

# Stone Town Council – General Purposes Committee

Minutes of the meeting held in St Michael's Suite, Frank Jordan Centre,  
Lichfield Street, Stone  
on Tuesday 5 June 2018

**PRESENT:** Councillor R. Kenney in the Chair and  
Councillors: M. Green, Mrs J. Hood, J. Davies, M. Shaw, P. Leason, Mrs J. Farnham,  
Mrs M. Goodall, Mrs E. Mowatt, A. Osgathorpe, M. Williamson, Mrs C. Collier and  
G. Collier

**ABSENT:** Councillors: I. Fordham, T. Jackson, G Neagus, Mrs J. Piggott and Mrs K. Green

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**GP19/023**     **Apologies**

Apologies were received from Councillors: I. Fordham, T. Jackson, G Neagus,  
Mrs J. Piggott and Mrs K. Green

**GP19/024**     **Declarations of Interests**

None

**GP19/025**     **Requests for Dispensations**

None

**GP19/026**     **To receive the Report of the County Councillors**

**County Councillor Mrs J. Hood**

Councillor Mrs Hood reported that County Highways are well on target with potholes and asked the Council to be patient; the A34 has been closed for 2 nights while they have been working hard. She said that hopefully the gullies, many of which are blocked with debris, will be addressed next. She assured members that she continues to report issues at County Council Meetings, as do other County Councillors.

**County Councillor I. Parry**

Councillor Parry was not in attendance at the meeting.

**GP19/027**     **Representations from Members of the Public**

None

**GP19/028**     **To Elect the Members, Chairmen and Vice Chairmen of the following Sub-Committee**

RESOLVED: To appoint the following Chairmen, Vice Chairmen and Members to the Sub Committees for the municipal year 2018-19:

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\* Items marked with an asterisk refer to reports or papers circulated with the agenda or distributed at the meeting. They are attached as an appendix to the signed copy of the Council minutes.

### **Mayor's Sub Committee**

Chairman: Councillor Mrs K. Green

Vice Chairman: Councillor J. Davies

Members: Councillors: Mrs J. Piggott, Mrs J Farnham, P. Leason, M. Williamson and I. Fordham

#### **GP19/029 Appointment to Outside Bodies**

The Committee considered appointments as the Council's representatives on outside bodies.

RESOLVED: To make the following appointments of council representatives to the following bodies:

#### **Stone Community Hub Liaison Group**

Councillors: M. Green, Mrs J. Farnham, R. Kenney, Mrs J. Hood and A. Osgathorpe

#### **GP19/030 Review of Standing Orders**

The Committee undertook to review the Council's Standing Orders\* which had been circulated with the agenda for the previous meeting of this Committee. The document had been reviewed by the Clerk, who has made a number of proposals for change to reflect current practice, improve clarity and make the document gender neutral.

RESOLVED: That the circulated Standing Orders for 2018-19 be approved without amendment.

#### **GP19/031 Review of Financial Regulations**

The Committee undertook to review the Council's Financial Regulations\* which had been circulated with the agenda for the previous meeting of this Committee. The document had been reviewed by the Clerk, who proposes changes to reflect current practice, improve clarity, acknowledge the fact that the Council no longer operates a petty cash account and update the procedure for suspending Financial Regulations within a meeting. The document is already gender neutral.

RESOLVED: That the circulated Financial Regulations for 2018-19 be approved without amendment.

#### **GP19/032 Notes of the Neighbourhood Plan Steering Group**

RESOLVED: That the notes of the Neighbourhood Plan Steering Group dated 16 May 2018 are noted.

#### **GP19/033 Neighbourhood Plan – Regulation 14**

The Committee considered the public consultation process for the Council's Neighbourhood Plan, known as the Regulation 14 consultation.

RESOLVED: It was resolved to:

- a. Approve the commencement of the public consultation process for the Council's draft Neighbourhood Plan at noon on 19 June 2018.

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- b. Approve the draft consultation methods document\* as a basis for the process.
- c. Approve the current Neighbourhood Plan timetable\*.
- d. Approve the draft response form\*
- e. To delegate to the Town Clerk, in consultation with the Chairman of this Committee, the Chairman of the Neighbourhood Plan Steering Group and/or the Council's planning consultants, authority to prepare all required correspondence, publicity and other materials in respect of the public consultation, to organise consultation events, and to make any required amendments to documents and processes.

**GP19/034 Fly the Red Ensign for Merchant Navy Day**

The Council considered an email from Seafarers UK regarding flying the Red Ensign for Merchant Navy Day. Councillor Davies reported that the Council had purchased a Red Ensign last year, however on the proposed date of 3 September 2018 the Council will already be celebrating the Centenary of the Royal Air Force. The Royal Air Force Ensign flag will therefore be flying on the Town Council's flag pole on this day.

RESOLVED: That the Town Council do not participate in Merchant Navy Day this year but ask that Stafford Borough Council fly the Red Ensign Flag in Stonefield Park.

**GP19/035 Update from Working Groups:**

**Neighbourhood Plan Steering Group**

Councillor Mrs Hood had no new information to report on this occasion.

RESOLVED: To note the update on the work of the neighbourhood Plan Steering Group

**Project Headstone (Protocol for Marking the Death of the Sovereign or other members of the Royal Family)**

The Chairman of the working group, Councillor J. Davies confirmed that the plan has been approved by the Town Council and is now with the Town Clerk.

Stafford Borough Council would be placing the book of condolence in two places: Stafford and St Michael and St Wulfad's Church.

RESOLVED: To note the update on the work of Project Headstone.

**Stone Area Parish Liaison Group**

Councillor Davies reported that the next meeting of the Group would be taking place next month.

RESOLVED: To note the update on the work of the Stone Area Parish Liaison Group.

**GP19/036 To receive reports from Town Councillors on attendance at meetings of local organisations and outside bodies as a representative of the Town Council**

**Stone ATC**

Cllr J. Davies advised that no meeting had taken place.

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**Age Concern Stone & District**

It was reported that no meeting had taken place

**Stone Town Band**

The Mayor was not present at the meeting – she had left for a Mayoral engagement.

**Walton Community Centre**

A letter has been received by the Town Council today and it was confirmed that no representative was required.

**Stafford & Stone Access Group**

Cllr Mrs C. Collier reported that the Group now has a Facebook page with more than 2000 members (some in a foreign language).

She advised that Village halls have been assessed and most are compliant. There are still some issues with A boards as it was proving difficult to educate businesses in respect of their positioning.

**Stone Common Plot Trustees**

Cllr Mrs Hood informed the Committee that there had been no meeting.

**Stone Community Hub Liaison Group**

Cllr Mrs Farnham reported that there had been no meeting.

**SPCA Executive Committee**

Councillor Williamson reported that he had attended a meeting on Monday evening where three main items had been discussed.

On 9 May 2018 the Government took the decision to exclude Town and Parish Councils from the requirement to appoint a Data Protection Officer as required by the Data Protection Bill which received Royal Assent on 26 May 2018. However, the members present were not sure whether it remained necessary to be registered with the Information Commissioner's Office. The Clerk was asked to advise the Council on this point.

Concern was expressed about police cutbacks particularly in relation to road closures and assisting with parades etc.

Staffordshire Parish Councils' Association has been given notice to move from its present office and there is a possibility that the Association will be offered the old Registrar's office.

**Town Mayor**