

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 15th August, 2019

Chairman's Room, Victoria Hall, Kidsgrove

1920-FC3-01 Present

Cllrs Cartwright, Dymond, Stubbs, Cooper, Burnett, Dodgson, Dymond, Jukes, H Maxfield, J Owen, B Owen, Robinson, P Waring, E Wareham-Jones

Attending: Sue Davies (Clerk)

Five members of the public were also in attendance.

1920-FC3-02 To receive apologies for absence

Apologies for absence were received from Cllr C Dickens, Cllr J Waring, L Dillon, S Burgess and M Maxfield.

1920-FC3-03 To note declarations of interest

Cllr Burnett declared an interest in agenda item 14c due to being treasurer of the 1940s charity.

Cllrs Robinson and Dymond declared an interest in agenda item number 12 (Father Hudson application) due to being involved with the project referred to in the application.

The Clerk informed that none of these non-pecuniary interests necessitated needing to leave the room but that the involved members shouldn't vote on the items declared.

1920-FC3-04 Public Participation

A resident attended who informed that he is the Conservative Party parliamentary candidate for Stoke-on-Trent North and raised the following issues:

- He firstly passed on a congratulation to the Town Council, especially Cllr Robinson and others directly involved, for the work on the Reginald Mitchel Garden in Butt Lane.
- Secondly, the resident informed that he has been in contact with Newcastle-under-Lyme Borough Council to ask for an online survey on antisocial behaviour in Clough Hall Park open to all residents in Kidsgrove and Talke and that the request has been approved by the portfolio holder, Cllr J Waring. Town Council support for the questionnaire was requested.
- Thirdly, the CCTV in need of potential upgrading and possibly connecting to the control centre was raised. It was asked if the Town Council would consider part funding the CCTV upgrade costs with Newcastle Borough Council.

The Clerk noted that since these aren't agenda items, they cannot be discussed further at the meeting but will be passed to the relevant committees.

Cllr Robinson requested, and was granted, permission to speak from the Mayor. Cllr Robinson stated that he feels the survey would be welcomed as any measures to encourage Newcastle-under-Lyme Borough Council to take action to improve the situation was of value. Cllr Robinson further noted that to that he feels there has been some comments by elected members that the ongoing work in the park is 'scaremongering' but that he feels there are some serious issues to be resolved.

Cllr Robinson also wanted to make it known that he has already raised the issue of the Town Council assisting to provide CCTV with the Clerk for inclusion in the next Environment and Allotments Committee Agenda. He also stated that he believes Newcastle-under-Lyme should also provide funding.

Cllr Robinson thanked the resident for his comments.

Representatives from the British Legion were present. It was requested that improved joint action between the British Legion and the Town Council could occur this year, especially relating to the road closure. The Mayor and the Clerk agreed to attend the next British Legion meeting. The British Legion agreed to pass the details onto the Clerk.

1920-FC3-05 To confirm and agree the following minutes

a) Full Council meeting held the 20th June 2019

The Council **resolved** to approve the minutes of the meeting held on the 20th June 2019 subject to one typing correction highlighted by Cllr Cooper.

b) Extraordinary Meeting held on the 30th July 2019

The council **resolved** to approve the minutes of the extraordinary meeting held on the 30th July 2019 subject to the addition of Cllr Bowyer to the list of attendees.

1920-FC3-06 To receive and note the draft minutes of Committee Meetings held since 16th May:

a) Events and Community – Monday 20th May 2019.

The Council received and noted the minutes.

b) Events and Community - Monday 5th August 2019

Deferred

c) Staffing Committee – Thursday 23rd May 2019.

Deferred

d) Planning Infrastructure and Highways – Thursday 23rd May 2019.

The Council received and noted the minutes.

e) Planning Infrastructure and Highways – Monday 15th July 2019.

The Council received and noted the minutes.

f) Environment and Allotments Committee – Thursday 23rd May 2019

The Council received and noted the minutes.

g) Environment and Allotments Committee – Tuesday 9th July 2019

The Council received and noted the minutes.

h) Finance and General Purposes Committee – Tuesday 23rd July 2019.

The Council received and noted the minutes.

1920-FC3-07 Matters arising not covered elsewhere:

None urgent business deferred until September.

1920-FC3-08 Finance: To approve the payments required.

The Council **resolved** to approve the payments required. (Appendix 1)

1920-FC3-09 VAT: To receive the VAT report received from Mr Steve Parkinson. To resolve to agree any actions required.

The council received the report from the VAT consultant dated 31st July 2019.

The Clerk summarised the results of the report which concludes that there is no VAT liability owing from the previous four years. One year exceeded the £7500 limit for reclaim on VAT exempt business activities: (2016/2017) but it can be claimed that this was a one off and that a seven-year average will be under the limit.

The Clerk informed that the Council must consider in advance the VAT implications of its activities in the future and that a running log will be kept showing the VAT situation for a given year.

It was noted that prompt billing from Newcastle-under-Lyme Borough Council would help the situation in the future so that large unexpected bills don't arrive relating to a previous financial year.

Town Council Officers were thanked for the hard work and extensive time taken to work with the consultant to resolve the issue.

1920-FC3-10 Mayor's Charity Account

The council considered a report to Council relating to the Mayor's Charity and events relating to this.

The Council **resolved** that:

1. That the Town Council donate a one-off payment to the Mayor's Charity Fund of £1000 from general reserves. This will act as a float and will allow the Mayor to have a source of funds to arrange their events. The Mayor, with the help of officers and the Events and Community Committee, needs to ensure that the income from their events exceeds the costs such that the £1000 float is maintained at the end of their term. All money in excess of the £1000 will be paid out to the Mayor's charities.
2. That the Clerk/RFO works with the Mayor to keep detailed accounts, separate from those of the Town Council, and retains the paperwork associated with the Mayor's charity money.
3. That the Council allocate officer time sufficient to support the Mayor in the keeping of these accounts and in fulfilling their Civic duties (letter writing, mayor's diary etc) including work supporting their chosen charities.
4. That the Mayor be offered free use of the Victoria Hall up to four occasions during their term, including the support of staff.

1920-FC3-11 Surety Payments

The Council **resolved** to delegate to the Clerk the return of surety payments after events in the Victoria Hall and once she has established that there is no reason why such surety payment shouldn't be returned. The delegation will allow the Clerk to authorise the return and arrange for the payment to be processed without recourse to Council or Committee.

1920-FC3-12 Neighbourhood Planning

The Council **resolved**:

1. To develop a Neighbourhood Plan for Kidsgrove Parish in accordance with Neighbourhood Planning (General Regulations) 2012.
2. To apply to Newcastle-under-Lyme Borough Council for the area designation based on the parish boundary.
3. To fully delegate to Planning, Infrastructure and Highways Committee the management of the Neighbourhood Planning Process up on the proviso that

updates are provided to each Full Council meeting and subject to approval of the produced draft plan by Full Council.

4. To create a budget line for Neighbourhood Planning by taking £1000 from general reserves to cover initial costs until such time grant money is available.
5. To authorise expenditure for the purpose of appointing a consultant to assist with Neighbourhood Planning on the condition that some or all of the costs will be offset by the grant funding available from Locality.
6. To delegate to the Planning Infrastructure and Highways committee the choice and appointment of a consultant subsequent to the visit by two to the Town Council.

1920-FC3-13 Grant Application:

The Council received an application to the small grants scheme from the Father Hudson Charity and **resolved** to approve the grant of £499.00. It was noted that the wording implying 'men only' should not be used and the Clerk informed that the Father Hudson Group had already altered this.

1920-FC3-14 Remembrance Day Arrangements

- a) **To consider and approve a recommendation from the F&GP Committee for the Town Council to fund the sound equipment for the Remembrance Day Service in the Memorial Gardens on the condition that the sound equipment remains the property of the Town Council.**

Cllr Waring and Cllr Cooper updated the Council. Various options were discussed but it was agreed the purchase would need to be portable to be able to be used in different locations.

The Clerk raised that there is not currently a budget line for this expenditure.

The Council **resolved** to move £1500 into a budget line for the purpose of buying the equipment and to delegate to the F&GP Committee the purchase.

Action: The Clerk and Cllr P Waring to research the options.

- b) **To consider other arrangements for Remembrance Day.**

The need for the road closure to be arranged was highlighted. Cllr Robinson raised that the wreath needed to be organised.

Action: The Clerk and Cllr Dymond to progress.

1920-FC3-15 Victoria Hall Issues

- a) **To consider a request for weekly hall usage for youth provision.**

A request to use the hall for a weekly youth club was considered. The applicant was hoping for free usage and also requires storage space. The request has already been considered by the F&GP Committee who decided the decision should be made by Full Council.

The Council **resolved** that the Victoria Hall wasn't a suitable venue but that the group should be supported. The Mayor reminded that the group is one of her

charities and also, the Council agreed that a grant application to help with costs at an alternative venue could be submitted.

b) To consider a request by North Staffordshire Carers Association

The request by North Staffordshire Carers Association for a free meeting room usage on a weekly basis was considered.

The Council **resolved** that the group be offered a rate of £3 an hour for the Wednesday evening based on the rate of concessions currently received by other groups.

c) To consider a request for free hall usage for an event on the 9th November for the Charity 1040's

The Mayor informed that she has been asked if further information can be supplied. The request for the concession was deferred to allow the request for further information. The Clerk asked to be informed what further information was required.

1920-FC3-16 To consider the Safer Communities Funding opportunity

The Council considered the funding opportunity. A Community Event was suggested. The Clerk was asked to investigate the possibility of a jobs fair/youth conference for young people. The event could also include an adult leaning session.

Action: The clerk to investigate.

1920-FC3-17 Civic Service: To resolve or otherwise to reintroduce the Civic Service and to agree the date each year be set by Council upon recommendation from the Mayor, but that the Mayor should choose and arrange the venue.

The Council **resolved** to approve the recommendation. The Mayor agreed to progress the arrangements and to come back to the next Full Council with a proposed date.

Action: The Mayor and the office to progress.

1920-FC3-18 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.

Consideration of received applications was deferred.

Cllr Robinson informed that he has been approached as a county councillor relating to some issues with the Lidl application. Cllr H Maxfield reported that Newcastle-under-Lyme Borough Council Planning have given an extension to allow the S106 monies to be paid.

1920-FC3-19 Lap Feedback: To receive feedback from the appointed representatives of both Kidsgrove (Cllr J Waring) and Talke and Butt Lane (Cllr Robinson).

Cllr Robinson provided an update on the Talke and Butt Lane LAP:

The issues in Clough Hall Park had been discussed. Due to police response, incidents have reduced. Staffordshire The Mural unveiling in Butt Lane has taken place. Alongside Sharon Battiste (Aspire Housing), a health event is being arranged.

Cllr Cooper provided an update on the Kidsgrove LAP in the absence of Cllr J Waring:

Newcastle-under-Lyme Borough Council updated the LAP Group: There are currently four grass cutters in the area and the schedule is a little behind; the bins on Kings Street were raised; weed killer spraying is to commence over the next couple of weeks in some of the green spaces. The PCSO had informed on some issues including that there are now six police serving Kidsgrove. There was notice from St James that there is to be a breakfast event at the hub to encourage networking. The Chair of the LAP had brought up about defibrillator mapping and Cllr Cooper had informed that the Town Council is already doing this.

Cllr G Burnett informed that the gully cleaners have recently been out in the Parish. Cllr H Maxfield informed of the site on which crimes can be posted. The clerk said she would put the link onto the website.

1920-FC3-20 SPCA Association Feedback – To receive feedback from the SPCA Association representative, Cllr S Burgess.

Cllr Burgess has sent apologies, so the matter was deferred.

1920-FC3-21 Future Key Agenda items

- a) Health and Safety Report (Ellis Whittam) and a plan of action
- b) Update on the transfer of the Town Hall from NULBC and issues arising.
- c) Hall Hire – Review of Booking Forms and Concessions policy.

1920-FC3-22 To agree the date of the next meeting: Thursday 26th September 2019

1920-FC3-23 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.

1920-FC3-24 Staffing Issues.

The Clerk updated the Council that the caretaker is now in place. A job advert has still to be put together for a further admin.

1920-FC3-25 Town Ranger Issues.

The Clerk updated the Council on the Ranger training agreed through the Environment and Allotments Committee. It was agreed that the Town Council could not fund further trailer training and testing but would reimburse a passed test if Newcastle Borough Council paid 50% of the cost.

It was also raised that residents should go through the office to request jobs and not contact the Ranger directly. The council also requested that a log of the work

of the Ranger should be kept for both Health and Safety reasons and to ensure work was enhancing and not replacing the work of Newcastle-Borough-Council. The Clerk was also asked to add further information onto the website to clarify the process.

Meeting Closed 20:45 pm

Order by Invoices Entered

Creditors for Month No 4				Nominal Ledger Analysis							
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/c	Centre	Amount	Analysis Description
16/05/2019	3456	285	JDH	JDH01	1,200.00	240.00	1,440.00	4050	104	1,200.00	Data Protection Services 18/19
05/06/2019	3336	286	SHIRES PAY SERVICES	SPSLTD	17.50	0.00	17.50	4022	101	17.50	Payroll May
05/07/2019	3431	287	SHIRES PAY SERVICES	SPSLTD	17.50	0.00	17.50	4022	101	17.50	Payroll Services June 19
01/04/2019	11687	288	MICROSHADE	MIC01	163.20	32.64	195.84	4011	101	163.20	Accounts hosted application Q1
02/06/2019	KLE-78	289	KLENSCAPE	KLS01	538.69	107.74	646.43	4094	109	538.69	Cleaning Services May 2019
02/06/2019	10261	290	FORCE 1	FORCE01	300.00	60.00	360.00	4063	109	300.00	Security w/e 2/6/19
11/07/2019	42631	291	RH TRAFFIC	RH01	345.00	69.00	414.00	4602	114	345.00	RH Traffic Management

TOTAL INVOICES 2,581.89 509.38 3,091.27

VAT ANALYSISCODE S @ 20.00% 2,546.89 509.38 3,056.27

VAT ANALYSISCODE Z @ 0.00% 35.00 0.00 35.00

TOTALS 2,581.89 509.38 3,091.27

W/C 15/8/19