

Madeley Parish Council

MINUTES OF Madeley Parish Council MEETING held on Thursday 5th January 2023 commencing 7pm at The Madeley Centre, New Road, Madeley

Present: Councillors J. Stephenson (JS) Chair), K. Walley (KW), C. Hopkin (CH), G White (GW), A. Davenport (AD) B. Ruscoe (BR), P. Carnall (PC), T. Nicoll (TN), J. Whitmore (JW), D. Whitmore (DW)

In attendance: K. Howe (Locum Clerk), C. Withington (RFO), Community Police Officer, 1 Member of the Public (MOP), Cecilia Cahill.

PART A

193.1/1 Apologies for Absence in accordance with Standing Orders received from Cllrs. T Morgan, S White.

194.1/2 Councillors' Declarations of Pecuniary Interest in items on the Agenda: TN declared an interest in Grant application for ALL Saints Nativity Scheme.

195.1/3 Disclosures of Personal and Prejudicial Interests from Councillors on matters to be considered at the meeting - None.

196.1/4 Public Participation / Open Forum
MOP attending raised issue of public safety on road to Newcastle. She had counted 165 cars passing her house in less than half an hour. She can't get out of her drive due to traffic passing. Stated need for signage warning 'narrow road/ slow down'. Cars are travelling at 80 m.p.h. Chair suggested MPC write to County Highways and make further representation to address public safety issues. Chair noted this matter is contained in the Neighbourhood Plan as a priority issue for Madeley. The Chair thanked MOP attending for bringing her concerns to Council.

197.1/5 Confirmation of Minutes

JW asked Council to NOTE both she and Dave had sent their formal apologies for December meeting. This amendment to December 2022 minutes was confirmed by Chair and signed off. With this amendment Councillors **RESOLVED to approve** and for Chair to sign as a factual record the Minutes of the last **Council Meeting** held on **Thursday 1st December 2022** as a factual record of the meeting.

198.1/6 Matters Arising - None

199.1/7 Co-option of a Parish Councillor

Jane O'Brien was unavailable to attend meeting again for the second time. Councillors again considered co-option of Cecilia Cahill (completed co-option form previously

circulated and interviewed at December meeting). Council **NOTED** Cecilia Cahill has attended MPC December and January meetings to put herself forward for co-option. GW proposed, JS seconded, Council unanimously **RESOLVED** to co-opt Cecilia Cahill as a member of Madeley Parish Council.

C. Cahill duly signed the acceptance of office (countersigned by Clerk at Meeting) and Disclosure of Interests Form.

200.1/8 a Report from Borough Councillors

Councillors **NOTED** verbal report from Borough Councillor Gary White.

Planning update:

- The Nook – new entrance to property. Rejected 3 times / now Approved.
- New Rd – variation application for 6 dwellings - Approved.
- Madeley Manor – Conversion to apartments – Approved.

Morningside – number of complaints received Aspire tenant undertaking multiple burnings in garden, complaint has been referred to Aspire.

Barr Hill – large potholes reported to Staffs County Council prior to Christmas.

201.1/9 b Report from County Councillor

No report - County Councillor Paul Northcott – not in attendance.

202.1/10 Police Update

Councillors **NOTED** verbal report from the Community Police Officer in attendance:

- Theft from doorstep in Madeley Heath
- Neighbour dispute on Moss Estate
- Quad bikes being ridden on College Fields but not apprehended by police
- Police staffing levels increased – 4 PCSO's and 3 constables. GW **NOTED** new Police Sergeant Alistair Buxton starting 16th February. GW has booked meeting with him.
- PCSO explained and circulated information on Smart Alert App.
- Re-starting Police Surgeries at Madeley Centre – first held on 20th December, date for February Surgery to be announced. KW suggested surgeries could be held outside 9-5 working week to enable attendance by working parishioners.
- DW raised concern of knives and firearms in Madeley.

203.1/11 Financial Update

Councillors considered and approved actions as detailed below on Financial Matters:

- a) Councillors considered grant applications under the Grants Programme (balance £1705)

All Saints – Nativity Scene – additional request for £45.97 for cabling

Council **NOTED** the new display (funded by MPC Grants programme) made a great impact on entering the village. TN abstained (having declared an interest). GW proposed, JS seconded, Council **RESOLVED** to support additional expenditure requested by All Saints.

- b) Council **NOTED** there were NO comments from the public budget consultation 2023-2024 and **RESOLVED** to approve the Budget for 2023-24.
- c) Council considered and JS proposed, KW seconded, (JW & DW abstained), Council **RESOLVED** to approve an increase to the Precept of Band D Council tax annual amount of £45.68 by 4% (an increase of 3p per week or £1.56 per year) to £47.51 per Band D property per year (note Council tax base increase from 1502 to 1506). This will provide a total precept of £71,550.06 from £68,611.36 – as circulated (**Appendix A**)
- d) Council considered buying in specific pension advice from a financial advisor for a Pension Scheme in the event the new permanent Clerk does not opt out. Council **NOTED** this is dependent upon preference of new permanent Clerk appointed and contract approved. Locum Clerk to advise wording of Clerk model contract.
- e) Council considered the need to make an increase for the swing security payments from the current £70.04 per month for each play area in Birchdale and Madeley Heath. No increase has been approved by MPC in last 3-4 years. Current payment equates to £2.26 per day. TN questioned why are MPC locking a play park when the Borough Council doesn't lock parks they manage. Council **NOTED** key holders act as wardens and litter pickers. They provide 7 day a week cover and are allowed to appoint substitutes. Locking compound does appear to dissuade inappropriate use and random vandalism, which would be disproportionately costly. GW proposed 4% increase in payment, KW seconded, Council unanimously **RESOLVED**.
- f) Council considered the appointment of an Internal Auditor – quotes as circulated (**Appendix B**). RFO explained 3 quotes received were from Staffordshire Parish Association list and all were adequately qualified. Sandy Morris is widely used locally and will be used by Audley this year. Fourth contractor (advised by Locum Clerk – used widely in region and highly qualified) had also provided additional quote. CH proposed, JS seconded Council unanimously **RESOLVED** to appoint to appoint Sandy Morris as internal auditor for 2023-24.
- g) Council considered and unanimously **RESOLVED** to approve payments/orders, receipts and transfers as circulated (**Appendix C**).
- h) Council **NOTED** additional agency cost of Locum Clerk will affect budget reserve as advised. Council unanimously **RESOLVED** to approve the budget update as circulated (**Appendix D**)
- i) Council considered and **RESOLVED** to approve bank reconciliation statement – as circulated (**Appendix E**).
- j) Council considered the renewal of the bus cleaning contract via current contractor. Council **NOTED** they have seen bus shelters being cleaned and need to check level of public liability insurance in place. Current contract is for 8 bus shelters at £180 per month.

- k) Council **NOTED** RFO report regarding Locality Grant for Neighbourhood Plan – no money related has been received. JS will request Nick Speakman to clarify position – has end of term grant been properly claimed?

204.1/12 Planning Matters

Councillors considered and **RESOLVED** to make formal comment on the following planning applications received:

- **22/01053/PLD_** – Scotts Pines, Swan Bank, Madeley Heath.
Use of property for care home for up to 3 children with up to 3 carers during the day and up to 2 carers at night. Council **NOTED** Permission has been granted under delegated powers.
- **22/01051/FUL** – Brookside School Lane, Onneley.
Demolish the existing garage and porch and rebuild porch and large garage.
No objection.

Council **NOTED** an update on:

- **22/00743/FUL** – The Nook, Newcastle Rd, Madeley
New access to service the dwelling approved under 21/00800/FUL (re-submission of Planning Permission 22/00061/FUL) **PERMIT**
- **22/00840/FUL** – land off New Rd, Madeley
Variation of condition 2 of planning permission 21/00866/FUL (Variation of condition 2 of planning permission 19/00036/FUL (Proposed residential development of 32 residential dwellings with site access, car parking, landscaping and all associated engineering works)) to allow plot substitutions to Plots 16, 18, 22 and 28 along with revised engineering works in the rear gardens of Plots 3-5. **PERMIT**

205.1/13 HS2

Council **NOTED** GW verbal update.

- Manor Rd Bridge to Woore – road closures for 6 weeks from 17th February 7pm to 5am to provide passing places for construction traffic.
- Residents at Onelley have notified spotting otters (protected species) since HS2 survey – JS confirmed he will take this on personally.
- J15 – meeting arranged will provide more detailed information. Response received from Government. Despite representation been informed going ahead.

206.1/14 Play Areas

Birchdale refurbishment – Council **NOTED** KW verbal update, works appeared to be completed and PC confirmed this was right from his visual inspection. SW has provided photographs of apparently completed works. JS advised compound remains locked by contractors. JS will check with Wickstead tomorrow. Council **NOTED** it is now a month since works were apparently completed.

207.1/15 Events

Council **NOTED**:

- a) Christmas Events – Lights switch on / Christmas Party / Pantomime - all were well attended. Panto company have been provisionally pre-booked for next year. JW supplied alternative contact details for local Panto providers. MJE Management. TN commented MPC may consider co-ordinating Christmas events across the village to avoid potential clashes with other community events in future years. JS agreed Events Working Group should meet in February to begin preparations for next year.
- b) Coronation / Golden Orb – scheduled date Saturday 6th May. JS commented Council should consider using same suppliers as for Jubilee events. There were weather concerns about planning an outdoor event for early May. Suggest try to tie in with Borough Anniversary as a fete type event using Madeley Centre with screening, bring your own picnic (indoor / outdoor) and a bar. Madeley Centre may be persuaded to host an evening adult orientated dance event. GW suggested re-using Jubilee flags and bunting, put up in May and taken down late summer. GW suggested £600 budget for Coronation event as agenda item for February meeting. JS will circulate email to Events Committee to be reconvened.

208.1/16 Heath Wood

Council **NOTED** and reviewed STS Contractors report on status of trees within Heath Wood – all have numbered tags to identify against survey supplied. Using delegated authority MPC contracted emergency work via STS to deal with 4 dangerous trees identified, having obtained consent from NUL under 'urgent works'. Council **NOTED** 29 trees identified needing work - some trees identified as 'urgent' work within 30 days, some need attention within 12 months. Contractor has informed he can't access wood – no permission received from landowner, hence need to chip on site to aid removal of arisings. GW proposed, CH seconded, Council **RESOLVED** to retrospectively approve costs and actions authorised to remove 4 trees 'due to urgent business need and potential H&S impact' pursuant to the report, MPC having commissioned emergency work identified.

For further 25 trees identified needing work JS suggested MPC send redacted STS schedule out for quote to additional contractors, noting nos. 77, 93 and 94 require urgent work. TN suggested that a number of trees were highlighted as being in need of work within 30 days and that the Council should consider resolving for STS Contractors to undertake those works immediately as they were urgent and tender

for the balance of the work and include need for retained arboriculturist for 3 year retained contract and urgent work based on hourly rate, ensuring TPO provided before any work undertaken. TN proposed, GW seconded, Council **RESOLVED** to undertake urgent work via STS and to put additional tree work highlighted in the report out to tender.

209.1/17 Pump Track Proposal

Council **NOTED** they had previously **RESOLVED** at December meeting to go forward with public consultation. GW confirmed he has made amendments to survey via Survey Monkey as minuted. This includes requirement to complete name and address of respondent to omit multiple responses. Leaflet being produced via Survey Monkey for use via social media. Council **NOTED** 3,200 voters in parish and an intention to include children / young people so could total 5,000 potential respondents. With average response rate at 30% suggests 1,500 responses maybe received for analysis and response format. GW has negotiated via Survey Monkey unlimited use for 1 year at £384 to cover. In addition, leaflets produced will provide QR code (linked to MPC website and Facebook page). PC commented on GDPR, use of respondent's email addresses - MPC could request additional item on survey 'can we contact you again for further consultation'. Leaflets produced will be additional cost of £850. GW proposed, PC seconded, JW and DW abstained, Council **RESOLVED** budget for leaflets at £850.

210.1/18 Parish Appearance

- Grit bins – Locum Clerk confirmed this had been notified to Staffs. Council and replacement was expected to be notified.
- CCTV – MPAN was now supplied. RFO advised at meeting EON had mentioned to her that Section 50 notice was now required to be resubmitted as it had expired. Locum Clerk to investigate and action.

211.1/19 Madeley Pool

Council **NOTED** all information was now in place to move to next stage, awaiting responses from Groundworks to inform prioritisation of spend allocated. MPC need to confirm agreed mechanism for producing additional funding bids. PC offered his time and expertise to investigate and report on costs of hydro power generation and storage at Mill. Scheme if appropriate could generate sufficient electricity to power lights around walkway and produce additional energy. JS suggested PC speak to Steve Hough who had separately suggested similar potential scheme. TN asked current status on long term lease. CH agreed to obtain update from Staffs. Council. Council **NOTED** trees on island need removing awaiting permission from NUL. JS confirmed he will chase up.

212.1/20 Equality & Diversity

Council **NOTED** the Equality & Diversity Policy and their crime prevention powers for the Meeting;

213.1/21 Council planned absence – None notified

214.1/22 Next Meeting

Council **NOTED** the date of the next regular Council meeting as **Thursday 2nd February 2023 to commence at 7:00pm.**

At this point the Public and Press were excluded for items determined as confidential

PART B CLOSED Meeting Agenda

College Fields – MPC applied for Village Green Status with 18 witness statements appended. Automated response received from Staffs **acknowledging receipt of papers. Papers were also submitted by Special Delivery Tracked Postage service** to Council before Christmas break. A meeting of the committee looking at this including Nick Speakman co-opted public member of NDP committee needed to be convened to resolve process for obtaining further statements and taking matter forward. JS will produce a further update prior to February meeting.

Meeting Closed 9.30pm The Chair thanked councillors for their contributions.

DRAFT for approval

Approved Payment Schedule – December 2022



BACS AUTHORISATION DECEMBER 2022

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
103	01/12/2022		Bank of Scotland Curr		SOC SLA DPO	Saffordshire County Council	E	135.00		135.00
203	01/12/2022		Bank of Scotland Curr		Room Hire October	The Madeley Centre	E	28.00		28.00
209	01/12/2022		Bank of Scotland Curr		Staff salary Sept and Oct SLCC	SLCC	S	2,567.50	513.50	3,081.00
209	01/12/2022		Bank of Scotland Curr		Staff salary Sept and Oct SLCC	SLCC	S	49.35	9.85	59.10
216	01/12/2022		Bank of Scotland Curr		Wreaths x 8 plus donation???	RBL Poppy appeal	E	150.00		150.00
217	01/12/2022		Bank of Scotland Curr		Grant Madeley Centre mainten	The Madeley Centre	E	4,000.00		4,000.00
218	01/12/2022		Bank of Scotland Curr		Panto Tickets	Kimberley Valley PCLR	E	26.14		26.14
219	01/12/2022		Bank of Scotland Curr		Halloween spend 2022 reimbu	MPC Jill Whitmore	E	509.20		509.20
220	01/12/2022		Bank of Scotland Curr		Manor Road rent	The Trustees of Lord O'Neills	E	25.00		25.00
221	01/12/2022		Bank of Scotland Curr		Grass cutting veiges	County Grounds Ltd	S	557.00	111.40	668.40
222	01/12/2022		Bank of Scotland Curr		Grass Cutting Birchdale	County Grounds Ltd	S	50.00	10.00	60.00
223	01/12/2022		Bank of Scotland Curr		Madeley Heath grass to Mwey	County Grounds Ltd	S	220.00	44.00	264.00
224	01/12/2022		Bank of Scotland Curr		Grass Madeley Pool	County Grounds Ltd	S	183.70	36.74	220.44
225	01/12/2022		Bank of Scotland Curr		Staff Salary Dec	C Withington MPC RFO	E	327.19		327.19
226	01/12/2022		Bank of Scotland Curr		Tax and NI Dec	HMRIC	E			
227	01/12/2022		Bank of Scotland Curr		Staff Expenses Dec	C Withington MPC RFO	E	16.48		16.48
227	01/12/2022		Bank of Scotland Curr		Staff Expenses Dec	C Withington MPC RFO	E	18.90		18.90
228	01/12/2022		Bank of Scotland Curr		Swing	Amy Taylor	E	70.04		70.04
229	01/12/2022		Bank of Scotland Curr		Swing	Kim Gleghorn	E	70.04		70.04
230	01/12/2022		Bank of Scotland Curr		October 80 hours	David Moreton	E	1,600.00		1,600.00
231	01/12/2022		Bank of Scotland Curr		Room Hire Nov	The Madeley Centre	E			
232	01/12/2022		Bank of Scotland Curr		Bus Shelter clean Nov	JD Quick Cleaning	E	175.00		175.00
233	01/12/2022		Bank of Scotland Curr		Play Inspection Nov	Steve Hough	E	80.00		80.00
234	01/12/2022		Bank of Scotland Curr		Grant application 22/23	Cremley Cricket Club	E	300.00		300.00
235	01/12/2022		Bank of Scotland Curr		Knights College Gardens Legal	Knights	S	432.00	86.40	518.40
236	01/12/2022		Bank of Scotland Curr		Knights College Gardens Legal	Knights	S	1,696.56	339.31	2,035.87
237	01/12/2022		Bank of Scotland Curr		Timesheet Nov 80 hours	David Moreton	E	1,600.00		1,600.00
238	01/12/2022		Bank of Scotland Curr		Removal of Data Protection fee	ICO	E	40.00		40.00
Total								14,927.00	1,151.20	16,078.20

Bank Reconciliation at 26/11/2022			
	Cash in Hand 01/04/2022		141,397.03
	ADD Receipts 01/04/2022 - 26/11/2022		77,759.12
			219,156.15
	SUBTRACT Payments 01/04/2022 - 26/11/2022		65,739.21
A	Cash in Hand 26/11/2022 (per Cash Book)		153,416.94
	Cash in hand per Bank Statements		
	Petty Cash 14/04/2021	0.00	
	Unity Trust Bank 30/09/2022	81,126.90	
	Bank of Scotland Current 26/11/2022	4,267.64	
	Bank of Scotland Deposit 26/11/2022	64,522.48	
			149,917.02
	Less unrepresented payments		500.08
			149,416.94
	Plus unrepresented receipts		
B	Adjusted Bank Balance		149,416.94
	Error A does NOT equal B		
	ERROR IS £4,000.00		

Note the £4000 is in relation to the payment already made for the Madeley Grounds Maintenance contribution as agreed at the last meeting (but to be included on 1st December payment schedule).

DK