

Madeley Parish Council

MINUTES OF Madeley Parish COUNCIL Meeting held on Thursday 4th May 2023 commencing 7.15pm at The Madeley Centre, New Road, Madeley

Present: Councillors J. Stephenson (JS) Chair), C. Hopkin (CH), B. Ruscoe (BR), T. Nicoll (TN), J. Whitmore (JW), D. Whitmore (DW), Cecilia Cahill (CH), T. Morgan (TM), G. White (GW), S. White (SW), P. Carnall (PC).

In attendance: K. Howe (Locum Clerk), Natalie Lovell, and 3 Members of the Public (MOP's).

1.5/1 Apologies for Absence in accordance with Standing Orders.


Council **approved** apologies from Cllr. K. Whalley.

2.5/2 Councillors' Declarations of Pecuniary Interest in items on the Agenda: none.

3.5/3 Disclosures of Personal and Prejudicial Interests from Councillors on matters to be considered at the meeting: none.

4.5/4 Public Participation

- MOP notified concern that grass track to allotment from Furnace Lane was very bumpy and users taking cars in often get stuck. Request for MPC to install hard core or create hard surface. JS responded MPC lease allotment from Madeley Centre trustees so suggest MPC discuss potential solutions with Madeley Centre. Track was intended as path not vehicular use but recognise disabled users require access. TN advised, would need to be done professionally, hard core not an option or quick fix. Locum Clerk suggested use of 'festival' style vehicle grade rubber matting. JS agreed MPC will research and bring potential solutions to 1st June meeting for discussion.
- MOP requested in this new financial year could footpaths be renovated between Salt Pit Yard and Cenotaph? Request this is taken to County Council for consideration.
- MOP notified noticeboards are not being updated, in Madeley Heath it's in the wrong place, needs to be relocated to telephone box and concrete slab installed in front. JS replied - notices had been updated and all notices were entirely time relevant. Actually, he had just done himself so was confident.
- MOP notified residents not aware of contact details for all MPC councillors – not all included in newsletter. JS responded councillors contacts are on website, but agreed will ensure included on all noticeboards. MOP suggested coffee morning for residents to meet MPC councillors.
- MOP commented when Council tax rise notified pie chart used to explain how money is used. Can MPC produce similar pie chart to display in noticeboards and on website explaining how precept is spent? JS agreed to look at this for transparency.
- MOP asked how much pressure can MPC put on County and Borough Council to address potholes in roads? Significant damage to cars and potential injury for pedestrians as motorists mount pavements to avoid potholes. The quality of repairs to potholes is abysmal. JS responded Staffs County Council identify holes and are responsible for quality control of repairs. Balfours are subcontractors who notify which holes have been addressed. MPC regularly raise concerns with Highways and continue to complain about quality control. TN advised Staffs County Council have stopped people making claims for vehicle damage resulting from potholes. Staffs currently recruiting Assistant Director to oversee these issues as fully aware of residents' concerns.


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5.5/5 Confirmation of Minutes

GW proposed, JS seconded, Council unanimously **RESOLVED to approve** and for Chair to sign as a factual record the Minutes of the last **Council Meeting** held on **Thursday 6th April 2023**.

6.5/6 Matters Arising – none.

7.5/7 Police Update

Community police officer in attendance, read short report:

- Madeley (1) – anti-social behaviour up 39%, crime down 1%
- Madeley (2) - anti-social behaviour down 67%, crime up 36%

TN noted percentage reports obscure facts. Instances of crime are still very low in Madeley, hence community should be assured its still a very safe place to live.

8.5/8 Financial Update

- a) Council **noted** no new grant applications received under the Grants Programme (balance £2,945.00). CH proposed, TM seconded, Council unanimously **resolved** to raise the application amount from £300 to £500 per application.
- b) JS proposed, GW seconded, Council unanimously **resolved** to approve Locum Clerk sign agreement for retention of Staffordshire Legal Services External SLA 2023-2024 with slight increases to costs if required.

Lawyer	Current Hourly Charge (ex VAT)	Increased Hourly Charge (ex VAT)
Assistant Lawyer	£72	£73
Lawyer	£92	£94
Senior Lawyer	£118	£120

- c) Council **resolved** to defer items for consideration in full to June Meeting when RFO in attendance - Accounts 2022/23.
 - a. To **note** the outcome of the internal audit inspection and any findings **Appendix A** and to ensure any requirements picked up in the Internal Audit report and AGAR from 21/22 have been actioned.
 - b. To confirm that the assertions in Section one of the Annual Governance and Accountability Return is correct for year ending 22/23. **Appendix B**
 - c. To authorise the Chairman, Clerk and RFO to sign section two of the Annual Governance and Accountability Return 22/23. **Appendix C**
 - d. To set the period for the public inspection of the accounts and arrangements
- d) TN proposed, JS seconded, Council **resolved** to renew the annual subscription of Parish Online mapping. No new costs notified – up to £150 – when notified. (Last year £100 net)



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- e) JS proposed, JW seconded, Council **resolved** to renew the NSALG annual membership subscription up to £100. (Last year £55 net)
- f) Council **noted** the cancellation of the bank transfer of £30k from reserves (Unity Trust).
- g) JS proposed, SW seconded, Council **resolved** to approve payments/orders, receipts and transfers and budget update, bank reconciliation. **Appendix D**

9.5/9 Reports from Borough and County Councillors

a) County Councillor not present.

b) GW reported:

- Time dominated by HS2. Despite 2-year delay HS2 continuing with compulsory purchase orders (CPO's) and environmental works. Farming community are inundated by CPO's. Formed a group of stakeholders and brought in 3 MP's to support farming community.
- No NUL Council meeting since last MPC meeting.
- Mayor's inaugural ceremony being held on 17th May 7pm at Castle House and 8pm at Keele Hall. All invited and encouraged to attend.

TN noted MPC had requested a 'firm' invite to HS2 to attend Council meeting to speak direct to the community. GW responded he and SW have done that, HS2 agreed to attend, now for MPC to suggest suitable date and venue.

10.5/10 Governance

a) Council considered, CH proposed, GW seconded, Council unanimously **resolved** to adopt the SLCC standard template for MPC new councillor co-option form following advice from Locum Clerk, SLCC and SPCA.

b) TN requested, Council **noted** need for advertisement to be inclusive and attract widest representation from members of the local community. Advertised via noticeboards, social media, MPC website, in Madeley Centre, local shop, and request inclusion in school noticeboard where parents congregate.

11.5/11 Planning Matters

- a) JS proposed, TM seconded, Council **resolved** to approve Clerk, under delegated authority, having canvassed councillor's opinion, submitted **NO OBJECTION** response prior to deadline 2nd May on following planning application:

23/00245/AGR – Manor Farm – Importation and spreading of topsoil to promote improvement to farming quality of land.

12.5/12 Heath Wood

- a) JS proposed, PC seconded, Council **resolved** to approve Locum Clerk (due to emergency H&S issue) authorised Steve Hough to make emergency repairs to approx. 35 steps, create 20 meters of new handrail as estimate supplied £2,120.


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b) Council **noted** Steve Hough provided estimate for remaining works (now authorised above) to remove small stile (which is unused) and repair fence as £50 within original estimate for combined works of £2,120.

13.5/13 HS2

Council **noted** the verbal update from G W. HS2 Scrutiny by NUL on 8th June at 7pm at Castle House. Public welcome to attend. If public wish to ask a question must be submitted in writing to Dan Dickinson at NUL 2 days prior to meeting.

14/5.14 Parish Appearance

- c) Council **noted** no response on damaged grit bins. DW offered to produce location plan and photographic survey of other grit bins to be replaced.
- d) Council unanimously **resolved** to respond if residents wish to commemorate their pets, they should be encouraged to do so in the Memorial Garden at Madeley Centre. Council recognised the sentiment of request but **noted** bridge is not in ownership of Parish Council, but NUL owned.
- e) Council **noted** incorrect flag hanging notifications from public and Sentinel letter were quickly addressed on 17th April by GW, SW, Russell Ridgeway and Dave Moreton. SW responded team had genuinely thought correct when hanging and apologised for any offence caused. Council thanked them for urgently addressing this matter. TN had given full response to Sentinel declaring the village decorations looked fantastic and had been widely well received by residents.
- f) DW asked if damaged bus shelter had been addressed. JS responded it had been made safe but following multiple damage was not cost effective to repair.
- g) Council **noted** MPC previously requested conservation consent from NUL for removal of self-seeded trees on Madeley Pool Island. Request has been chased with NUL. Wildlife Officer has agreed to undertake removal of young saplings but would require written consent in advance.
- h) DW asked for update on Madeley Heath planter. JS confirmed Council had approved Steve Hough quote to produce but required Aspire Housing consent to instal as they own the land.
- i) Council **noted** Onnelley residents requested bunting and flags. GW advised costs are in putting them up, not purchase of bunting. Dave Mpreton has now hung bunting at Onnelley Village Hall and MPC have supplied a flag.
- j) Council noted CH will attend meeting at Onnelley Village Hall on 13th June to represent MPC.
- k) Council noted CH verbal update on geese management at Madeley Pool. No fresh eggs found in survey today. Wildlife Officer reports matter is under control. Geese coming in are nesting in farmland ponds between Madeley and Betley. JS will chase up reintroduction of swans to deter geese numbers via RSPCA at Stapeley Bridge.

15.5/15 Play Areas


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Council **noted** annual play inspections for both play areas have been called forward to May for inspection by Play Inspection Company at no additional cost.

16.5/16 Events

Council **noted** Chair's update:

- a) TM and CC had managed a very successful Easter Egg Hunt which was well received by residents.
- b) Coronation celebration, in collaboration with Madeley Centre, this Saturday had not sold well. Residents appear to be celebrating at home with their families.
- c) Events meeting to discuss - Carnival proposed for 15th July and communications – update will be supplied to 1st June Council meeting.
- d) Date for Christmas market event to be confirmed.

17.5/17 Staffing Matters

Council unanimously **resolved** to defer this item to Confidential section.

18.5/18 Equality & Diversity

Councillors are asked to be mindful of the Equality & Diversity Policy and their crime prevention powers for the Meeting.

19.5/19 Councillors' planned absence - to **note**.

20.5/20 Future meeting dates

- a) Council **noted** given active public participation, Madeley Centre Hall or Community Room is required for Council meeting to accommodate the number of members of public in attendance. Neither the Hall nor Community Room are available on first Thursday of month ongoing. GW noted principle concern is that Community Room unable to accommodate more than 6 members of public (fire regulations).
- b) Council **considered** changing the regular meeting day to a Tuesday when the Hall or Community A/B is available. Council **noted** this was not the preferred solution.
- c) JS suggested trial use of Café for Council meeting. Council unanimously **resolved** to trial retaining same meeting dates scheduled. Council noted request made to Madeley Centre to direct users of Hall to enter/exit using rear entrance.
- d) Council noted CH had been invited to attend Rural Runabout meeting on Tuesday 30th May 7pm in the Swan at Betley.

21.5/21 Next Meeting


1st June 2023.

To **note** the date of the next regular Council meeting is **Thursday 1st June 2023 to commence at 7pm at Madeley Centre.**

Chair thanked MOP's for their attendance and participation.

Council **resolved** to exclude public and press due to confidentiality of items following.

PART B CLOSED Confidential Meeting

17.5/17 Staffing Matters

Council **noted** item deferred from public session of meeting due to confidentiality. Council **noted** Natalie Lovell provided passport to Locum Clerk and Chair at meeting. Both verified Natalie Lovell was eligible to work in the UK.

- a) Council **noted** Chair's verbal report on applicants interviewed and scoring. Position was advertised 2 months ago. There were 5 applicants. Staffing Committee shortlisted and selected 3 applicants for interview. One lived in Madeley, other two candidates from outside the locality. None of the 3 applicants interviewed are CiLCA qualified. 2 had some Clerk experience. Staffing Committee advised one candidate was particularly well qualified with legal / accounting knowledge and experience and had impressed with excellent interview responses and personality. Following scoring of interview responses, this candidate was unanimously voted by Staffing Committee as their 'preferred' candidate to recommend to Council.
- b) JS proposed, GW seconded, Council **resolved** to appoint Staffing Committee 'preferred' candidate Natalie Lovell as new permanent Clerk /RFO.
- c) JS proposed, TN seconded, Council **resolved** to approve new Clerk / RFO is appointed on NALC template contract at defined SCP as advertised. Council **noted** contract sets out salary increments linked specifically to qualifications attained. This will encourage new Clerk to attain required qualifications – specifically ILCA, ILCA to CILCA and CILCA as a priority as quickly as possible. Council **noted** CILCA qualification required to maintain General Power of Competence for MPC before May 2026 elections. Council **confirmed** new Clerk/RFO starting salary as LC 2 SCP 18 (£27,344 pro rata F/T - £14.21 per hour) within the LC2 scale band SCP 18-23 £27,344 - £30,151 pr rata F/T). Chair and Locum Clerk to finalise offer letter and contract to be supplied to Clerk on first working day 9th May (official start day 8th May – Monday B/H).
- d) Council considered advice from SLCC Employment Adviser on use of Training Agreement to allow MPC to recover costs of training should new Clerk leave MPC employment within first 2 years of employment. JS proposed, TN seconded, Council **resolved** to approve use of proposed Training Agreement linked to regular formal appraisal and appraisal policy. SLCC advised not to link Clerk contract to Training Agreement directly.
- e) Council considered. JS proposed, GW seconded, Council **resolved** to support qualification costs in full and Clerk's time required for professional training - as documents circulated – at Chair's discretion as her line manager.
- f) JS proposed, TN seconded, Council **resolved** to approve suggested handover programme, verbally explained by Locum Clerk at meeting, between current RFO and Locum Clerk to Natalie Lovell.


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- g) JS proposed, TN seconded, Council **resolved** to approve 2nd June 2023 as formal resignation date for Locum Clerk (following successful handover to new permanent Clerk).

Meeting closed at 9.20pm. Chair thanked councillors for their attendance.



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BACS AUTHORISATION May 2023

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
✓	20	MPC Grants Programme	21/04/2023	Bank of Scotland Curr		Grant app Coach 23_24	Madeley Darby and Joan	E	665.00		665.00
✓	21	MPC Grants Programme	21/04/2023	Bank of Scotland Curr		Grant app Flags 23_24		E	390.00		390.00
✓	22	Swing security	05/04/2023	Bank of Scotland Curr	<i>Madeley Scouts</i>		Amy Taylor	E	72.84		72.84
✓	23	Swing security	05/04/2023	Bank of Scotland Curr		Swing March	Kim Gieghorn	E	72.84		72.84
24	MPC Events_Xmas/Coronabo	04/05/2023		Bank of Scotland Curr		Xmas tree erecting and remov.	The Tree Brothers	S	480.00	96.00	576.00
25	Play areas main	04/05/2023		Bank of Scotland Curr		Play insp March, Planter Allots,	Steve Haugh	E	80.00		80.00
25	Play areas main	04/05/2023		Bank of Scotland Curr		Play insp March, Planter Allots,	Steve Haugh	E	560.00		560.00
25	Heath Wood (maint tree rep)	04/05/2023		Bank of Scotland Curr		Play insp March, Planter Allots,	Steve Haugh	E	635.00		635.00
25	Allotments	04/05/2023		Bank of Scotland Curr		Play insp March, Planter Allots,	Steve Haugh	E	532.00		532.00
26	MPC Events_Xmas/Coronabo	04/05/2023		Bank of Scotland Curr		Flags Coronabon event	Amazon via G White	S	49.90	10.00	59.90
26	MPC Events_Xmas/Coronabo	04/05/2023		Bank of Scotland Curr		Flags Coronabon event	Amazon via G White	S	166.60	33.30	199.90
27	Grass cutting highways	04/05/2023		Bank of Scotland Curr		Grass cutting verges	Country Grounds Ltd	S	557.00	111.40	668.40
28	Play areas main	04/05/2023		Bank of Scotland Curr		Grass Cutting Birchdale	Country Grounds Ltd	S	50.00	10.00	60.00
29	Grass cutting highways	04/05/2023		Bank of Scotland Curr		Madeley Heath grass to Mway	Country Grounds Ltd	S	220.00	44.00	264.00
30	Geese control and Madeley F	04/05/2023		Bank of Scotland Curr		Grass Madeley Pool	Country Grounds Ltd	S	183.70	36.74	220.44
31	Swing security	04/05/2023		Bank of Scotland Curr		Swing May	Amy Taylor	E	72.84		72.84
32	Swing security	04/05/2023		Bank of Scotland Curr		Swing May	Kim Gieghorn	E	72.84		72.84
33	Standard Office expenses	04/05/2023		Bank of Scotland Curr		Staff Expenses	C Withington MPC RFO	E	16.48		16.48
34	Office Expenses	04/05/2023		Bank of Scotland Curr		Staff Expenses Mileage	C Withington MPC RFO	E	14.40		14.40
35	RFO net Salary exc Tax and	04/05/2023		Bank of Scotland Curr		Staff Salary May	C Withington MPC RFO	E	435.55		435.55
36	Tax NI and PAYE Clerks and	04/05/2023		Bank of Scotland Curr		Tax and NI RFO May	HMRC	E	108.08		108.08
37	Bus shelters cleaning and rei	04/05/2023		Bank of Scotland Curr		Bus shelter April	JD Quick Cleaning	E	200.00		200.00
38	Professional Fees Locum	04/05/2023		Bank of Scotland Curr		Locum clerk 90 hours March	SLCC Enterprise	S	3,555.00	711.00	4,266.00
38	Standard Office expenses	04/05/2023		Bank of Scotland Curr		Locum clerk 90 hours March	SLCC Enterprise	S	63.05	12.61	75.66
39	Insurance	04/05/2023		Bank of Scotland Curr		Insurance renewal	BHIB	E	1,262.20		1,262.20
40	Audit Fee (Ext and Int)	04/05/2023		Bank of Scotland Curr		Internal Audit 23	Black Rose Limited	S	169.05	33.81	202.86
✓	41	CCTV/Notice Boards/seats/bi	04/05/2023	Bank of Scotland Curr		ADT part payment CCTV equip	ADT	S	1,750.00	350.00	2,100.00
42	Village Lengthsman 2 days	04/05/2023		Bank of Scotland Curr		74 hours as per timesheet Apr	David Moreton	E	1,480.00		1,480.00
43	Allotments	04/05/2023		Bank of Scotland Curr		Wheelie bins Allots x 2	NBC via Jamie Stephenson	S	256.67	51.33	308.00
Total									14,171.04	1,500.19	15,671.23

We, the undersigned, being three members of Madeley Parish Council (the Council) and duly authorised signatories for cheques drawn on the Council's Business Current Account No. 06059595 held at Bank of Scotland (the Bank) hereby authorise and request the Clerk and Responsible Finance Officer to make payment directly to the bank account(s) of the person(s) hereunder mentioned of the amounts specified by transfer from the Council's account by means of the Bank's Internet and Telephone Banking Service, in accordance with Financial Regulations adopted March 23 (S White, G White, J Whitmore, Jamie Stephenson, Tanya Morgan)

Signed *Aaron White*

Signed *J. Whitmore*

Signed *T. Morgan* Dated 4th May 2023