

FORTON PARISH COUNCIL

Minutes of Meeting Held Tuesday 12 May 2015

PRESENT: Councillors: S Tomkinson (Chair), D Toon (Vice Chair), P Hammond, J Perks, M Smith

Carol Little (Clerk)

1. **Apologies for Absence:** M Winnington (SCC), David Carver (RFO)

2. **Declaration of Interests relating to items on the Agenda:** None

3. **Minutes of Meeting held 17/03/15:** Minutes were amended and approved as a true record by Councillors and signed by the Chairman.

4. **Streetscene:** Councillor Tomkinson welcomed Mr Bailey from SBC Streetscene. Mr Bailey stated that although the team are responsible for 250 square miles they aim to respond to requests within 24 hours. He explained that if black bags are left enforcement officers may attend first to check for evidence of the fly tipper which would cause a slight delay but furniture and tyres etc. are collected as soon as possible. Mr Bailey stressed the importance of noting car registration numbers and the benefits of uploading images wherever possible. He shared information on 'Pride in your Patch' awards and welcomed nominations. Mr Bailey shared his email address and advised that he was more than happy to receive requests direct from Councillors but requests could also be logged on 01785 691401. Councillor Tomkinson thanked Mr Bailey who then left the meeting.

5. **Finance:** The RFO had sent his apology being unable to be present at the meeting but undertook to arrange the internal audit and submission of the annual return to the auditors upon his return from holiday at the beginning of June.

Cllr. Hammond had kindly agreed to hold the finance papers during the RFO's absence.

1. 2014/2015 Year-End - 31 March

The financial statement for the year ended 31 March 2015 had been distributed. It balanced to the year-end bank statements with a closing balance of £619.89. This financial statement provided the information for the annual return, page 2 which had also been distributed to councillors. (see paragraph 5 below).

2. 2015/2016 Quarter One

The financial statement dated 27 April 2015 had been distributed. It balanced to the latest bank statements received with a closing balance of £1,270.77 the first tranche of £650.88, precept and concurrent monies having been received from Stafford Borough Council on 09 April. The statement complies with the requirement to differentiate between Council Tax Grant (£26.00 per annum) and precept.

3. Insured Risks

The Council is insured until 30 May 2015 with Aviva Insurance Limited via brokers 'Came & Company'. For the year commencing 01 June 2015 Came & Co. is offering a choice of insurer between:

- Aviva @ a premium of £278.95,

- Hiscox @ a premium of £295.20 and
- Ecclesiastical @ a premium of £675.00.

The Council reviewed the cover offered by each of the companies above and after careful consideration decided that the cover provided by Aviva was still entirely adequate for Forton Parish Council and there was no benefit in going for the enhanced cover of Hiscox and clearly, Ecclesiastical was completely uncompetitive. It should be noted that both Came & Co. and the RFO had also both indicated that they felt Aviva was the appropriate choice for the Council.

In examining the cover provided by Aviva the Council considers it has satisfactorily undertaken its annual risk assessment and that all foreseeable risks are adequately covered by the Aviva insurance selected.

The budgeted insurance premium for 2014/2016 (including 6% IPT) is £284.51. The premium offered by Aviva is within this figure and the Council unanimously agreed to insure with Aviva for the forthcoming year.

4. Payments For Approval

Precept Payments	Budget	Agreed to Pay
Clerk's Salary – 1st quarter (gross)	£102.02	£102.02
SPCA Subscription	£113.01	£112.00
Aviva Insurance premium	£284.51	£278.95

The Council approved the above payments.

5. Annual Audit 2014/2015

The audit papers are required to be submitted by 08 June this year. The necessary notices have been posted with Cllr Hammond being the designated point of contact for any public enquiries.

The RFO had already signed a completed copy of page 2 of the annual return which was distributed to councillors. The Council reviewed this page against the 31 March 2015 financial statement; unanimously approved it and the chairman signed a copy.

The governance questions on page 3 of the annual return had been distributed and the Council examined these in detail answering 'Yes' to questions 1 to 8; question 9 being non-applicable. A copy of the completed page was then signed by the Chairman and the Clerk.

6. Concurrent Grant

Following the publicity given to the availability of grants in the parish, applications for grant had been received from Forton Parochial Church Council for Churchyard upkeep and general maintenance, Forton Parish Hall Committee for general upkeep of the Parish Hall and Forton Cricket Club. At an ad hoc meeting held by a quorum of councillors on 27 March it was agreed to make the following grants: -

Forton Parochial Church Council - £135.00

Forton Parish Hall Committee - £67.50

Forton Cricket Club - £67.50

and the RFO was authorised to draw the cheques accordingly.

7. Embankment/Erosion at Sutton Bank Farm: Councillors agreed that the situation on this stretch of road was now presenting serious concerns about safety. The clerk stated that she had taken photographs and submitted them to Roy Carr and Cllr Winnington

explaining that 34 of 39 fence panels were not secure, with slats missing and sections broken.

7. Parish Council and Election Vacancy: Following the election, two vacancies still exist despite these positions being advertised in noticeboards. Cllr Tomkinson referred to a letter from the Council saying that if the vacancies were not filled by the 26th June they had the power to co-opt members. Forton Councillors agreed to approach residents.

8. Matters requiring attention in the Parish: Councillors discussed jobs raised and confirmed the completion of: Ref: 4005845, Ref: 4011610 and Ref: 4014065. Clerk agreed to chase up the remainder:

Potholes on A519 by 40mph sign: Ref: 4013628 on waiting list.

Potholes Fernhill Lane to Shay Lane at the bottom of unmade road: Ref: 4005844 inspector monitoring.

HGV's signage not clear to vehicles approaching Fernhill road from the Eccleshall direction and it needed another sign on the pole. Also lack of signage off Shay Lane is resulting in the road being subjected to inappropriate traffic. Ref: 4011613 Acknowledged but need to prioritise limited resources.

Road edge markings from 30mph sign into Sutton village almost eradicated. Ref: 4011612 Job raised but no date as yet.

Gullies and blocked drain requiring larger jetter by Sutton Bank Garage Ref: 4010923 Job raised and on waiting list

The clerk was told that these jobs were prioritised with community representatives and reviewed on a bi-annual basis taking into account the limited resources of the local divisional highway programme.

Cllr Perks advised that he had noticed that temporary signage has appeared at the A518 end of Meretown Lane following a vehicle going off the verge.

Cllr Hammond informed the committee that there was also a new dog fouling sign. Neither of these appeared to be from an official source. The clerk was asked to raise these issues with Chris Mitchell and Cllr Winnington.

9. Any other business: Cllr Perks advised that he had been approached by the Shrewsbury to Newport Canal Trust to invite them to the next meeting. The clerk confirmed she had received an email from John Heather who had requested that he attend the next meeting.

10. Correspondence: – FoSSA'S Staffordshire Tithe Map Digitisation Project – request for sponsorship of £80.

Cllr Hammond had bought the church copy of this document to the meeting and shared the contents with us. Councillors unanimously agreed that with this document being accessible at any time they did not wish to proceed with digitisation.

11. Dates of Future Meetings 2015: - 4th August 2015, 17th November 2015.

The meeting was closed by the Chairman at 20:55 pm