



High Offley Parish Council

Minutes of the Annual Council Meeting Held at 19:30 hours on Wednesday 5th May 2021, via Online Video Conferencing (Zoom).

Councillors Present.

E. Halls; R. Hockenhull; P. Mason (until 19:38 hours); M. Smith; D. Turpin and M. Turvey together with the Clerk, S. Ridgewell.

Public Open Forum.

No members of the public were present.

21/050: To Elect a Chair for the Forthcoming Council Year and to Receive the Chair's Declaration of Acceptance of Office.

Councillor Halls was nominated as the Chair of Council. There were no other nominations and Councillor Halls was happy to accept the role and responsibilities. Councillors were unanimously in favour of Councillor Halls being the Chair of Council for the new council year. Councillor Halls agree to sign the Acceptance of Office with the Clerk as soon as practicable.

21/051: To Elect a Vice Chair for the Forthcoming Council Year.

Councillor Mason advised that he would not stand for Vice Chair for the new council year. Councillor Turpin was nominated as the Vice Chair of Council. There were no other nominations and Councillor Turpin was happy to accept the role and responsibilities. Councillors were unanimously in favour of Councillor Turpin being the Vice Chair of Council for the new council year.

* 19:38 hours: After thanking Councillor Turvey for his tenure as Chair of Council, Councillor Mason left the meeting.

21/052: To Receive Apologies and Record Absences.

Apologies had been received from Councillor S. Celecia and Stafford Borough Councillor, P. Farrington. Staffordshire County Councillor M. Winnington was not present.

21/053: To Receive and Consider the Minutes of the Parish Council Meeting Held on 8th April 2021.

The minutes of the meeting held on Thursday 8th April 2021 were approved as a true and accurate record.

21/054: To Note any Declarations of Interest.

No Declarations of Interest were made.

21/055: To Receive an Update on the Willowcroft Bus Shelter.

The Clerk reported that Shelter Solutions had informed him they were experiencing supply issues and that, as a result, the shelter would not now be installed until early June 2021.

21/056: To Acknowledge the Replacement of the Post Box at Shebdon.

Councillor Smith reported that the Post Box at Shebdon had now been replaced.

21/057: To Consider Replacement of the Flag at St. Mary's Church, High Offley.

Councillor Turvey reported that the flag at St. Mary's church had now been replaced with the reserve. As a consequence, a new flag was required as a reserve.

The Clerk stated that he had researched the cost of a new flag and provided councillors with three options.

Resolution: Council voted unanimously to purchase a 2 yard (184cm x 92cm) United Kingdom National Union Flag from Flagmakers (<https://flagmakers.co.uk>) for £69.19 including VAT and delivery.

Action: The Clerk was asked to order the flag.

21/058: To Discuss Public Rights of Way Issues and the PRow Group.

There were no PRow issues to report. The Clerk reported that the notices for requesting volunteers for the PRow Group had been printed and Councillor Halls said that she would post these around the parish. Councillor Halls also stated that she would now post an appeal for volunteers on Facebook.

21/059: To Discuss Highway Issues.

Councillor Smith reported that the significant damage to the road surface on Park Lane/ Wells Lane had still not been rectified.

Councillor Halls reported that the 'Woodseaves' sign on the Stafford Road on the parish boundary at Woodseaves was damaged, after a vehicle or vehicles had apparently collided with it. Councillor Turvey advised that he had an image of the damaged sign.

Action: Councillor Turvey to forward an image of the damaged sign to the Clerk.

Action: The Clerk to report the damage to Staffordshire County Council Highways, as he was overseeing the project for the speed sign to be moved at that location.

21/060: To Consider Finance Matters.

a) Payment of Website Hosting Invoice.

The payment of £71.86p to Alan Baker (ABControls) for the Website Hosting service was unanimously approved.

b) Preceding Expenditure.

The Clerk reported that the only expenditure over the last month had been the payment to Stubbs Builders (Norbury) Limited for construction of the bus shelter foundation.

c) Update Regarding Online Banking.

The Clerk reported that there had still been no progress with the Online Banking and no contact whatsoever from the Online Banking Team at Lloyds Bank. Following a suggestion from staff at the Lloyds Bank branch in Newport, the Clerk advised that he had filed a complaint with Lloyds Bank (16085459) and awaited an outcome.

d) Annual Governance & Accountability Return.

- i. The Internal Auditors Statement was received and noted.
- ii. Approve Annual Governance Statement ending 31st March 2021

Each section (1-9) of Annual Governance Statement was read aloud to all councillors present and each section was unanimously approved.

- iii. Approve Accounting Statements ending 31st March 2021.

The Accounting Statements ending 31st March 2021 were unanimously approved.

- iv. Approve Certificate of Exemption.

The Certificate of Exemption unanimously approved.

21/061: To Request Items for the Next Council Meeting Agenda.

The Clerk advised that the Agenda would feature proposed Standing Orders, Financial Regulations & Code of Conduct, which would be sent out well in advance for councillor's consideration.

An update on the Stafford Road Speed Signs was requested.

The Clerk requested that councillors review their Declarations of Pecuniary Interest.

Action: The Clerk agreed to forward a link to the Borough Council website and details of how to make any necessary changes.

21/062: To Confirm the Time and Date of the Next Council Meeting.

Due to the legislation permitting online meetings coming to an end, the Clerk reiterated that his understanding of current advice was that a face-to-face meeting of council could not take place until Monday 21st June, or thereafter.

The next meeting of Council was set as 19:30 hours on Thursday 8th July 2021 at Woodseaves Village Hall.

Action: The Clerk to contact Sandra Hockenhull to book the hall.

The meeting was closed by the Chair at 20:36 hours.

S. Ridgewell, Clerk to Council. Saturday 8th May 2021.