Loggerheads Parish Council
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8.05.2025

Minutes of the Annual Parish Council meeting of **Loggerheads Parish Council** held at **Loggerheads Fire Station on Thursday 8 May 2025**

Present:- Chairman Swetman, Cllr Roberts, Cllr Butterworth, Cllr Wellard, Cllr Fox, Cllr Love, Cllr Sedgley, Cllr Swan
Borough Councillor Northcott

1. To elect a Chairman

   Nomination for Cllr Swetman by Cllr Swann, Seconded by Cllr Roberts – Unanimous. Cllr Swetman is elected Chairman and signs the acceptance of office.

2. To elect a Vice Chairman

   Nomination for Cllr Swan by Cllr Roberts, Seconded by Cllr Love – Unanimous.

3. To receive and consider apologies for absence.

   Cllr Sheard, Cllr Hodgkiss, Cllr Lee, Cllr Beales

4. To note declarations of Members' interests – None to report

5. To approve and sign the minutes of the Full Council meeting held on 10 April 2025

   Proposed – Cllr Swan
   Seconded – Cllr Roberts
   Unanimous

6. Public Question Time

   No members of the public were present.

7. **Updates from committee chairs (Finance & Planning)**

Planning
Cllr Love – advised that there were a number of planning applications submitted for three bungalows – there were no objections to these plans.

Cllr Love had circulated the Gladman appeal and had been approved on 2nd May. There were concerns around some of the comments from the inspector. The comments on a high level of homeworking, when the study had been conducted during Covid lockdown. There had been a condition for a pedestrian crossing (which had been carried out by Wain Homes previously) Conditions are dependent on NBC enforcing them.

Cllr Love reported that the Parish Council had been given a slot to provide representation at the Local Plan. A timetable was awaited.

Loggerheads Parish Council will need to look at renewing and updating their NHP.

Chairman Swetman gave an update on a meeting with Clarke Kent about a bike track in the Burntwood. The Clerk had made contact with the Forestry Commission and had looked at the lease for the land. The funding for this would need to be thought about and how many years this would take to fund.

8. **Bell Orchard funding update and to consider the quotation for the new play equipment.**

The grant application had been unsuccessful.
There had been 16K ringfenced and 14K VAT refund due. There was an underspend to enable the Parish Council to proceed.
Graeme the grounds man is on a course in the coming weeks to inspect the play equipment.
Chairman Swetman proposed that the work go ahead for the quote received subject to the Contractor having surveyed the area and can give reassurances that there will be no extra charges.
Seconded Cllr Fox
Unanimous

9. **Proposal from Cllr Love to amend the date of the meetings.**

Change to Parish Council Meeting Cycle
That the meeting days for Full Council and Committees of the Parish Council are amended to the following:
***Planning and Environment Committee** - First Monday of each month (where required)*
***Finance and General Purposes Committee** - Second Monday of each month*
***Full Council** - the Thursday immediately following the Finance and General Purposes Committee*

***Personnel Committee** meetings to be arranged as required - usually following the Finance and General Purposes Committee meetings*

The reason for proposing this change is to remove the situation where Full Council precedes Finance where the second Thursday falls before the second Monday.

Seconded – Cllr Fox
Unanimous

10. **Office IT equipment**
Chairman Swetman spoke about the Clerk is provided with a docking station and two screens.

11. **Emergency procedures in the absence of the Clerk – Please see attached. (Moved up the agenda)**

Proposal by Chairman Swetman to adopt the emergency procedure
Seconded Cllr Swan
Unanimous.

12. **To note the continuation of General Power of Competence as the following criteria was met by Loggerheads Parish Council in May 2024 : -**

At the precise moment that the council resolves that it meets the criteria, the number of councillors elected at the last ordinary election, or at a subsequent by-election, must equal or exceed two thirds of its total number of councillors. - Seats are 17 and Fulford Parish Council has 12 elected members.

A Qualified Clerk The clerk must hold at least one of the sector-specific qualifications and should have completed the relevant training designed as part of the National Training Strategy for local councils. The recognised sector-specific qualifications are: a. The Certificate in Local Council Administration (CiLCA) awarded by Ascentis

Noted.

13. **To approve the monthly payments and note payments May 2025**
Will be available at Finance meeting on Monday.

14. **To note the internal audit report discussed at the previous meeting and make actions to rectify any items needed.**
Public Rights – That will be rectified with a new web site
VAT – Been claimed.
Asset Register – Now amended and up to date.

15. **To authorise the signing of the Annual Governance Statement**
The Clerk read out the criteria from the Annual Governance Statement 2024/25
Proposed – Cllr Roberts
Seconded – Cllr Fox
Unanimously agreed to approve.

16. **To authorise the signing of the Annual Accounting Statement**
The Clerk read out the figures from the annual accounting statement
Proposed for approval – Cllr Love
Seconded to approve – Cllr Butterworh
Unanimously agreed to approve

17. **To note the letter from Kim Squires Internal Audit Services and to appoint for the following financial year. Just to note that Kim Squires is**

independent from the Council.
The Councillors had read and noted the letter from Kim Squires regarding her impartiality.

18. **S137 Application Loggerheads & Ashley Community Events for £490**
Proposed Chairman Swetman
Seconded Cllr Swann
Unanimously

19. **To authorise the purchase of a bench for Ashley .**
Cllr Roberts explained Ashley in Bloom wanted to put a bench by the bus stop.
Proposed – Chairman Swann for £750
Seconded – Cllr Sedgley

20. **To elect representatives to the following committees: -**

Planning and Environment –
Finance and General Purposes -
Personnel -

Clerk will send an email round asking for representatives.

21. **To elect representatives to outside bodies**
Ashley Memorial Hall -
Hales Club -
Knighton Village Hall –

Clerk will send an email round asking for representatives.

22. **To receive reports from Staffordshire County Council, Newcastle Under Lyme Borough Council and Staffordshire Police.**

Cllr Northcott – gave an update on NBC. Full Council will meet 14.05.2025 to elect a Major.
The Cabinet met on the 06.05.2025 to approve the low carbon heating project for Jubilee Baths.
NBC interim plan submission for devolution had been discussed.
NBC was seeking a meeting wirth the new leader at SCC to support NBC plans.

23. **To receive updates from Members on outside committees and bodies.**

Cllr Fox – gave an update on the new head teacher. Cllr Fox had changed from LEA Governor. Cllr Fox would provide the link between the schools and the Council.
This was proposed by Cllr Roberts and Seconded by Chairman Swetman.

24. **To note the meetings for the upcoming month**

Planning – 02.06.2025
Finance – 09.06.2025

Full Council – 12.06.2025
Meeting closed 19:50