

MILWICH with FRADSWELL PARISH COUNCIL

**Minutes of the Annual Parish Council Meeting held on 15th May 2019
Milwich Village Hall commencing 8.20pm.
Following the Milwich Annual Parish Assembly
and Public Participation prior to this meeting**

Present

Councillor M Baggaley
Councillor Dr M Calhaem
Councillor A Elkin Chairman
Councillor R Hocknell
Councillor S Nicholls
Councillor H Walters
District Councillor Councillor A Harp

Parishioners Mrs J Berrisford, Mr G Berrisford, Mrs E Sherwin, Mrs J Reardon
Ms H Carnall, Mr Kelly, Mr G Walker
Clerk B A Boughey

19/013. Apologies Councillor F Cameron (*Colwich Charity meeting*)

19/014. Declaration of Acceptance of Office by the re-elected Councillors

19/014.1 Declaration form signed by all re-elected Councillors.

19/014.2 Election Expense forms completed.

19/015. Election of Chairman

19/015.1 Nominated Councillor Elkin Proposer Councillor Nicholls
Seconded Councillor Calhaem

19/015.1.1 There were no other nominations, Councillor Elkin was duly elected unanimously.

19/015.1.2 Councillor Elkin signed the declaration of Acceptance of Office as Chairman.

19/016. Co-option of two Milwich Councillors

19/016.1 Three applications received, one in writing who attended the meeting, one submitted verbally at the meeting and one other verbal application.

19/106.1.1 RESOLVED that the vacancies are advertised with applications submitted in writing prior to the next meeting on 19th June when two candidates will be co-opted.

19/017. Election of Vice Chairman

19/017.1 Nominated Councillor Walters Proposer Councillor Calhaem
Seconded Councillor Nicholls

19/017.1.1 There were no other nominations, Councillor Walters was duly elected unanimously.

19/018. Appointment of a Fradswell Representative as Trustee of Colwich Parochial Charity

19/018.1 Councillor Cameron nominated and elected unanimously.

19/019. Confirmation of Standing Orders, Code of Conduct,

Account & Audit Regulations 2011 and Governance & Accountability Guide 2019

19/019.1 Standing Orders. Current Model Standing Orders 2018 adopted.

19/019.2 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.

19/019.3 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.

19/019.4 Compliance with the Governance and Accountability for Smaller Authorities - A Practitioners Guide to Proper Practices April 2019.

- 19/020. Confirmation of Risk Assessment, Audit Calendar/Event Diary & Review Procedures**
19/020.1 Risk Assessment - Issue 13 adopted. Rewritten Issue April 2017.
Increase in LGA 1972 spending limit to £8.12 per elector.
18/020.2 Personal Injury Risk Assessment related to Council property. Issue 4, 8th May 2017.
Continuing adoption confirmed.
18/020.3 Audit Calendar / Event Diary Issue 1 May 2007.
Continuing adoption confirmed.
18/020.4 Review Financial Procedures
RESOLVED that the Financial Procedures in place were proportional and adequate.
- 19/021. Adoption of the General Data Protection Regulations (GDPR) 25th May 2018**
19/021.1 RESOLVED to continue the adoption of the Regulations
- 19/022 Confirmation of Dates, Times, Venue of Ordinary Parish Council Meetings for 2019 / 2020**
19/022.1 Confirmed that ordinary meetings continue on the third Wednesday of each month commencing at 7.30pm. Alternating between Milwich and Fradswell Village Halls.
- 19/023. Minutes**
COUNCIL RESOLVED that the Minutes of the Parish Council Meeting of 17th April be signed by the meeting Chairman.
- 19/024. Chairman's Announcements** *No Announcements*
- 19/025. Declarations of Disclosable Pecuniary Interests, Declared Personal Interests and other Personal Interests.** *None declared.*
19/025.1 Stafford Borough Council Register of Financial / Personal Interests for Parish Councillors. Forms completed by all re-elected Councillors.
- 19/026. Outstanding Matters***None*
- 19/027. Stafford Borough Council**
19/027.1 Correspondence
19/027.1.1 Notice of the re-election of Councillor Beatty and Councillor Harp as District Councillors for Milwich Ward.
19/027.1.2 Milwich Play Area
Community Asset Transfer from the Borough Council to the Parish Council.
No objections had been received following the advert in the local press.
The transfer was now progressing through the Borough Council's legal department.
- The meeting was adjourned to receive the following report and reconvened thereafter.
19/027.2. Report from District Councillor.
19/027.2.1 Councillor Harp commented on Borough related matters as they arose during the meeting.
- 19/028. Staffordshire County Council**
19/028.1 New Highway Matters
Extensive white markings on Sandon Lane, Potmans Lane and Milwich Heath Road from Coton Hayes to Stone Heath.
Patching started on Sandon Lane prior to surface dressing probably next year.
19/028.2 Correspondence *None*
The meeting was adjourned to receive the following report and reconvened thereafter.
19/028.3 Report from Councillor Parry No report. Not present.

- 19/029. Brick Kiln Pits**
 19/029.1 Clerk's Report. The Closed Season for fishing, which ends on 16th June.
- 19/030. Finance**
 19/030.1 Financial Statement and Bank Account Reconciliation presented by the Clerk.
 19/030.2 Invoice. BHIB Ltd. (Insurance) Annual Insurance Renewal. £485.24. LGA 1972 s111.
 RESOLVED to pay the invoice.
 19/030.3 Internal Audit
 Completed by Mr C Bulman with the External Audit (Internal Audit Form) being signed.
 19/030.3.1 Audit Fee. £75.00 to Milwich All Saints PCC as requested by Mr C Bulman
 19/030.3.1.1 RESOLVED to pay the fee as requested. LGA 1972 s111
- 19/030.4 External Audit - Signing of Certificate of Exemption, Annual Governance Statement And Annual Account Statement
 19/030.4.1 RESOLVED that the Governance Statement be signed by the Chairman following Signature by the Clerk.
 19/030.4.2 RESOLVED that the Account Statement be signed by the Chairman following Signature by the Clerk.
 19/030.4.3 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 1st July.
- 19/031. Planning**
 19/031.1 Applications returned to Stafford Borough Council - Reply Awaited
 19/031.1.1 17/27179/FUL Fairfield Stables, Sandon Lane, Milwich
 Retention of access / replacement caravan / creation of menage.
 19/031.1.2 19/29834/FUL Grasmere, Church Lane, Fradswell.
 Four Holiday Log Cabins plus track and water treatment plant
 19/031.1.3 19/30031/FUL Park Farm, Fradswell. Dairy Parlour.
- 19/031.2 Application Decisions by Stafford Borough Council *None*
- 19/031.3 Applications received by the Parish Council for Consultation
 19/031.3.1 19/30469/HOU 2 The Allways, Milwich. Alterations and Extensions
 RESOLVED to raise no objections to this application.
 19/031.4 Planning Appeals and Queries *None*
- 19/032. Correspondence**
 19/032.1 Staffordshire Parish Councils' Association
 19/032.1.1 Weekly Updates by email. Forwarded for information to Member Councillors.
- 19/033 Matters Raised by Member Councillors / Clerk** *None*
- 19/034 Date of Next Meeting** Wednesday 19th June 2019 at Fradswell Village Hall
 The meeting concluded at 9.00pm.

Signed _____ Chairman

Date _____