

BROCTON PARISH COUNCIL

www.broctonparishcouncil.co.uk

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28 October 2020

The next meeting of Brocton Parish Council will be held on Wednesday, 4 November 2020 commencing at 7.30 p.m. when you are invited to attend. This meeting will take place via Zoom, join via the internet by using the link below:

<https://us02web.zoom.us/j/84421388874?pwd=TIljMWltTWFiEIZSk00QTFBaElsdz09>

or by telephone by dialling 0203 051 2874 OR 0131 460 1196, using the details below:

Meeting ID: 844 2138 8874 Passcode: 173728

Jill Davies, Clerk

AGENDA

1. To receive Apologies

2. PUBLIC OPEN SESSION

3. To receive Declarations of Interest

4. Minutes

a. To approve as a correct record Minutes of the Parish Council Meetings held on 2 September 2020 and 7 October 2020.

5. Matters to be updated from the Minutes, meeting held on 2 September

a. **101/20d** – internal auditor has been written to, update regarding mid-year review will follow when arrangements are confirmed.

b. **101/20e** – replacement defibrillator pads have been received and installed.

6. County Councillor and Borough Councillor reports.

a. To receive update and raise following items with Cllr Francis:

- weight restriction through the village
- signage at Old Acre Lane
- speed of traffic on Sawpit Lane
- highway grass cutting – to discuss email issued by David Williams on 24.9.20 – SCC Cabinet Member for Highways & Transport.
- surface dressing of road's in village, whilst Cadent are working – to note the response received from SCC Cabinet Member for Highways & Transport.

b. To receive update and raise following items with Cllr Cooper:

- process to be followed for community events
- Civic amenity visits for 2021/22
- Payment of Concurrent Allowance for 2021/22

7. Publication Scheme

a. To review and adopt the updated Publication Scheme

8. Financial Regulations

a. To review and adopt the updated Financial Regulations

9. Planning Matters – to note application.

a. **20/33075/HOU – The Pines, Walton Lane, Brocton.** Proposed development described as form bay window to front and 2 No windows to side at ground level.

10. Wildflowers in village

a. To receive update from Chairman and Clerk and to discuss if this should be progressed within the village and to agree how.

11. Parish Online

a. To discuss trial of Parish Online to determine if future purchase to be made, now that trial has finished.

12. Clerks Report.

a. To receive an update from Clerk on specific matters and to discuss as required.

13. Finance

a. To note accounts paid since last meeting.

b. To approve accounts for payments.

c. To receive details of expenditure up to 30 September 2020.

d. To approve bank reconciliation.

e. To discuss donation payment to Katherine House Hospice and agree amount.

f. To discuss changes in fees to HP Ink contract, due from 20 November 2020.

14. Play park

a. To receive and note inspection report.

b. To discuss latest information relating to work on safety tiles and to decide what action to take.

15. Parish Council website

a. To discuss Accessibility Regulations. To receive update from Cllr Kenny and agree next steps.

b. To receive update from Cllr Kenny on the development of a Parish Council FB page.

16. Use of Village Hall

a. To discuss questionnaire as provided by Village Hall Committee and to agree use of Village Hall for future Parish Council meetings.

17. Parish Forum

a. To receive update from Cllr Mrs L Smith and Clerk.

18. Village matters

a. To receive update from Cllr Mrs B Smith and to agree actions to be taken regarding downloading of data from speed signs.

b. To receive update from Chairman and to discuss and agree who will take over responsibility for defibrillator checks.

c. To receive update from Chairman on Parish Litter Pick held on 27 September 2020.

d. To discuss how the Parish Council would respond to a local lockdown, if it happened and what support could be put in place for the community. To receive update from Cllr Kenny on the experiences of the FB Community Support group.

19. Christmas 2020

a. To receive update from Cllrs Mrs L Smith, Mrs B Smith, and Clerk and to agree next steps.

20. The following items are confidential and therefore any public in attendance are required to leave the meeting whilst these are discussed.

a. To receive update from Chairman – Cllr Bates and Vice Chairman – Cllr Mrs L Smith on the performance review for Clerk.

b. To review and discuss details of DRAFT budget for 2021/22.

21. To receive correspondence

a. **For information** – a review of Public Standards will shortly be carried out by The Independent Committee on Standards in Public Life and our input will be sought in due course.

22. Items for the next Agenda

a. To receive details of items for inclusion from Cllrs.

Date of next Meeting – 2 December 2020