



## **SHENSTONE PARISH COUNCIL**

**Serving Little Aston, Shenstone, Stonnall, Shenstone Wood End, Lynn,  
Parish Council Office 25C Main Street Shenstone WS14 0LZ  
Tel: 01543 481 947 e-mail: [admin@shenstone-staffs.gov.uk](mailto:admin@shenstone-staffs.gov.uk) web: [www.shenstone-staffs.gov.uk](http://www.shenstone-staffs.gov.uk)**

### **APPROVED MINUTES OF FULL COUNCIL COMMITTEE MEETING TUESDAY 13<sup>th</sup> MARCH 2018 STONNALL YOUTH & COMMUNITY CENTRE at 7.15pm.**

171. Register of attendance: Cllr Rita Hancocks (Chair), Cllr Sheila Beilby, Cllr Jean Wilson, Cllr Mick Cox, Cllr David Salter, Cllr Charles Fordham, Cllr Gail Nicholls, Cllr Nick Smith, Cllr Neil Perry, Cllr John Branch, Cllr Val Neale, Cllr Stuart Jones. Shirley O'Mara (Parish Clerk & RFO).

Mrs Nicola Macdonald & Mr Phil Berry- Chairman, Little Aston Recreation Ground Association.

172. Apologies were received from Cllrs David Thompson & Tim Cox, County Councillor David Smith & District Councillors Elizabeth Hassell & Brian Yeats.

173. Declarations of Interest on agenda items.

Cllrs Salter, Wilson & Fordham expressed a non-pecuniary interest in item 186.

174. To accept & confirm minutes of the last Full Council meeting on Tuesday 13<sup>th</sup> February 2018.  
Confirmed & signed.

175. Clerks report on outstanding matters from minutes Tuesday 13<sup>th</sup> February 2018.

Item 134: sale of Lawn Cemetery land to Eastridge Croft residents. Moseleys are still waiting to hear whether the residents of Number 21 will agree to a covenant to erect and maintain a fence between their garden & the cemetery.

Conveyance costs expected to be approx. £1,500 + VAT & disbursements.

Item 144: update on Shenstone Village Hall. Work almost complete with handover shortly.

Item 148: Grit Bins. All ordered with the 4 smaller bins already delivered.

176. Public Participation.

Mr. Phil Berry, Chairman, Little Aston Recreation Ground Association, spoke under item 186.

177. To receive reports from District & County Councillors.

Cllr Salter gave an update on Wall Island. The consortium behind the Deanslade Development have employed a Traffic Management Company to do a full survey. This data, combined with the Highways England data, has been used to produce a 119 page report and these findings will hopefully give more leverage for action. There may be some funding from the consortium also. Cllr John Branch stressed the importance of widening the road.

Cllr Salter also stated that District Council have approved the council tax agreement.

Band D will be a £5.00 increase, 3.03% across the board.

178. Co-Option of Councillor for Stonnall & Little Aston.

Nicola Macdonald was unanimously co-opted onto Council as Councillor for Stonnall & Little Aston.

179. Finance.

Current position: Co-op A/C 27611: £7,779.27

A/C 77453: £63,639.18

£40,000 ring fenced for new cemetery.

A/C 38000 £11,040.10 Stonnall Neighbourhood Plan.

Nat West A/C 2115: £25,558.56. A/C 1167: £78,000.92

Overall total ( less Stonnall N.P.) = £174,977.93

March transactions (attached) £5927.73 plus the balance of the LDC landscaping contract.

It was approved that the recent Community Grant applications awarded in January be paid out of 2017/18 funds.

Update on Finance, Legal, Health & Safety meeting 6<sup>th</sup> March 2018:

1) LARGA/SPC management agreement- see Item 186

2) Councillor led grant review- at the F, L, H & S meeting Cllr Salter raised the subject of councillor led grant applications to champion local requests which do not fall within the Community Grant funding period at the start of each year or fit the criteria of an emergency grant.

Committee agreed that this should be discussed at Full Council & charged the Clerk with sourcing the claim forms (attached). The importance of transparency was reiterated by Cllr Salter & by Cllr Thompson who had emailed his thoughts in anticipation of his absence.

A proposal to look at the wording of the document and set a grant limit in a second draft was put forward by Cllr Salter & seconded by Cllr Mick Cox.

This item will carry forward to April full council.

3) Public communication re Precept increase.

It was unanimously agreed that the communication notifying residents of the forthcoming Precept increase & background should be displayed on the website & notice boards.

Cllr Salter raised the recent email request from the Co-op Bank regarding Councillors personal details.

It was decided that we would not comply seeking clarification under the new GDPR regulations.

180. Planning.

March applications were approved ( attached). Application 17/01056 is still pending & application 18/00044/FUL has been refused.

181. Burial Authority Review.

The Clerk shared with Council the findings of the research into our burial authority review based on Stafford Borough Council guidelines, Tamworth Borough Council Guidelines, Lichfield Diocese Regulations & the Department for Constitutional Affairs Guide for Burial Ground Managers 2005 (attached).

These guidelines were unanimously approved with the decision to hold all existing fees until 2018/19.

Cllrs Salter & Mick Cox have completed a survey of the cemetery & established that there is a defined section of un-consecrated land as well as capacity for approximately five more years internments in consecrated ground.

There is also a significant crack in the cemetery wall which requires attention. Council gave Approval for the Clerk to seek quotes for repair.

182. Shenstone Lower Lawn Cemetery/ Mr Lloyd Williams.

The recent email communication from Mr Williams was discussed & the Clerk was charged with responding to the effect that the successful Contractor did not breach tender terms in offering cost saving opportunities as well as being significantly the lowest tender overall.

This course of action was also approved by the Legal Monitoring Officer at Lichfield District Council.

183. Community Clear up Day.

It is hoped that a clean-up day will be arranged for Shenstone in the coming months.

This will be village wide & approval was given to purchase litter picking equipment in anticipation. Cllr Nicholls is conducting some litter picking in Stonnall & Cllr Neale stated that a similar clean up event would hopefully be arranged in Stonnall as in previous years.

184. General Data Protection Regulations.

In order to ensure full compliance with the new regulations which come in to force on May 25<sup>th</sup>, Cllr Salter proposed that we take advantage of an offer extended by Staffordshire Parish Council Association to member councils. This is a three tier service level agreement which as a three Ward parish Cllr Salter feels is justified. The cost is £450 for one year.

This was seconded by Cllr Jones & all were in agreement.

185. Offsite back-up solution.

Boldmere Computers are offering Rhino drive cloud back up support for £150.00 per year or £400 for three years. As our current provider & in the interest of security & the impending new GDPR regulations, the proposal was made by Cllr Jones to accept the three year offer.

Cllr Beilby seconded & Full Council were in agreement.

186. Little Aston Recreation Ground Association/ Shenstone Parish Council.

At the last Finance, Legal, Health & Safety meeting this item was discussed. Cllr Salter explained the need for some sort of formal agreement between LARGA & the Council as a means of future proofing. A report was shared with the Committee outlining the purpose, background & proposals, as was a draft legal agreement. It was agreed to bring the item to Full Council for further discussion.

Mr Phil Berry, Chairman of LARGA, addressed Council by giving general background to the Proposal- the underlying principle being that for 28 years LARGA have acted as managing agents but with no formal agreement. This needs to be addressed for security of tenure, to formalise for both parties & assist in securing grant funding for LARGA for the benefit of the community. The agreement which has been put forward was drawn up by a senior lawyer in charity law who is highly experienced in contracts to assist & guide both parties.

Cllr Salter stated that he believed the agreement to be sound & fair and proposed

- (i) The committee vote to accept & adopt the agreement and
- (ii) As a one off, the Council contribute in part or full towards the legal costs incurred, an estimated £750.00. (With VAT reclaimable)

A discussion followed regarding the paragraph:

*SPC will reimburse the costs of maintenance of the recreation ground by no less than the sum of £1,500 per annum on receiving evidence of the expenditure.*

Cllr Beilby requested that this should be modified to remove "in line with inflation" and it was agreed that this modification would be made.

Cllr Perry requested clarification on tenure & Cllr Smith expressed concerns regarding loss of control of the land usage in the future. It was agreed that "Fields in Trust" would be added to the agreement.

Finally, in line with 14.1 of the Parish standing orders, it was agreed that an request for administrative support must go through the Chairman, the vice chair, 1 committee chair & the Clerk.

With these modifications made, Cllr Salter proposed that the agreement go before Council for approval. This was seconded by Cllr Wilson & unanimously accepted.

Cllr Salter also proposed that the Council contribute in part or full towards the legal costs.

This too was seconded by Cllr Wilson and it was unanimously accepted to pay in full.

187. Royal British Legion Silent Soldier Commemoration.

A discussion was had regarding the potential purchase of the "Silent Soldier" cut outs to mark the centenary of the First World War. Cllr Jones was particularly in favour stating that it would be a tangible & visible way of marking the centenary, have a huge impact & be money well spent. Cllr Nicholls agreed. Cllr David Smith had asked the Clerk to mention that perhaps Council may wish to spend the funds on a permanent memorial. With this in mind, the Clerk has been charged with researching options and no decision was made with regard to the "Silent Soldier".

188. Form a committee to review standing orders.

Cllrs Salter, Nicholls & Jones agreed to form a committee with a meeting date to be agreed.

189. Annual Parish Meeting Weds 23<sup>rd</sup> May 2018 Shenstone Village Hall.

Cllr Hancocks requested that this date be scheduled in the diary for anyone wishing to attend.

190. Spring/Summer newsletter.

It was agreed that Councillors will meet early, prior to the next Full Parish Council meeting, to consider articles for the next newsletter which will be produced in June.

191. Date of next meeting- 10<sup>th</sup> April 2018 Little Aston Village Hall.

Signed Rita Hancocks Date 10/4/18