



High Offley Parish Council

Minutes of meeting held at 7:30 pm on Thursday 14th March 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 (20:05 arrival), Stafford Borough Councillor, Scott Spencer together with the Clerk.

Public Open Forum.

No members of the public were present.

Councillor M Turvey on behalf of a High Offley resident reported that he had been informed of excessive litter in the layby on the Stafford Road. Discussions took place around a plan of action and it was decided to approach the local school to create a sign to be displayed to encourage visitors to take their litter home.

ACTION: Chair to contact Woodseaves Primary School.

Chair raised a report of the mud on Wells Lane and this issue has been reported along with photos supplied by resident to Staffordshire County Council.

ACTION: Chair to follow up with Councillor M Winnington / Diane Firkin.

Councillor P Haslop reported that dog walkers had informed him of flooding by the canal and he has chased with Amey Staffordshire but is receiving weekly notifications of no action.

24/013: To Receive any Apologies and Record any Absences.

No apologies were recorded.

24/014: To Receive and Consider the Minutes of the Parish Council Meeting Held on Thursday 8th February 2024.

The minutes of the meeting held on Thursday 8th February 2024 were approved as a true and accurate record.

24/015: To Note any Declarations of Interest.

No declarations of interest were reported.

23/016: To Discuss Highway Issues.

a) To receive an update on blocked public footpath.

Chair has contacted Paul Roach and Dominic Ward from the Public Rights of Way Team and they have suggested a Microsoft Teams call to discuss the issue further. Date to be determined. Chair extended invite to all present.

b) To receive an update regarding gritting schedule.

Councillors have met with Mark Glover on 14 March 2024 to discuss and reset expectations. The following was agreed;

- HOPC will provide 4 to 5 tonnes of salt in the Summer which will be dried and stored.
- MG will grit roads with help from Councillor R Hockenhull if needed.
- Adhoc runs can be requested.
- Salt needs to be sourced and A R Richards was suggested as a supplier.
- Mark Glover will invoice after each run – cost to be determined and based on previous costs.
- Each run takes approx. 1.5 hours to complete.
- Gritter will be returned and sold.

Mark Glover raised concerns that the grit runs on Dicky's Lane will damage parked cars.

ACTIONS:

- Clerk to source supplier approx. June time.
- Clerk to review previous invoices for costs and forward to Chair.
- Clerk to write to Councillor M Winnington asking if it is possible for a new bin on Dicky's Lane by the school and existing bin on High Offley bank to be filled. Potentially SCC has a store that we can collect the grit from.
- Clerk to check gritter is already listed on insurance policy.

c) To receive an update on flooding opposite Shires View, Woodseaves

ACTION: Clerk to write to Councillor M Winnington / Diane Firkin for an update.

d) To receive an update on County Council road re-surfacing plans.

Councillor M Winnington thought a pre-resurfacing was taking place but will need to check and confirm when this work is due to start. He has visited the A519 and the new financial year will hopefully mean this work will start soon.

ACTION: Clerk to write to Councillor M Winnington for confirmation of this information.

e) To receive an update on receiving road closure notifications.

ACTION: Clerk to write to Councillor M Winnington to ascertain how we can receive these notifications/be placed on the distribution list.

MS raised ongoing issue of potholes.

24/017: To Receive an Update on Planning Applications.

a) 24/38696/HOU New Grange Lodge Lane, Woodseaves

No objections were received.

b) 24/38637/HOU Park Farm, Park Lane, High Offley

No objections were received.

c) 24/38594/OUT Land Adjacent Oakwood House, Stafford Road

No objections were received. Though it was noted that the land is slightly outside of parish boundary.

24/018: To Receive an update on Defibrillators.

Chair reported that publicity photos have been taken and placed on social media which has received a good response. A representative from Henry Angell James Memorial Trust would like to be invited to the High Offley Parish Fete.

Chair has previously circulated defibrillator information to all Councillors. The defibrillator has now been registered on the Heart Foundation circuit.

Chair asked if we should consider a donation to the charity. Councillor M Smith asked for defibrillator / CPR training.

ACTIONS:

- Clerk to contact Ade Turner to arrange training
- Chair to contact Ade Turner for an update on the Shebdon defibrillator.

24/019: To Receive an Update on Speed Indicator Sign for Stafford Road.

Chair reported that Tom Underwood has been in contact to request the height, weight and dimensions of the speed indicator sign which have been provided. Morelock Signs Ltd will arrange installation.

ACTION: Chair to facilitate installation and include Councillor M Turvey in arrangements.

24/020: To Consider Finance Matters.

a) Approval of Payments/Payments made since the last meeting.

- Woodseaves Village Hall – Baby & Toddler Grant - £250.00
- Clerk salary Jan/Feb - £179.76
- P. Haslop – reimbursement of electrician's gift - £28.00

b) To receive an update on financial year 2023-24.

ACTION: Agenda item to be discussed at next meeting.

c) To discuss and consider grants for financial year 2023-24.

Nothing yet received from the school regarding maintenance of the field. A Baby & Toddler Group grant of £250 has already been awarded. Chair referenced recent NALC comms regarding grants to school. Councillor M Smith stated that requests that benefit the wider community can be considered. A request has been received from the Parish Mag for 2024/25 grant to the same amount as previous years.

d) To discuss adding new assets to Parish Council insurance schedule.

ACTION: Clerk to add new assets to insurance policy and check if gritter is listed (approx. value £1.2k).

- Noticeboard / magnets
- Speed Indicator Sign

e) To consider a donation to First Responders.

ACTION: Agenda item to be discussed at next meeting, once budget has been checked to see what might be available.

f) To confirm annual audit arrangements.

Councillor M Turvey reported Dawn Lloyd has agreed to carry out an internal audit. A list of requirements was discussed. Email from NALC will kick start the process. Completion date likely to be April 2024.

ACTION: Councillor M Turvey to share auditor's details with Clerk.

g) To discuss gifts from the Chair's budget.

Chair's budget is pre-approved. A gift will be purchased for electrician Darren Plant at a cost of £18.79 as gratitude for voluntary defibrillator installation work.

The Clerk requested being able to print necessary documents via local library facilities and reclaim costs. Councillors asked the Clerk to be mindful of GDPR regulations and to handle information safely and securely. Agreed.

24/021: General

a) To consider ordering a D-Day 80 Flag of Peace.

Ordering of a '5 x '3 flag at a cost of £28.80 including VAT and postage.

ACTION: Clerk to arrange purchase of the flag.

King's Portrait – applications for a free portrait King Charles III need to be made by 28th March 2024. Councillors agreed to make an application.

ACTION: Clerk to apply and find out cost of the portrait if the application was not to be successful.

b) To consider recipients for general communications.

Approved list of communications

- Highways bulletin
- SPCA
- NALC

24/022: To Receive an update on Clerk Vacancy.

Deb Cox now appointed on 4 March 2024 to the post of Clerk and Responsible Financial Officer. Clerk training courses (2) were requested at a cost of Clerk 1:1 Induction £40 and Clerk – The Knowledge £75. Agreed.

ACTION: Clerk to arrange with SPCA.

24/023: To Request Items for the Next Meeting Agenda.

No items were received.

24/024: To Confirm the Time and Date of the Next Meeting.

19:30 on Thursday 11th April 2024 at Woodseaves Village Hall.

Councillor M Turvey apologies.

Deb Cox, Clerk to Council. Tuesday 19th March 2024.