

STONE RURAL PARISH COUNCIL

ANNUAL PARISH ASSEMBLY

**Minutes of Annual Parish Assembly held on 20 May 2021
at 7.30pm at Moddershall Village Hall**

Present:	Councillors:	Cllr A McCulloch (Chairman) Cllr B Price Cllr B Fletcher Cllr P Dimberline Cllr T Mardling Cllr D Scrivens Cllr W Woolliscroft Cllr S Haine Cllr M Tyler
	Borough Councillors	Cllr A Harp
	County Councillor	None
	Parish Clerk	L V Davies

1. ELECTION OF CHAIRMAN FOR THE FOLLOWING YEAR

1.1. It was proposed, seconded and AGREED that Cllr A McCulloch be elected Chairman for the coming year.

1.2. Cllr McCulloch duly signed the Declaration of Acceptance of Office

2. ELECTION OF VICE CHAIRMAN FOR THE FOLLOWING YEAR

It was proposed, seconded and AGREED that Cllr B Price be elected as Vice Chairman for the following year.

3. APOLOGIES RECEIVED

Apologies were received and accepted from Cllr G Jones. Cllr R James also sent his apologies.

4. DECLARATIONS OF INTEREST

None.

5. APPOINTMENTS TO OUTSIDE BODIES

The following appointments were made to outside bodies for 2021/22:

- Stone Common Plot Committee Cllr T Mardling
- SPCA Area Committee Parish Clerk/Chairman/Cllr B Fletcher
- Highways Authority/RoW Parish Clerk/Chairman/Cllr B Fletcher
- Neighbourhood Watch Cllr D Scrivens

6. APPOINTMENTS TO THE PLANNING COMMITTEE

6.1. The following members were elected to the Planning Committee for 2021/22:

- Cllr D Scrivens
- Cllr S Haine
- Cllr P Dimberline
- Cllr A McCulloch
- Cllr T Mardling

6.2. It was AGREED to adopt the Planning Committee Terms of Reference.

7. MINUTES OF THE ANNUAL ASSEMBLY HELD ON 9 MAY 2019

The Minutes of the Annual Parish Assembly held on 9 May 2019 were APPROVED and signed by the Chairman as a correct record of the proceedings.

8. MATTERS ARISING NOT ON THE AGENDA

None

9. CHAIRMAN'S REPORT FOR THE YEAR ENDING 31 MARCH 2021

The Chairman acknowledged the very difficult year experienced by everyone and thanked Members and the Clerk for continuing to support the work of the Parish Council.

10. FINANCIAL MATTERS

10.1. RECEIVE THE FINANCIAL REVIEW FOR THE YEAR ENDING 31 MARCH 2021

10.1.1. The Clerk provided a summary of the financials for the Parish Council during the year.

10.1.2. The increase in unrestricted and restricted reserves was carefully considered.

10.2. RECEIVE THE SECTION 137 REPORT AND AGREE DONATIONS FOR 2021

10.2.1. The Section 137 Report was considered.

10.2.2. It was proposed, seconded and AGREED that the youth organisation in Oulton and Aston-by-Stone should receive the donations budgeted in the 5 year plan, totalling £2,000 across the organisations. **Clerk to arrange**

10.2.3. The correspondence from Stone Community Hub was considered and it was AGREED not to provide a grant this year on account of their adequate reserves.

10.2.4. It was proposed, seconded and AGREED that remaining 13 organisations/charities set out in the Report should, on this occasion, receive a donation of £230, totalling £2,990. **Clerk to arrange**

10.3. RECEIVE THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2020/21 REPORT

10.3.1. The Annual Governance and Accountability Return report was considered.

10.3.2. It was noted that the internal auditor had signed the Annual Internal Audit Report of the AGAR stating that all internal control objectives had been met or were not applicable for the Parish Council. Where objectives were not applicable, an explanation was provided.

10.3.3. The internal auditor did however advise that the member who reviews the bi-monthly bank reconciliations should also sign it.

10.4. RECEVIE THE GOVERNANCE STATEMENT OF THE AGAR RETURN YEAR ENDING 31 MARCH 2021

The Parish Council APPROVED the Annual Governance Statement for 2020/21 and authorised the Chairman to sign section 1 of the Annual Governance and Accountability Return accordingly, which he duly did.

10.5. RECEVIE THE ACCOUNTING STATEMENTS OF THE AGAR RETURN YEAR ENDING 31 MARCH 2021

10.5.1. The Parish Council approved the Accounting Statement for 2020/21 and authorised the Chairman to sign section 2 of the Annual Governance and Accountability Return accordingly, which he duly did.

10.5.2. The Parish Council reviewed the end of year Bank Reconciliation and authorised the Chairman to sign it, which he duly did.

10.5.3. The Parish Council reviewed the Schedule of Significant Variances and duly AGREED it.

10.5.4. The Parish Council reviewed all of the Earmarked Reserves held by the Parish Council and duly AGREED them.

10.5.5. The Parish Council reviewed the commencement dates for the exercise of public rights.

10.5.6. The Parish Council reviewed the schedule of assets as at 31 March 2021.

11. RISK ASSESSMENT

11.1. The Parish Council's Risk assessment was reviewed by the meeting.

11.2. It was agreed that enquiries should be made about the costs of key person insurance for the position of clerk. **Clerk to arrange**

11.3. Other risks to be monitored by the Clerk on an ongoing basis and brought back to the Parish Council as necessary. **Clerk to arrange.**

11.4. Risk Assessment to remain as a standing item at the APA regardless of the above. **Clerk to arrange.**

12. STANDING ORDERS AND FINANCIAL REGULATIONS REVIEW

12.1. The Standing Orders and Financial Regulations Review report was received and considered by the meeting.

12.2. It was AGREED to make the amendments set out in the report and adopt the Standing Orders and Financial Regulations as amended.

13. REVIEW OF CODE OF CONDUCT

13.1. The report of the clerk for amendments to the Parish Council's code of conduct was considered.

13.2. It was AGREED to adopt the code of conduct, as amended, in the schedule to the report.

14. REVIEW OF DATA PROTECTION POLICIES

14.1. The report of the clerk proposing amendments to the Parish Council's data protection policies was considered.

14.2. It was AGREED to adopt the policies as set out in the schedules of the report.

14.3. It was also AGREED given the small amount of data held by the Council that engaging an external DPO would not be proportionate to the cost.

15. TO AGREE TO DEFER THE REVIEW OF OTHER POLICIES MENTIONED IN THE STANDING ORDERS AT S5(J) UNTIL THE NEXT MEETING

It was AGREED to defer the review of other policies mentioned in the standing orders at s5(j) until the next meeting.

16. DATE AND TIME OF NEXT MEETING

The next Annual Parish Assembly is provisionally scheduled for Wednesday, 12 May 2022 at 7.30pm at Moddershall Village Hall

Signed:  Date: 8/7/21
Chairman

Lucy Davies
Parish Clerk
May 2021

STONE RURAL PARISH COUNCIL

Minutes of Parish Council Meeting held on 20 May 2021

held at Moddershall Village Hall

Present:	Councillors	Cllr A McCulloch Cllr B Fletcher Cllr T D Scrivens Cllr S Haine Cllr T Mardling Cllr P Dimberline Cllr M Tyller Cllr W Woolliscroft Cllr B Price
	Borough Councillors	Cllr A Harp
	County Councillor	none
	Parish Clerk	L Davies

1 PUBLIC PARTICIPIATION

No members of the public joined the meeting.

2 APOLOGIES RECEIVED – ACCEPTANCE AND RECORDNING OF APOLOGIES

Apologies were received and accepted from Cllr G Jones. Apologies were also received from Cllr R James.

3 RECORD DECLARATIONS OF INTEREST FROM MEMBERS IN ANY ITEM TO BE DISCUSSED

Cllr S Haine declared an interest in Agenda item 13.

4 APPROVAL OF MINUTES OF THE MEETINGS HELD ON 11 MARCH 2021

The minutes of Parish Meeting held on 11th March 2021 were considered, approved and duly signed as a correct record of the meeting.

5 DISCUSS MATTERS ARISING FROM MINUTES NOT ON AGENDA

None

6 REPORTS FROM BOROUGH AND COUNTY COUNCILLORS

6.1 County Councillors: no matters reported

6.2 Borough Councillors:

6.2.1 The sharing of services with Cannock Borough Council was discussed.

6.2.2 The redevelopment of Stafford town centre was discussed.

6.2.3 Delays in the planning department and in particular enforcement were highlighted.

7 REVIEW OF THE PLANNING COMMITTEE OBSERVATIONS

The details of the planning applications discussed in March, April and the start of May were duly considered and noted.

8 RECEIVE THE CHAIRMANS ANNOUNCEMENTS

No additional announcements were made on this occasion.

9 DISCUSS UPDATES REGARDING HS2 / HS2 COMMUNITY AND BUSINESS GRANTS

9.1 An update on recent developments was provided and upcoming webinars highlighted.

9.2 The launch of the Community and Business grants was discussed. The Chairman asked Councillors to consider any projects that could be considered for funding.

10 DISCUSS UPDATES REGARDING THE MEAFORD TO ECCELSHALL CABLE PROJECT

Cllr Fletcher reported on his meeting with Network Plus and an update on the project was provided.

11 DISCUSS THE WELCOME BACK FUND

The Welcome Back Fund was discussed. It was agreed that, given the nature of the fund, projects within the Parish that would not meet the funding criteria.

12 DISCUSS ROAD SWEEPING WITHIN THE PARISH

12.1 The potential for the Parish Council to fund road sweeping within the Parish, together with quotes for doing this, were discussed.

12.2 It was AGREED that, given the nature of the roads within the Parish (rural, non curbed lanes), the Parish Council would not take this matter forward.

12.3 The Chairman invited proposals for other services that the Parish Council could provide to each village / ward.

13 DISCUSS GRANT REQUESTS RECEIVED FROM THE PTFA OF OULTON FIRST SCHOOL AND 1ST OULTON SCOUT GROUP

13.1 The Parish Council has received a request from the PTFA of Oulton First School for contribution towards play equipment.

13.2 The request was discussed and it was AGREED to provide a grant of £250 to the PTFA of Oulton First School under section 137 of the LGA 1972. **Clerk to action.**

13.3 The Parish Council has received a request for funding from 1st Oulton Scouts for a contribution towards the extension of the scout hut in Oulton.

13.4 The request was discussed and it was AGREED to provide a grant under section 137 of the LGA 1972 for new front doors for the hut up to an amount of £1,994.10. **Clerk to action**

14 RECEIVE THE CLERK'S REPORT

The Clerk's report was considered and duly noted.

14.1 RECEIVE AND APPROVE THE PAYMENTS AUTHORISATIONS REPORT

The Payments Authorisations Report, together with the income received in the last period (March and April 2021) was reviewed, approved and signed by the Chairman.

15 RECEIVE AND APPROVE THE FINANCIAL STATEMENT AND BANK RECONCILIATION FOR THE LAST PERIOD

15.1 The financial statements for the period were received, reviewed and approved.

15.2 The bank reconciliation for the year to date (30 April 2021) was received, approved and signed.

16 REVIEW OF THE PARISH COUNCIL'S 5 YEAR FINANCE PLAN MONITORING

16.1 The Five Year Plan for the period 2018/19 to 2023/24 was reviewed.

16.2 The signed license to plant has been received for the Moddershall Interpretation sign. The quote from Shelly Signs for the production and installation of sign was reviewed and AGREED (LGA 1972, s.144). **Clerk to action.**

16.3 The license to plant for the area around the memorial tree on Aston Lane was signed by the Chairman and witnessed by the Clerk. The license will be sent to the County Council for counter signature. It was agreed that the Chairman and Cllr Fletcher would speak with the residents adjacent to the memorial tree to move this project forward.

16.4 It was proposed and AGREED that signs be ordered for the Meaford and Oulton noticeboards, similar to that installed in Aston-By-Stone (s111 LGA 1972). **Clerk to action.**

17 AGREE THE DATE AND TIME OF NEXT MEETING

The Annual Parish Assembly and the next Parish Meeting will take place on 8th July 2021 at 7.30pm at Moddershall Village Hall

Signed *David C. Wood* Dated..... 8/7/21.....
Chairman

Lucy Davies
Parish Clerk
May 2021