

Town Council Minutes of Meeting

Kidsgrove Town Council
Victoria Hall
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Kidsgrove
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Minutes of the Annual Meeting held on the 16th May, 2019 Chairman's Room, Victoria Hall, Kidsgrove

Cllr Stubbs (mayor for 2018/19) chaired the meeting until the election of the new mayor.
Note – the Mayor Making Ceremony also took place during the evening.

1920-FC1-01 Present

Cllrs Stubbs, Cartwright, Burgess, Cooper, Burnett, Dickens, Dillon (arrived late), Dodgson, Dymond, Johnson, H Maxfield, B Owen, J Owen, Robinson, Wareham-Jones, J Waring, P Waring.

Attending: Sue Davies (Clerk), the Town Crier (Mr John Parsons)

Eight members of the public.

1920-FC1-02 To receive nominations for and elect the Town Mayor for the civic year 2019-2020

Cllr Cartwright was nominated and seconded for Mayor. No further nominations were received. Cllr Cartwright was elected as Mayor for the 2019-2020 Civic year. Cllr Cartwright, Cllr Stubbs and the clerk left the room whilst the chains of office were passed to the new mayor. The declaration of acceptance of office was signed, witnessed by the Clerk. Cllr Cartwright, Cllr Stubbs and the Clerk then returned to the room.

Cllr Cartwright took over as chair of the meeting.

1920-FC1-03 To receive nominations for and elect the Deputy Mayor for the year 2019-2020.

There were two nominations for the position of vice-mayor, both seconded: Cllr A Cooper and Cllr P Waring. After a show of hands, Cllr Cooper was elected at Deputy-Mayor for the 2019-2020 Civic Year. Cllr Cooper signed the declaration of office, witnessed by the Clerk and accepted the chains of office.

1920-FC1-04 To receive apologies for absence

Apologies for absence were received from Cllr M Maxfield, Cllr S Bowyer and Cllr V Jukes.

1920-FC1-05 To note declarations of interest

Cllr S Burgess noted a non-pecuniary interest in the planning applications concerning Lidl as these were due to be heard at the Newcastle-under-Lyme Planning Committee the following week. Cllr H Maxfield informed that she would not be attending the Planning Committee meeting and so has no interest to declare.

Cllr Dillon arrived at the meeting at 19:16

1920-FC1-06 To confirm and agree the following minutes

a) Full Council meeting held the 18th April 2019

The Council **resolved** to approve the minutes of the meeting held on the 18th April 2019.

1920-FC1-07 To receive and note the draft minutes of Committee Meetings:

a) Environment and Allotments Committee held 16th April 2019.

The minutes of the Environment and Allotments Committee meeting held on the 16th April 2019 were noted.

b) Finance and General Purposes Committee held 7th May 2019.

The minutes of the Finance and General Purposes Committee meeting held on the 7th May 2019 were noted.

c) Annual Town Meeting held on the 11th May 2019

Deferred

1920-FC1-08 Public Participation: A period not exceeding 15 minutes for members of the public to ask questions or submit comments.

No members of the public asked to participate.

1920-FC1-09 To receive a Calendar of Meetings for 2019/20.

The Council received a Calendar of Meetings from the Clerk. It was noted that the dates of the first listed meetings of the Planning Infrastructure and Highways and the Environment and Allotments Committees were to be reversed.

1920-FC1-10 To resolve to agree the required Committees for 2019/20, to resolve and approve the Terms of reference and Responsibilities, to appoint members to serve on the Committees and to receive nominations for and to elect a chair and vice chair for each Committee.

a) Finance and General Purposes Committee

It was agreed that no changes are required to the Terms of Reference. The Council resolved to agree the membership as shown in appendix 1.

Cllr Cooper was nominated and seconded for the chair. No other nominations were received, and it was resolved that Cllr Cooper be the chair for the 2019-2020 Civic year.

Cllr Dymond was nominated and seconded for the vice-chair. No other nominations were received, and it was resolved that Cllr Dymond be the chair for the 2019-2020 Civic year.

b) Planning, Infrastructure and Environment Committee

It was agreed that no changes are required to the Terms of Reference apart from removing the clause delegating grant application approval. The Council resolved to agree the membership as shown in appendix 1.

Cllr Stubbs was nominated and seconded for the chair. No other nominations were received, and it was resolved that Cllr Stubbs be the chair for the 2019-2020 Civic year.

Cllr Dodgson was nominated and seconded for the vice-chair. No other nominations were received, and it was resolved that Cllr Dodgson be the vice-chair for the 2019-2020 civic year.

c) Environmental and Allotments Committee

It was agreed that no changes are required to the Terms of Reference apart from removing the clause delegating grant application approval. The Council resolved to agree the membership as shown in appendix 1.

Cllr Robinson was nominated and seconded for the chair. No other nominations were received, and it was resolved that Cllr Robinson be the chair for the 2019-2020 Civic year.

Cllr Dickens was nominated and seconded for the vice-chair. No other nominations were received, and it was resolved that Cllr Dickens be the vice-chair for the 2019-2020 civic year.

d) Events and community Committee

It was agreed that no changes are required to the Terms of Reference apart from removing the clause delegating grant application approval. The Council resolved to agree the membership as shown in appendix 1.

Cllr Dymond was nominated and seconded for the chair. No other nominations were received, and it was resolved that Cllr Dymond be the chair for the 2019-2020 Civic year.

Cllr Cartwright was nominated and seconded for the vice-chair. No other nominations were received, and it was resolved that Cllr Cartwright be the vice-chair for the 2019-2020 civic year.

e) Staffing Committee

It was resolved that the staffing committee and terms of reference remain unchanged apart from Cllr Cartwright, the new Mayor, replacing the outgoing Mayor, Cllr Stubbs, as committee member and chair.

1920-FC1-11 To consider the recommendation from Finance and General Purposes to approve the Standing Orders dated May 2019 and the addendum, the Management Plan dated May 2019.

The Council resolved to approve the Standing Orders and Management Plan dated May 2019.

1920-FC1-12 To consider the recommendation from Finance and General Purposes to approve the Financial Regulations dated May 2019.

The Council resolved to approve the Financial Regulations dated May 2019.

1920-FC1-13 To consider and approve the recommendations from Finance and General Purposes to approve the Complaints Policy dated May 2019. (To be circulated).

The Council resolved to approve the Complaints Policy dated May 2019.

1920-FC1-14 To consider and approve the recommendations from Finance and General Purposes to approve the Freedom of Information and Publication Scheme dated May 2019.

The Council resolved to approve the Freedom of Information and Publication Scheme dated May 2019.

1920-FC1-15 To consider and approve the recommendations from Finance and General Purposes to approve the Communication and Social Media Policy Scheme dated May 2019.

Deferred due to F and GP committee requesting a further overview.

1920-FC1-16 Confirmation of Insurance arrangements in respect of all insurable risks.

The Council resolved that insurance provision is in place and is adequate.

1920-FC1-17 To resolve to agree the following appointments

a) Internal Auditor – JD Business Services

The appointment of JD Business Services was approved.

b) Payroll – Shire Payroll services

The appointment of Shire Payroll Services was approved.

c) Health and Safety – Ellis Whittam

The appointment of Ellis Whittam, currently on a two-year contract, was approved, with the proviso that the contract be re-evaluated later in the year.

d) Solicitor and legal arrangements

It was agreed that specialist solicitors be commissioned on an as needs basis.

1920-FC1-18 To resolve to agree and approve Member representatives to serve on outside bodies to represent Kidsgrove Town Council.

a) Staffordshire Parish Councils Association.

The Council resolved that Cllr S Burgess continue to be the representative and feedback from meetings attended would be reported to Full Council.

b) To confirm LAP representation

It was resolved that Cllr Robinson (Talke and Butt Lane) and Cllr J Waring (Kidsgrove) be the nominated councillors to ensure feedback to the Council on relevant issues (although it was noted that other councillors do also attend these meetings).

1920-FC1-19 Matters arising not covered elsewhere:

a) Chester Road Tree Cutting.

It was noted that the work is now complete although the stubs are still higher than had been agreed. Residents nearby are, on the whole, happy with the work.

b) Progression of 5-year plan and associated action plans – to note the progression and to approve the approach recommended by the working group meeting and F&GP.

The Council noted the progression of the five-year plan and resolved to approve the system of project action plans. It was noted that projects be open to all councillors to become involved with should they wish.

1920-FC1-20 Account 'in house' audits.

It was resolved that Cllr H Maxfield and Cllr M Maxfield be appointed to conduct Member checks on the accounts throughout the year and to report these checks back to Council.

1920-FC1-21 Bank mandates – To agree banking arrangements and signatories for the following accounts:

a) Barclays (two accounts)

It was resolved that the Barclays mandate should reflect that of Unity Bank and include the Clerk, administration assistant, P Pattison, and the members of the F and GP Committee. It was further resolved that the chair of F and GP (Cllr Cooper) should have online access to the account in addition the Clerk and P Pattison.

b) Unity Bank

The Unity Mandate has recently been set-up and it was agreed that no changes are needed except for the inclusion of Cllr Dymond. Cllr M Maxfield will have her access changed to 'view only'.

c) NSI Account

It was agreed that the mandate needs urgently altering to include the Clerk and the chair of F and GP. Any past members still listed should be removed.

1920-FC1-22 Review and approval of the asset register dated 31st March 2019

Deferred

1920-FC1-23 Accounts

a) Schedule of payments to be made since the last meeting

The Clerk circulated a copy of payments made since the last meeting. The Council approved the payments.

b) To receive and approve bank reconciliations dated 31st March 2019 and 30th April 2019

The Council received a bank reconciliation dated 31st March 2019.

c) To receive an expenditure against budget update from the Clerk up until 31st March 2019.

The Council received the payment against expenditure for the year ending 31st March 2019.

d) To receive and approve expenditure against budget for the 2019/20 financial year up until April 2019.

Deferred to F and GP

e) Mazars correspondence

The Council noted receipt of correspondence from Mazars, confirming the audit arrangements for the 2019/2019 financial year.

f) Expenditure incurred under S137 for 2018/19

The council noted that the only expenditure incurred under S137 was a donation to the British Legion.

1920-FC1-24 Bar tender: Contract

The Council delegated full responsibility to the Clerk, in consultation with the chair of F&GP to :

- i) Finalise the tender document taking full account of clauses agreed by F&GP
- ii) Consider at least three quotes for solicitors costs and choose the firm to be used (thus the Council is authorising the expenditure) and
- iii) issue the completed tender.

Prior to issue, the completed tender would be circulated to the F and GP Committee to allow 'call-in' to Council if felt necessary.

1920-FC1-25 Pension arrangements for staff – To resolve to approve both members of staff – S Davies and P Pattison – being members of the Staffordshire Pension fund in compliance with legislative requirements.

The Council **resolved** that both staff members Mrs Sue Davies and Mrs P Pattison be nominated to be enrolled as Members of the Staffordshire Pension Fund in line with the Council's obligations. The Council recognised that Council contributions will be payable. The Council noted that Mrs Pattison has been enrolled since her start but that a resolution was not made and has now been requested from Staffordshire Pension Fund. It was further noted that the Clerk and Council have been making contributions on her behalf since her start in January 2019.

1920-FC1-26 GDPR Audit – Draft policies and procedures (circulated separately):

a) To consider and resolve to approve the Data Protection Policy subject to agreed changes.

The Council resolved to approve the policy dated May 2019.

b) To consider and agree the Data Retention Policy subject to agreed changes.

Deferred

c) To consider and approve the draft Privacy Notice subject to any agreed changes.

Deferred

d) To consider and approve the Subject Access Request (SAR) Procedure and to note the draft letters.

Deferred

e) To consider GDPR training – an update from the Clerk.

Deferred

1920-FC1-27 Planning Applications Received

The Council considered the circulated Planning Application. See appendix 2.

Cllr Burgess left the room for the following discussions regarding the Lidl store due to be heard at committee by NULBC.

1920-FC1-28 Clerks Report and questions to the Clerk

None

1920-FC1-29 Future Key Agenda items

a) Health and Safety Report (Ellis Whittam) and a plan of action (April Meeting)

- b) Update on the transfer of the Town Hall from NULBC and issues arising. (April meeting)**
- c) Hall Hire – Review of Booking Forms and Concessions policy. (April Meeting)**

1920-FC1-30 Date of Next Meeting: June 20th, 2019

The meeting Closed 8:30 pm

Appendix 1 – Committee Membership

Kidsgrove Town Council
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2019/2020 Committee Membership

Note that, except for the staffing, committee the Mayor and Deputy Mayor are ex-officio members of all committees whether named or otherwise. The Mayor automatically chairs the staffing committee and, this year, the deputy mayor, Cllr Cooper, is a named member.

Finance and General Purposes

Cllr Cooper - Chair
Cllr Dymond - Vice-chair:
Cllr Bowyer
Cllr A Cartwright

Cllr Dodgson
Cllr M Stubbs
Cllr P Waring

Planning, Infrastructure and Highways

Cllr M Stubbs – Chair
Cllr Dodgson – Vice-chair
All other council members appointed.

Environment and Allotments Committee

Cllr K Robinson - Chair
Cllr C Dickens – Vice-chair
Cllr S Burgess
Cllr G Burnett
Cllr A Cooper
Cllr K Johnson
Cllr H Maxfield
Cllr J Owen
Cllr B Owen
Cllr J Waring
Cllr P Waring

2 allotment representatives

Staffing Committee

Cllr A Cartwright – chair
Cllr A Cooper
Cllr M Maxfield
Cllr K Robinson
Cllr P Waring

Events and Community Committee

Cllr Dymond – Chair
Cllr A Cartwright – Vicechair
Cllr S Burgess
Cllr G Burnett
Cllr C Dickens
Cllr J Dodgson
Cllr K Johnson
Cllr H Maxfield
Cllr M Maxfield
Cllr B Owen
Cllr J Owen
Cllr K Robinson
Cllr J Waring
Cllr P Waring

J Locke (Go Kidsgrove)
R S Evans (Tesco Community)
W Richings (Rotary Kidsgrove)

18/00889/FUL Kimberley Developments Ltd and Kidsgrove Working Men's Club

4, Meadows Road, Kidsgrove, Stoke-on-Trent: Change of use from Warehouse (Class B8) and taxi base (sui generis) to a Working Men's Club (use class D2) including external alterations and partial demolition of flat roof annexe.

The Council resolved to **support** the application and to agree the following comments:

The Working Men's Club currently on the proposed Lidl site on Hardingswood Road generally caters for the 50 plus age range and has a clean record and relatively small membership. There is minimal noise, and, to the best of our knowledge, last orders are always strictly adhered to.

The Town Council consider that the club provides an important facility for a sector/age range of the population in the area for which there is little else.

The current facility is too large and would require a huge investment to remain viable. As such, a move to a smaller premises is ideal.

Most club members of the club walk when attending as they live in Kidsgrove either in or close to the town centre and there are rarely four or more cars on the club car park unless several rooms are booked at one time. Since the new location wouldn't have the capacity to book many rooms out, it is not envisaged that parking would be a problem. There are also many free car parks in Kidsgrove that sit empty in the evenings.

The movement of this Working men's club to the location on Meadow's Road is therefore considered to be beneficial to the amenities provided to our community and will result in extra investment into Kidsgrove Town Centre by turning a disused building into something worthwhile.

Kidsgrove Town Council also supports the Lidl application in principle as it will bring much needed jobs and investment into Kidsgrove.

However, it is felt strongly by Kidsgrove Town Council that highways improvements must be made in line with that which Lidl has already agreed and any highways contributions paid by Lidl must be spent locally (ie. in Kidsgrove) to alleviate any impact on the local road network.

18/00916/Full Application for major development – Kidsgrove Working Men's Club – Lidl Uk GMBH and Kimberley Developments Ltd.

The Council requested that the following comments be passed to the Council, preferably by the Clerk attending the Planning Meeting:

Kidsgrove Town Council supports the Lidl application in principle as it will bring much needed jobs and investment into Kidsgrove.

However, it is felt strongly by Kidsgrove Town Council that highways improvements must be made in line with that which Lidl has already agreed and any highways contributions paid by Lidl must be spent locally (i.e. in Kidsgrove) to alleviate any impact on the local road network.

16/00831/REM Ravenscliff Road

The Council noted correspondence received by Cllr H Maxfield from NULBC planning department circulated with the agenda. It was agreed that there were no further actions at this time but that the Council would continue to monitor these applications.

Other applications were deferred to the next Planning Committee meeting.