

Minutes of Meeting of Brocton Parish Council held by 'remote' means (zoom) on Wednesday, 4 November 2020, from 7.30pm.

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

110/20 Apologies: None received

111/20 PUBLIC OPEN SESSION

1 member of the public attended, who provided the Council with an update on the work taking place to put the ongoing car parking issues on Cannock Chase into context and to bring conservation and sustainability to the attention of the general public. It was noted that Cannock Chase is somewhat behind the main wildlife organisations who practice conservation grazing. There is some good legislation coming through, via the Environmental Agency. The Cllrs expressed their thanks for the work being done and accepted that the closure of some car parks was necessary to protect the SAC and triple SSI.

112/20 DECLARATION OF INTERESTS There were no declarations of interest.

113/20 MINUTES APPROVED

a. Minutes of the meetings held on 2 September 2020 and 7 October 2020 were approved as correct records.

114/20 MATTERS TO BE UPDATED FROM SEPTEMBER MEETING

a. Internal Auditor has been appointed and Clerk is awaiting details for the mid-year review.
b. Replacement defibrillator pads were installed, however, as the defibrillator was stolen over the weekend of 17/18 October this is now with the Insurance company, who are processing our claim. No update has been received from the Police regarding the recovery of any fingerprints.

115/20 REPORT FROM SCC COUNCILLOR

a. Weight restriction through village - Amey are currently conducting a feasibility study, alongside a review of the speed of traffic on the Milford to Brocton Road, including Sawpit Lane. However, Cllr Francis commented that this is unlikely to result in any speed reduction and will therefore, remain a Police matter.
b. Signage at Old Acre Lane is an ongoing matter.
c. Additional highway grass cutting – Parish Council is waiting for further clarity on this matter.
d. Surface dressing of roads in village, whilst Cadent are working – Cllrs acknowledged the response received from SCC Cabinet Member for Highways & Transport, David Williams.

116/20 REPORT FROM SBC COUNCILLOR

a. Cllr Cooper will establish if the Civic Amenity visits will resume as normal in 2021/22 and whether there will be any cost increase.
b. Cllr Cooper will clarify if the Concurrent Allowance paid to Parish Councils will remain unchanged for 2021/22.

Action – Cllr Cooper

117/20 PUBLICATION SCHEME

a. This was formally adopted by the Council and will be added to the Parish Council website.

Action – Clerk

118/20 FINANCIAL REGULATIONS

a. These were formally adopted by the Council and will be added to the Parish Council website.

Action - Clerk

119/20 PLANNING 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. No comments or objections made; SBC were advised on 19 October 2020.

This was noted.

120/20 WILDFLOWERS IN VILLAGE

a. After due consideration, it was resolved that to pursue a wildflower project, however, beneficial it would be, was unrealistic for the Parish Council, without the support of volunteers. However, it was felt the installation of bird and bat boxes in the children’s play park was achievable. Contact with the Staffordshire Bat Group was suggested to obtain further advice.

Action – Clerk.

121/20 PARISH ONLINE

a. Membership to be reviewed in the future, once the Parish Council has filled the Councillor vacancies.

122/20 CLERKS REPORT

- a.** It was resolved to delay the refurbishment of the benches until Spring 2021 and for the Chairman to arrange for the purchase of the paint, etc. Details of costs to be provided to full Council when known.
- b.** Surface condition of Brook Lane – no update at present.
- c.** No known incidents of anti-social behaviour, situation to continue to be monitored and reported, as necessary.
- d.** Website accessibility remains a concern.
- e.** Dementia Friendly Parish Council and Community bus service – items on hold at present.
- f.** Damaged marker posts on A34 Service Road – matter ongoing.
- g.** Cadent will fund replacement of daffodil bulbs on A34 – TGM will plant the bulbs shortly.
- h.** Stolen defibrillator – claim has been lodged with insurance company and is being processed.

123/20 FINANCE

a. It was noted that the following accounts were paid between 19 and 31 October 2020:

Paid to:	Details:	Net Amount	VAT	Total Paid
Aka – UK (eBay seller)	Clear baubles – Christmas tree decorations – Debit card payment	£55.96	Nil	£55.96

b. The following payments were approved:

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

Paid to:	Details:	Net Amount	VAT	Total Paid
Clerks salary and expenses	Period covered 1 – 31 October 2020	£416.70	£3.73	£420.43
Grass cutting	Cut 14; play field hedge; cut/strim verge on A34, extra strimming at Brocton Crescent, playing field and strim bank in Pool Lane.	£398.25	£79.65	£477.90
HMRC	PAYE for the period 6.10.20 – 5.11.20	£90.40	Nil	£90.40

- c.** Expenditure up to and including 30 September 2020 was received and noted.
- d.** Bank Reconciliation up to 30 September 2020 was noted and approved.
- e.** A donation of £500.00 was approved for Katharine House Hospice. Clerk to arrange.

Action – Clerk

f. Increase in fees for HP Instant Ink Contract were noted and it was resolved to continue with the current contract arrangements.

124/20 PLAY PARK

a. Inspection Reports for September and October were received and noted. Return of moles was discussed and it was resolved to monitor situation and review in December, when decision about engaging mole catcher would be made.

b. Safety tiles – it was resolved to contact TGM and Ratcliffe Cleaners to establish if interested in completing work to lift tiles, clean away debris and replace tiles and install new wooden border around edge. Work to be undertaken in the manner advised by Wicksteed. If able to do work, quotes to be obtained.

Action – Clerk

125/20 PARISH COUNCIL WEBSITE

a. Provision of Accessibility Statement on Parish Council website remains unresolved.

b. Cllr Kenny has prepared a cover FB page, admin rights will be given to the Clerk. Pictures/photos and logo for Parish Council FB page to be progressed.

Action – Clerk

8.00pm – member of public left meeting

126/20 USE OF VILLAGE HALL

a. It was resolved that no meetings will be held in the Village Hall for the remainder of 2020 and the position will be reviewed at the February 2021 meeting (which will take place via zoom). Possible resumption of face to face meetings in March 2021, subject to any restrictions that may be in place. Clerk to inform Village Hall Committee.

Action - Clerk

127/20 PARISH FORUM

a. Report was noted.

128/20 VILLAGE MATTERS

a. Downloading of data from speed signs - Cllr Mrs B Smith advised that the data can now be downloaded and will need to be put onto Parish Council hard drive. Cllr Mrs B Smith to update full Council in due course regarding progress.

Action – Cllr Mrs B Smith

b. It was resolved to explore if retired Councillor was willing to continue with defibrillator checks, once replacement has been installed.

Action – Clerk

c. 17 bags of rubbish collected during September litter pick, Streetscene collected rubbish promptly and Cllr Cooper asked to convey the thanks of the Parish Council for their prompt response.

Action – Cllr Cooper

d. Cllr Kenny informed the Council that Support Staffordshire have made contact regarding support for the community, no decisions have been made yet. Cllr Mrs L Smith suggested a meeting is set up with the founders of the FB Community Support page and Parish Cllrs to explore ideas, what residents want/need. Matter is ongoing.

129/20 CHRISTMAS 2020

a. It was resolved to purchase Christmas tree lights from Amazon, cost to be in the region of £30.00. Lights will be installed by qualified electrician, free of charge. Baubles to be placed onto tree and residents advised to collect from tree and decorate – to comply with coronavirus restrictions.

Publicity card to be updated, printed and delivered to residents as soon as possible. Volunteers to help Cllrs with delivery – Clerk to advise of arrangements.

After much discussion it was resolved that residents will be asked to add their address to the back of the publicity postcard and place it in the Christmas post box in the Book Swop, if they wish their house to be judged.

Cllr Cooper advised he will donate the 1st place prize hamper. Cllrs offered their thanks to Cllr Cooper for this generous donation. Cllr Mrs L Smith to arrange the 2nd place prize hamper.

Actions – Clerk, Cllr Mrs L Smith and all Cllrs for delivery of postcards

9.35pm - Cllr Cooper left the meeting.

The following 2 items were CONFIDENTIAL, no public were present

130/20 PERFORMANCE REVIEW OF CLERK

a. Cllr Mrs L Smith informed the Council that the Performance Review of the Clerk had been carried out by herself and the Chairman and that there were no issues to raise. It was resolved to an increase in salary for the Clerk to bring the salary in line with that for Ingestre with Tixall Parish Council from 1 April 2021. Cllr Kenny raised a concern regarding the level of increase, which was noted. The Clerk was asked to amend the 2021/22 DRAFT budget accordingly.

Action - Clerk

131/20 DRAFT BUDGET REVIEW 2021/22

a. The DRAFT budget for 2021/22, as presented by the Clerk was reviewed. Clerk to establish if there will be an increase in the insurance premium, in light of the current claim and check if any increase will be due for grass cutting services in 2021. Subject to these clarifications and receipt of updates from Cllr Cooper – see items 116/20 a & b, the budget will be finalised for the December meeting.

132/20 CORRESPONDENCE

a. Public Standards in Public Life – this was noted and will be responded to at the December meeting.

Action - Clerk

133//20 ITEMS FOR NEXT AGENDA

- a. Budget 2021/22
- b. Public Sector survey and Public Consultation by Independent Committee on Standards in Public Life.
- c. Moles in play park.

Meeting ended 10.10pm