**PRESENT:**

Cllrs K Griffiths (Chair), T McNicol (Vice-Chair)

Cllrs H Rylands, A Shipley, J Hodgetts, B Hughes, J McNicol, J Morrison, Jean Fryer, Jeremy Fryer, Nigel Meakin (left at 19:30)

County Cllr R Ward

Zoë Grindey (Clerk)

*Hannah Barter and David Shaw were in attendance for the Neighbourhood Plan presentation*

*1 member of the public was present*

**APOLOGIES:**

Cllr D Jones, L Martin

**The Chair opened the meeting at 19:00**

**047/18 NEIGHBOURHOOD PLAN PRESENTATION**

The Parish Council invited Hannah Barter to give a presentation on producing a Neighbourhood Plan. Key points were:

* Funds are available to assist Parish Councils in producing a Neighbourhood Plan
* There are lots of good examples already out there that can be adapted to suit.
* Plans can be very focused on a particular area/issue or can have a wider focus.
* A Neighbourhood Plan must be produced by the Parish Council itself, not another group.

Councillors were then invited to ask questions.

*Q. Could you clarify what a referendum consists of?*

A. There is a standard election, paid for by SMDC, requiring a Yes or No vote. Of those who turn out to vote, 50% need to vote in favour of the Plan for it to be approved.

*Q. What impact can a NP have on the Local Plan and any sites already identified for residential?*

A. A NP cannot have any impact on the Local Plan or any sites already identified.

*Q. Do Councillors have to declare any interests in the NP?*

A. That would be as per the Council’s Standing Orders.

*Q. Are Section 106 monies still available?*

A. SMDC do still operate S106 but they are in the process of putting a SIL in place. A NP can set priorities for both S106s and SILs monies. Parish Councils without a NP are vulnerable and may lose out on any of these future monies.

*Q. Can the PC access funds straight away?*

A. Locality monies of up to £9,000 are available straightaway to assist in the development of a NP.

*Q. Can PC land be used?*

A. Yes it can.

*Q. What influence can be had on the type of housing that is built in the area?*

A. The NP can influence the type of affordable housing and the layout of any potential developments.

The Chair thanked Hannah and David for attending.

**Hannah Barter and David Shaw left the meeting at 19:25**

**Cllr N Meakin left the meeting at 19:30**

**048/18 PUBLIC QUESTION TIME**

A resident requested an update regarding the overhanging trees at Elizabeth House on Draw Well Lane. Cllr T McNicol has visited and spoken to the owner and it is in hand and should be dealt with shortly.

The resident also requested an update on the issue of CCTV in Draw Well Lane. The Chair had looked into this and reported that the sign related to the Dog Wardens. Cllr B Hughes was looking into this further.

***ACTIONS***

* ***Cllr B Hughes to look into the issue of CCTV in Draw Well Lane and confirm that it relates to dog fouling.***

**049/18 COUNTY COUNCILLOR REPORT**

Cllr R Ward read out a report which will be forwarded to the Clerk for distribution. Key points were:

* Dementia training is available and he would like all Councillors trained to be dementia friendly.
* Free stiles are available from the County Council. They come in a pack and would need to be assembled and fitted.

Cllr T McNicol asked who owns the stile on Draw Well Lane. Cllr R Ward will enquire if it is SMDC or SCC. The Chair requested that Cllr T McNicol forwards a picture of the stile to Cllr R Ward for reference.

Cllr Jeremy Fryer asked if the Parish Council can maintain trees on the highway. Cllr R Ward stated that he thought they could but he would clarify the matter.

Cllr H Rylands stated that there is still a problem with the signs at the Pizza & Grill and the hairdressers. The Chair stated that he would speak to the PCSO again.

***ACTIONS***

* ***Cllr T McNicol to forward picture of stile on Draw Well Lane to Cllr R Ward.***
* ***Cllr R Ward to confirm ownership of above stile.***
* ***Cllr R Ward to clarify whether or not the PC can maintain trees on the highway.***
* ***Chair to speak to PCSO regarding signs at Pizza & Grill and the hairdressers.***

**050/18 APOLOGIES**

As stated above.

**051/18 DECLARATIONS OF INTEREST AND DISPENSATIONS**

None.

**052/18 REGISTER OF INTERESTS**

Cllr J Hodgetts has updated her form and will take to SMDC.

**053/18 ACCURACY OF MINUTES OF LAST MEETING (NON-EXEMPT)**

There were no amendments.

**Cllr J Morrison moved to approve the minutes of the last meeting, seconded by Cllr Jean Fryer. The minutes were approved.**

**Cllr J Morrison moved that the minutes of the Annual Parish Meeting, Annual Meeting of the Council, Planning Meeting (14/5/18), and Councillor Interviews be approved. This was seconded by Cllr Jeremy Fryer and approved unanimously.**

**054/18 UPDATE ON ACTIONS FROM THE PREVIOUS MEETING**

* Agenda item 035/18. Cllr B Hughes has started the process for the Slow Down sign on Leek Road by the Malthouse Sports Ground.
* Agenda item 045/18. Cllr H Rylands reported that the resident of 12 Meigh Road will be putting out Police cones (provided by PCSO Ashley Goodwin) for 4 weeks, then the chain can be put up. Signs are needed to state ‘No Overnight Parking’ and that the ‘Carpark closes at 9pm’. The Chair stated that sign was also needed for Malthouse to state that it was for ‘Organised/approved events only’. The issue of Dog Control Orders was discussed.

***ACTIONS***

* ***Cllr B Hughes to keep PC updated on the progress of the Slow Down Sign.***
* ***Cllr H Rylands to organise signs for Meigh Road playing fields and Malthouse.***
* ***Clerk to review process for applying for Dog Control Orders.***

**055/18 CLERK’S REPORT**

The Clerk read out her report. The Clerk asked whether or not Councillors would prefer the minutes to stay as they are, or to just record decisions made, as is required. It was unanimously agreed to keep the minutes as they are. The Clerk also suggested that a Dictaphone is purchased to record meetings and provided evidence of research and quotes for a suitable model. This was approved at £59.99.

Cllr A Shipley stated that the time spend working by the Clerk is being reviewed. The Chair stated that if any Councillors require the Clerk to carry out any work for them, that it must go through the Chair or Cllr A Shipley first.

***ACTIONS***

* ***Clerk to continue to provide minutes in the current format.***
* ***Clerk to purchase agreed Dictaphone for use at future meetings.***
* ***Councillors to request work for the Clerk via the Chair or Cllr A Shipley.***

**056/18 ACCOUNTS & QUARTERLY BUDGET REVIEW**

The Clerk presented the accounts for approval and requested that a transfer be carried out from the Business Instant Access account to the Treasurer’s Account, as funds were running low. A discussion was held.

**The accounts were approved unanimously. The transfer was approved.**

The Clerk presented the quarterly budget summary and forecast income and expenditure for the year. A discussion was held.

**Cllr J Morrison moved that the budget is approved with no variations. This was seconded by Cllr Jeremy Fryer and approved unanimously.**

The Clerk presented the Petty Cash log and Clerk’s expenses claim. These were both approved and signed off by the Chair.

**Cllr A Shipley left the meeting at 20:25**

**057/18 CORRESPONDENCE**

1. Stonehouse Crescent – The Clerk read out an email received from a resident regarding parked cars. The Chair provided an update.
2. E.on – The Clerk read out a letter received from E.on regarding the replacement of a street light. Clerk to check what this means and who’s responsibility it is.
3. Road Traffic Regulation – The Clerk read out the notice regarding Hulme Lane.

***ACTIONS***

* ***Clerk to contact E.on regarding replacement of street light.***

**058/18 NEIGHBOURHOOD PLAN**

A discussion was held following the earlier presentation from Hannah Barter on a Neighbourhood Plan.

**Cllr Jeremy Fryer proposed that the Parish Council begin the process of producing a Neighbourhood Plan. This was seconded by Cllr H Rylands and approved unanimously.**

**059/18 COUNCILLOR’S ITEMS / AGENDA ITEMS / PREVIOUS MEETING**

*a) Footpaths.*

No further update.

*b) Antisocial Behaviour.*

No further update.

*c) Parish Council Website and Social Media*

Update provided by Clerk. There are still outstanding pictures and biographies needed for some Councillors. Agreed that these are to be checked by Cllr A Shipley before being uploaded to the website.

*d) Funding Streams*

No further update.

*e) Parish Council Noticeboard*

A discussion was held regarding the need for the noticeboard to be put back up. Chair to contact Cllr N Meakin regarding this matter.

*f) Planters at the Crossroads*

Cllr J Hodgetts felt that a licence was needed for the planters as one had been granted in the past. Cllr R Ward agreed to look in to this.

*g)* *WWI Commemoration Event*

An update was provided. A copy of the funding application was circulated and approved. Clerk to submit to SMDC.

*h) Bollards on corner of Johnstone Avenue*

**Cllr H Rylands proposed that the Parish Council access funding from Cllr R Ward to have the bollards installed. Funding to be matched 50/50 with Parish Council monies. This was seconded by Cllr J Morrison and approved unanimously.**

*i) Overgrown trees and hedges.*

Clerk to write to residents regarding overgrown trees and hedges. Chair to provide addresses.

***ACTIONS***

* ***Councillors to submit biography and picture to Clerk for inclusion on the website.***
* ***Chair to contact Cllr N Meakin regarding the Parish Council noticeboard.***
* ***Cllr R Ward to look into the need for a licence for the planters at the crossroads.***
* ***Clerk to submit funding application to SMDC for WWI Commemoration Event.***
* ***Parish Council to match fund monies from Cllr R Ward for the installation of bollards on the corner of Johnstone Avenue.***
* ***Clerk to write to residents regarding overgrown trees and hedges. Chair to provide relevant addresses.***

**060/18 COUNCILLOR’S REPORTS**

**SMDC**

No update provided.

**PARISH ASSEMBLY**

An update was provided by Cllr B Hughes. A meeting was held on 14th June. Cllr B Hughes is now on the Standards Committee. Clerks will be invited to future meetings.

**PLAYING FIELDS**

The Tree Condition Survey needs to be actioned ASAP. Antisocial behaviour over the weekend was not reported via the ASB Hub. Approval was given for Cllr H Rylands to purchase new keys/padlock. Approval was given for Cllr H Rylands to arrange for signage stating that the car park will be locked overnight/no overnight parking/cars left at owner’s risk.

The park equipment is due an annual safety inspection. Approval was given for the Clerk to arrange for this to be carried out.

**ALLOTMENTS**

A break-in had been reported at the allotments.

**Cllr A Shipley returned to the meeting at 21:00**

**VILLAGE HALL**

No update to report.

**MALTHOUSE SPORTS FACILITY**

Annual inspections for electricity and water are due. Approval given for Cllr H Rylands to arrange for these to be carried out.

***ACTIONS***

* ***Clerk to arrange for Tree Condition Survey to be carried out.***
* ***Cllr H Rylands to purchase new keys/padlock for Meigh Road.***
* ***Cllr H Rylands to arrange for signage for Meigh Road car park.***
* ***Clerk to arrange annual safety inspection for play equipment at Meigh Road.***
* ***Cllr H Rylands to arrange for annual electricity and water inspections at Malthouse.***

**061/18 COUNCILLOR RETRACTION OF ALLEGATION OF CORRUPTION**

Councillor L Martin has apologised for, and made a public retraction of her statement alleging corruption within the Parish Council.

**DATE OF NEXT MEETING IS MONDAY 10TH SEPTEMBER 2018**