**SALT & ENSON PARISH COUNCIL**

**Minutes of Meeting Held Wednesday 4th January 2023**

**at Salt Village Hall, Salt at 7.30 pm**

The meeting began at 7.30 p.m.

**Public Open Forum** – Two members of the public attended. No issues were raised.

1. **Attendees and Apologies**

Attendees: Chair - Barbara Clancy,

Councillors J Starr, I Wimshurst, C Beardmore, R Walls, JD Scott

Clerk DW Croxford

The meeting was quorate

Apologies – Stafford Borough Councillor Frances Beatty

1. **Declarations of Disclosable Pecuniary Interests relating to items on the agenda**

There were none.

1. **Minutes of the meeting held on 2nd November 2022**

This was agreed as a true and correct record by all present.

**4. Matters arising from those minutes**

None

**5. Co Option of New Councillor Nigel Tonks**

Mr Tonks volunteered to become a member of the Parish Council and had provided the Clerk with a completed application form, confirming eligibility, and Disclosable Pecuniary Interests forms, beforehand.

Proposed by Cllr Walls,

Seconded by Cllr Scott

Vote Unanimous.

Cllr Tonks was warmly welcomed to the Council.

*Clerk to add Cllr Tonks to Website and advise Stafford Borough Council.*

**6. Planning**

No applications were received at the date of posting the meeting Agenda.

**7. Reports**

* Report received from County Councillor – no report received
* Report from Borough Councillor Frances Beatty – Councillor Beatty in her apology by e mail, advised a written report from her would follow shortly, and could then be circulated.
* Report from Village Hall Management Committee – See Item 8 Financial Statement and Clerk Report

**20/2023**

**8. To receive Financial Statement and Clerks report**

* + 1. To approve financial payments, receipts and transfers.

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| Salt and Enson Parish Council |  |  |  |  |
| FINANCE – January 2023 |  |  |  |  |
|  |  |  |  |  |  |
| **Accounts for approval** |  |  |  |  |
|  |  |  |  |  |  |
| **Paid prior to the meeting** |  |  |  |  |
| **Paid To** | **Details** | **Amt** | **VAT** | **Total to pay** |
|   |   |   |   | 0.00 |  |
|   |   |   |   | 0.00 |  |
|   |   |   |   | 0.00 |  |
|   |   |   |   | 0.00 |  |
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|   |   |   |   | 0.00 |  |
|   |   |   |   | 0.00 |  |
|  |  |  |  |  |  |
| **TOTAL** |  |  | 0.00 |  |
| **To be Paid** |  |  |  |  |
| Clerk | Clerks Net Pay 1 October to 31 December | 741.14 |   | 741.14 |  |
| Clerk | HMRC - PAYE Re Clerk Pay 1 October to 31 December | 180.20 |   | 180.20 |  |
| Clerk | Clerks Expenses 1 October to 31 December | 102.64 |   | 102.64 |  |
| Vision ICT Ltd | Website / E mail hosting and support Feb 2023 to Jan 2024 | 152.38 | 30.48 | 182.86 |  |
|   |   |   |   | 0.00 |  |
|   |   |   |   | 0.00 |  |
|   |   |   |   | 0.00 |  |
|   |   |   |   |   |  |
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|  |  |  |  |  |  |
|  |  |  |  | 1,206.84 |  |
|  |  |  |  |  |  |
|  | **TOTAL** |  |  | 1,206.84 |  |
|  |  |  |  |  |  |

These were approved by all present.

* + 1. To receive and approve the financial statement and bank reconciliation.

The clerk had circulated the financial statement and bank reconciliation reports and both were approved by all present

* + 1. The final **Budget / Precept request for 2023-2024** had been circulated by the Clerk before the meeting for consideration. **RESOLVED** by unanimous agreement to set the annual budget for 2023-24 at £8,335 and to submit a precept request to Stafford Borough Council of £7,975 plus £360 concurrent function funding.
		2. The Clerk highlighted the **Earmarked Reserves** position. Noting the expenditure during the year on a new printer, the Queen’s Platinum Jubilee and the Community Benches and Planters, it was **RESOLVED** by unanimous agreement to increase and reset the Earmarked Reserves as the following

21/2023

General Funds Reserve £8,100

Cost of Elections Fund £5,000

Computer/ Printer Reserve £500

Village Notice Board £1,500

Kings Coronation Celebration £500

Total Earmarked Reserves £15,600

*Clerk to switch £470 from current account to increase reserve account to £15,600 and designate as above.*

* + 1. National Salary Award for Clerks 2023-24

The Council takes note of the NJC National Salary Award and authorises its implementation. The Council authorises the element of back pay from the date of implementation of the award.

* + 1. Donations to the Friendship Club and the Burial Ground upkeep will be agreed at the March 2023 meeting and at sums no less than last year.
		2. Salt Village Hall Management Committee requested the Council purchase a new Defibrillator for installation on the wall of the Village Hall. Purchase of the new equipment, with new battery and installation would be approx £1,400 ex VAT. The Council requested from the VHMC, a formal proposal and accurate pricing to consider at the March meeting. The Clerk advised Grants are available to defer the cost of the purchase.

**9. To discuss Highways issues and note any requiring reporting**

 **Commemorative Community Artwork Plaque / Community Bench and associated planting**. -

* The Clerk has added the items to the Parish Council Asset list,
* and added them to the Parish Council insurance policy.
* the bench and planters still need securing to the ground.

It was noted that the white plastic road marker posts on the Casey have been damaged. *Clerk to liaise with SBC Highways re replacement.*

Regular flooding is now apparent on the entrance to Willowmore Banks off Weston Bank. *Clerk to photograph and report to SCC Highways.*

**10. The building of permanent structures in the woods along Brick Kiln Lane and Rainbow Cottage, Salt.**

Councillor Beatty has responded to the Clerk’s correspondence and the SBC Enforcement Team has been in contact too with a view to investigating matters. *Clerk to provide the information Enforcement require.*

**11. Civic Amenity Skip Visits 2023**

Clerk advised three visits in 2023 will be 25th March and 8th July at Salt Village Hall, and 28th October at The Holly Bush Inn car park. *Clerk to confirm with SBC.*

**12. To review correspondence received and consider items of business for the next meeting.**

Corrspondence was circulated from a resident on Sandon Bank who had contacted SBC Enforcement about a

potential unauthorised change of use of a structure adjacent. The exchange between the resident and SBC Enforcement was noted. No further action required.

22/2023

**13. To inform attendees of dates of future meetings**

Dates of future meetings during 2023 as follows: Wednesdays at 7.30pm.

Dates**:**  1st March, **10th May**, 5th July, 6th September, 1st November.

**14. Meeting closed at 20.30 hrs**

Signed .......................................... .........................................

Chair.............................................. Clerk DWCroxford

Date...................................

23/2023