

Forton Parish Council

Minutes of Meeting Held Wednesday 13th March 2019 at 7:00 in Forton Parish Rooms

PRESENT: D Toon (Vice Chair) in the chair
D Carver (RFO); Cllr. P Hammond; Cllr. S Spencer;
Borough Cllr. M Smith; Borough Cllr. P Farrington (replacing Cllr. K Williamson
whose retirement is imminent)

IN ATTENDANCE: C Little (Clerk)

1. Apologies for Absence:

Apologies accepted from Cllr. S Tomkinson (Chair); Cllr. J Perks; Cllr. E DeQuincey;
County Cllr. M Winnington.

2. Declaration of Councillors' Personal Interests:

Cllrs. Hammond and Spencer each declared interests as trustees of organisations
requesting grants.

3. Minutes of Meeting held on Wednesday 21st November 2018:

Minutes were agreed and signed by the Chairman.

a. Matters arising not on this agenda

The mirror at the junction in Sutton has been destroyed in high winds and
subsequently safely removed.

4. Financial Report and Authority for Payment:

a. Quarter Four Financial Statement 2018/2019

The financial statement dated 07 March 2019 balanced to the latest bank
statements received.

Account	£ p
Current @ 05 March 2019 (by phone)	110.00
Reserve @ 05 March 2019 (by phone)	951.29
TOTAL	£1061.29

The council approved the Quarter 4 financial statement and it was signed by the
chairman.

b. Precept Payments Approved

Precept Payments	Budget £ p	Agreed to Pay
Clerk's Salary (gross) – quarter 4	*£105.82	£105.82
Clerk's Expenses – quarter 4	To be advised	nil
SPCA subscription 2019-20 (payable April)	100.16	**£98.00

*PAYE if due, is calculated by the payroll provider.

** This will be paid in Quarter 1 next year (2019/2020)

The council approved the above payments and authorised the RFO to make them.

c. Accountability and Governance

The council considered whether it continued to satisfy the conditions allowing its exemption from a limited assurance review (external audit). The council agreed that its status in this regard remains unchanged and it unanimously agreed that it is exempt from requiring a limited assurance for 2018/2019. The RFO was asked to complete the Annual Governance and Accountability Return part 2 (AGAR) once it is received.

The deadline for completion and approval of the AGAR is expected to be early July 2019 though the documentation has yet to be received. In practice this will mean that the council should be in a position to approve the AGAR at its next meeting in May. The RFO expects to be able to arrange an internal audit, probably with Robert Watson Jones and to complete the AGAR within the required timescale.

ACTION: RFO

5. Requests for Grants:

Cllr. Toon, in his capacity as Chair of this meeting, explained the historical distribution of our limited concurrent funds amounting to £270 this year. The clerk had received requests from the trustees of the church, the churchyard, the parish hall and Forton cricket club. Cllr. Carver proposed an equal split for all of the requests and this was seconded by Cllr. Spencer. Cllr. Carver (RFO) agreed to draw cheques accordingly for distribution with appropriate letters to the four recipients.

ACTION: RFO & CLERK

6. Forthcoming Local Elections:

The clerk had collected the election pack from the Council and distributed the nomination papers to councillors who expressed an interest in standing again. She also confirmed that posters advertising the work of councillors and the up and coming elections had been displayed on parish noticeboards and distributed to the local pub and nursery. As three parish councillors were not present it was agreed that a special meeting should be arranged to complete the nomination papers. The clerk agreed to liaise with councillors to arrange a suitable date.

ACTION: CLERK

7. Update on A519 Safer road campaign:

The clerk confirmed that she had today received a response to her letter of 21st January from John Henderson, Chief Executive of Staffordshire County Council. The long awaited speed and volume survey was also attached. He advised that Cllr. Winnington, who has been involved with this matter for some considerable time, would be attending a meeting with Highways Officers on 3rd April. He assured us that our project would be discussed alongside other competing projects. Councillors accepted that they would have to wait for the outcome of this meeting. It was also noted that whilst Shropshire Council seems prepared to provide safety mirrors they are neither endorsed nor provided by Staffordshire Council.

8. Superfast fibre access broadband:

Cllr. Carver reported that he had heard from Paul Chatwin of Superfast Staffordshire that agreement had been reached with Superfast Telford to apportion the cost of finishing the broadband project in Meretown. The expectation now is that work will be completed by the "end of June/July 2019". Cllr. Carver said he would follow up on progress ahead of the council's May meeting.

9. Mirrors on Sutton Crossroads:

Already dealt with item 3a and item 7.

10. Collaboration Meeting 28th February 2019:

Cllr. Carver had attended the collaboration meeting held in Church Eaton on 28th February and had already distributed his notes ahead of this meeting. There were no questions arising but councillors did ask to be kept informed of future dates so that a representative could attend.

11. Matters requiring attention in the Parish:

Cllr. Toon reported a series of potholes on A519 in the vicinity of the monument and agreed to take images whilst litter picking to enable accurate online reporting. Cllr. Carver also reported a pothole in Meretown which he undertook to report. Cllr. Hammond had been preparing historic parish council documents for archiving or secure destruction, in line with current guidelines. He shared with us a substantial document, the A519 Route Management Strategy 2002, an independent report highlighting the issues with A519 that we are still trying to rectify today. He also presented a carrying case containing a portable stove which was issued by the council around the time of the millennium. He sought agreement to donate this to a local charity shop, this was unanimously agreed.

12. Any other business:

Cllr. Toon reminded Councillors that March 17th 2019 was set for a community litter pick. The clerk confirmed that litter pickers and bags had been delivered and Cllr. Toon confirmed completion of the risk assessment secured by the clerk.

13. Correspondence:

The clerk had received the SCPA renewal invoice. Cllr. Carver (RFO) requested approval for the payment which was added to the list of approved payments (see 4c).

14. Date of next Meeting:

7:00pm Wednesday 8th May 2019

The meeting was closed by the Chairman at 8:10 p.m.