



SEIGHFORD PARISH COUNCIL

*Minutes of the Extraordinary Meeting of
Seighford Parish Council held
at Great Bridgeford Village Hall on
Monday 24th June 2024
Starting at 7.30pm*

Kelly Day & RFO: Tel: 07931 167 081 E-mail: clerk@seighford-pc.org.uk

Present

Councillor J Busby (Chairman)
Councillor M Hayward (Vice-Chairman)
Councillor D Price
Councillor R Wilkes
Councillor M Hodgkins
Councillor P Brown

Members of the Public – 3

Kelly Day – Clerk

1	<p>24/06/24/1</p> <p>To receive apologies and accept and record any reasons for absences</p> <p>Cllr Mark Turnbull SCC Cllr Jeremy Pert</p>
2	<p>24/06/24/2</p> <p>Declaration of interests:</p> <p>Clerk declared an interest in item 7</p>
3	<p>24/06/24/3</p> <p>Public Open Forum:</p> <p>MOP asked for an update on the proposed playing field in Seighford. There are rumours circulating that there is imminent planning on the field, including the potential widening of Smithy Lane. All Cllr's said that they hadn't heard anything. MOP said the children are using the field, but a bin would be useful due to its increased use.</p> <p>The Chair provided an update on progress with the proposed field. He reported that the planning application has now been submitted, but the Parish Council is still waiting for the solicitors to respond to the query on the Heads of Terms.</p> <p>MOP was grateful that the flood has now gone on the Eccleshall Road.</p> <p>Still need horse signs for the railway line. The Chair and Cllr Wilkes said we are still waiting to hear back from Highways Officer, Diane Firkins for permission put them up and which locations.</p> <p>The dog fouling sign is now up on the Derrington track</p>

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Parish Finances: Clerk

- (a) To receive and note the internal audit report
- (b) To agree and sign the Certificate of Exemption
- (c) To agree the Annual Governance Statement (Section 1 of the Annual Return)
- (d) To agree the Annual Accounting Statements (Section 2 of the Annual Return)
- (e) To note the date of announcement and the commencement/ end dates for the public inspection period.
- (f) To approve accounts for payment

The above was noted and approved by all Councillors. Proposed by Cllr Hayward. Seconded by Cllr Busby.

Payment list to be approved and signed				24-Jun-24		
Chq number	Amount	VAT	TOTAL	Payee	Reason for payment	Meeting item approved
1787	£ 500.00	£ -	£ 500.00	St Matthew's Church	Grant for 2024	May-24
1788	£ 500.00	£ -	£ 500.00	St Chad's Church	Grant for 2024	May-24
1789	£ 50.00	£ -	£ 50.00	Great Bridgeford Village Hall	Contribution	May-24
1790	£ 50.00	£ -	£ 50.00	Derrington Village Hall	Contribution	May-24
1791	£ 50.00	£ -	£ 50.00	Seighford Village Hall	Contribution	May-24
1792	£ 593.00	£ -	£ 593.00	Stafford Borough Council	Planning application fee for Seighford playfield	
	£ 1,743.00	£ -	£ 1,743.00			
Above paid after May meeting and before June extraordinary meeting						
1793	£ 391.65	£ 78.33	£ 469.98	Reimbursement to John Busby	Play bark for Derrington play area in 2023 (M&B surfaces)	Sep-23
1794	£ 30.00	£ 6.00	£ 36.00	AID Computer Services	Council laptop and printer issues	Required maintenance
1795	£ 21.00	£ -	£ 21.00	Great Bridgeford Village Hall Committee	Hire of village hall on 24th June	Required payment
1796	£ 350.00	£ -	£ 350.00	Kelly Day	Salary for May 2024	statutory payment
1797	£ 32.95	£ 5.23	£ 38.18	Kelly Day	Expenses	Required payment
1798	£ 150.00	£ 30.00	£ 180.00	Rickerscote Livestock	hedgcutting season 23/24	2023
1799	£ 81.00	£ -	£ 81.00	HMRC	July 2024 payment	stat payment
TOTAL	£ 1,056.60	£ 119.56	£ 1,176.16			

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To appoint representatives to the following external organisations:

- a) Cooper Perry Primary School board of governors. Nominated **Cllr Hayward** as representative. Proposed by Cllr Wilkes. Seconded by Cllr Busby.
- b) Derrington Village Hall Committee. Nominated **Cllr Brown** as representative. Proposed by Cllr Price. Seconded by Cllr Busby.
- c) Seighford Village Hall Committee. Nominated **Cllr Busby** as representative. Proposed by Cllr Hayward. Seconded by Cllr Wilkes.
- d) Great Bridgeford Village Hall Committee. Nominated **Cllr Turnbull** as representative. Proposed by Cllr Busby. Seconded by Cllr Hayward.

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To review and adopt council policies as below:

- a) Standing Orders. Approved. Proposed by Cllr Busby. Seconded by Cllr Brown
- b) Financial Regulations. It was agreed for the Clerk to add the suggested updates for final approval at July's meeting.
- c) Risk Assessment – it was agreed to make the following amendments. Item 24 – replace with 3 bus shelters. Item 25 replace with 2 picnic benches and 2 sitting benches at Great Bridgeford play field. Subject to these changes it was approved. Proposed by Cllr Busby. Seconded by Cllr Brown.
- d) Assets. It was agreed for Cllrs to check all assets and locations. Approval was deferred to July's meeting.

7	<p>24/06/24/7</p> <p>Staffing Matters:</p> <p>To discuss and consider a one off payment to The Clerk for additional hours to complete the Annual Governance Return, policies and other additional duties during May and June 2024.</p> <p>A one-off payment of £250 was approved.</p>
	<p>Next meeting: The next Parish Council meeting will be held at Seighford Village Hall on Monday 15 July 2024 at 7.30pm.</p>
	<p>The Chairman thanked members for their attendance and closed the meeting at 20:15</p>

APPROVED