



High Offley Parish Council

Minutes of the Meeting Held at 19:30 hours on Thursday 8th February 2024, at Woodseaves Village Hall.

Councillors Present.

Cllrs E. Halls (Chair); P. Haslop; R. Hockenhull; P. Mason, M. Smith; D. Turpin; M. Turvey and Staffordshire County Councillor M. Winnington, together with the Clerk.

Public Open Forum.

One member of the public attended.

24/001: To Receive any Apologies and Record any Absences.

Stafford Borough Councillor S Spencer was absent.

24/002: To Receive and Consider the Minutes of the Parish Council Meeting Held on Thursday 14th December 2023.

The minutes of the meeting held on Thursday 14th December 2023 were approved as a true and accurate record.

24/003: To Note any Declarations of Interest.

Councillor M. Smith declared a declaration of interest in item 24/005.

24/004: To Discuss Highway Issues.

- a) To receive an update on reported mud on Wells Lane.

Response from SCC, the road had been assessed, the report back was that there was no mud on the road. Chair informed Councillors the issue had self-resolved.

- b) To receive an update on Mowing schedule for verges. Councillors discussed that SCC had confirmed mowing of verges will take place twice a year.

- c) To receive update on Shires View Road Surfacing.

Clerk stated she had reported this to SCC and to SCC Councillor M. Winnington whom agreed to follow up with Dianne Firkins (SCC).

- d) To receive an update on Gritting.

Clerk had circulated response from SCC following enquiry regarding 2 roads of concern previously raised as not being gritted. Clerk informed Councillors the response from SCC was that they were unable to grit every road in Staffordshire and provided their winter maintenance policy over view.

Member of public arrived at: 19:40pm.

Member of public wanted to express their disappointment of the Council not looking after the roads in the County. Member of the public raised concerns saying the roads were appalling. Member of public said he was aware of 5 broken wheels as a result of the road damage/potholes on the road between Woodseaves and Newport and stated his major concern for that particular road.

Chair advised member of public she would pass on his concerns to SCC Councillor M. Winnington.

Member of public left at: 19:48pm.

Councillors discussed the current gritting arrangements for the village and agreed this needed to be discussed further with some processes and documentation to be put in place.

Councillor M. Winnington arrived at 7:58pm.

Councillor M. Winnington updated regarding Highways concerns and issues raised. Councillor M. Winnington to follow up Dicky's Lane gritting concern with Highways.

- e) To receive update on recent road closures in Woodseaves.

Chair reported a member of public had contacted her in December regarding the road closure of the Stafford Road which resulted in the bus not running.

Councillor Winnington informed Councillors that the bus service is nothing to do with SCC anymore and the bus companies are made aware of the road closures and should be informing the public if the bus will not turn up as scheduled. Councillor M. Winnington asked for Clerk to email him to request future road closure updates to be emailed to the clerk.

Actions:

Clerk to email Cllr. M. Winnington re. gritting and road closure notifications.

Cllr. M. Winnington to ask Highways timescale for commencement of Forton Road Pre-patching

Cllr. R. Hockenhull to organise a meeting between PC and gritting service provider.

24/005: To Receive an Update on Planning Applications.

Councillors discussed planning application 23/38398/FUL with no objections. Councillors agreed for comments to be made due to there being Grade II listed portico at the location which are described as national importance and of special interest. It was suggested that the Holiday lets should be positioned with respect to the listed buildings.

Action: Clerk to update planning.

24/006: To Receive an Update Regarding Defibrillators.

- a) High Offley + b) Woodseaves

Chair informed Councillors that defibrillators for both High Offley and Woodseaves had been installed and registered on the circuit. Chair is currently registered as guardian for both and A .Turner has agreed to carry out monthly checks.

Chair informed Councillors she will be meeting a member from HAJMT, and welcomed anyone who has helped with sourcing the Defibrillators and installation to join them for publicity photos for the charity.

- c) Offley Grove – A .Turner decommissioned and removed the defibrillator to dry out. Awaiting to hear report back whether the defibrillator is in a working condition.

24/007: To Receive an Update on Speed Indicator Sign for Stafford Road.

Councillor M. Turvey confirmed Speed Indicator Device (SID) and post had been delivered and awaiting installation by SCC. SID will require adding to the asset register. Councillor M .Winnington asked Chair to forward email from SCC with installation details.

Action: Chair to email M .Winnington to follow up.

24/008: To Consider Finance Matters.

- a) Approval of Payments/Payments made since the last meeting.
Councillors approved payments totalling **Net: £1,301.58 Gross: £1,301.58**
 - HAJMT Defib donations £860.00
 - Clerks December Salary £273.34
 - Previous Clerks Backpay £21.60
 - HMRC January £5.40
 - Clerks January Salary £141.24

Councillors also approved re-imbusement of £28.00 to Councillor P. Haslop for purchase of a gift for electricians' installation of High Offley defibrillator. Money for be taken from the Chairmans budget.

- b) To Receive an update on financial year 2023-24.
Councillors agreed the financial year was a true account of records.
- c) To Consider request for a grant to Woodseaves Baby & Toddler Group.
Councillors unanimously agreed for a grant of £250 to be given to Baby and Toddler Group.
- d) To Agree Ear Marked Funds for 2024/25.
Councillors unanimously agreed for ear marked funds for 2024/25:
£100 for defibrillator pads.
£600 for replacement noticeboard for Woodseaves
Laptop and Printer.
Grit
Grants
- e) To Discuss and Appoint internal auditor.
Councillors unanimously agreed to requested D .Lloyd to carry out an internal audit of HOPC 2023/24 financial documents.

Action: Cllrs E. Halls and P.Haslop to remind former recipients of grants of opportunity to request during this financial year.

Cllr. M. Turvey to contact auditor to request her services again.

24/009: To Receive an update on Civic Amenities Visit.

Civic amenity dates confirmed as 30th March and 2nd November 2024 at 11:00am – 12:00pm. Chair to complete and return risk assessment form.

24/010: To Receive an update on Clerk Vacancy.

Chair gave an update on applications for the Current Clerk Vacancy and informed Councillors interviews to take place next week.

24/011: To Request Items for the Next Meeting Agenda.

Unresolved items to remain on the Agenda for HOPC March meeting.

24/012: To Confirm the Time and Date of the Next Meeting.

The time and date of the next meeting was agreed as being at 19:30 hours on Thursday 14th March 2024.

The meeting was closed by the Chair at 20:52 hrs.

B. Nicholls, Clerk to Council. Friday 9th February 2024.