



High Offley Parish Council

Minutes of the Meeting Held at 19:30 hours on Thursday 12th May 2022, at Woodseaves Village Hall.

Councillors Present.

E. Halls; D. Turpin; R. Hockenhull; P. Mason; M. Smith & Borough Councillor P. Farrington, together with the Clerk.

Public Open Forum.

There were no members of public present.

22/060: To Elect a Chair for the Forthcoming Civic Year and to Receive the Chair's Declaration of Acceptance of Office.

Councillor Halls was nominated as the Chair of Council and there were no other nominations. 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 civic year and Councillor Halls signed the Acceptance of Office, that was countersigned by the Clerk.

22/061: To Elect a Vice Chair for the Forthcoming Civic Year.

Councillor Turpin was nominated as the Vice Chair of Council and there were no other nominations. 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 civic year.

22/062: To Receive any Apologies and Record any Absences.

Apologies were received and accepted from Councillor M. Turvey. Councillor S. Celecia and County Councillor M. Winnington were not present at the meeting.

22/063: To Receive and Consider the Minutes of the Parish Council Meeting Held on Thursday 14th April 2022.

The minutes of the meeting held on Thursday 14th April 2022 were approved as a true and accurate record.

22/064: To Note any Declarations of Interest.

No Declarations of Interest were made.

22/065: To Receive an Update on the Post Box at Grub Street.

All councillors present stated that they had not received any further communication from the Royal Mail concerning the post box. Councillor Smith reported that the post upon which the post box had previously been mounted was still in situ.

Resolution: It was unanimously agreed to seek the assistance of Sir Bill Cash, MP, in addressing this issue.

22/066: To Receive an Update on the Speed Signs and Speed Limit on Stafford Road.

The Clerk reported that there had been no further update received from the County Council, or Amey and that the physical movement of the speed signs was awaited.

22/067: To Receive an Update on the Parish Defibrillators.

The Clerk reported that both of the parish defibrillators had been returned to service by Eccleshall First Responders and that a new battery, plus two cabinet heaters were required to keep both defibrillators in good working order.

Resolution: Councillors unanimously agreed to purchase the required battery (£222 including VAT and delivery) and two cabinet heaters (£100 each, not including VAT and delivery).

22/068: To Receive an Update on Decals for the Bus Shelter at Willowcroft.

The Chair reported that the decals had now been placed on the bus shelter and councillors thanked Mr Sanders for kindly supplying the decals free-of-charge.

22/069: To Consider Planning Application 22/35449/HOU, at Glebe House.

There were no objections to this application.

Action: Clerk to update the Planning Department at Stafford Borough Council.

22/070: To Consider Maintenance of the Noticeboard at Shebdon.

Councillor Smith reported that the noticeboard at Shebdon was in a poor state of repair.

Action: The Clerk to contact the Clerk at Norbury Parish Council, to establish who has recently maintained their noticeboards and obtain a quote for repair.

22/071: To Discuss Public Rights of Way Issues and Receive an Update on the PRoW Group.

Councillor Halls reported that Paul Rochfort, the Principal Rights of Way Officer at the County Council had given a presentation to the group when they last met. The means of accessing support for light maintenance of Public Rights of Way in the near future had been a feature of the presentation.

22/072: To Discuss Highway Issues.

- a) To receive an update on the signs warning of the low bridge at Shebdon.

Councillor Winnington was not present to provide an update.

- b) Child silhouettes.

The prospect of purchasing the silhouettes was discussed and councillors sought an assurance from the school that it would use them, if they were purchased.

Action: Councillor Halls to speak with the Head Teacher.

22/073: To Consider Finance Matters.

- a) Preceding Payments.

The Clerk reported that payments for staff wages and the commemorative coins had been made since the last meeting.

- b) Annual Governance & Accountability Return.

i. The Internal Auditor Report was received and noted.

ii. The Certificate of Exemption unanimously approved.

iii. Each section (1-9) of Annual Governance Statement for 2021/22 was read aloud to all councillors present each section was unanimously approved.

iv. The Accounting Statements for 2021/22, were unanimously approved.

Resolution: Councillors unanimously agreed for the Clerk to be reimbursed by £23 for the purchase of a gift given to the Internal Auditor for completion of the audit.

- c) Payment for the Civic Amenities Visits.

Resolution: Councillor voted unanimously to approved the payment of £212 for this year's Civic Amenities visits.

22/074: To Receive an Update on the Celebrations of Her Majesty, The Queen's Platinum Jubilee.

- a) Tree and plaque at Woodseaves C of E Primary Academy.

The Clerk reported that he was in the process of ordering the tree.

- b) Party at Woodseaves C of E Primary Academy.

Councillor Halls reported that arrangements for the party appeared to be progressing well. Councillor Smith reported that the road closure outside the school had been approved.

Action: The Clerk agreed to print and laminate the road closure notices to be displayed in Dicky's Lane at least two weeks prior to the event.

- c) Commemorative items for local children and young people.

The Clerk stated that the coins were on order and awaited. Councillor Halls said that the school planned to distribute the coins to the children on a school day prior to the Jubilee, with the remainder being given to other local children and young people at the party.

22/075: To Request Items for the Next Meeting Agenda.

It was requested that all unresolved items feature on the Agenda for the next meeting.

22/076: To Confirm the Times and Dates of the High Offley Parish Council Meetings for 2022/23.

The time and date of the next meeting was agreed at 19:30 hours on Thursday 9th June. The forthcoming proposed dates for the entire civic year 2022/23 compiled by the Clerk was unanimously approved.

*** Members of the Public were excluded whilst Confidential Matters were discussed.**

22/077: To Discuss Councillor's Personal Contact Details.

Resolution: Following a discussion it was unanimously agreed that both the Chair and the Clerk's mobile phone numbers should feature in the parish newsletter.

The meeting was closed by the Chair at 20:26 hours.

S. Ridgewell, Clerk to Council. Monday 16th May 2022.