

Town Council

Minutes of Meeting

Kidsgrove Town Council
Victoria Hall
Liverpool Road
Kidsgrove
Staffordshire
ST7 4EL

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Minutes of the Meeting held on the 21st February, 2019 Chairman's Room, Victoria Hall, Kidsgrove

1819-FC6-01 Present

Cllrs Stubbs, Cartwright, Bowyer, Burgess, Cooper, Burnett, Dillon, Dodgson, Dymond, Jukes, H Maxfield, M Maxfield, B Owen, J Owen, Robinson, J Waring, P Waring.

Attending: Sue Davies (Clerk), P Pattison (Admin)

Six members of the public.

1819-FC6-02 To receive apologies for absence

Apologies for absence were received from Cllr Dickens and Cllr Wareham-Jones.

1819-FC6-03 To note declarations of interest

There were no declarations of interest made.

1819-FC6-04 To confirm and agree the following minutes

a) Full Council meeting held the 28th January 2019

The Council **resolved** to approve the minutes of the meeting held on the 21st February 2019

1819-FC6-05 To receive and note the draft minutes of Committee Meetings:

a) Events and Community Committee held Thursday 7th February 2019.

The Council noted receipt and actions of the draft minutes of the Events and Community Committee dated 7th February 2019.

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b) Finance and General Purposes Committee held Thursday 14th February 2019

The Council noted receipt and actions of the draft minutes of the Events and Community Committee dated 14th February 2019.

1819-FC6-06 Public Participation: A period not exceeding 15 minutes for members of the public to ask questions or submit comments.

A representative spoke on behalf of the residents of Chester Road with reference to item 18 on the Agenda and hoped that the council would support the proposal.

A resident commented regarding the increase in the Council Tax being paid to Newcastle Borough Council and the residents of Kidsgrove not getting value for money from the Borough Council. Cllr Stubbs replied that he will send a letter to Newcastle Borough Council to note the concerns of some residents.

Several residents were in attendance regarding this matter and the chairman proposed altering the agenda order so that agenda item 18 could be discussed first.

1819-FC6-07 To consider a request from residents on Chester Road for financial assistance from the Town Council to remove diseased and unkempt trees from a patch of land. Please note residents have organised a petition and reported that all but one resident had signed.

The Council considered the request to support the proposal and **resolved in principal** to approve financial assistance subject to the Clerk verifying that ownership of the land cannot be established, and that three quotes be bought back to the next Full Council meeting for review. It was further suggested Severn Trent be contacted.

Action: The Clerk to try to establish who owns the land, obtain quotes and report back to the next Council meeting.

1819-FC6-08 Matters arising not covered elsewhere:

None

1819-FC6-09 To receive the Interim Internal Audit report conducted by JD Business Services and to resolve to approve the actions and recommendations agreed by the Finance and General Purposes Committee and the Clerk/RFO.

The Interim Internal Audit was reviewed, and it was **resolved** to approve the recommended actions from the F&GP contained therein.

Action: The Clerk to implement the actions.

1819-FC6-10 To receive a verbal feedback on the progress of the external audit of the 2017/2018 accounts currently being undertaken by Mazars and a letter received with queries.

The Clerk gave an update on the 2017/2018 external audit that is currently in progress. A further letter has been received asking for further information on some items: miscellaneous costs, reserves, budget setting and budget monitoring updates.

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It was noted that the staffing miscellaneous was set to fund interim measures. As much of the money was not used, this affected the level of predicted reserves.

Action: The Clerk to respond with the required information.

1819-FC6-11 To receive a report from the Clerk on the Council’s bank accounts and current online payment systems. To resolve to approve the recommendations – The report includes recommendations made by the FGP Committee.

The Council considered the written report with recommendations from the F&GP Committee. It was **resolved:**

- i) To open an account with Unity Bank to allow triple authorisation of online payments.
- ii) To open a Unity Bank credit card with a £500 monthly limit to allow payments online (such as licence applications) to progress and to replace the petty cash system no longer used.
- iii) To close the two Barclays Accounts which are no longer in use.

1819-FC6-12 Other Accounting items

a) To receive and note the schedule of payments up until the end of January 2019.

Members received and noted the schedule of payments.

b) To receive the Q3 RFO report and to resolve to approve any required budget virements.

Members received the report. No virements were proposed. It was noted that money remaining in the Councillor training budget be used to fund the Introduction to Local Council Administration qualification for those councillors who felt they would benefit.

c) To authorise the expenditure for the booking of the Pantomime Company (Touring Pantos) from next year’s allocated budget. To note that due to the specialised and variable nature, three quotes that would be directly comparable have not been possible, and that Touring Pantos have a known good track record with the Council. To approve this waiver of the requirement for three quotes.

Members resolved to authorise the expenditure with Touring Pantos of £875 (from next year’s budget) and to allow the deviance from Financial Regulations for three quotes for the stated reasons.

1819-FC6-13 To receive the proposed Terms of Reference (ToR) for the FGP Committee (as recommended by the FGP Committee). To resolve to approve the ToR subject to any agreed changes.

Members resolved to approve the Terms of Reference of the F&GP Committee.

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1819-FC6-14 To receive the proposed Terms of Reference (ToR) for the Events and Community Committee (as recommended by the Events and Community Committee). To resolve to approve the ToR subject to any agreed changes.

Members **resolved** to approve the Terms of Reference of the Events and Community Committee subject to the addition of a restriction to the maximum number of non-councillor members being four and the addition of a clause allowing the Committee to conduct consultations in the Council's name.

1819-FC6-15 To consider the need and agree to set up the following committees. To agree initial membership of each and agree that each committee elect it's chair and vice chair at its first meeting and draft some Terms of Reference to be presented to the next Full Council meeting for approval. (Committees to be advisory only until the Terms of Reference are approved by Full Council.

a) Staffing Committee

It was **resolved** that the staffing panel set up to recruit the Clerk form a staffing Committee (Cllr Stubbs, Robinson, P Waring, M Maxfield and Cooper) chaired by the Mayor.

b) Environmental Committee (to include allotments and ranger activity)

It was **resolved** to set up an Environment Committee, who's remit would include the Allotments and Ranger Service, with the following Cllr membership and chair to be elected at the first meeting: Cllrs Cartwright, Bowyer, Cooper, Dymond, J Owen, B Owen, H Maxfield, Robinson, J Waring and Burgess.

c) Planning, Infrastructure and Highways Committee.

It was **resolved** to set up a Planning Highways and Infrastructure Committee, who's remit would include the Allotments and Ranger Service, with the following Cllr membership and chair to be elected at the first meeting: Cllrs Stubbs, Cartwright, Bowyer, Burnett, Cooper, Dymond, Jukes, J Owen, B Owen, Robinson, P Waring, Dillon and Burgess.

1819-FC6-16 Planning applications received: To receive a list of planning applications received to which Kidsgrove Town Council are invited to consult on. To resolve to agree any comments to be submitted.

The Council considered the planning applications received during the month and **resolved** to respond as indicated in Appendix 1.

Action: The Clerk to submit the relevant responses.

1819-FC6-17 To consider the request and resolve to initiate the transfer or otherwise of the land at Lamb Street Allotments to the Town Council from Newcastle Borough Council. If accepted, to authorise the expenditure on legal costs.

The Council received a verbal report from Cllr Robinson regarding the proposed transfer of land siting the Lamb Street Allotments to Kidsgrove Town Council from Newcastle-under-Lyme Council for a nominal sum of £1. The Council resolved to agree to the transfer in principal subject to approval of legal costs involved.

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Standing Orders were suspended at this point to allow the meeting to continue after 21:00.

1819-FC6-18 To approve the recommendation from the FGP Committee that the Clerk collate the available information and arrange a meeting to which all Members of the Council will be invited to discuss the information and propose a way forward. Any proposals or action, including notes from the meeting (in the interests of transparency) to be reported back to Council, via the FGP Committee, for approval.

The Council **resolved** to approve the recommendation.

Action: The Clerk to arrange the meeting

1819-FC6-19 To consider a verbal report from Cllr Kyle Robinson regarding the Bradwell Hospital's possible loss of beds and to agree any Kidsgrove Town Council response to the proposals.

The Council considered the report from Cllr Robinson and **resolved** to respond that for option 3A (Integrated care hubs – One hub with services delivered from Bradwell Community Hospital) and option 5 C+A (77 community hospital beds at Haywood Community Hospital and 55 beds at Bradwell Community Hospital) in the consultation.

Action: The Clerk to submit the response.

1819-FC6-20 To receive a report to Council from Cllr Silvia Burgess and to consider the requests for potential solutions to alleviate parking issues around the school on Gloucester Road.

The Council considered the report and resolved that the Council purchase one sign but that a meeting be arranged with relevant partner to discuss the school parking problem throughout all the wards.

Action: The Clerk to purchase the sign and to arrange the meeting.

1819-FC6-21 To consider the arrangements and date for the Annual Parish Meeting 2019.

It was agreed to identify a date in either April or May in which to hold the Annual Parish Meeting. It was further agreed that speakers from the community be invited to present items of interest. It was further suggested that Citizen's awards could be made at this evening.

Action: The Clerk to progress arrangements

1819-FC6-22 Town Mayor's report: To receive a verbal report from the Town Mayor.

The Mayor noted that he had conducted an appraisal on the Clerk and the next appraisal at three months would be conducted by the Staffing Committee.

1819-FC6-23 Clerks Report and questions to the Clerk

The Clerk noted that Cllrs Cooper and Dickens will be arranging Dementia Training.

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1819-FC6-24 Future Key Agenda items

- a) Review of Financial Regulations including payment procedures. (March Meeting)
- b) Health and Safety Report (Ellis Whittam) and a plan of action (March Meeting)
- c) Update on the transfer of the Town Hall from NULBC and issues arising. (March meeting)
- d) Hall Hire – Review of Booking Forms and Concessions policy. (March Meeting)
- e) Grant awarding policy and application form. (March Meeting)

Meeting Closed 9.45pm

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Appendix 1

Reference	Address	Proposed Development	Other information	Comments from Kidsgrove Town Council
19/00032/FUL	11, Mill Rise Kidsgrove	Erection of a single storey rear extension	Comments deadline 20 th February	No comment
19/00024/FUL	26, Hillary Road Kidsgrove	Single Storey rear extension and porch to the front	Comments deadline 12 th March	No comment
19/00018/FUL	King William The Fourth Public House High Street Talke	Change of use from public house to residential dwelling	Comments deadline 18 th February	No comment.
19/00075/FUL	Aldi Stores Limited	Installation of new refrigeration unit	Comments deadline 28 th February	The Town Council resolved that it has no objection in principal as long as there will be no increase in noise levels to nearby residents.
19/00085/COU	Post Office 11, The Avenue, Kidsgrove	Retention of change of use of first floor offices to taxi operations office	Comments deadline 11 th March	The Town Council resolved that it has no objection to the application subject to Newcastle under Lyme Planning Department ensuring that car parking is adequate and that sufficient facilities are provided for the drivers.
19/00016FUL	Hillcot Clough Hall Drive Talke	Two storey side extension incorporating double garage	Comments deadline 18 th February	No comment
18/00833/FUL	27, Lynn Avenue Talke	Single-storey side extension	Comments deadline 15 th March	No comment

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