

**Minutes of Meeting of Brocton Parish Council held by 'remote' means (zoom) on Wednesday, 2 September 2020, from 7.30pm.**

**Councillors who attended zoom meeting:** Mr R Bates (Chairman), Mrs L Smith (Vice Chairman), Mrs B Smith and Cllr A Kenny.

**93/20 Apologies:** received from SCC Cllr J Francis and SBC Cllr A Cooper.

**94/20 PUBLIC OPEN SESSION**

No members of the public attended.

**95/20 DECLARATION OF INTERESTS** There were no declarations of interest.

**96/20 MINUTES APPROVED**

a. Minutes of the meeting held on 1 July 2020 were approved as correct record.

**97/20 MATTERS TO BE UPDATED FROM PREVIOUS MEETING**

a. Update received from Chairman on Litter Pick at Nature Reserve.

**98/20 REPORT FROM SCC COUNCILLOR**

- a. Weight restriction through the village will be reviewed alongside the proposed speed limit for the Milford to Brocton road.
- b. Signage at Old Acre Lane is an ongoing matter.
- c. Damaged marker posts on the A34 Service Road should be replaced.
- d. Speed of traffic on Sawpit Lane is a police matter, however, Cllr Francis is arranging for the speed camera van to visit the area.
- e. It was noted that Berkswich Parish Council are purchasing their own speed signs. Amey will be installing the mounting posts. It was agreed that the Clerk will follow this installation up with Berkswich Parish Council.

**Action – Clerk**

**99/20 OLD ACRE LANE AND CHASE ROAD**

a. No concerns were raised.

**100/20 PLANNING APPLICATION**

a. **20/32629/HOU – Sunningdale House, Walton Lane, Brocton.** Development of detached oak framed garage. No comments or objections made. SBC have been advised accordingly.

**101/20 FINANCE**

a. It was noted that the following accounts were paid between 3 and 31 July 2020:

<b>Paid to:</b>	<b>Details:</b>	<b>Net Amount</b>	<b>VAT</b>	<b>Total Paid</b>
Clerks expenses	Period covered 1 – 31 July 2020	£22.86	£1.33	£24.19
HMRC	PAYE for the period 6.6.20 – 5.7.20	£88.20	Nil	£88.20
HMRC	PAYE for the period 6.7.20 – 5.8.20	£88.00	Nil	£88.00
Wicksteed Leisure Ltd	Annual Park Inspection 2020	£60.00	£12.00	£72.00
Grass cutting	Cuts 6 & 7. Cut/strim verge on A34, extra strimming at Broc Cres., triangle at Pool Ln., Playing field and strim bank at Pool Ln.	£459.25	£91.85	£551.10
SPCA	Councillor fundamentals training course	£25.00	Nil	£25.00

b. The following payments were approved:

**Accounts for payment** – The meeting approved the payment of the following accounts:

<b>Paid to:</b>	<b>Details:</b>	<b>Net Amount</b>	<b>VAT</b>	<b>Total Paid</b>
Clerks salary and expenses	Period covered 1 – 31 August 2020	£397.20	£1.33	£398.72
Grass cutting	Cuts 8 & 9. Cut/strim verge on A34, extra strimming at Brocton Crescent, triangle at Pool Lane and Playing field.	£410.75	£82.15	£492.90
Grass cutting	Cut 10. Cut/strim verge on A34, extra strimming at Brocton Crescent, triangle at Pool Lane and Playing field, strim bank in Pool Lane.	£283.25	£56.65	£339.90
SPCA	Clerks The Knowledge training session	£50.00	Nil	£50.00*
HMRC	PAYE for the period 6.8.20 – 5.9.20	£88.20	Nil	£88.20

\*cost split between Brocton Parish Council and Ingestre with Tixall Parish Council

c. It was resolved that the Clerk will start to prepare a Draft Budget for Council to consider. No specific projects were identified. The Chairman and Vice Chairman will prepare to conduct the performance review for the Clerk and update full Council in due course.

**Action – Clerk**

**Action – Chairman and Vice Chairman**

d. it was resolved to appoint Mr A Toplis as Parish Council Internal Auditor for 2020/21.

**Action – Clerk**

e. It was resolved to purchase replacement defibrillator pads from AEDonate.

**Action – Clerk**

#### **102/20 PLAY PARK**

a. The Annual Inspection, as completed in July 2020, was discussed. It was resolved to obtain quotes from Wicksteed and TGM to lift the tiles, remove the debris underneath, install new timber edging and replace existing tiles, under both swings and the muliplay unit. Chairman will cut back some overhanging/dangerous branches and trees will be added to the monthly inspection checklist. Volunteer to be asked to refurbish benches.

**Action – Clerk and Chairman**

#### **103/20 PARISH COUNCIL WEBSITE**

a. Councillors noted the difficulties the Clerk is experiencing with the website and concerns over the Accessibility Regulations. Draft Accessibility Statement, as prepared by the Clerk, has not been approved by the website host and is not, therefore, on the website. Cllr Kenny offered to review the Statement on behalf of the Parish Council.

**Action – Cllr Kenny**

#### **104/20 VILLAGE MATTERS**

a. Clerk and Chairman updated the Council following the site visit by SCC Principal Rights of Way Officer. 18 residents attended the meeting and SCC resolved to arrange for an engineer to assess the potholes between Stonecliff and where the Lane turns, as this was the worst affected area and potentially unsafe. Engineers report to be shared with residents. Rest of surface condition is of a satisfactory standard. It was noted that residents should be kept informed.

**Action - Clerk**

b. Cllr Mrs B Smith agreed to research how data from speed signs can be downloaded and provide an update to the Council in October.

**Action – Cllr Mrs B Smith**

c. It was resolved to defer the cleaning/maintenance of Sawpit Lane phone kiosk to Spring 2021.

**Action – Clerk. Agenda item for March 2021.**

d. It was noted that there have been difficulties logging into Parish on Line and Clerk has not received any response when this was reported. Clerk to chase response and provide update to Cllrs as soon as possible.

**Action – Clerk**

e. It was resolved that the Chairman and the Clerk will meet with the AONB Land Management Officer to discuss viability of potential sites for wildflowers within village. An update will be provided once meeting has taken place.

**Action – Chairman and Clerk**

f. Cllr Mrs B Smith suggested that all residents should have a booster, as this will improve signal. It was resolved that the Clerk will write to Ofcom, expressing the Councils disappointment to the response provided in March 2020, citing rural area; likelihood of accidents involving deer.

**Action - Clerk**

g. It was resolved to monitor if previous arrangements for checking of defibrillator are still in place. Clerk to replace monitoring checklists in defibrillator cabinet, Chairman will monitor situation and bring an update to the next meeting. It was noted that if previous arrangements are no longer in place, then it may be necessary to set up a Cllrs rota to ensure the checks are completed.

**Action – Chairman and Clerk**

**105/20 CHRISTMAS 2020**

a. Clerk informed the Council that Cllrs Mrs L Smith and Mrs B Smith and the Clerk are meeting, via zoom, on 22 September to discuss ideas. It was resolved that the Clerk will extend meeting invite to potential interested resident. Update to be provided at the October meeting.

**Actions – Clerk, Cllrs Mrs L Smith and Mrs B Smith**

**106/20 CORRESPONDENCE**

a. Thank You letter from Her Majesty's Lord-Lieutenant was noted. Chairman asked that this be shared with creators of community FB page, in response to coronavirus pandemic, together with a Thank You from the Parish Council.

**Action - Clerk**

**107//20 ITEMS FOR NEXT AGENDA**

a. Christmas 2020

b. Parish Council Facebook Page – to receive update from Cllr Kenny.

Meeting ended 9.25pm