

HOPTON AND COTON PARISH COUNCIL

NOTICE OF MEETING

THURSDAY 11TH JANUARY 2024

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 **Thursday 11th January 2024** 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: 5th January 2024

AGENDA

PUBLIC PARTICIPATION TIME

- 08.1 Welcome and introduction by the Chairman
- 08.2 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
- 08.3 Close of Public Participation Time

PARISH COUNCIL MEETING

- 08.4 To receive and approve apologies
- 08.5 Record declarations of interest from Councillors
- 08.6 To consider the minutes from the Parish Council Meeting held on Wednesday 15th November 2023
- 08.7 To discuss the project tracker and its use
- 08.8 To discuss the Parish Council online diary
- 08.9 To discuss Parish Benches to be situated at St Marys Gate
- 08.10 To discuss Parish Boards refurbishment programme and receive an update on the Parish Board replacement
- 08.11 To consider any planning matters
- 08.12 Financial Matters
 - 08.12.1 To consider the schedule of payments
 - 08.12.2 To provide an update on the change of Parish Council banking provider for the Current Account and Reserve Account from Natwest Bank to Unity Trust Bank
 - 08.12.3 To discuss budget preparation for the financial year 2024-25
- 08.13 To receive a statement from the Chairman
- 08.14 To confirm the date of the next planned public meeting

CLOSE OF PARISH COUNCIL MEETING TO PUBLIC

- 08.15 To review and approve the Council policies and GDPR policy
- 08.16 To review the SCC DPO Service and Gap Analysis service by SCC
- 08.17 To receive an update of bank reconciliation to 31st December 2023
- 08.18 To discuss confidential salary considerations in relation to the update from NALC from April 2023

END

HOPTON AND COTON PARISH COUNCIL

MINUTES OF PARISH COUNCIL MEETING HELD ON THURSDAY 11TH JANUARY 2024 AT 7:00PM HELD AT HOPTON VILLAGE HALL

Present :	Councillors	Cllr S Spennewyn Cllr A Elkin Cllr C Rider Cllr P Cunningham Cllr S Mead Cllr M Notman Cllr J Watkins
	Parish Clerk	A Mclean
	Internal Auditor	Kim Squires- Toplis Associates
Members of the Public		Several members of the public present
Not in Attendance:	Borough Councillors	Cllr F Beatty Cllr K Aspin

PUBLIC PARTICIPATION TIME

08.1 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.

08.2 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

Several members of the public were present at the meeting and the following questions asked:

Q: A statement was received in advance of the meeting in which a resident requested information about the budget for 2024-25 this was read out in the meeting .

A: The budget preparations are in action and underway to complete this, we are unable to provide any additional details at this time.

Q: A resident asked about the legal case with the CIO and what are the Council's current costs to date have been?

A: The offer of a lease to the CIO had been voted on and rejected . It was stated that since the introduction of the CIO and lease various costs had been met.

Q: A resident requested sight of two years bank account statements from the Parish Council.

A: It was agreed that this request would be put in writing and actioned accordingly within the regulations and guidelines of this request once full guidance was sought. Further to this answer, Toplis Associates, who were present at the meeting confirmed that bank statements do not need to be published as the RFO has oversight of these and the parish accounts have been fully audited by them.

Q: A resident asked why the HS2 monies for the Community had this not be claimed and the contract signed with HS2?

A: The contract from HS2 had been offered since 2019 and many previous Councillors had not signed the contract. It was therefore unfair to ask the current Council as to why the contract had not been signed as individual councillors had expressed concerns with regard to the status of the contract itself .

Q: A resident stated that they regularly hire the Village Hall and asked where they are now to pay their money to?

A: It was stated that from the meeting on 15th November 2023 the Council voted to no longer pursue a lease with the CIO. The Council was still considering where money taken for the hire of the village hall should be paid. This was due to the village hall bank account being inaccessible by the Parish Council. It was confirmed that bookings will still be made via M Ali for the time being. The Council is considering the management of the village hall and how monies are dealt with.

08.3 Close of Public Participation Time

The chair closed the Public Participation Time to enable the Parish Council Meeting to commence.

PARISH COUNCIL MEETING

08.4 To receive and approve apologies

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

08.5 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.

08.6 To consider the minutes from the Parish Council Meeting held on Wednesday 15th November 2023

The minutes of the Parish Meeting on Wednesday 15th November 2023 were considered, approved and duly signed as a correct record of the meeting.

08.7 To discuss the project tracker and its use

The project tracker was discussed for the use of approved Council projects in order to be able to assess the status of each project.

It was confirmed that the intention was to keep this as a live document in which could be accessed to assess a project and its stage and which Councillor/s the project was assigned to.

It was discussed that this could be available to access via a shared private area of the HCPC website.

A Mclean to follow this up with Netwise the website providers, and provide a further update on this.

08.8 To discuss the Parish Council online diary

It was discussed making this document live, once again, adding to a private shared area on the HCPC website with the tracker, to include all events, holidays and key dates and deadlines.

08.9 To discuss Parish Benches to be situated at St Marys Gate

During the last Parish Council meeting it was agreed to set up a subcommittee for St Marys Gate, to use the funds allocated in the past year's budget.

A discussion took place that the other areas within the Parish would also benefit from setting up subcommittees to spend the allocated amounts within the budget for those areas.

A Mclean would act as RFO for the subcommittee. The subcommittee will be made up of the Property Manager from St Mary's Gate and it would be beneficial to invite a resident onto the subcommittee. Any hardware installed will then be added to HCPC asset register.

It was agreed that this would be added to the agenda for the next meeting to confirm the subcommittee and Cllr S Mead and Cllr S Spennwyn would work to set the group up.

08.10 To discuss Parish Boards refurbishment programme and receive an update on the Parish Board replacement

The Parish Boards refurbishment is underway and is being carried out by M Ali, the caretaker, he is awaiting an improvement in the weather to complete this task. He will be compensated for the additional work carried out.

It was discussed that volunteers could assist with this process if the Council were to advertise this on the social media channels of HCPC.

A Mclean confirmed that Signs 2000 have produced a new notice board to replace the board that was incorrectly installed at Redrow. It was agreed that Cllr J Watkins has volunteered to meet them and witness the changeover and exchange the keys at an agreed date.

08.11 To consider any planning matters

The planning application 22/36852/FUL at Back Widdens Caravan Park, Within Lane, Hopton was considered.

The proposed development is described as a change of use of land from agricultural to Gypsy site to extend the existing Gypsy caravan park by 8 additional bays (pitches).

No objections were passed at the meeting and all Councillors were in agreement.

08.12 Financial Matters

08.12.1 To consider the schedule of payments

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

08.12.2 To provide an update on the change of Parish Council banking provider for the Current Account and Reserve Account from Natwest Bank to Unity Trust Bank

A Mclean provided an update on the change of Parish Council banking provider from Natwest and confirmed that this was due to take place at the end of January 2024.

It was discussed that the banking set up needed to change as a result of the change in service to ensure that the Council were operating with transparency and legally as the current running of the bank account is leaving the Council open to threats.

08.12.3 To discuss budget preparation for the financial year 2024-25

It was agreed by Council that there would be a closed working party group meeting between Council to be held on 25th January 2024 at Hopton Village Hall at 7:00pm to continue discussions in relation to the budget for 2024-25.

It was agreed that for the 2025-26 financial year an open meeting would be held with the Parishioners to allow people to have a say upon how their money is spent by the Council.

08.13 To receive a statement from the Chairman

Cllr S Spennwyn delivered a statement that he will not be putting himself forward as Chairman of HCPC in May 2024. He put to Council that he would want their consideration to put themselves forward for this position.

He stated that there are helpful courses ran by SPCA for Chairmanship, which would provide the next Chair with a good understanding of the financial matters associated with the Council.

Cllr S Spennwyn spoke to suggest that, for the next Chair, it may be useful for them to obtain some experience in running a meeting whilst he is still in post, and offered this to Council for the next meeting.

08.14 To confirm the date of the next planned public meeting

The next planned meeting was confirmed as this would be a public open meeting to be held on Wednesday 7th February 2024 at Hopton Village Hall to commence at 7:00pm.

CLOSE OF PARISH COUNCIL MEETING TO PUBLIC

08.15 To review and approve the Council policies and GDPR policy

The council agreed that the policies need to be a priority once again and would be reviewed at working party meetings.

It was agreed at the next public open meeting that working party groups would be established to commence working on the policies in order of priority.

08.16 To review the SCC DPO Service and Gap Analysis service by SCC

A Mclean confirmed that the SCC Gap Analysis had been completed in December 2023 and it was agreed by Council that actions needed to be followed up as a result of this to review policies and privacy both in and out of the Council.

It was agreed that working parties would be established to make progress on updating policies and ensuring that these are kept up to date and reviewed at the required intervals.

08.17 To receive an update of bank reconciliation to 31st December 2023

A Mclean presented the updated bank reconciliation to 31st December 2023.

- 08.18

To discuss confidential salary considerations in relation to the update from NALC from April 2023

A Mclean presented the update from NALC in which increased the NALC expected salary amounts, in which employees of HCPC in which would fall under this criteria required an increase in hourly rate in which would be backdated from April 2023 in line with their guidelines.

The Parish Council meeting was closed.

END

Signed:

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Dated:

Chairman

Angela Mclean
Parish Clerk
February 2024

ADDENDUM 1

Date	Beneficiary	Detail	Amount
01.11.2023	Tixall & Ingestre Village Hall	Hire of Hall 15.11.2023	£40.00
17.10.2023	Support Staffordshire	Annual Membership	£25.00
27.11.2023	SPCA	Training Course	£36.00
27.07.2023	SPCA	Training Course- Clerk Introduction	£48.00
31.12.2023	Mike Ali	Expenses	£37.40
31.12.2023	A Mclean- Parish Clerk	Expenses- Stationary Ink / Keypad	£39.99
31.12.2023	A Mclean- Parish Clerk	Expenses- Brown Bin Badge for HVH	£42.00
27.11.2023	Trent GM	Overhanging Trees on Playing Field	£270.00
19.12.2023	Parish Clerk and Caretaker Salary- December 2023	Salary- December 2023	£632.96