

MINUTES

Drayton Bassett Parish Council Monthly Meeting

Tuesday 17th July 2018

Sports Pavilion, Rectory Close, Drayton Bassett, Staffordshire

Present:

Chair: Cllr Edmond

Councillors: Watkins, Wilkinson and Keenan

Clerk: Sue Stait

	ACTION
Apologies: Apologies accepted - Cllrs Millard, Reynolds and Hemus	
Visitors – Parishioners & members of public: Emma Brown	
Declaration of Interest and Code of Conduct The Chairman reminded the Councillors of the Code of Conduct. No declarations of interest noted.	
Matters Arising from Previous Meeting 05/18 Gap in Hedgerow – Emailed EA, no response to date. Clerk to follow up. 13/18 Standing Orders and Financial Regulations – Clerk updated in line with new models provided by NALC. Send to Cllr Edmond for review. 14/18 Tree Survey – Clerk to find out who the contractor was who did the initial work and pass to Cllr Edmond. Cllr Edmond will contact them and get a quote for stump grinding and a cost for reviewing the report. We require advice on mid-term and long-term action required.	Clerk Clerk Clerk

<p>11/18 Traffic Calming – Clerk to remind Cllr Millard to print out the letters.</p>	Clerk
<p>15/18 Newsletter – a note has been added to the website inviting content. Clerk to add a poster to the notice board with the same message. Clerk to create a layout for the newsletter.</p>	Clerk
<p>23/17 HS2 Funding, Survey parishioners - Clerk to draft a note for the website and board inviting parishioners to select from three options: Pedestrian access out of the village Develop historic site Multi-use sports facility at the recreation ground Add: tick what you feel is most appropriate and feel free to suggest alternatives.</p>	Clerk
<p>16/18 Football Pitch Hire Agreement – no formal response to first letter, Clerk to send a reminder email with payment due date of 31st July.</p>	Clerk
<p>19/18 National Grid title letter – Clerk to follow up with National Grid. Process improvement: Clerk to scan all hard copy correspondence.</p>	Clerk
<p>20/18 External Audit – AGAR part 2 requires Chairman’s signature prior to 30th July. Clerk to arrange.</p>	Clerk
<p>21/18 Online Banking – Forms signed for online banking application. Read view only.</p>	
<p>Reports and Actions</p>	
<p>07/18 Salt’s Lane ‘Shrine’ – Cllr Edmond circulated an email from PCSO Trusler.</p>	
<p>Notification of other Parish Matters</p>	
<p>07/18 Salts Lane ‘Shrine’ – Clerk to email PCSO Trusler reference Family Liaison Officer.</p>	Clerk
<p>22/18 Hedgerows in Salts Lane – Clerk to contact Cllr Hemus to request the hedgerows are cut back.</p>	Clerk
<p>23/18 Switch electricity supplier – Clerk reported that the current deal with E-ON expires in September. After investigating comparative rates via a Broker it was agreed to switch to British Gas Light for Business as their rates were the most competitive. Clerk to action the change. There is an outstanding debt of £288 that needs to be cleared before the switch. Clerk to contact E-On to increase the Direct Debit to offset the debt.</p>	Clerk

<p>Planning Applications</p> <p>No submissions for review.</p>	
<p>Finance</p> <p>The Finance Report was circulated. The Clerk noted that it had been back-dated to May 1st due to the issues with bank statements not being received in a timely manner. This issue will be negated once online banking is set up.</p> <p>The following cheques were signed and approved for payment:</p> <p>17/07/18 001334 Exterius (Grass Cutting July) - £1150 17/07/18 001335 Exterius (Grass Cutting August) - £1150</p> <p>Councillor Wilkinson has still not been added as a signatory, Clerk to follow up with Lloyds.</p> <p>Quote from Brian Carter for replacing the fence post was approved. Note that we require reflective patches to be added to the corner post.</p>	<p>Clerk</p>
<p>Correspondence</p> <p>10/18 Donation to Friends of Manor PTA – The Clerk shared a thank you letter from Emma Brown reference the donation to the summer fayre. Emma Brown attended the meeting to pass on her personal thanks and to update the Councillors on the success of the Fayre in terms of fund raising. Future donations were discussed and it was resolved that donations would be attributed where they could be of most benefit.</p>	
<p>Parishioner Items for Discussion</p> <p>See 10/18 above.</p>	<p>Clerk</p>

Meeting closed at 20:40

SIGNED AS A TRUE AND ACCURATE RECORD

MEETING CHAIR _____ DATE _____

