

# MINUTES

## Drayton Bassett Parish Council Monthly Meeting

Tuesday 19<sup>th</sup> June 2018

Sports Pavilion, Rectory Close, Drayton Bassett, Staffordshire

**Present:**

Chair: Cllr Millard

Councillors: Watkins, Wilkinson and Hemus

Clerk: Sue Stait

	ACTION
<b>Apologies:</b> Apologies accepted - Cllrs Reynolds, Edmond and Keenan	
<b>Visitors – Parishioners &amp; members of public:</b> David and Judith Davies	
<b>Declaration of Interest and Code of Conduct</b> The Chairman reminded the Councillors of the Code of Conduct. No declarations of interest noted.	
<b>Matters Arising from Previous Meeting</b> <b>30/17 Service Board</b> – Clerk reported that the Board had been updated. <b>05/18 Wild Flower Protection</b> – Chairman will provide contact details to the Clerk.	Chairman
<b>Reports and Actions</b> <b>12/18 GDPR Legislation</b> – Clerk reported that there was no requirement for Parish Councils to appoint a Data Protection Officer.	

<p><b>13/18 Internal Audit</b> – the internal audit is complete. The Chairman highlighted issues raised by the auditor including updating the Standing Orders and Financial regulations in line with the new models provided by NALC. See below.</p> <p><b>Standing Orders and Financial regulations</b></p> <p>Reviewed and amended Standing Orders and Financial Regulations. Agreed to adopt new models.  Standing Orders - proposed Councillor Watkins, seconded Councillor Hemus.  Financial Regulations – proposed Councillor Hemus, seconded Councillor Wilkinson.  Clerk to upload to the website.</p> <p><b>2018 Minutes</b> – 2018 Minutes were approved and signed by the Chairman. Clerk will upload them to the website.</p>	<p>Clerk</p>
<p><b>Notification of other Parish Matters</b></p> <p><b>14/18 Tree Survey</b> – Circulate copies of the tree survey for review a week prior to the July meeting, and add to the agenda for the July meeting. Councillors are required to read it in detail and compile comments for a full review at the meeting. A parishioner noted that there may be a health and safety issue if recommendations from the survey were not actioned.</p> <p><b>11/18 Traffic Calming</b> – Chairman will print out agreed letter to accompany wheelie bin stickers. Deadline 1<sup>st</sup> July.</p> <p><b>15/18 Newsletter</b> – Clerk to curate content for a quarterly newsletter. Need input from the Council. Set up campaign to drive people to subscribe.</p> <p><b>23/17 HS2 Funding</b> – Community involved is required in the decision-making process. Discussed a potential survey to gauge reaction to possible projects. Add to the agenda for the next meeting.</p> <p><b>16/18 Football Pitch Hire Agreement</b> – letter sent to the Treasurer reference renewing the agreement.</p> <p><b>17/18 2017 Minutes Review</b> – Clerk noted that the 2017 minutes had been uploaded to the website.</p> <p><b>18/18 Sir Robert Peel Grave cleaning</b> – no requirement for this. Matter closed.</p>	<p>Clerk</p> <p>Chairman</p> <p>Clerk</p> <p>Clerk</p>

<p><b>19/18 – National Grid seeking title on gas site</b> – Clerk to check if Councillor Edmond or Councillor Keenan had the letter.</p> <p><b>20/18 – External Audit submission – deadline 6<sup>th</sup> July</b> - audit paperwork completed by the Clerk ready for submission.</p> <p><b>21/18 - Online Banking</b> – add to next meeting agenda. Clerk to contact Lloyds and check whether read only access is permissible.</p>	Clerk
<p><b>Planning Applications</b></p> <p>No submissions for review.</p>	
<p><b>Finance</b></p> <p>The Finance Report was circulated. The Clerk noted that there is still a delay in receiving bank statements. See minute 20/18 above.</p> <p>The following cheques were signed and approved for payment:</p> <p>19/06/18 001328 Topliss Associates (Audit) - £132.60  19/06/18 001329 Sue Stait (May Salary) - £226.48  19/06/18 001330 Manor Park Nurseries (Summer Planting) - £564.48  19/06/18 001331 Exterius (June grass cutting) - £1,150  19/06/18 001332 The Printing Shed (Board updates) - £21.60  19/06/18 001333 HMRC PAYE (O Ghent July 17 to March 18) - £526.80</p> <p>Councillor Keenan is now a signatory.</p>	
<p><b>Correspondance</b></p> <p>Letter from Alan Topliss reference the internal audit. See minute 13/18 above.</p> <p>Email from National Grid ref HS2 – noting planned activity to undertake ground investigation surveys for 8 weeks from mid-June. Clerk to add a note to the website.</p>	Clerk
<p><b>Parishioner Items for Discussion</b></p> <p>Feedback on the HS2 drop-in surgery. Clerk to email our HS2 liaison team with the points raised.</p> <p>Plan for a ‘park and ride’ on Drayton Lane. Clerk to contact Stuart Potts to find out more.</p>	Clerk

<p>A corner post has been damaged on the village green. Clerk to contact Brian Carter for a quote to repair.</p>	
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<p>Salts Lane road sign is damaged. Clerk to contact local highways authority.</p>	
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Meeting closed at 21:00

SIGNED AS A TRUE AND ACCURATE RECORD

MEETING CHAIR \_\_\_\_\_ DATE \_\_\_\_\_

DRAFT