

## Chelmarsh Parish Council

**Parish Council meeting held in Chelmarsh Parish Hall on Tuesday 23<sup>rd</sup> February 2016 at 7.30pm.**

**Present:** Cllrs R Woods (Chairman), M Williams, R Taylor, A Cadwallader.

Parishioners: 0

Clerk: Mrs F Morris

**0. Parishioner's time:**

No parishioners present.

Cllr Williams had been asked by a parishioner regarding the position of the proposed new dwelling at Covert Lane as Coronation Cottage were shown on the wrong side of the lane on the planning application. Clerk will write to SC pointing this out.

**1. Apologies for absence:**

Cllrs A Davies (in London), R Bebb (holiday). It was **RESOLVED to accept these apologies.** No apologies received from Cllr Hornby or Unitary Cllr Tindall (who had acknowledged receipt of paperwork).

**2. Declaration of interest:**

None.

**3. Minutes of last meeting:**

These had been circulated with the agenda and it was **RESOLVED that these be accepted as a true record and were accordingly signed by the Chairman.**

**4. Matters arising from minutes:**

**a) Clerks' report:**

Clerk confirmed that she had spoken to The Meadows who had the incorrect date for the meeting but would attend the next meeting. They confirmed that everything was OK and Clerk read out an email which also confirmed that they had contributed towards cost of scalping to fill potholes in the lane.

Email received from South Staffs Water confirming that they had once again swept the Church Lane of mud following recent rain. Cllrs confirmed that this was now OK.

Overhanging trees – it was confirmed that these still had not been cut back. Clerk had forwarded the response from BT to SC but had nothing new to report. Cllr Cadwallader understood that a quote had been sent to SC for this work but the contractor had heard nothing. Clerk will chase this again.

**5. Planning applications:**

None received.

**6. Planning permissions/refusals:**

None received.

**7. Financial matters:**

**a) Accounts to be paid:**

Clerk's salary - £xx

HMRC PAYE - £68.60

E.on – Street lighting account - £86.69. Clerk pointed out that she had received re-issued accounts as VAT had been charged at 20% instead of 5%.

It was **RESOLVED that all these accounts be paid**

b) Bank statements/letter from bank – Clerk had received a letter pointing out the dates of sending out bank statements would be altered to the 4<sup>th</sup> of the month. Councillors confirmed the bank statement and this was duly initialled by Cllr Taylor.

c) Bank mandate – Clerk had telephoned NatWest who confirmed that the mandate for the Deposit now had the same signatories as the current account.

d) Youth Club cheques – paid into deposit account at NatWest. Clerk showed Cllrs copies of the cheques and confirmation that these had been paid into the account.

e) E.ON contract for 3 years would cover all 6 streetlights at a cost of £70 + VAT per year. It was **RESOLVED to enter into this contract but asked the Clerk to confirm, before sending it off, that lights and posts were checked and that the PC would receive the relevant certificates. The Chairman signed the contract on behalf of the PC.**

f) Asset Register:

Clerk pointed out that this still needed to be actioned. Cllrs confirmed that there was now a list of streetlights and that documents were to hand for the bench, cricket field, play equipment, playing field and car park so felt that this could now be compiled.

g) omitted from agenda in error.

h) Transparency Code funding application approved:

Clerk confirmed that she had received the cheque for ~~£1600~~ £1603.39 for the Transparency funding to purchase laptop, scanner, website, training etc and showed Cllrs the bank statement confirming that this had been paid into the bank account.

i) Approval for Clerk to go ahead and purchase laptop/scanner/website etc. once funds are available in account:

Clerk asked that Cllrs sign cheques for the website, laptop and scanner in order that she could go ahead and purchase the items and also to authorise Cleobury IT Solutions to go ahead with producing the website. It was **RESOLVED to sign cheques for the Clerk to go ahead as per the grant application with the website production and purchase of the laptop and scanner.**

j) Parish Grant 2016/17:

Highways Maintenance scheme:

Clerk received a letter from SC asking if the PC wished to carry on with this scheme for 2016/17 and also a form to complete confirming work carried out with the funding. It was **RESOLVED to carry on with this scheme and to confirm that work carried out included footpath cutting/clearing, grass cutting on junctions, road signs cleaning, litter picking. Clerk will complete form and return to SC.**

## 8. Parish problems:

Roads – potholes filled but tarmac soon comes out again.

Pothole on main road below Manor Farm by Astbury turn.

It was noted that a large area in front of the old Crown Inn at Eardington had been tarmaced but potholes remained unfilled.

## 9. Reports: (if available)

a) Parish Hall Committee – request for the PC to make 2 nominations for the committee. After discussions Cllrs Woods and Bebb were re-elected to these positions.

b) Neighbourhood Watch:

Only normal scams reported.

c) Police:

No report received.

Accident had taken place on the main road but when Police arrived the occupants had left the scene and as yet have not been traced.

d) Unitary Cllr Tindall:

No report received.

#### 10. Correspondence:

Emails sent out to Cllrs who are able to received these and taken 'as received' unless comments made.

The Meadows update:

Clerk confirmed that she had telephoned SC regarding Meadow House as the PC had not heard anything about the application they had sent in to increase the numbers from 3 to 4. Clerk was sent the 'refusal' documents but as these are not available on the SC website felt that she could not distribute these to others. It was **RESOLVED that the Clerk rings Mr Summers confirming that the application had been refused.**

LJC asked the PC to consider funding the summer activities again this year and following the last meeting Clerk had asked how many children attended from Chelmarsh and was told that all children were from Chelmarsh. Clerk read out a report from the Severn Centre who ran the events pointing out the positive outcomes for the children that this had produced. After discussions it was **RESOLVED that providing the LJC/Severn Centre supply the PC with details/times and if Chelmarsh children are involved then they would donate up to £70 again this year.**

SALC – Information Bulletins

Parish Hall representatives nomination form – dealt with earlier

Audit/End of Year Preparation training session - Tuesday 8th March 2016, 2pm - 5pm

Town and Parish Council Neighbourhood Plans - April 2016

Forthcoming Audit Arrangements - Second Communication IMPORTANT INFORMATION

Date for next Highley and Chelmarsh LJC meeting – 12<sup>th</sup> April at Severn Centre, Highley 7pm

Landowner & Farmers Guide - Public Rights of Way. Clerk gave each Cllr a copy of the booklet.

Connecting Shropshire broadband update

Big Conversation Workshop Summary

Non-Emergency Patient Transport - Information for Parish Councils

Police and Crime Commissioner's town and parish survey – this can be completed online by Cllrs.

#### 12. Date next meeting:

~~28<sup>th</sup>~~ 22<sup>nd</sup> March 2016

**There being no other business the meeting closed at 9pm.**

#### Cheques written:

Mrs F Morris – salary £xxx

HMRC PAYE - £68.60

Npower - £86.69

Eon - £70 +VAT £14 = £84

**Chairman:**

**Date:**

**These minutes were approved after approval of the amendments highlighted in red at the meeting on 22<sup>nd</sup> March 2016.**