

# Butterton Parish Council

## Minutes of Annual Parish Council Meeting Tuesday 26<sup>th</sup> April, 2016 at 7.30pm in the Village Hall.

**1. Apologies** from Cllrs Antonia Parr, Sarah Kinneir and Bruce French. Sally Stickland sent apologies on behalf of WACFR.

Present- Cllr Jenny Land (Vice Chair), Cllr K. Salt and Cllr M. Stone.

Cllr Land took the Chair for the meeting.

Also attending – Maggie Risby (Clerk)

**2. Welcome to Debs Massey** (Prospective Co opted Councillor).

Disappointingly NO Parishioners attended the meeting.

The Clerk summed up the activities of the Parish Council over the last year.

The Council then moved onto the Main meeting.....

**3. Minutes** from the previous meeting on 8<sup>th</sup> March were signed as correct.

### **4. Matters Arising**

\*Highways- Despite emails from the Clerk to Dave Rushton, there has been no response re our request for a statement of the Highways intentions regarding our roads and lanes. **Clerk to continue emailing/phoning in order to get a response.**

\*WPD- **In the absence of Cllr French an update of this item will be dealt with at the next meeting.**

\*Retirement of Peter Frost, Butterton Lengthsman. The Clerk read out the letter sent to Peter Frost and reported that a favourable response had been received from Peter.

\* The Clerk and Cllr Stone continue to liaise regarding the publication of various documents on the website, as required by the terms of the Transparency Code.

\* The Clerk has contacted Martin Wigglesworth re the rear wall of 'Butterton Wood'. There are plans to rebuild the wall at some point in the future.

\* Gritting- As this is a Highways issue and there is difficulty getting a response, this item remains unresolved.

\* **Community Footpath Initiative application- In the absence of Cllr French this item will be dealt with at the next meeting.**

At this point there was a general discussion re footpaths and bridleways. **Debs Massey is keen to pursue the subject of the poor state of the Bridleway and will do some research into the matter. Clerk to supply Debs with some maps of the Parish.**

\*WACFR- WACFR have been informed of the Council's intention to financially assist with the costs of re-stocking the defibrillator. The Council will be informed as and when this becomes necessary.

\*Dog Poo Dilemma- see section 8.

### **Business items**

#### **5. Election of Chairperson and Vice Chairperson**

Cllr Karen Salt is now Chairperson and Cllr Jenny Land remains Vice Chairperson.

At this point Debs Massey was welcomed onto the Council as the 7<sup>th</sup> Councillor. The vacancy was due to the retirement of John Glaves.

#### **6. Proposed cuts by SCC Highways**

The Highways Team now visits once a year to carry out work beneficial to the Parish. Previously they have assisted with drainage problems etc but for this visit (on 28<sup>th</sup> April) the Council was informed by Cllr Gill Heath that no such work would be carried out and seemingly only 'cosmetic' jobs would be done. This is very disappointing and somewhat frustrating to hear. With this in mind, it is the Council's intention to invite Cllr Gill Heath to a meeting in order to discuss these changes and also the proposed cuts re Lengthsman's Scheme in 2017. The Council seeks to know what proportion of the Council Tax is allocated to the Highways Department. **Clerk to contact Cllr Gill Heath.**

#### **7. Lengthsman Update**

Andy Hall from Warslow is now the Butterton Lengthsman. Cllr Karen Salt is the designated point of contact for Andy. **Clerk to contact Staffordshire Parish Council Association to determine the format of any necessary contractual paperwork.**

#### **8. Dog Poo Dilemma**

The Clerk has been in contact with SMDC who will visit the Village and deliver cards to Parishioners. The Council would like to see the content of these cards before delivery. SMDC will also put posters up in 'Hot Spot' areas.

#### **9. Risk Assessment**

Cllr Mike Stone and the Clerk have prepared a Risk Assessment as requested by Grant Thornton, the External Auditors. This will accompany the Accounts to the Internal Auditor for her comments in the first instance.

# Butterton Parish Council

## 10. Finance-

Due to the fact the next meeting of the Council is 7<sup>th</sup> June and the due date for receipt of the accounts by Grant Thornton is 3<sup>rd</sup> June, the **Clerk is to ask for an extension in order that the Accounts can be discussed in full on 7<sup>th</sup> June.**

Payments received- SCC-£699.00, SMDC- £499.00 (Both amounts for payment of the Lengthsman).

Pinfold Rent- £20

Payments requested- Peter Frost Final Pay- £222.52, HMRC- £45.60, SPCA subs- £86.00, Came and Co Insurance- £276.57, Upperbridge Website fee- £150.00, Peak Park Parishes Forum subs- £12.00, Jenny Land- £44.50 (Honourarium)

A question was raised regarding Legal agreements between the Parish Council and the tenants of the Pinfold and piece of land near Malbon Farm. **Clerk to bring Land Registry paperwork to the next meeting in order that this can be clarified.**

## Correspondence

**11. Peak Park-** Nothing to discuss

**12. Severn Trent-** Nothing to discuss

**13. Highways-** Nothing further to discuss (see Matters Arising and section 6 above)

**14. Staffordshire Moorlands District Council-** Nothing further to discuss (see item 8 above)

15. Staffordshire County Council

**16. Staffordshire Parish Councils Association-** nothing to discuss.

**17. Staffordshire Moorlands Parish Assembly-** nothing to discuss

**18. Other Correspondence** - none

**13. A.O.B-** none

The next meeting is.....

**Tuesday 7<sup>th</sup> June, 2016 at 8 pm in the Village Hall**

**EVERYONE WELCOME TO ATTEND.**

**2016 dates-** Jan 19<sup>th</sup>, March 8<sup>th</sup>, **April 26<sup>th</sup> (APM)**, June 7<sup>th</sup>, July 19<sup>th</sup>, Aug 30<sup>th</sup>, Oct 11<sup>th</sup>, Nov 22<sup>nd</sup>

Clerk-Maggie Risby, 01538 304115

[buttertonpc@live.co.uk](mailto:buttertonpc@live.co.uk)

Website Manager- Cllr Mike Stone, 01538 304455

[www.buttertonmoorlands.co.uk](http://www.buttertonmoorlands.co.uk)

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