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Chebsey Parish Council

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Minutes of Chebsey Parish Council Meeting held on

**Monday 5th June 2023**

**In Chebsey Parish Hall**

**Cllr’s Present: Cllr M Ainsworth-Hickman (Chair) Cllr R Hopley (Vice Chair) Cllr J Lawson Cllr B Samra Cllr S Edge**

**In Attendance: S. Stokes (Clerk) Members of the public Two (Left the meeting at 19.16)**

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| **23/087** | **Welcome and Public Participation. (Please refer to the Chebsey Parish Council Public Participation Policy which can be found on** [**www.chebseyparishcouncil.co.uk**](http://www.chebseyparishcouncil.co.uk) **)**  The Chair welcomed everyone to the meeting and asked if there were any questions from the public.  A statement was read out regarding Planning Application 21/34553/FUL at Izaak Walton Fishery. The statement contained the views of the two members of the public who said it will be sent to the Planning Department at Stafford Borough Council.  The Chair explained the role of the Parish Council in dealing with planning applications and thanked the members of the public for their views. The members of the public left the meeting at 19.16. |
| **23/088** | **Apologies.**  Cllr D Foster-Birks Cllr B Jones Cllr J Pert (SBC SCC) Cllr P Jones (SBC) |
| **23/089** | **Declarations of interest, to consider written requests from Cllr’s for the Council to grant a dispensation (S33 of the Localism Act 2011.)**  Cllr S Edge (Meecebrook) Cllr M Ainsworth-Hickman (Old Mill Farmhouse) |
| **23/090** | **Minutes and Matters arising from the Parish Council Meeting held on 22nd May 2023**  23/074 Update on Eccleshall First responders, there is no first responders available at the moment. A vacancy has been advertised.  23/080 Parsons Bank work has been completed but the soil does appear to be wet. The clerk will notify Cllr J Pert and copy P. Lees into the email. **Action clerk**  The clerk will contact the County Council regarding the unassigned road at Norton Bridge roundabouts. **Action clerk**  23/084 The clerk received a reply from the Enforcement Office regarding Planning Application 17/27245/FUL. The Cllr’s requested a further letter to be sent to the Enforcement Office for clarification. **Action clerk.**  **The minutes from the meeting held on 22nd May 2023 were approved by everyone present as a true record of the meeting.** |
| **23/091** | **Finance and Budget. (Principal B.J Deputy S.E)**  To approve June expenditure.  **NatWest Current Account Balance at 25th May 2023 £8333.15**  Clerks June Salary cheque no 988 £281.61  Cheque 986 Dr Wheeler for Internal Audit not yet presented £85.00  Invoice received for BHIB insurance £569.86 for a year renewal or £513.53 if take on a 3 year contract. (To be paid by 30th June 2023.) It was agreed by everyone present to take out the 3 year contract. Cheque no 989 £513.53  Item 23/100 (CPRE £36.00 annual fee) it was agreed by everyone present to join the CPRE.  Payments awaiting invoice Chebsey Parish Hall Room Hire (March, April & May, June) Cllr S Edge will request the invoice again. **Action Cllr S Edge**  SJL Landscaping for Norton Bridge Recreation Area grass cutting. The clerk will contact Dean at SJL to request the invoice **Action clerk**  Election costs (Invoice not expected until Nov/Dec)  Update on Lloyds Bank Account to discuss closing NatWest Account  After discussion it was agreed to transfer £5000 from the NatWest Account into the Lloyds Bank Account. The NatWest Account will run alongside the Lloyds Account until it is known that the Lloyds online account is working correctly. (cheque no 991)  **All payments approved by everyone present.** |
| **23/092** | **Complete Annual Governance and Accountability Return for 2022/2023**  The Chair read out the questions on the Annual Governance Statement to the Councillors who agreed each Statement. **All the documents were approved by everyone present.**  **Documentation will be displayed on the website** [**www.chebseyparishcouncil.co.uk**](http://www.chebseyparishcouncil.co.uk) **from 6th June 2023**  Documents to be displayed   * Annual Internal Audit Report * Annual Governance Statement * Accounting Statement * Analysis of any significant year on year variance * Bank reconciliation as at 31 March 2023 * Copy of the certificate of Exemption * Details of the arrangements for the exercise of public rights and Name and address of the External Auditor. |
| **23/093** | **Set the dates for the exercise of public rights.**  The dates 7th June 2023 to 17th July 2023 were agreed by everyone present. |
| **23/094** | **Discuss quarterly Parish Council Newsletter.**  It was agreed to carry forward this item to the next meeting. |
| **23/095** | **Technical & Infrastructure Parish Policies. (Principal B.S Deputy J.L)**  The Councillors discussed and agreed to adopt the Councillor/Officer Protocol document. |
| **23/096** | **Leisure facilities, Recreation Area & Open Spaces (Principal D.F Deputy B.S)**  A representative from the play equipment company will visit the Norton Bridge Recreation Area at 1pm on 12th June to discuss replacing any broken equipment. Cllr D Foster-Birks will attend along with possibly Cllr M Ainsworth-Hickman and Mark Wilson from Friends of Norton Bridge. |
| **23/097** | **Events & Social Funding. (Principal MAH Deputy D.F)**  Saturday 17th June - Civic Amenity Visit  Monday 3rd July – Friends Of Norton Bridge Meeting.  Saturday 29th July – Civic Amenity Visit.  Monday 11th September - Joint HS2 Meeting?  Saturday 23rd September - Civic Amenity Visit  Saturday 28th October - Civic Amenity Visit  Saturday 25th November – Civic Amenity Visit |
| **23/098** | **Highway and Footpath Matters. (Principal J.L Deputy R.H)**  Cllr M Ainsworth-Hickman liaised with Network Rail and established that the land the horses are on is not owned by Network Rail. The landowner has been informed about the horses and he is dealing with the situation.  Cllr M Ainsworth-Hickman met with Network Rail regarding the Ragwort problem. Awaiting further information on what Network Rail intend to do. |
| **23/099** | **Large Infrastructure, Housing & Rail (Principal R.H Deputy B.J) (**To include HS2**.** Any updates and funding).  No updates. |
| **23/100** | **Correspondence.**  Email received from CPRE inviting the Parish Council to join. Joining fee £36 per year. See item 23/91 |
| **23/101** | **Planning Updates. (Principal S.E Deputy MAH)**  **Planning Application 23/37251/HOU** Double garage at Whitehouse Farm Eccleshall Road ST15 ONS. The application was discussed and there were no objections. The clerk will inform the Case Officer. **Action clerk.** |
| **23/102** | **Items for next Parish Council Meeting.**  Parish Newsletter |
| **23/103** | **Date of next meeting. The next meeting will be held on Monday 3rd July 2023 in Chebsey Parish Hall.**  With no further business the Chair thanked everyone for their attendance and closed the meeting at 20.36. |

*S*ue Stokes Clerk to Chebsey Parish Council 8th June 2023

Signed..................................................................................Chair Date..................................................