

HOPTON AND COTON PARISH COUNCIL

NOTICE OF MEETING

WEDNESDAY 14TH JUNE 2023

Email: hoptonandcotonparishclerk@gmail.com
Website: www.hoptonandcotonparishcouncil.org.uk

To: **Members of Hopton and Coton Parish Council**

Dear Councillors,

You are summoned to attend a meeting of **Hopton and Coton Parish Council** which will be held on **Wednesday 14th June 2023 at 7:00pm** at **Hopton Village Hall, Wilmore Hill Lane, Hopton, Stafford ST18 0AW.**

Members are asked to inform the Clerk if they are unable to attend.

Yours sincerely

A. Mclean

Angela Mclean
Parish Clerk

Date of Notice: 29th May 2023

AGENDA

PUBLIC PARTICIPATION TIME

- 02.1 Welcome and introduction by the Chairman
- 02.2 Introduction of Stafford Town Football Club representative, Tim Gray, Football Team Manager
- 02.3 Review and signing of the contract between Hopton and Coton Parish Council and Stafford Town Football Club for the hire of the playing field
- 02.4 Matters raised by the members of the public; up to a collective maximum of 20 minutes in duration; a member of the public may only speak for a maximum of 3 minutes
- 02.5 Close of Public Participation Time

PARISH COUNCIL MEETING

- 02.6 To receive and approve apologies
- 02.7 Record declarations of interest from Councillors
- 02.8 To consider the minutes from the Parish Council Meeting held on Wednesday 10th May 2023
- 02.9 To receive an update on the HS2 Agreement
- 02.10 To receive an update on the statement of intent between Parish Council and the CIO, which will be released when the offer is legal and secure
- 02.11 To review the areas required for maintenance at the Village Hall
- 02.12 To follow up on the planned expenditure on the Defibrillators in the Community
- 02.13 Further update on the parish board to be situated at Redrow and discuss risk assessment requirements and final quotes
- 02.14 To consider any planning matters
- 02.15 To review the asset register and land registry
- 02.16 To discuss the records storage of Hopton and Coton Parish Council records
- 02.17 To discuss and action a TEAMS account for remote meetings and SIM card for Parish Clerk phone to ease communication
- 02.18 To discuss Councillor training
- 02.19 To receive an update on the Parish Council bank account access and signatories
- 02.20 To set a date and plan for the working group meeting in order to update the Parish Council policies
- 02.21 Financial Matters
 - 02.21.1 To consider the schedule of payments
 - 02.21.2 To consider matters related to the Internal Audit Report for the financial year 2022-2023
- 02.22 To consider and approve the Annual Governance and Accountability Return for the financial year 2022-2023
- 02.23 To sign the Governance Statements (AGAR Page 4)
- 02.24 To sign the Accounting Statements (AGAR Page 5)
- 02.25 To confirm the dates for the Period for the Exercise of Public Rights; Date of Notice 16th June 2023, to end on 28th July 2023
- 02.26 Close of Parish Council meeting

END

HOPTON AND COTON PARISH COUNCIL

MINUTES OF PARISH COUNCIL MEETING HELD ON WEDNESDAY 14TH JUNE 2023 at 7:00PM HELD AT HOPTON VILLAGE HALL

Present :	Councillors	Cllr S Spennewyn Cllr A Elkin Cllr S Mead Cllr C Rider Cllr P Cunningham Cllr M Notman
	Parish Clerk	A Mclean
Also in Attendance	Borough Councillor	N/A
	Members of the Public	Several members of the public present
Also Present:	Stafford Town Football Club Manager	T Gray

PUBLIC PARTICIPATION TIME

02.1 WELCOME AND INTRODUCTION BY THE CHAIRMAN

The meeting was opened by the Chairman, Cllr S Spennewyn, in which several members of the public were in attendance.

02.2 INTRODUCTION OF STAFFORD TOWN FOOTBALL CLUB REPRESENTATIVE, TIM GRAY, FOOTBALL TEAM MANAGER

Tim Gray of Stafford Town Football Club was in attendance at the meeting.

02.3 REVIEW AND SIGNING OF THE CONTRACT BETWEEN HOPTON AND COTON PARISH COUNCIL AND STAFFORD TOWN FOOTBALL CLUB FOR THE HIRE OF THE PLAYING FIELD

The contract was reviewed and duly signed and dated by Hopton and Coton Parish Council and Stafford Town Football Club, a copy was retained by both parties for their records.

02.4 MATTERS RAISED BY THE MEMBERS OF THE PUBLIC; TO A COLLECTIVE MAXIMUM OF 20 MINUTES IN DURATION; A MEMBER OF THE PUBLIC MAY ONLY SPEAK FOR A MAXIMUM OF 3 MINUTES

Several members of the public spoke with regard to matters in which they aired for discussion.

A query was raised in relation to the vacant Councillor seat due to Cllr P Gilbert retiring from his role in May 2023.

A subsequent query in relation to the side gate access at the Village Hall was raised and it was agreed that a small amount of repair work was required in which a member of the public asked if there was any objection to them carrying out the repair work, in which no objection was made and it was agreed to be repaired.

Cllr S Spennewyn delivered questions supplied prior to the meeting by a resident in relation to the CIO. All attendees of the meeting were informed that these questions had been sent to the CIO for comment and the response given by the CIO was asking the resident to attend a meeting held by the CIO to discuss these for further comment.

A member of the public spoke in relation to asking when the SERCO update would be announced. Cllr s Spennewyn informed the member of the public that this would be towards the end of June 2023.

02.5 CLOSE OF PUBLIC PARTICIPATION TIME

Cllr S Spennewyn closed the Public Participation Time to enable the Parish Council Meeting to commence.

PARISH COUNCIL MEETING

02.6 TO RECEIVE AND APPROVE APOLOGIES

All Parish Cllrs were in attendance.

Apologies were received for the Borough Cllrs; Cllr K Aspin and Cllr F Beattie.

02.7 RECORD DECLARATIONS OF INTEREST FROM COUNCILLORS

Cllr P Cunningham made a declaration of interest in relation to HS2 in which he disclosed he had received compensation from HS2.

02.8 TO CONSIDER THE MINUTES FROM THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 10TH MAY 2023

The minutes of the Parish Meeting on 10th May 2023 were considered, approved and duly signed as a correct record of the meeting.

02.9 TO RECEIVE AN UPDATE ON THE HS2 AGREEMENT

An update was received on the HS2 Agreement and it was agreed that Cllr M Notman and Cllr P Cunningham will follow this up and make contact with the solicitor in relation the agreement.

Cllr S Spennewyn stated that the HS2 Funding Agreement was in discussion with the Solicitor, following on from the TEAMS meeting held in November 2022, which clearly explained the funding.

Cllr C Rider stated that clarity was needed on the liability of the Parish Council; all Cllrs were in agreeance.

02.10 TO RECEIVE AN UPDATE ON THE STATEMENT OF INTENT BETWEEN THE PARISH COUNCIL AND THE CIO, WHICH WILL BE RELEASED WHEN THE OFFER IS LEGAL AND SECURE

Cllr S Spennewyn delivered an update on the statement of intent. The Parish Council and the CIO will agree a level of control to the CIO, which will be underpinned by the lease.

The CIO are currently an unleased tenant which requires to be resolved.

A meeting is scheduled between Cllr S Spennewyn and the Solicitor on 14th June 2023 to move the situation forward. Cllr S Spennewyn expressed his concern over the amount of money the Parish Council had spent on the lease to be implemented.

The statement of intent will be issued to the CIO to review and underpin this, and also the asset register and hand over.

02.11 TO REVIEW THE AREAS REQUIRED FOR MAINTENANCE AT THE VILLAGE HALL

M Ali, Caretaker, had carried out a full audit on the Parish Notice Boards in need of repair and it was agreed by Council that the cost to carry out the maintenance would be minimal and to proceed with the works within the Parish, as a follow up to the May 2023 Parish Council Meeting.

The areas required for maintenance at the Village Hall highlighted by M Ali, consisted of the children's outdoor play area in which Cllr A Elkin stated a ROSPA is a requirement. A Mclean agreed to look into this and obtain a quote as a matter of urgency.

Other areas of maintenance discussed included the Village Hall carpet which requires an industrial cleaner, which will be discussed at a later date due to the situation with the CIO.

02.12 TO FOLLOW UP THE PLANNED EXPENDITURE ON THE DEFIBRILLATORS IN THE COMMUNITY

Cllr S Mead presented the research and findings for the planned installation of the Defibrillator at St Marys Gate.

All Cllrs agreed that due to three quotes being obtained, the quote from Imperative Training for £2,148.00 would be accepted for a ZOLL AED 3 Semi-Automatic Defibrillator and locked cabinet, to include a free service. Cllr S Mead confirmed that the location had been assessed St Marys Gate and there was suitable power available and it is in full public view.

Cllr M Notman stated that the requirement for a Defibrillator at the Village Hall is still of importance due to the use of the Football Pitch and Village Hall facility and the equipment being lifesaving. It was agreed by all Cllrs that this would be followed up and reviewed with a timescale of two to three months. Cllr S Mead indicated that because of the use of the village hall by the footballing team it may be the case that charitable funding may be applicable for the provision of the Defibrillator for Hopton.

02.13 FURTHER UPDATE ON THE PARISH BOARD TO BE SITUATED AT REDROW AND DISCUSS RISK ASSESSMENT REQUIREMENTS AND FINAL QUOTES

A Mclean provided an update on the Parish Board, in which Lauren Andrews of Redrow Homes had been supplied with the Risk Assessment from Signs 2000 in which final confirmation was yet to be received. It was agreed that A Mclean would follow this matter up with urgency.

A Mclean also stated that confirmation of design was required by Signs 2000 in order to prepare the final artwork for review.

It was agreed in Council to have a double board, dark green in colour with white standard writing "HOPTON AND COTON PARISH COUNCIL." A Mclean will action and provide the agreed information to Signs 2000.

02.14 TO CONSIDER ANY PLANNING MATTERS

There were no planning applications for consideration at this time.

02.15 TO REVIEW THE ASSET REGISTER AND LAND REGISTRY

Cllr S Spennwyn agreed that all Cllrs and M Ali, Caretaker, would review the current Asset Register and this would be followed up at the next working group meeting and updated to include any updates to gifted assets.

The land registry would also be discussed at the next working group meeting. Cllr S Spennwyn informed members of the meeting that the Solicitor had held the original documents since 2019.

02.16 TO DISCUSS THE RECORDS STORAGE OF HOPTON AND COTON PARISH COUNCIL RECORDS

The current storage of Hopton and Coton Parish Council records at the Village Hall in the four drawer press were agreed to be sorted and filed accordingly and archived where possible.

Cllr S Spennewyn stated he would like to store documents electronically and in the Cloud which can aid accessibility.

A Mclean agreed to go through the records located at the Village Hall and start working on this process.

Cllr A Elkin had researched into the Records Office at Staffordshire County Council facility to store hard copies of records at a cost of £0.67 per month.

Cllr A Elkin also discussed the service provided by the Council for a Data Protection Officer for an initial cost of £160.00 and Cyber SLA of £165.00, which a subsequent ongoing annual cost.

All Cllrs were in agreement to the proposal of the records storage and services provided by the Council.

02.17 TO DISCUSS AND ACTION A TEAMS ACCOUNT FOR REMOTE MEETINGS AND SIM CARD FOR PARISH CLERK PHONE TO EASE COMMUNICATION

Cllrs agreed to the cost of creating a TEAMS account for Hopton and Coton Parish Council at a monthly cost of £3.30 and A Mclean is to proceed to implement this to allow the Parish Council to hold remote interim meetings.

Cllrs agreed to the cost of the SIM card for the Parish Clerk phone at a cost of £7.00 per month and A Mclean is to proceed to implement this to allow ease of communication.

02.18 TO DISCUSS COUNCILLOR TRAINING

Training for Cllrs was discussed and A Mclean provided an update of current training sessions provided by Staffordshire Parish Council Association.

It was agreed that all Cllrs would review the training sessions offered and pick a suitable session for this to take place, either in person or remotely.

A Mclean advised, currently due to a changeover in trainers at Staffordshire Parish Council Association, that more sessions would be available over the coming months.

02.19 TO RECEIVE AN UPDATE ON THE PARISH COUNCIL BANK ACCOUNT ACCESS AND SIGNATORIES

Cllr S Spennewyn explained the issue of the banking profile having not been updated over a period of a few years which lead to being temporarily unable to access the bank account, which was later resolved.

Following on from the meeting in April 2023, Cllr S Spennewyn has been able to elect A Mclean and Cllr C Rider onto the account, in which an initial form was completed by A Mclean and Cllr C Rider both and A Mclean will visit the branch to give formal identification and a copy of the Minutes from the meeting in April 2023 agreeing this action.

The banking access is then to be followed up and also Cllr M Notman to be added.

02.20 TO SET A DATE AND PLAN FOR THE WORKING GROUP MEETING IN ORDER TO UPDATE THE PARISH COUNCIL POLICIES

The next meeting of the Parish Council will be held on Wednesday 12th July 2023; 7:00pm at Hopton Village Hall.

02.21 FINANCIAL MATTERS

02.21.1 TO CONSIDER THE SCHEDULE OF PAYMENTS

The schedule of payments report, together with the supporting documents was reviewed and approved, please refer to the addendum 1.

02.21.2 TO CONSIDER THE MATTERS RELATED TO THE INTERNAL AUDIT REPORT FOR THE FINANCIAL YEAR 2022-2023

The internal audit report by Toplis Associates for 2022-2023 was reviewed by all Cllrs and the notes were taken into consideration.

A Mclean discussed areas for improvement from the last financial year from the internal audit report.

02.22 TO CONSIDER AND APPROVE THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR THE FINANCIAL YEAR 2022-2023

The Annual Governance and Accountability Return for the Financial Year 2022-2023 was considered and approved along with the Internal Audit notes from Toplis Associates in relation to the Internal Audit carried out on the Financial Year 2022-2023.

02.23 TO SIGN THE GOVERNANCE STATEMENTS (AGAR PAGE 4)

The Governance Statements (AGAR Page 4) were approved by Council and were duly signed by the Chairman, Cllr S Spennewyn and the Parish Clerk, A Mclean in accordance with the requirements of the return.

02.24 TO SIGN THE ACCOUNTING STATEMENTS (AGAR PAGE 5)

The Accounting Statements (AGAR Page 5) were approved by Council and were duly signed by the Chairman, Cllr S Spennewyn and the Parish Clerk, A Mclean in accordance with the requirements of the return.

02.25 TO CONFIRM THE DATES FOR THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS; DATE OF NOTICE 16TH JUNE 2023, TO END ON 28TH JULY 2023

The period for the Exercise of Public Rights will commence one day after the Date of Notice 16th June 2023 and end on 28th July 2023.

The notice will be duly published on the Hopton and Coton Parish Council website and on all Parish Notice Boards on 16th June 2023.

02.26 CLOSE OF PARISH COUNCIL MEETING

The Parish Council meeting was closed.

Signed: Dated:
Chairman

Angela Mclean
Parish Clerk
July 2023