

**Minutes of Meeting of Brocton Parish Council held by 'remote' means (zoom) on Wednesday, 2 December 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 and Cllr J Francis - SCC.

**134/20 Apologies:** None received

**135/20 PUBLIC OPEN SESSION**

1 member of the public attended and raised the following items:

1. Horse manure on the Public Footpath between Old Acre Lane and Sawpit Lane, as this is a Public Footpath should horses be using this? This was noted and the Parish Council agreed to look into this, by checking the Countryside & Rights of Way Act, 2004. If appropriate, it may be possible to display a Notice advising of correct usage and post on FB page and Parish Council website. Clerk will investigate and take action, if appropriate.

Cllr J Francis asked to be kept informed and if appropriate will bring this to the attention of SCC.

**Action - Clerk**

2. Speeding through village – this continues to be a cause for concern, as well as lorries travelling through the village. Cllr Francis advised that Amey have been commissioned to carry out a report and he will follow this up, as he is unsure if it has been completed yet.

**Action – Cllr Francis**

**136/20 DECLARATION OF INTERESTS** There were no declarations of interest.

**137/20 MINUTES APPROVED**

a. Minutes of the meeting held on 4 November 2020 were approved as a correct record.

**138/20 MATTERS TO BE UPDATED**

a. It was resolved that the Parish Council will not submit a response to the Survey being undertaken by the Independent Committee on Standards in Public Life and are happy to accept the response that will be submitted by NALC.

**139/20 REPORT FROM SCC COUNCILLOR**

a. Speed Camera van has visited the village and Cllr Francis will find and share the results with the Parish Council. It was resolved to share details from the village speed devices with Cllr Francis, when this has been downloaded.

**140/20 REPORT FROM SBC COUNCILLOR**

a. Concurrent Allowance – no changes expected.

b. Resumption of Civic Amenity Visits – this is being regularly reviewed, no decision on resumption for 2021/22 has been made.

**At the request of Cllr Francis and with the agreement of the Chairman, Agenda Item 10 was brought forward.**

**141/20 CHRISTMAS 2020**

a. It was resolved that all appropriate parties will meet in the village, at 6.00pm on Sunday, 6 December for the house judging to take place.

b. Cllrs Mrs L Smith and Mrs B Smith will collect Christmas postcards from Book Swop and defibrillator phone kiosk by Saturday, 5 December and provide details to the Clerk for list of houses to be judged. A discussion took place about the baubles on the tree once the tree was removed and it was resolved that any personal details within the baubles will be removed and shredded. Cllr Mrs B Smith will safely store the baubles for future use. Removal of lights and baubles will take place between 3 and 6 January 2021 and the Clerk will investigate if St Giles Hospice at Lichfield will remove the tree.

**Action – Cllrs Mrs L Smith, Mrs B Smith and Clerk.**

**Cllr Kenny joined the meeting at 8.00pm**

**142/20 PLANNING APPLICATION**

No Applications to note or consider.

**143/20 CLERKS REPORT**

Clerk provided an update on the following matters:

- a. **Brook Lane** – surface condition investigations are ongoing.
- b. **Anti-social behaviour** – no recent incidents, although concern continues at Old Acre Lane, which SCC are aware of.
- c. **Interim Internal Audit review** – completed on 18 November, some work for the Clerk to do, which will be addressed over the coming months.
- d. **Website Accessibility** – still no contact from host. Cllr Francis offered to assist if required.
- e. **Paperchase** – it was resolved to produce a hard copy version for February 2021, which Cllrs will deliver in the village, with support of volunteers. Current format to be used and new style to be discussed further at next Council meeting.
- f. **Bat/bird boxes in play park** – matter is ongoing, update will follow in due course.
- g. **Safety tiles in play park** – to be followed up and update provided in due course.
- h. **Daffodil replacement on A34** – work has been completed, fully funded by Cadent.

**144/20 PLAY PARK**

- a. Inspection Report for November was received and noted.
- b. Moles – it was resolved that the Clerk will explore if mole catcher can use traps that don't kill the moles, if not, explore if there is another way of removing them without killing them. It was agreed that they do need to be removed as they are dangerous.

**Action – Clerk**

c. Diversion of Public Right of Way, adjacent to the park, off residents' driveway – Clerk advised that this is not possible without a Legal Order, resident has been informed. Residents' comments about the use of the park at night and teenagers/adults using the basketball post were noted and will be kept under review. Cllrs felt that opportunity for exercise, in the current circumstances, should continue to be made available for mental wellbeing.

**Cllr Francis left the meeting at 8.45pm**

**145/20 FINANCE**

- a. It was noted that the following accounts was paid since the last meeting:

<b>Paid to:</b>	<b>Details:</b>	<b>Net Amount</b>	<b>VAT</b>	<b>Total Paid</b>
Katharine House Hospice	Donation – approved at November meeting. Section 137, Local Govn Act, 1972	£500.00	Nil	£500.00
Amazon Prime UK	Sweets for Christmas tree baubles	£11.66	£2.33	£13.99
Amazon Prime UK	ANSIO Christmas tree lights	£26.64	£5.33	£31.97
Boston Bulbs	Purchase of replacement daffodil bulbs – cost to be reimbursed by JN Civils Ltd (Cadent)	£40.99	Nil	£40.99

<b>Paid to:</b>	<b>Details:</b>	<b>Net Amount</b>	<b>VAT</b>	<b>Total Paid</b>
Marks & Spencer	Hamper & volunteer gift	£43.50	Nil	£43.50

b. Refund from JN Civils (Cadent) of £40.99 for daffodil bulbs was noted. Settlement of Insurance Claim from Zurich for £1749.00 was noted for the replacement defibrillator. Bank Statement dated 23 November 2020 was received.

c. 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 – 30 November 2020	£424.02	£6.79	£430.81
Clerks salary and expenses	Period covered 1 – 31 December 2020*	£379.25	Nil	£379.25
Staffordshire Parish Councils Association	Internal Audit training course – Clerk**	£25.00	Nil	£25.00
HMRC	PAYE for the period 6.11.20 – 5.12.20	£90.60	Nil	£90.60
Village Hall Committee	Donation, in lieu of 2020/21 rental fee	£250.00	Nil	£250.00
MP Bates Electrical Services	Electrical equipment for Christmas tree lights	£25.55	£5.11	£30.66

\* to be paid at end of December

\*\*to be part funded by Ingestre with Tixall Parish Council

d. It was resolved to purchase the HeartSine Defibrillator with a stainless-steel cabinet, as this is likely to be stronger and deter thieves in the future. Clerk to arrange purchase. It was also resolved to enter into a 4-year maintenance contract at an annual cost of £69.99.

**Cllr A Cooper left the meeting at 8.55pm, along with the member of the public**

**The following item was CONFIDENTIAL, no public were present**

e. The updated budget for 2021/22 was discussed and approved. It was resolved that the precept for 2021/22 will remain unchanged at £13,400, which includes the Government Grant. Clerk to progress this with SBC.

**Action - Clerk**

**146/20 CORRESPONDENCE**

a. SPCA Annual General Meeting – 7 December 2020. No Cllr is available to attend. Apologies to be submitted.

**Action - Clerk**

b. Ofcom response regarding mobile phone coverage in the village – letter from Ofcom, dated 12 November 2020 was noted. It was resolved that the Chairman will review this letter and propose action, which will be considered by all Cllrs. Possibility of contacting local MP, with support from SBC and SCC to be explored.

**Action - Chairman**

c. Thank you letter from Katharine House Hospice – this was noted.

**147//20 ITEMS FOR NEXT AGENDA**

- a. Easter Spring 2021
- b. Christmas 2021

Meeting ended 9.30 pm