased. Two quotes were considered. Agreed Cllr Crump to purchase at the lower quote of £52.38.

10. Village Events.

Forthcoming Events:

Jumble Sale, Saturday 7th April, 2.00pm in Hilderstone Village Hall. Donations of jumble gratefully received at the Hall from 10.00am. All proceeds to the village Christmas Party and Church funds.

Antiques Valuation Afternoon, Friday 13th April, 2.30pm to 5.00pm in Hilderstone Village Hall. £1 per valuation, all proceeds go to the Church 'Access for All' project.

Elvis Tribute Act (Mark Clay), Friday 20th April in Hilderstone Village Hall. Tickets £15.00 each which includes a hog roast and dessert. All proceeds to The Royal Agricultural Benevolent Institution and the Village Hall. Tickets from Hazel Woodward 01889 505263 or Jenny Crump 01889 505674

Village Dinner Party, Saturday 12th May in Hilderstone Village Hall. Host a table with friends and neighbours. Further details from Joan Carr 07837 656723.

Film Night, May Friday 18th May. Further details to be provided by the Village Hall Committee. The film will be Victoria and Abdul.

Scarecrow Weekend, Saturday 9th and Sunday 10th June in Hilderstone Village all weekend. Full details to be published on the village website and in the Parish Magazine later.

Children's Activity Afternoon, Sunday 24th June, 2.00 – 4.00pm, Hilderstone Village Hall. Further details nearer the time.

Village Summer Fete, Saturday 21st July, from 2.00pm in the field next to Lower Farm.

Jumble Sale, Saturday 15th September, 2.00pm in Hilderstone Village Hall. Donations of jumble gratefully received at the Hall from 10.00am. All proceeds to the village Christmas Party and Church funds.

Village Christmas Party, Tuesday 11th December, 7.00 for 7.30pm in Hilderstone Village Hall. Further details to follow nearer the time.

11. Correspondence.

- The Community Council of Staffordshire is merging with Support Staffordshire.
- The Stafford Borough Council Corporate Business Plan has been published and is available at <https://www.staffordbc.gov.uk/corporate-plan>
- Correspondence had been received from a parishioner regarding the percentage increase in parish precept for 2018/19. A comprehensive response was provided by the Parish Clerk detailing the need for the rise and a breakdown of parish council spending.
- Members' Digest 240

Members Digest 239 (Cllr. Jones). Stafford Borough Council Litter Campaign urges people to take their litter home. Around one million pounds is spent each year keeping the borough

clean and more than 200 people were given on the spot fines for littering in 2017. Cabinet Member for Environment and Health, Frank Finlay, said 'we have a beautiful borough and want to keep it that way...we will not hesitate to fine or prosecute those who don't'. The same applies to dog fouling so pick it up and dispose of it in the right way. Two men were fined £2000 for dumping cars, one on the A34 and another at Stone Station. Stafford Borough Council emphasise that this will not be tolerated.

12. Finance.

The new Parish Clerk attended a briefing session by the newly appointed external auditors Mazars on Tuesday 27 March. As the parish precept is below the threshold for external audit, the Parish Council may apply for an exemption, although all data collection will remain the same and must be displayed on the Parish Council website. The importance of a robust internal audit was emphasised, including the need to review policies and procedures in addition to financial accounts. It was agreed to appoint Christine Heelis as external auditor for 2017/18.

End of year accounts will be signed off at the April meeting and audit forms formally signed off at the Annual General Meeting of the Parish Council in May.

Change of detail forms for NatWest Bank were signed and dated to remove Helen Howie as previous Clerk and enable access for the new Clerk Amanda Kingston

The monthly accounts were presented and signed by the Chairman. The current account is £8412.43 in credit and the deposit account £3121.64 in credit. Although most of these funds are allocated as indicated by the monthly accounts which are circulated to all Councillors prior to each meeting. The following payment was approved:

1. Mrs H. Howie, Clerk's mileage and telephone calls- £15.90

13. Any Other Business. The Clerk presented an updated copy of the Constitution and Standing Orders for Hilderstone Parish Council. These were approved by the parish council and signed by the Chairman.

The new General Data Protection Regulations (GDPR) come into force on the 25th May 2018. The Parish Clerk circulated a briefing note on the key requirements. The Parish Council must appoint a Data Protection Officer with expert knowledge of data protection law and practices and meet a number of other requirements prior to the May deadline. It was agreed to take up the offer from SPCA for the gap analysis and Data Protection Officer service. Initial costs for the gap analysis will be £140. Ongoing annual costs for the Data Protection Officer service will be determined by the gap analysis but range from £150 to £450 per annum.

The possibility of marking Equalities and Democracy week and UK Parliament week was discussed. The dates were noted, no further action was required.

14. Date of next meeting.

The next meeting will be held on Wednesday 25th April 2018 at 7.30 p.m. The meeting closed at 10pm.

..... Cllr. M. Shelley, Chairman. 25.04.18