

MILWICH with FRADSWELL PARISH COUNCIL

**Minutes of the Annual Parish Council Meeting held on 16th May 2018
Milwich Village Hall commencing 8.00pm.
Following the Milwich Annual Parish Assembly**

Present

Councillor Dr M Calhaem
 Councillor F Cameron
 Councillor A Elkin Chairman
 Councillor R Hocknell
 Councillor S Nicholls
 Councillor H Walters
 District Councillor Councillor A Harp
 Clerk B A Boughey

18/014. Apologies Councillor M Baggaley
 Councillor G Walker

18/015. Election of Chairman

18/015.1 Nominated Councillor Elkin Proposer Councillor Walters
 Secunder Councillor Nicholls

18/015.1.1 There were no other nominations, Councillor Elkin was duly elected unanimously.

18/015.1.2 Councillor Elkin signed the declaration of Acceptance of Office as Chairman.

18/016. Election of Vice Chairman

18/016.1 Nominated Councillor Walters Proposer Councillor Nicholls
 Secunder Councillor Elkin

18/016.1.1 There were no other nominations, Councillor Walters was duly elected unanimously.

**18/017. Confirmation of Standing Orders, Code of Conduct,
 Account & Audit Regulations 2011 and Governance & Accountability Guide 2010**

18/017.1 Standing Orders. Current Model Standing Orders adopted.

18/017.2 Code of Conduct.

Affirming the adoption of the Stafford Borough Council model (Version dated 10 July 2012) that was adopted by the Parish Council on 19th September 2012.

18/017.3 Confirmation of the Adoption of the Accounts and Audit Regulations 2015 and the adoption of the Local Audit and Accountability Act 2014, Smaller Bodies Transparency Code 2014 and the Local Audit (Smaller Authorities) Regulations 2015.

18/017.4 Compliance with the Governance and Accountability for Smaller Authorities - A Practitioners Guide to Proper Practices March 2017.

18/018. Confirmation of Risk Assessment, Audit Calendar/Event Diary & Review Procedures

18/018.1 Risk Assessment - Issue 13 adopted. Rewritten Issue April 2017.

Increase in LGA 1972 spending limit to £7.86 per elector.

18/018.2 Personal Injury Risk Assessment related to Council property. Issue 4, 8th May 2017. Continuing adoption confirmed.

18/018.3 Audit Calendar / Event Diary Issue 1 May 2007. Continuing adoption confirmed.

18/018.4 Review Financial Procedures
 RESOLVED that the Financial Procedures in place were proportional and adequate.

18/019. Adoption of the General Data Protection Regulations (GDPR) 25th May 2018

18/019.1 RESOLVED to adopt the Regulations

18/020 Confirmation of Dates, Times, Venue of Ordinary Parish Council Meetings for 2018 / 2019

18/020.1 Confirmed that ordinary meetings continue on the third Wednesday of each month commencing at 7.30pm. Alternating between Milwich and Fradswell Village Halls.

18/021. Minutes

COUNCIL RESOLVED that the Minutes of the Parish Council Meeting of 18th April be signed by the meeting Chairman.

18/022. Chairman's Announcements *No Announcements*

18/023. Declarations of Disclosable Pecuniary Interests, Declared Personal Interests and other Personal Interests. *None declared.*

18/023.1 Stafford Borough Council Register of Financial Interest for Parish Councillors. Requirement to amend forms should there be any change of Councillors details.

18/024. Outstanding Matters

18/024.1 Fradswell Footpath query. Councillor Calhaem to discuss the matter with Mr P Ritson (Milwich and Fradswell Footpath Group)

18/024.2 Community Transport - Shopper Link to Stafford. June edition of Compass notice.

18/025. Stafford Borough Council

18/025.1 Correspondence *None*

The meeting was adjourned to receive the following report and reconvened thereafter.

18/025.2. Report from District Councillor.

18/025.2.1 Councillor Harp commented on Borough related matters as they arose during the meeting.

18/026. Staffordshire County Council

18/026.1 New Highway Matters

No new matters but concerns were again forcefully expressed about the continuing problems with Sandon Lane, Cromer Bank, with respect to gouging at the edge of the carriageway and potholes.

18/026.2 Correspondence *None*

The meeting was adjourned to receive the following report and reconvened thereafter.

18/026.3 Report from Councillor Parry No report. Not present.

18/027. Brick Kiln Pits

18/027.1 Clerk's Report. The Closed Season for fishing, which ends on 16th June.

18/028. Finance

18/028.1 Financial Statement and Bank Account Reconciliation presented by the Clerk.

18/028.2 Invoice. BHIB Ltd. (Insurance) Annual Insurance Renewal. £467.04. LGA 1972 s111.

RESOLVED to pay the invoice.

18/028.3 Internal Audit

Completed by Mr C Bulman with the External Audit (Internal Audit Form) being signed.

18/028.3.1 Audit Fee. £75.00 to Milwich All Saints PCC as requested by Mr C Bulman

18/028.3.1.1 RESOLVED to pay the fee as requested. LGA 1972 s111

- 18/028.4 External Audit - Signing of Certificate of Exemption, Annual Governance Statement And Annual Account Statement
- 18/028.4.1 RESOLVED that the Governance Statement be signed by the Chairman following Signature by the Clerk.
- 18/028.4.2 RESOLVED that the Account Statement be signed by the Chairman following Signature by the Clerk.
- 18/028.4.3 RESOLVED that the Chairman and Clerk sign the Certificate of Exemption certifying that the Parish Council finances for the year ending March 2018 did not exceed £25,000 for either Income or Expenditure and that other criteria were met.
The required information to be published on the Website before 2nd July.

18/029. Planning

- 18/029.1 Applications returned to Stafford Borough Council - Reply Awaited
- 18/029.1.1 17/27179/FUL Fairfield Stables, Sandon Lane, Milwich
Retention of access / replacement caravan / creation of menage.
- 18/029.1.2 18/28345/HOU Greensnips, Summerhill. Sunroom extension.
- 18/029.2 Application Decisions by Stafford Borough Council
- 18/029.2.1 18/27966/FUL Woodhouse Farm, Fradswell
Allowed Two storey rear extension and Change of Use of land at the rear.
- 18/029.3 Applications received by the Parish Council for Consultation
- 18/029.3.1 18/28479/HOU The Lodge, Church Lane, Fradswell. Retention of a conservatory
RESOLVED not the raise any objections to the application.
- 18/029.4 Planning Appeals and Queries
- 18/029.4.1 Continuing query regarding the current situation with The Stables at Four Lanes End, Garshall Green

18/030. Correspondence

- 18/030.1 Community Council of Staffordshire *None*
- 18/030.2 Staffordshire Parish Councils' Association
- 18/030.2.1 Weekly Updates by email. Forwarded for information to Member Councillors.

18/031 Matters Raised by Member Councillors / Clerk *None*

18/032 Date of Next Meeting Wednesday 20th June 2017 at Fradswell Village Hall
The meeting concluded at 9.05pm.

Signed _____ Chairman

Date _____