

Town Council

Minutes of Meeting

Kidsgrove Town Council
Victoria Hall
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Minutes of the Meeting held on the 28th March, 2019

Chairman's Room, Victoria Hall, Kidsgrove

1819-FC7-01 Present

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

Attending: Sue Davies (Clerk), P Pattison (Administration Assistant)

Seven members of the public.

1819-FC7-02 To receive apologies for absence

Apologies for absence were received from Cllr Dodgson, Cllr Dillon, Cllr Bowyer and Cllr Wareham-Jones.

1819-FC7-03 To note declarations of interest

There were no declarations of interest made.

1819-FC7-04 To confirm and agree the following minutes

a) Full Council meeting held the 21st February 2019

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

1819-FC7-05 To receive and note the draft minutes of Committee Meetings:

a) Planning, Infrastructure and Environment Committee held Monday 11th March 2019.

The Council noted receipt and actions of the draft minutes of the Planning Infrastructure and Highways Committee dated 11th March 2019.

b) Events and Community Committee held Thursday 14th March 2019.

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

c) Finance and General Purposes Committee held Monday 18th March 2019

The Council noted receipt and actions of the draft minutes of the Events and Community Committee dated 18th March 2019.

1819-FC7-06 Public Participation: A period not exceeding 15 minutes for members of the public to ask questions or submit comments.

Residents queried the increasing number of Inspire Care Homes in the vicinity of their homes around Ravenscliffe Road and felt that social problems are the result which are affecting the quality of their lives. Support from the Town Council was requested to ensure that no more such homes be built in this particular area as rumours of a further one have been heard about.

Cllr Stubbs agreed, as mayor, to write the Newcastle-under-Lyme Borough Council (NULBC) Planning regarding this issue.

Parking Issues on the lower part of Burn Close were raised by a resident with a request for double yellow lines.

Cllr G Burnett agreed to take the matter up with Staffordshire County Highways.

A resident raised about the need for dog waste bins on a path used by school children.

Cllr Stubbs agreed to request further bins from NULBC.

1819-FC7-07 Matters arising not covered elsewhere:

a) It was noted that a meeting has been arranged to discuss the progression of the five-year plan on 4th April 2019, 19:00.

b) The clerk informed that the meeting with partners to discuss parking problems in front of schools hasn't yet been organised. Cllr Burnett commented that money may be available to place additional bollards around school entrances.

1819-FC7-08 External Audit by Mazars.

The Council noted the completion of the audit by Mazars for the 2017/2018 accounts and that the End of Audit will be published.

Issues raised were:

- Failure to approve and publish the Annual Governance and Accountability Return and start the period of public rights in accordance with the timetable in the Accounts and Audit (England) regulations 2015.

Action – Clerk to ensure all deadlines are adhered to for the 2019/2019 audit.

- The insurance provision to ensure sufficient premises and fidelity cover highlighted by internal audit was not put in place until the 2018/2019 financial year.

Action - None

- The 2017/2018 accounts did not include the first ten working days of July in the 30 days period to inspect the accounts. Note – this was due to the hold up of the audit until the 2017//2018 audit was complete and should not occur again.
- Not all the recommendations of the 2016/17 internal and external audit report were completed.

Action – The Clerk to ensure all outstanding actions are completed.

Action: The Clerk to implement the actions identified.

1819-FC7-09 Accounts

a) Schedule of payments

Deferred

b) Expenditure against budget update from the Clerk

Deferred

c) Authorisation for the purchase of an office computer.

The Council resolved to authorise expenditure of up to £750 subject to three quotes being obtained to demonstrate value for money.

Action: The Clerk to progress the order.

1819-FC7-10 Risk Assessment.

The Council considered the circulated Governance risk Assessment which had been compiled by the Clerk. It was **resolved** to approve the Risk Assessment, subject to ongoing review.

1819-FC7-11 Committee Terms of Reference

a) Planning, Infrastructure and Highways

The Council **resolved** to approve the Terms of Reference for the Planning, Infrastructure and Highways Committee.

b) Environment and Allotments.

The Council resolved to approve the Terms of Reference for the Environment and Allotments Committee.

c) Staffing Committee

The Council **resolved** to approve the Terms of Reference Staffing Committee.

1819-FC7-12 Grant Application Policy - To receive the revised grant application policy and associated documents and to approve the recommendation form F&GP that the policy be approved.

The Council **resolved** to approve the revised grant application policy and application forms.

1819-FC7-13 GDPR Audit – To receive the report from the audit and draft policies

a) Report from the recent audit.

The Council received the report from the recent GDPR Audit and noted the proposed actions. Cllr Robinson proposed that training be organised for Councillors.

Action: The Clerk to identify training.

b) Policies and procedures relating to GDPR

Deferred

1819-FC7-14 Neighbourhood Plan

The Council approved the recommendation made by the Planning, Infrastructure and Highways Committee that a working task group be formed from members of that committee to investigate the potential benefits of a Neighbourhood Plan and to report back.

1819-FC7-15 Planning Applications Received

The Council considered the circulated Planning Applications and no comments were raised. The Clerk was delegated to provide responses if councillors forwarded any concerns to her.

1819-FC7-16 Grant Application – Kidsgrove Scouts

The Council agreed to defer the application to the F&GP Committee to consider before bringing a recommendation back to Full Council. The money remaining in the 2018/2019 grants allocation was discussed and it was agreed to defer the item.

1819-FC7-17 Request from residents of Chester Road for financial assistance to remove the overgrown trees from the green in the absence of being able to establish land ownership.

The Clerk updated the Council that she had been unable to establish ownership. Three quotes were available to remove the trees and the Council **resolved** to approve the work be done by N and J Tree Services.

Action: The Clerk to progress the work.

1819-FC7-18 To consider the arrangements and date for the Annual Parish Meeting 2019.

It was agreed that the Annual Parish Meeting be held on Saturday, 11th May at 12:00 midday.

Action: The Clerk to progress arrangements

1819-FC7-19 Town Mayor's report: To receive a verbal report from the Town Mayor.

The Mayor noted the proposal to remove the police post and said he is to write to make his feelings known. Cllr Waring agreed to write to the Staffordshire Commissioner, Matthew Ellis.

1819-FC7-20 Clerks Report and questions to the Clerk

The Clerk noted that the Town Crier, John Parsons, has become a JP. The clerk was asked to write to congratulate him and to book him for the Mayor Making.

Cllr Cressida asked the Clerk about trying to obtain a 'sticker' with the Council's LOGO for the side of vehicles.

1819-FC7-21 Future Key Agenda items

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

1819-FC7-22 Matters to be Considered with the Press and Public Excluded – The Council resolved to exclude the Press and Public due to the confidential nature of the business to be discussed.

1819-FC7-23 Bar Contract

The Council received an update on the current status of the bar tender and contract.

1819-FC7-24 Staffing Matters

The Council received a verbal report with recommendation from the Staffing Committee, including the completion of the Clerk's three-month probationary period review by the Committee, and resolved to approve the recommendations:

- The NALC annual pay increase and 1-point SPC rise be applied to both staff.
- The administration assistant to receive a further 1 point on completion of ILCA.
- The Council caretaking provision for the Victoria Hall be delegated to the Staffing Committee to resolve.

1819-FC7-25 Town Council Contracts

a) Security Contract

The Council resolved to approve the Security Contract put forward by Force 1 on a rolling basis with a review once the caretaking issues are resolved.

b) Cleaning Contract

The Council resolved to continue the use of the current supplier without the need to retender until caretaking issues are resolved.

c) Ranger Service Contract

The Council resolved to renew the Ranger contract with NULBC for a further year.

Meeting Closed 9.25pm

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