

CAVERSWALL PARISH COUNCIL

The Gables, 504 Weston Road,
Stoke-on-Trent, ST3 6QD
Telephone: 01782 698509/07811 879627
Email: clerk@caverswall.staffslc.gov.uk
Website: www.caverswall.org.uk/parish-council



Chair of the Council: Cllr Paul Roberts

Parish Clerk: Mrs Lynn Cantlay

MINUTES OF MEETING HELD ON MONDAY 3rd APRIL 2017 AT CAVERSWALL VILLAGE HALL

Present: Cllrs A. Marshall, R. Ward, M Dean, P Roberts (arrived 19.50), E Durose (arrived 20.10)

Apologies: C Cllr Day

Members of the Public: 3 members of the public

Subject	Description	Action
CHAIR OF MEETING	As neither the Chair or Vice Chair were at the start of the meeting it was unanimously agreed that Cllr Ward would act as Chair until the arrival of either the Chair or Vice Chair.	
APOLOGIES	Cllr Clayton	
PUBLIC QUESTIONS	<p>Post Office is officially on the market for sale as shop and post office, if no buyer is found then it will close on the 31st August 2017. There are currently 2/3 people interested in the shop but not sure if they would take on the Post Office. Cllr Ward said that it was a terrible shame it had come to this and that the Council appreciate all the effort put in to try and keep save the shop and post office.</p> <p>Mr Hulme asked if anything had been heard about the area of the Auctioneers Arms currently being used as a car park area for the nearby houses. Cllr Roberts advised that he had a meeting with Mr Whittaker and subsequent correspondence regarding this. Mr Whittaker had stated that if the area was to be sold it would only be to the Parish Council and not to the house owners. Cllr Roberts then told Mr Hulme that this was something that would have to be discussed in closed council under Confidential Matters before anything further could be said. Cllr Roberts also stated that he would expect Mr Whittaker to contract the residents again prior to any further action being taken ie fencing off the area.</p>	
MINUTES	It was resolved that the minutes of the previous month's meeting were to be signed as a true and correct record.	
DECLARATION OF INTEREST	Cllr Roberts re Planning matters	
REPORTS COUNTY/DISTRICT	42/17 County Councillor – C Cllr Day who is not standing as a Candidate in the forthcoming County Council elections after serving	

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Signed

Date 11th May 2017

Subject	Description	Action
COUNCILLORS	<p>for 16 years as the County Councillor for the Caverswall Ward spoke about the good working relationship he has had during this time and hoped that the Parish Council would continue to work closely with the new C Councillor. Cllr Ward, on behalf of the Parish Council, thanked C Councillor Day for all the hard work he has done during the 16 years and wished him well in the future, this was seconded by all present at the meeting.</p> <p>43/17 District Councillor – Cllr Ward reported that there had not been any meetings recently, therefore nothing to report.</p>	
HANDYMAN/ LENGTHSMAN	Clerk to contact Lengthsman re tidying verges/pavements along School Lane and also to arrange for him to get the new security key for the gates/height barriers.	
MATTERS ARISING FROM PREVIOUS MEETINGS	<p>HIGHWAYS ISSUES –</p> <p>44/17 – Grids and Drains Cllr Marshall advised that the School Lane grids still need doing. Cllr Ward reported that SCC have just put in another £5m into their budget to try and catch up on all the outstanding problems – footpaths, drains etc hopefully in next 12 months when should see an improvement.</p> <p>45/17 – Footpaths No report</p> <p>46/17 – Bus Shelter by Scout Hut (18/17, 05/17, 151/16, 138/16, 120/16, 103/16) Still not heard anything – Cllr Roberts will chase up.</p> <p>47/17 – Fencing along The Dams (19/17, 06/17, 152/16, 139/16, 104/16, 67/16, 41/16, 26/16, 15/16) Decision made to leave till back end of summer as hedge grown too much to tackle removal of the existing fencing.</p> <p>48/17 – Car Park Access Barriers – Height warning signs (20/17, 08/17, 153/16, 141/16, 126/16, 113/16) Cllr Roberts had obtained a price for these but this was considered excessive. Further investigations to be made for pvc signs that can then be mounted onto steel and clamped onto the barriers. Wording to be - “Caution maximum height 6ft 9in (2m)”</p> <p>49/17 – St Peters Church – Condition of the church yard (21/17, 09/17, 154/16) Ongoing.</p> <p>50/17 – Trees along The Dams (22/17, 10/17) Waiting on response from N & J Trees. Clerk to chase. And also to contact Rob Steele to see if he has had any response from them.</p> <p>51/17 - Access to bus stop in The Square Clerk has spoken to C Cllr Day about this and has emailed David Greatbach at SCC asking him to look into this.</p>	<p>PR</p> <p>Clerk</p>

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Subject	Description	Action
	<p>52/17 - Potters Bar FC – Use of pitch for season 2017/18 Invite to next meeting and to remind them about “donation” for this seasons use of pitch as per agreement.</p> <p>53/17 - Caverswall Castle Reply to PCs letter had been received and gave details of exactly what is permitted. Cllr Durose advised that the Historical Society were going to the Castle but was not sure who arrange it, the Society or Mr MacDonald.</p> <p>54/17 - Playing fields/bollards village hall Awaiting on quote.</p> <p>55/17 - Village Hall Trustee Cllr Roberts advised that he had spoken to the Secretary of the Village Hall and that they were asking him personally to become a Trustee. However, he was told that they are the only Village Hall locally who do not have their local Parish Council as Custodial Trustees and that they would be writing to the Parish Council to ask that we consider becoming their Custodial Trustee. Opinion was that this was something that should be considered but it was agreed that research need to be done to find out what the implications/financial liability/risk/roles the Parish Council would have prior to receiving any letter.</p> <p>Unresolved Items: None</p>	Clerk
CORRESPONDENCE	<p>TSB Bank Statement SCC Community Paths Initiative</p>	
FINANCE	<p>56/17 - Accounts Payments: The following accounts were approved for payment: - Mrs L Cantlay – Clerk Salary and Expenses - April £215.00 * TOTAL PAYMENTS THIS MONTH - £215.00 * - indicates payments to be made via Internet Banking Faster Payment, approved at meeting. Transfer: £200.00 Receipts: Bank Interest – both accounts – none received prior to meeting Accounts (after any payment or receipts made): Current Account - £239.52 Instant Access Account - £6200.21 Contingency Account - £12.109.34</p> <p>Year-end accounts Clerk had produced year end accounts which were given to all Councillors. All account books/sheets given to Cllr Marshall, as RFO, to check prior to sending to Internal Auditor and the completion of Annual Return.</p>	AM

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Subject	Description	Action
	<p>Annual Return year ending 31st March 2017 This has now been received from Grant Thornton. The Annual Governance Statement 2016/17 was read out, completed and duly signed by the Clerk/RFO and the Chair. The completion of the Accounting Statements will be done by the Clerk after she has attended an Audit Information session delivered by Grant Thornton on 10th April on how they will be running this years' audit. Once this is completed the Accounts and Annual Return will be given to the Internal Auditor Caroline Hulse for her to undertake the internal audit.</p> <p>VAT Clerk has submitted at VAT Claim to HMRC for £1297.71 to year end 31st March 2017.</p> <p>The Pensions Regulator Clerk reported that the Declaration of Compliance had been submitted.</p>	<p>Clerk</p> <p>Clerk</p>
PLANNING MATTERS	<p>57/17 Applications: SMD/2017/0102 – Grove Garage Kingsley Road (Broadoak Properties) – Removal of Condition 4 (Agricultural Building) on SMD/2016/0602 – No objection SMD/2017/0106 – Grove Garage, Kingsley Road (Mr Harrison) – Proposed detached domestic double garage – No objection SMD/2017/0171– Intakes Handley Banks – Proposed Agricultural building – Comments to be made as per DET/2017/0005 which was withdrawn. Decisions: DET/2017/0005 – Intakes Handley Banks – Proposed Agricultural building – application withdrawn Appeals: None Enforcement Matters: None</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
NEW BUSINESS	<p>Cllr Marshall reported that problems with motorbikes on the fields behind School Lane. This is becoming a regular happening and it to be reported to the Police. Clerk to write to Chief Inspector Mark Thorley at</p>	<p>Clerk</p>
DATE OF NEXT MEETING	<p>Monday 8th May 2017 at 7.00pm This is the Annual Assembly meeting, which will be followed by the normal meeting at 7.30pm</p>	
MEETING CLOSED	<p>9.20pm</p>	

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