

**CHAPEL AND HILL CHORLTON PARISH COUNCIL
MINUTES OF PARISH COUNCIL MEETING held on
TUESDAY 15th May 2018 at 8:05pm**

Present:

Councillors :) Mrs V Follwell.(Chairman), C. Follwell, P. Hunt, J. Neal, Ms J. Oppenheimer, D. Sant

Clerk-Mrs J Simpson

095.05/18 To receive apologies for absence.

No apologies were received.

096.05/18 To receive Councillors declarations of Pecuniary Interest in items on the agenda.

None were declared.

097.05/18 Public Participation:

There were no members of the public present.

098.05/18 To consider approving and signing the minutes of the last regular meeting held on 10th April 2018.

The minutes from 10th April 2018 were confirmed as a true record and signed.

099.05/18 To consider matters arising from the minutes not included elsewhere on the agenda.

Cutting of the Village Green-the contractor had expressed some confusion as to the specification of the cut of the village green .After some discussion, it was agreed that the perimeter of the Green would be cut where the weeds, nettles and doc leaves were and that the inside where the wild flowers were thriving would be left. It was also agreed that where there were fertile patches in the green, grass path ways would be mowed. This to be done four times a year. Cllr Neal agreed to meet the contractor and explain the Councils requirements. It was also noted that the flower tubs in Hill Chorlton would need doing as well.

JN

It was further agreed to ask the contractor to sow the wild flower seeds at the junction of Kennels Lane and A51. Cllr Sant to give the seeds to Cllr Neal to pass on to the contractor.

DS/JN

100.05/18 To Receive reports from Borough and County Councillors.

No reports were available.

101.05/18 General Data Protection Regulations (GDPR)

The Clerk had circulated draft documentation to ensure compliance with the GDPR. It was noted that the heading of the privacy notice for new councilors was incorrect. This would be changed to show the correct Parish Council. It was also noted that the Data Audit schedule was not yet completed.

It was **RESOLVED** to approve the following documents for Chapel and Hill Chorlton Parish Council.

- Data audit schedule (to date)
- Draft retention policy.
- Draft revised data protection policy

- E-mail privacy notice
- New Councillors privacy notice.
- General privacy notice.

102.05/18 Neighbourhood Plan

- a.) Progress on environmental screening. - NBC has finished writing the SEA and HRA screening reports for the NDP. Their recommendation is that the Plan will not need full Strategic Environmental Assessment or Habitats Regulations Assessment. The reports were sent on 10th May 2018 to Historic England, Natural England and the Environment Agency. NBC have requested that the agencies respond to the screening by 7th June 2018.
- b.) . It was **resolved** to proceed to Regulation 14 consultation as soon as the environmental screening was completed.
- c.) It was **further resolved** to ensure that the Draft Plan and consultation response form be accessible on Chapel and Hill Chorlton Parish Councils web site one week prior to the start of Regulation 14.
- d.) It was **further resolved** to approve the draft consultation dates as 19th June to 31st July 2018, subject to completion of the environmental screening above in point a) and **resolve** to approve the drop-in event at Whitmore Village Hall on 27th June 2018 from 2:30pm-7:30pm.

103.05/18 Parish Appearances

Clerk had reported on behalf of a parishioner, that the grass at the junction of Sandy Lane and A51 was too high and now a visibility hazard, Reference number 4123189. It was noted that the grass had been cut but not by SCC.

The missing reflector hazard strips previously reported had still not been replaced and neither had the speed restriction sign.
Clerk to chase progress.

Clerk

104.05/18 Financial Matters

- a.) Exemption from Limited assurance review-it was **resolved** to certify that Chapel and Hill Chorlton Parish Council was exempt from a limited assurance review under section 9 of the Local Audit (Smaller Authorities) Regulations 2015, and the exemption certificate was duly signed by the Chairman and Responsible Financial Officer.
- b.) Internal audit-the findings of the internal auditor were duly noted and the internal auditor had signed the Annual Internal Audit Report 2017-18 without any qualification.

It was **resolved** to take the following actions on the advice of the internal auditor:

- Posting of all financial information on line dating back to 1st April 2015. **Clerk**
- Funding of retiring Clerks retirement event-the comments were noted. However, it was also be noted that there was no Clerk in post at the time to advise the Parish Council and therefore advice was taken from both the monitoring officer and legal team at Newcastle Borough Council. The advice was the Parish Council could use the funding for room hire and light refreshments. No alcohol could be purchased using Council funds and the Clerks gift had to be from individual donations. This advice was followed and therefore, Chapel and Hill Chorlton Parish Council believed it had acted properly.
- Retirement gratuity-the Parish Council will write to the retiring Clerk to inform her of her responsibilities re reporting to HMRC any tax liabilities. **Clerk**
- VAT claim for 17/18 to be submitted. **Clerk**

- c.) Section one of Annual Governance and Accountability Return 2017/18-this section was duly completed and it was **resolved** that the Chairman and the Clerk sign the statement.
- d.) Section two of Annual Governance and Accountability Return 2017/18-it was **resolved** to approve the Accounting Statements as presented in section two of the Annual Governance and Accountability Return 2017/18 and that the Responsible Financial Officer sign the statement.

It was **further resolved** that under the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities the following documents would be published on Chapel and Hill Chorltons Web site:

- Certificate of Exemption
- Annual Internal Audit report 2017/18
- Section 1-Annual Governance Statement 2017-18
- Section 2-Accounting Statements
- Analysis of variances.
- Bank Reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2) Accounts and Audit Regulations 2015 will be from 4th June 2018 to 13th July 2016

- e.) Annual Insurance Payment-it was **resolved** to approve the annual insurance premium payment of £277.84
- f.) Precept-it was noted that the precept of £3010: Council Tax Support Grant of £190 and Concurrent function funding of £394 had been received from Newcastle Borough Council.
- g.) Bank Mandate-it was **resolved** to remove H. Butters from the list of signatories and to add Cllr J. Neal.
- h.) Approve payment schedule-it was resolved to **approve** the transfers and payment schedule as per appendix.

- i.) Contractor for the painting of the exterior of the BT phone box-the Clerk had approached three contractors. However, only one had replied to the request for a quotation. It was noted that in the near future the telephone box may well be included in the local register and therefore qualify for 10% funding on application for conservation or remedial works. However, the Parish Council believed the work needed completing soon. It was **resolved** to appoint Mr. S Hough to repaint the exterior to a maximum cost of £495

105.05/18 Planning

- 17/00815/FUL-Land between Cloud End and Railway Line, Chorlton Mill Lane, Stableford-erection of a stable block and associated works.

<http://publicaccess.newcastle-staffs.gov.uk/online-applications/PLAN/1700815/FUL>

This application is still under consideration.

- 18/00252/FUL-Beechcroft, Chorlton Moss-extensions to existing house and garage.

<http://publicaccess.newcastle-staffs.gov.uk/online-applications/PLAN/18/00252/FUL>

This application is still under consideration.

The Bellway Homes development off Meadow Way in Baldwins Gate-the appeal against the refusal of planning permission for 16/01101/FUL is to be heard over a four-day period commencing 3rd July 2018.

The reissued application of 17/01024/FUL was also refused on 24th April 2018 by the Planning Committee.

106.05/18 LAP

The Clerk attended the LAP meeting held on 10th May 2018. It was reported that there could be potential wide ranging reductions in the Street scene services commencing 1st April 2019.

There was also a detailed update on the petition presented to Parliament from Whitmore and Madeley Parish Councils re HS2. A decision on the Whitmore to Madeley tunnel was still outstanding.

107.05/18 Clerks Report

The Clerks report was noted.

There was a discussion re SPCA bulletin that had included information about the Tree Charter. Ms Oppenheimer to re-send to everyone.

It was agreed to include this on the next agenda.

JO

**Next
agenda**

There was also a discussion about local public footpaths and it was

agreed to put this item on the July agenda.

**July
agenda**

108.05/18 Equality and Crime and Disorder Statement.

Councillors appreciated no decisions had been taken during the Meeting which were affected either by Race and Equality legislation, or by the Crime and Disorder Act 1998.

109.05/18 Councillors Planned Absence

No absences were noted

110.05/18 Date of the next regular meeting will be **Tuesday 12th June 2018, commencing at 7:30pm.**

Venue to be either Copeland Cottage or the adjacent Copeland Chalet subject to availability.

The Chairman thanked the Councillors for their attendance, and there being no further business, closed the Meeting at 9:25pm

BACS/CHQ No	TO WHOM PAID	DETAILS	Total Incl VAT
005/18/19	Mrs. J Simpson	Salary April 2018, office expenses and mileage	210.55
006/18/19	HMRC	PAYE April 2018 for Mrs. Simpson	3.80
007/18/19	Mrs. Withington	Internal Audit 2017-18	56.96
008/18/19	BHIB Insurance brokers	Annual Insurance Premium	277.84
Total			549.15

Transfer £600 from business account 2 to current account.

Signature

Date