

## WHITMORE PARISH COUNCIL

### Minutes of the Meeting held on 6<sup>th</sup> April 2011

A Regular Meeting of the Whitmore Parish Council was held on Wednesday 6<sup>th</sup> April at 7.15 pm, in the Whitmore and District Village Hall

#### Present.

Councillors I.D. Webb (Deputy Chairman), Mrs. A. Booth, G. Corbett, N.Hopper, W. Murray, Mrs. A. Pedley, plus Wendy Kinson, Clerk.

In the Chairman's absence, and with his permission, the Meeting was chaired by Cllr. Webb.

#### 69:4/11. To receive and approve Apologies for Absence.

Apologies for Absence were received and accepted from County Cllr. F. Chapman, Borough Cllr. A. Howells, Cllr. A. Wilkinson and Cllr. P. Maskery, also Mr.s D. Burns, Village Agent.

#### 70:4/11. To receive Declarations of Interest in the Items on the Agenda None were declared.

#### 71:4/11. To hold the informal Open Forum.

No parishioners were present and the Chairman moved on to the next item of business.

#### 72:4/11. To approve the Minutes of the Meeting held in March 2011.

Cllr. Webb proposed, Cllr. Murray seconded, and it was resolved that the minutes of the Regular Meeting held in March be approved and signed as a true record. The Chairman signed the Minutes.

#### 73:4/11. To consider Matters Arising from the Minutes in item 4 not included in the Agenda.

62:3/11 – Cllr Webb was keen that the Parish Website should include more material, notably an up-to-date 'What's On'. It was agreed that Cllr Hopper would speak to the Website Manager about this.

57:3/11 – it was agreed that the Clerk would invite Steve Broadhurst, Commissioner for Scouts, to address the June Meeting of the Parish Council.

57:3/11. Cllr Corbett had attended the Village Hall Meeting and raised the question of purchasing bunting.

58:3/11. New trustees were needed for the Charity that administers the Recreation Field. The Clerk would send details to Cllr Hopper.

**56:3/11. The Chairman and Deputy Chairman had met with members of the Village Hall committee to look at the siting of the Trim Trail. It was proposed that the 7 machines would be placed adjacent to the Car Park, still allowing access for wheelchairs and people participating in Car Boot sales, and still within range of the CCTV cameras.**

**63:3/11 . Enforcement Matters. A letter had been received from the parishioner who was concerned about building work taking place at Baldwins Gate Farm. It was agreed that Whitmore Parish Council should press the Planning Department about this. The Clerk would write, enclosing a copy of the letter and asking for a meeting at the site. The paperwork would also be sent to Borough Cllr Howells.**

**57:3/11 In response to the news that the Village Agent's post would continue, the Clerk was asked by all Parish Councillors to record the Council's appreciation of the services of the Village Agent, Mrs. D. Burns. It was felt that the Parish Council would have been disadvantaged if the scheme had ended.**

**74:4/11. To consider Highway Matters**

**The Chairman suggested that, in future, items 6 and 7 on the Agenda (relating to Highways, Parish Appearance, CLARENCE, tasks for the Village Handyperson and the Neighbourhood Team) could be amalgamated. This was agreed.**

**Cllr Booth had emailed Jeff Green to inform him of Whitmore's participation in the Best Kept Village. Cllr Pedley felt that the street signs could be cleaned, and possible a 'litter-pick' could take place before the judging period began. The Clerk would speak to the Village Handyperson about the Best Kept Village to see what support he could give.**

**Updates from the Highways Hotline (CLARENCE) , prepared by Cllr. Webb, were distributed. He reported that the flooding situation at Station Stores at last seemed to have been resolved.**

**It was agreed that 2 items on the CLARENCE schedule (A53 safety concerns and creating a 20mph zone around the school in Baldwins Gate) should be removed from the list, and the Parish Council should focus on organising a second pedestrian crossing in Baldwins Gate. The Clerk would phone CLARENCE about this and report to Borough Cllr Howells.**

**75:4/11. To consider Parish Appearance, Parish Handyperson and Community Warden tasks.**

**There was nothing further to report on this item.**

**76:4/11. To consider anti-social behaviour and Community Policing Matters.**

It was felt that the Community Police surgeries that took place regularly were very helpful, and the Clerk was asked to write and express the Parish Council's appreciation.

**77:4/11. To receive Reports from County and Borough Councillors and Officers and to discuss Elections.**

No County Councillors or Borough Councillors were able to be present. Paperwork for the forthcoming Elections had been completed; the Clerk had collected Nomination forms, delivered these to existing Councillors and returned completed forms to the Elections Officer.

**78:4/11 To review the Parish Action Plan.**

As the Village Agent was not present, this item would be discussed further at the next meeting, but the Chairman commented that this did not mean nothing was happening; the Information Morning, Trim Trail, and other matters on the Parish Action Plan were 'works in progress'.

**79:4/11. To receive the Village Agent's Report.**

Mrs. Burns had sent a Report. She was planning an Information Morning for Saturday 17<sup>th</sup> September. There was some confusion about this event was the same as an Open Day: the Clerk would check.

Cllr Murray reported that plans for a walk on Heritage Open Day (September 11<sup>th</sup>), involving Whitmore and neighbouring parishes were in progress. There was a preliminary discussion about the 2012 Festival, notably setting the date in response to Mrs. Burns' request; Cllr Hopper would check on the date of the 2012 Horticultural Show, and the Clerk would make the 2012 Festival an Agenda item for the first Parish Council meeting following the Elections.

**80:4/11. To consider Village Hall, Recreation Field, Play Area matters.**

A Planning Application was about to be submitted in respect of Planning Permission for the Trim Trail, and a decision on funding was expected by 31<sup>st</sup> May. The Chairman expressed concern about the state of the Field and asked whose responsibility it was to keep it tidy. Cllr Hopper checked that this was the responsibility of MC Landscaping.

**81:4/11 To receive a report on preparation for the Best Kept Village.**

Cllrs Booth and Pedley had spoken to the Headteacher at Baldwins Gate School, who had been very enthusiastic about the Competition. The children had already produced posters. Cllr Murray was concerned if the area to be judged was widened beyond the Whitmore Village Area to include the School and the Recreation Field; he felt that

might mean the whole geographical area. Cllr Booth had checked on this point but would confirm it. Cllr Murray proposed, Cllr Webb seconded, and it was agreed that 3 more flower tubs, at a cost of £80 each, should be ordered. Cllr Hopper phoned MC Landscaping to organise this.

**82:4/11. To Consider Locality Action Partnership matters.**

There was little to report, except that the Crime statistics for the area were stable.

**83:4/11. To receive a report on the Information Centre.**

Cllr Murray hoped that it might be possible for the facility to trace ancestors might be available at the Information Centre; he had been speaking to the Library Service about this. Cllr Booth hoped to obtain personal Security Equipment – personal alarms, window and door alarms – to give away at the Information Centre.

**84:4/11 To receive reports from Councillors on any responsibilities not on the Agenda.**

As Cllr Webb attended the Conservation Advisory Working Party meetings, he had learned of decisions regarding Planning Applications within Whitmore Parish, and he wondered why the Clerk was not receiving these decisions. The Clerk would make enquiries.

Cllr Booth reported that she had had a meeting with Mr. Whitehead, to agree changes to the footpath map, and there was a discussion about funding available for printing the map. Cllr Webb reported that the LAP meeting had felt it would be helpful to have a footpath map covering the entire LAP area.

**85:4/11. Town and Countryside Planning.**

The Clerk reported that 5 Planning Applications were in progress:  
PA/10/00780/FUL – Old School House, Butterton. A Strong objection from Whitmore Parish Council had been registered.

PA11/00063/FUL – Erection of greenhouse, Lake House. No objection from Whitmore Parish Council

PA/1100111/FUL – 8 Appleton Drive. No objection from Whitmore Parish Council.

PA11/00142/FUL – 6 Snape Hall Drive – comments needed by 12.4.11  
Comments were given to the Clerk to register – no objection.

PA11/00186/FUL – The Old Barn, Manor Rd. Comments needed by 21<sup>st</sup> April.

**Newcastle Borough Council Planning Committee Calling Notices.**

**Newcastle Borough Council Conservation Working Party Calling Notices.**

The Clerk tabled the latest Calling notices.

**86:4/11. Financial Matters. To consider Donations and Purchases, receive a Report on the current situation, authorise the payment of Accounts and consider other Finance Matters.**

The Clerk tabled documents and spoke on this item, with the Chairman's permission.

- a) **To consider Donations and purchases.** 2 requests for money from the Community Chest, that had been authorised at the last meeting, had been processed - £500 to Madeley First Responders and £126.28 (all that remained of Whitmore Parish Council's 2010/11 allocation) to Ashley and Loggerheads First Responders. There had also been a request for help from Whitmore Parochial Church Council. Mr. Inchley had contacted to Clerk to explain that the Church Council faced a large bill for repairs to the Church Clock, and the Parochial Church Council wondered if the Parish Council were able to help. Following discussion, although it was felt to be an appropriate area for the Parish Council to be involved in, and the Council was pleased to try and find sources of funding that might help, there could not be a remit to contribute directly. The Clerk would speak to Mr. Inchley, and in particular mention the Local Members' Initiative as a possible source of funds that Whitmore Parish Council would be happy to support.
- b) **To receive a Report on the Current Financial Situation.** The Budget for 2011/12 , which had been prepared by Cllr Webb , was examined, and, following a proposal from Cllr Murray that was seconded by Cllr Hopper, this was authorised. The Clerk reported that, on 31<sup>st</sup> March 2011, the amount remaining in the current account (with 1 amount for £18 outstanding) was £6140.63.
- c) **To authorise the Payment of Accounts.** The Clerk tabled and explained the accounts for payment which had previously been circulated, with additions that had arrived since the circulation. Cllr Hopper proposed, Cllr Webb seconded, and it was agreed that the following accounts be paid.

		VAT TOTAL		
869	MC Landscaping (Feb invoice)	312	62.40	374.40
870	MC Landscaping (Mar invoice)	312	62.40	374.40
871	Playdale Playgrounds Ltd	656	131.20	787.20
872	Mrs W. Kinson	250		250
873	Cartridge World	47.64	9.52	57.16
874	Staffs Parish Council Assoc	365		365

875	Planning Dept, NULBC (for Planning Application)	170		170
876	Whitmore Village Hall	138		138
877	CVS Annual Subscription	15		15
878	Community Council of Staffs (for Village Agent)	937		937
879	Prontaprint Crewe	194.13	38.83	232 .96

a total of £3701.12 (VAT 304.35

Cllr Hopper proposed, Cllr Webb seconded, and these payments were authorised.

d) to consider general finance matters.

1. A Bank reconciliation as of 30<sup>th</sup> March 2011 had been circulated showing there were no errors.
2. The Clerk reported that the auditing process for 2011 had begun, and she asked permission for Prof. John Eve, BA.M.ed. FCMA, to be appointed as the internal Auditor. Cllr Webb proposed, Cllr Booth seconded, and this was agreed.

**87:4/11 To receive the Clerk's Report and consider miscellaneous Correspondence.**

The Clerk reported on a number of topics already mentioned in the circulated Clerk's Report. There was concern about no. 10 – closure of Manor Rd, due to bridge repairs. At the request of Cllr Murray, the Clerk would write to confirm that the bridge was going to be replaced.

Cllr Webb had received notification about the Civic Awards Scheme 2011 and he asked Councillors to think of buildings that might qualify.

**88:4/11 To receive reports on Representatives to Partnerships and Fora**

There was nothing further to report.

**89:4/11 To note Councillors', the Clerk's and the Village Agent's planned absences.**

Councillors advised the Meeting of their planned absences. The actual dates were advised to the Clerk.

**90:4/11. To confirm the date of the next Regular Meeting.**

**It was agreed that the Regular Meeting of the Council would take place on Wednesday 4<sup>th</sup> May in the Whitmore and District Village Hall . The dates for the Annual Meeting of the Council and the Annual Parish Meeting were set for Wednesday 18<sup>th</sup> May at 7 pm and 7.30 pm respectively. The Clerk would book Baldwins Gate Methodist Chapel for these meetings.**

**The Chairman thanked everyone for their attendance, and, as there was no further business, closed the Meeting at 9.50 pm.**