

HOPTON AND COTON PARISH COUNCIL

NOTICE OF MEETING

WEDNESDAY 7TH FEBRUARY 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 **Wednesday 7th February 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: 24th January 2024

AGENDA

PUBLIC PARTICIPATION TIME

- 09.1 Welcome and introduction by the Chairman
- 09.2 Introduction of CIO Representative to address the Council on matters involving the CIO
- 09.3 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
- 09.4 Close of Public Participation Time

PARISH COUNCIL MEETING

- 09.5 To receive and approve apologies
- 09.6 Record declarations of interest from Councillors
- 09.7 To consider the minutes from the Parish Council Meeting held on Thursday 11th January 2024
- 09.8 To review the CIO vote made on 15th November 2023 and discussion on this matter to be delivered by Cllr P Cunningham
- 09.9 To discuss the implementation of the online project tracker and diary and its use
- 09.10 To discuss the transition of email accounts for HCPC to gov.uk email addresses
- 09.11 To discuss Parish Boards refurbishment programme and receive an update on the Parish Board replacement
- 09.12 To receive an update on the planned meeting with SAGE Housing and HCPC on behalf of Redrow residents
- 09.13 To receive an update on the current and proposed contract for the Footballers for the use of the Football Pitches in Hopton
- 09.14 To set up the St Mary's Gate Sub-committee (working group) with the objective to dispense budgeted funds to the area of St. Marys Gate in accordance with full parish council regulations and financial rules
- 09.15 To set up the working party groups to review the Council policies and GDPR policy
- 09.16 To agree a date and venue for Defibrillator training to be held and agree upon attendees
- 09.17 To consider any planning matters
- 09.18 Financial Matters
 - 09.18.1 To consider the schedule of payments
 - 09.18.2 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 and add a further Councillor to the banking system
 - 09.18.3 To discuss and approve the final budget and precept for the financial year 2024-25 and for Council to vote on the completion and approval of this
- 09.19 To confirm the date of the next planned public meeting

CLOSE OF PARISH COUNCIL MEETING TO PUBLIC

- 09.20 To review and agree for A Mclean, Parish Clerk to under the CILCA training module as part of the Parish Clerk's ongoing CPD
- 09.21 To receive an update of bank reconciliation to 31st January 2024

END

HOPTON AND COTON PARISH COUNCIL

**MINUTES OF PARISH COUNCIL MEETING HELD ON WEDNESDAY 7TH FEBRUARY 2024 AT 7:00PM
HELD AT HOPTON VILLAGE HALL**

Present :	Councillors	Cllr S Spennwyn Cllr A Elkin Cllr C Rider Cllr P Cunningham Cllr S Mead Cllr M Notman Cllr J Watkins
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Borough Councillors Cllr K Aspin
Parish Clerk A Mclean

Members of the Public

Several members of the public present

Not in Attendance: Borough Councillors Cllr F Beatty

AGENDA

PUBLIC PARTICIPATION TIME

09.1 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.

09.2 Introduction of CIO Representative to address the Council on matters involving the CIO

The introduction of the CIO representatives to the meeting to address the Council on matters involving the CIO was made for Mr Lamond and Mr Ramster from the CIO.

09.3 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

Q: A resident spoke to discuss a previously asked question in relation to the defibrillator to be situated at the Church. The resident stated that if the Parish Council wish to put a defibrillator on the Church there is a certain procedure to follow in which they would need a faculty from the Bishop of Lichfield and then a surveyor would assess this and lay out an agenda for works.

A: HCPC to look into this and see whether they should or should not deliver a defibrillator to this location. It was agreed for Hopton Cllrs to follow this up; Cllr P Cunningham and Cllr M Notman.

Q: One resident spoke to request a copy of the minutes from the last meeting.

A: A Mclean spoke to state that these are uploaded onto the website for public viewing once approved at the next opening Parish Council meeting in which this is standard practice.

Cllr S Spennewyn invited Borough Cllr K Aspin to speak.

Cllr K Aspin provided an update on the asylum centre and confirmed that there is a meeting every four weeks with people from the Borough in which Cllr S Spennwyn has been in attendance to these meetings previously and will now be standing down from this duty. A Cllr is required to replace him as a representative for HCPC and A Mclean would be the initial contact for the Borough. The meetings are normally held on a Friday afternoon with the next planned meeting scheduled for 23rd February 2024, however, if there is no further update this will be rescheduled for a later date.

Cllr J Watkins and Cllr P Cunningham confirmed that they would look into whether it would be possible for them to take on this duty.

Cllr K Aspin confirmed that currently there is no further update in relation to the asylum centre and the lease agreement between the owner and SERCO is not complete, as SERCO are awaiting the results of the survey that the owner has requested.

Cllr K Aspin spoke to discuss SBC amount of £200,000 worth of grants that are available to businesses within the area. Grants would be required to be applied for, if the criteria is met and the fund closing date is 23rd February 2024, in which it was agreed A Mclean would populate this information on social media.

Cllr K Aspin spoke to state that the constituency in Hopton and Coton after the county elections in 2025 will change to the Trent Valley division, in which this would separate Hopton and Coton into two divisions, Hopton Village in Trent Valley and Redrow and St Marys Gate in Stafford Central. It would be a Parish with two County Cllrs however it is to be noted that the Parish would remain the same.

09.4 Close of Public Participation Time

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

PARISH COUNCIL MEETING

09.5 To receive and approve apologies

Apologies were received for Borough Cllr; Cllr F Beatty.

09.6 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.

09.7 To consider the minutes from the Parish Council Meeting held on Thursday 11th January 2024

The minutes of the Parish Meeting on Thursday 11th January 2024 were considered, approved and duly signed as a correct record of the meeting.

09.8 To consider any planning matters

(Formally)

9.17) There were no planning matters due for consideration at this time.

Cllr S Spennwyn requested that for a future Parish Council meeting, an update on the MOD4 site development would be beneficial and for a representative to attend the meeting to provide an update.

09.9 To discuss the implementation of the online project tracker and diary and its use

To continue on from the last meeting update, Netwise, the website provider, have confirmed that they are unable to add in a private area within the website for Cllrs to access a live, shared document to include the project tracker and diary.

A Mclean is investigating into other solutions to include Office 365 and the cost associated with this, to present at the next meeting.

09.10 To discuss the transition of email accounts for HCPC to gov.uk email addresses

It was agreed by Council to move over a secure email of gov.uk from gmail.com for all Councillors and the Parish Clerk.

A Mclean to discuss with Netwise, the website provider, upon the process and cost associated with this.

An update is to be presented at the next meeting.

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

Following on from the last meeting 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.

The replacement Parish Board to be sited at Redrow has been completed by Signs 2000 on 7th February 2024 and Cllr J Watkins is in possession of the keys to access this board.

09.12 To receive an update on the planned meeting with SAGE Housing and HCPC on behalf of Redrow residents

Cllr J Watkins discussed holding a planned meeting at the Village Hall to meet with SAGE Housing and invite residents along to attend.

It was agreed that Cllr K Aspin would also be involved, and Cllr J Watkins would look to advertise this event on social media through A Mclean, to establish any concerns from the Redrow residents prior to the meeting.

Cllr J Watkins to confirm possible dates and times and confirm booking with A Mclean in relation to this.

09.13 To receive an update on the current and proposed contract for the Footballers for the use of the Football Pitches in Hopton

Cllr M Notman confirmed that the current contract has elapsed and covered usage to September 2023.

It was agreed by Council to invite the two football team representatives to the next planned Parish Council meeting and issue a contract to each team for them to sign for the new term.

It was agreed by Council for Trent GM to continue to grass cut on a monthly rolling contract, until further notice, upon the Council agreeing new terms for the financial year 2024-25.

09.14 To set up the St Mary's Gate Sub-committee (working group) with the objective to dispense budgeted funds to the area of St. Marys Gate in accordance with full parish council regulations and financial rules

St Mary's Gate allocation of money was agreed within the previous budget for 2023-24 and residents were invited for considerations to dispense these allocated funds, in which the first suggestion was to include the dispersal of benches and later to include permissions in relation to the play area and providing equipment for smaller children.

Cllr S Spennewyn confirmed that the St Mary's Gate Sub-Committee would include Cllr S Mead and Cllr S Spennewyn, with A Mclean, acting as a RFO, for any financial decisions to be directed through the Parish Clerk and also the property manager for St Mary's Gate.

It was agreed that the working party group would report back to Council.

Upon completion of spend the asset register will be updated accordingly.

09.15 To set up the working party groups to review the Council policies and GDPR policy

Council agreed to set up the working party groups in which the following Cllrs agreed to be part of the working party groups to work through the policies to bring them back to Council for approval:

Cllr C Rider
Cllr S Mead
Cllr S Spennewyn
Cllr A Elkin
Cllr J Watkins

A Mclean to follow up with SCC on the GDPR training and cost to this. The training would take place for all Cllrs in a closed meeting to commence at 6:00pm, before a planned opening Parish Council meeting.

A Mclean to confirm a planned date for this training to be undertaken.

09.16 To agree a date and venue for Defibrillator training to be held and agree upon attendees

It was agreed for the Defibrillator training to be held at Hopton Village Hall on 27th March 2024 at 6:00pm until 8:30pm with 30 people in attendance.

A Mclean to check and confirm booking for the Village Hall and with Imperative Training.

A Mclean to advertise on social media for attendees, on a first come, first served basis and if required, set up a further waiting list for a future training session, should the demand be there for Hopton and Coton Parish Council residents.

09.17 (Formally) 09.8 To review the CIO vote made on 15th November 2023 and discussion on this matter to be delivered by Cllr P Cunningham

Cllr P Cunningham spoke as a representative of the Council to review the CIO vote made on 15th November 2023 in which the two CIO representatives, Mr Lamond and Mr Ramster came forward to speak.

Cllr P Cunningham provided an overview, supported by Cllr M Notman and Cllr J Watkins to discuss a second vote to overturn the decision made on 15th November 2023 due to the Agenda not specifying a vote was planned in relation to the subject of the CIO.

Two proposals were put forward for councillors to vote on:

Proposal 1

HCPC continues to attempt to negotiate with the CIO and offer a Tenancy at Will and Lease agreement.

Proposal 2

HCPC takes back full control running of the Village Hall.

Cllr S Spennewyn	Proposal 2
Cllr P Cunningham	Proposal 1
Cllr C Rider	Proposal 1
Cllr S Mead	Proposal 2
Cllr M Notman	Proposal 1
Cllr A Elkin	Proposal 2
Cllr J Watkins	Proposal 1

Proposal 1- 4 in Favour

Proposal 2- 3 in Favour

Cllr S Spennewyn confirmed that HCPC would proceed with Proposal 1 based on the outcome of the vote, and a conclusion has now been reached.

It was discussed that the four Cllrs who voted yes would set up a working party meeting with a lead Cllr to report back to HCPC and act as an intermediary between the CIO and HCPC and act as a main contact with the Solicitors, which was named as Cllr M Notman.

Cllr S Spennewyn discussed the first action was to liaise with Toplis Associates and obtain a full brief of the situation both from a legal and financial aspect and Cllr M Notman agreed to follow this up. Alan Toplis will act as an information provider to the four Cllrs who voted for Proposal 1 as to next actions. It should be noted that Alan Toplis will not act as an intermediary.

A Mclean to initiate an introduction to Asma Sharmin of Wellers Hedley Solicitors who will look to reissue to the Tenancy at Will to the four Cllrs and the CIO.

Cllr S Spennewyn confirmed that he would clarify the holding of the cheque book of the CIO with the Solicitor, Julie Ashley of Gardners Champion and Cllr N Notman is to follow this up with the Solicitor for release back to the CIO as agreed.

Cllr S Spennewyn confirmed that further updates would be required on all future meeting Agendas until the issues is resolved to the satisfaction of all Cllrs and stated that any necessary decisions must be made with the full approval of all Cllrs .

09.18 Financial Matters

09.18.1 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.

09.18.2 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 and add a further Councillor to the banking system

A Mclean provided an update on the change of Parish Council banking provider from Natwest and confirmed that this was delayed due to the Reserve Account held with Natwest not being able to be part of the direct switch. A Mclean to liaise with Unity Trust Bank to remedy the issues and obtain a future date for the change over in providers.

It was agreed for Cllr J Watkins to be added to the new banking system, in place of Cllr S Spennewyn, and A Mclean will follow up with the required paperwork and identification required.

09.18.3 To discuss and approve the final budget and precept for the financial year 2024-25 and for Council to vote on the completion and approval of this

It was discussed at the working party group meeting with Council on 25th January 2024 for precept to remain the same for 2024-25 at £28,500.00 plus the concurrent funding of £1,314.00

All Council were in agreeance to this and A Mclean to confirm the decision to SBC.

A further working party group meeting was agreed to be held on 7th March 2024 at Hopton Village Hall at 7:00pm to finalise the budget detail and split against various areas within the community.

09.19 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 13th March 2024 at Hopton Village Hall to commence at 7:00pm.

CLOSE OF PARISH COUNCIL MEETING TO PUBLIC

09.20 To review and agree for A Mclean, Parish Clerk to under the CILCA training module as part of the Parish Clerk's ongoing CPD

It was agreed by all Council for A Mclean to proceed to book the CILCA training module and qualification with SPCA and SLCC, as successful completion of the ILCA and FILCA qualifications has now been obtained.

This forms part of the contract of employment and continuing professional development element of the role as Parish Clerk.

09.21 To receive an update of bank reconciliation to 31st January 2024

A Mclean presented the updated bank reconciliation to 31st January 2024, please refer to the addendum 2.

The Parish Council meeting was closed.

END

Signed: **Dated:**
Chairman

Angela Mclean
Parish Clerk
February 2024

ADDENDUM 1

Date	Beneficiary	Detail	Amount
01.02.2024	HMRC	PAYE- Qtr to 31.12.2023	£349.40
01.02.2024	Mike Ali	Expenses	£17.72
29.01.2024	Parish Clerk and Caretaker Salary- January 2023	Salary- January 2024	£458.26

ADDENDUM 2

HOPTON AND COTON PARISH COUNCIL					
ACCOUNTS FOR PAYMENT					
JANUARY 2024					
Date	Receipts Current Account				
	None	0.00			
	Total Current Account Receipts			0.00	
	Receipts Reserves Account				
31.01.24	Interest	33.45			
	Total Reserves Account Receipts			33.45	
	Total Receipts			0.00	
	Payments	Payment type	Net	Gross inc VAT	VAT
17.01.24	Sky Mobile- Parish Clerk Phone	Online	5.83	7.00	1.17
23.01.24	SPCA	Online	30.00	36.00	6.00
23.01.24	SPCA	Online	40.00	48.00	8.00
24.01.24	Support Staffordshire- Membership	Online	25.00	25.00	0.00
24.01.24	Tixall Village Hall	Online	40.00	40.00	0.00
24.01.24	A Mclean- Expenses SBC	Online	42.00	42.00	0.00
24.01.24	Mike Ali- Expenses	Online	31.17	37.40	6.23
24.01.24	Angela Mclean- Expenses	Online	33.33	39.99	6.66
24.01.24	Trent GM	Online	225.00	270.00	45.00
29.01.24	Parish Clerk & Caretaker Salary	Online	458.26	458.26	0.00
	Total Payments		930.59	1,003.65	73.06
	Total funds				
	Current a/c b/fwd	66,383.44			
	Business reserve a/c b/fwd	25,514.71			
	Add current a/c receipts this month	0.00			
	Add business reserve a/c receipts this month	33.45			
	Less: payments this month	1,003.65			
	Funds in current a/c after payments			65,379.79	
	Funds in reserve a/c after interest			25,548.16	
	Total Funds available			90,927.95	
	Earmarked funds				
	HVH Woodturners Club	480.00			
	General Reserve	90,447.95			
				90,927.95	
	Bank reconcilliation				
	Current a/c B/F			66,383.44	
	Add current a/c receipts this month			0.00	
	Less payments			1,003.65	
	Adjusted a/c			65,379.79	
	Bank statement				