

FORTON PARISH COUNCIL

Minutes of Meeting Held Wednesday 09th May 2018 at 7:00 p.m.

in Forton Parish Rooms

PRESENT: Cllrs: S Tomkinson (Chair), D Toon (Vice Chair) D Carver (RFO),

J Perks, S Spencer

Borough Cllrs: M Smith, K Williamson

County Cllr: M Winnington

Clerk: C Little

Not present: P Hammond

1. **Apologies for Absence:** Apologies accepted from Cllr. DeQuincey
2. **Declaration of Councillor's personal interests:** None
3. **Minutes of Meeting held on Wednesday 14th March 2018 and matters arising not on this agenda:** Minutes were agreed and signed by the Chairman.
4. **Forton and Sutton Broadband:** Cllr Carver advised that the installation of superfast fibre access broadband to Meretown is still incomplete. He stated that the proposed site of the original box had been deemed unsuitable because of the width of the verge so after a further planning application it was relocated further down the lane into Meretown. Following the collapse of the contractor, Carillion, the ducting required to link the supply was then installed in the original box location about a hundred yards away from the new location of the box. Cllr Carver stated that trying to establish when these works would be completed had concluded with the message that funding from 'Superfast Telford' for the project has now run out. Cllr Winnington, who had initially championed superfast rural broadband, explained that although our village is in Staffordshire the phone lines involved are from Newport which is why 'Superfast Telford' is involved. However; he would approach his associate in 'Superfast Staffordshire' to get the contact details for the appropriate person in 'Superfast Telford' so the Parish Council can then write to seek a completion date.

Action: Clerk to email Cllr Winnington

5. **General Data Protection Regulation:** Cllr Carver advised that he had established that new guidance has stated that Parish Councils are no longer required to appoint a Data Protection Officer. Cllr Carver then distributed a

declaration he had designed with the help of Cllr Hammond for those involved with the Parish Council, the signing of which giving the Parish Council authorisation to reproduce specific personal data in compliance with the new GDPR regulations. It was noted that information of the full requirements under GDPR are still not clear and there may yet be more rules to meet.

6. Financial Report and Authority for Payments

6.1 Year-End - 31 March 2018 It was agreed that the financial statement for the year ended 31 March 2018 represented the financial state of affairs at the year-end and that it balanced to the bank statements covering the year-end with a closing balance of £629.29. The chairman signed a copy accordingly.

6.2 2018/2019 Quarter One It was agreed that the Quarter 1 financial statement dated 30 April 2018 balanced to the latest bank statements received with a closing balance of £1036.29, the first tranche of £630.00, Precept, Council Tax Grant and Concurrent monies having been received from Stafford Borough Council on 05 April. The chairman signed a copy accordingly.

6.3 Insured Risks The Council undertook its annual risk assessment by reviewing its insurance cover as described in the insurance schedule for 01 June 2018 – 31 May 2019. All the papers from the broker, Came and Company had already been circulated and were also on the website. The Council agreed that all perceived risks would be more than adequately covered and agreed to continue cover under the existing three years' agreement with Ecclesiastical Insurance. The premium was the same as last year.

6.4 Payments Approved

Precept Payments	Budget £ p	Agreed to Pay
Clerk's Salary – 1st quarter	£105.82 (gross)	£105.82
Clerk's expenses	TBA	nil
Ecclesiastical Insurance premium	£296.25	£288.46
Parish Hall rent for 2017 (paid 11/04/18)	£123.24	£125.00

6.5 Annual Audit 2017/2018

Although there is no longer the requirement for external audit, the completed audit pack still needs to be lodged by 06 July this year. The necessary notices for the exercise of electors' right to inspect accounts and records will be posted on 10 May with the period allowing examination being from Monday 11 June 2018 to Friday 20 July 2018.

The internal audit had been successfully concluded by Robert Watson Jones on 01 May. The RFO went on to say that this service had once again been provided without charge and he had given his personal thanks to Mr Watson Jones. Councillors agreed that their thanks should be noted in these minutes and asked that Mr Watson Jones should be made aware of them.

Action: Clerk is asked to write a note of thanks to Mr Watson Jones

6.6 Annual Governance Statement 2017/18

The council addressed the Annual Governance Statement (page 5) and considered each of the relevant questions 1 - 8 and answered yes to all of them. The chairman and the clerk then signed to complete the page.

6.7 Accounting Statements 2017/18

The Accounting Statements (page 6) had already been completed by the RFO from data in the year-end financial statement mentioned at 1. above. The Council now examined it and agreed it to be a true record and the chairman then signed it.

- 7. A519 campaign:** Cllr Winnington stated that he would do what he could to support the campaign but that money was very tight and difficult decisions were having to be made by the County Council. Cllr Toon pointed out that the outcome of the speed checks carried out last year has not been shared with the Parish Council. Cllr Winnington asked the Clerk to email him with a request and he would get the results sent over. Cllr Winnington stated that he had observed the overgrown paths on the A519 whilst driving to the meeting and acknowledged that they needed work. He also pointed out that the expense of widening the road meant that it was probably unlikely to happen, however; he would pursue this with Mark Deaville and asked the Clerk to email the Parish Council's request to him.

Action: Clerk

8. Collaboration Meeting: Councillors who attended the last collaboration meeting on 22nd March said that the meeting had been useful and worthy of our support. Councillors agreed to send representation to the next meeting on 21st June at a venue yet to be arranged.

9. Matters requiring attention in the Parish: Cllr Toon expressed dissatisfaction with the outcome of a report made by the Clerk regarding the retaining wall damaged in Sutton. The Clerk explained that this report had been logged by phone as there was not a category for this type of incident using the online service. Cllr Toon agreed to take photographs for the Clerk to resubmit details of the incident and pursue a further incident independently.

It was discussed that potholes needed reporting when first seen rather than assume that someone else will have already done so. This helps the council avoid potential claims for damage after potholes get too big. Cllr Smith advised that if a pothole has already been reported the online system will let you know. Cllr Winnington stated that after the long cold winter potholes had become a huge problem and had attracted funding to support the repairs.

<https://www.staffordshire.gov.uk/transport/staffshighways/roadworks/schemeinfo/Potholes.aspx>

Action: Clerk

10. Any other business: None declared

11. Correspondence: The Clerk confirmed that she had received an acknowledgement of her letter sent to Sir Bill Cash MP on behalf of the Parish Council following the last meeting. He indicated that he had written to the Secretary of State and the County Council and would be in touch when he received responses

12. Date of next Meeting: 7:00 p.m. Wednesday 25th July 2018

The meeting was closed by the Chairman at **20:15 p.m.**