

# **FORTON PARISH COUNCIL**

## **MINUTES OF MEETING**

**held in Forton Cricket Club at 7:00 p.m.**

**on Wednesday 03 July 2024**

**1**

**PRESENT:**

**Councillors:** S Spencer (Chair), D Carver (RFO), P Hammond (V Chair),  
O Thomas, Z Young

**Borough Councillors:** None

**County Councillor:** None

**Clerk:** Carol Little

One member of the public was present.

**2**

**Apologies for Absence:**

County Cllr Mark Winnington, Borough Cllr Scott Spencer & Cllr A Hawkins had submitted apologies to the Clerk which were accepted.

**3**

**Declaration of Councillors' Personal Interests:**

None.

**4**

**Minutes of Meeting 08 May 2024:**

Minutes were agreed and signed by the Chairman with an amendment clarifying that the road referenced at point 8 was Meretown Lane.

**5**

**Matters Arising not on this Agenda:**

**5.1**

Business emails: The clerk confirmed that she had approached the IT department at the Borough Council to see if there was any support or package on offer for their 38 parish councils to implement the requirement to have a council owned email address, but they advised they had no plans. The clerk then contacted the government Parish helper, their service was set up to move to a gov.uk domain. They advised that such a domain is not mandatory but confirmed that the emails need to be council owned. They invited the clerk to a free session to share Approved Registrars who also offer non gov.uk domains which are cheaper. Unfortunately, when trying to register the clerk was declined as she did not have a business email and has gone back to them regarding this.

The Chairman suggested it may be appropriate to contact another parish council that had already made the change, for advice and assistance.

**5.2**

Aside from establishing that a designated Quiet Lane through Meretown would essentially be self-enforcing the clerk had not received any further feedback on the proposal and agreed to follow it up.

**5.3**

The clerk advised that no progress had been made with regard to funding planters or speed awareness signs. She had been in touch with the clerk at Edgmond as she had noticed that they had recently installed a solar sign

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speed indicator sign. She had been told it had been funded by the West Mercia Police and Crime Commissioner. She had contacted the Staffordshire Police and Crime Commissioner to be told they had not funded items of this nature for a number of years. The clerk advised in the absence of any other support she was willing to do a national lottery bid for funding, she had completed an eligibility checker and confirmed we would be able to submit an application. Councillors agreed and offered support with the bid.

The clerk agreed to take these points forward. **ACTION: CLERK**

## 6 **Parish Council Vacancy:**

The clerk confirmed that despite reposting the vacancy on the parish council noticeboards and including a flier with the church newsletter, there had still been no expressions of interest.

## 7 **Financial Report:**

### 7.1 **Financial Statement 2024/2025 Quarter Two:**

The financial statement dated 27 June 2024 had been circulated. It balanced to the latest bank statements received with a closing balance of £1,283.83

### 7.2 **Bank Statement Reconciliation:**

	<b>£ p</b>
Current Account Statement @ 27 June 2024	262.41
Reserve Account Statement @ 27 June 2024	1,158.83
<b>BANK ACCOUNTS TOTAL</b>	<b>£1,421.84</b>
DEDUCT cheques not presented	(137.41)
<b>Reconciliation TOTAL</b>	<b>£1,283.83</b>

### 7.3 **Authority for Payments:**

	<b>Budget</b>	<b>Actual to Pay</b>
<b>Precept Payments</b>	<b>£ p</b>	<b>£ p</b>
Clerk's Salary (net) – 2nd quarter	126.61 (gross)	<b>101.21</b>
PAYE	nil	<b>25.40</b>
Clerk's Expenses – 2nd quarter	15.00	<b>nil</b>

The council approved the above payments

### 7.4 **Annual Audit 2023/2024:**

Our Internal Audit was completed on 23 April and no external audit is required. The Annual Governance and Accountability Return (AGAR) has been on the website since 14 May together with the notice of Local Government Electors Rights (the right to view papers which closes on 19 July). There have been no requests to view to date.

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## **A519 Update:**

Councillors advised that the planned closure for work, to conclude the work on the A519 following patching, had been cancelled just ahead of the planned dates. It had been noted that significant resurfacing had simultaneously been completed on the A518 despite the A519 receiving all the HGV traffic signposted from the M6 motorway. In addition, as some councillors had walked to the temporary venue for the meeting, they had observed overgrown hedges and collapsed banks due to all the rain, and stated that walking was treacherous not only because of the narrowness of the path but also because of the weeds and moss underfoot. Cllr Spencer stated that he had previously undertaken the task of digging back the banks for a stretch near his land but it had been an immense task. It was also noted that the edge of the opposite side of the road with no pavement had eroded so much that lorries were driving in the dip. It was agreed that the clerk contact Highways to find out why the planned works had not been carried out, and to raise the new incidents regarding the path and the road.

**ACTION: CLERK X 2**

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## **Matters requiring attention in the Parish:**

See items 4.2 & 4.3

**ACTION: CLERK**

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## **Correspondence:**

Invitation to Rural Transport Meeting. Cllr Young agreed to attend.

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## **Any other business:**

Cllr Spencer advised that a parishioner had raised a concern that there appeared to be extensive works underway at the village hall. He advised that he had checked the website and no planning application had been submitted. It was agreed that the most appropriate way forward was to check with the Parish Hall Trustees as to whether approval was needed for the works being undertaken and, if so, had this been obtained. The clerk agreed to contact the Trustees.

**ACTION: CLERK**

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## **Date of Next Meeting:**

Wednesday 13 November 2024

Meeting Closed at 7:45 p.m.