

# Meeting Minutes of the Parish Council held on Tuesday 21<sup>st</sup> January 2020 at Great Wood Hall at 7.15pm

**Attendees:** Councillors – Cllr Stubbs (Vice-Chair), Cllr Pearce, Cllr Wilkinson, Cllr Hulme, Cllr Flunder, Cllr Trigger, Cllr Peck, Cllr Bell & Cllr Buckley – S Morgan-Owen (Clerk) and 2 members of the public.

**1. Chair’s Welcome:**

Cllr Stubbs advises standing in for Cllr Akerman and wishes her a speedy recovery. All in favour of organising some flowers.

**2. Apologies Received from:** Cllrs McCormack & Akerman

**3. Declaration of Interest:** In addition to the normal:

Cllr Stubbs	Item 9f Item 20b	Recipient is a family member Works being carried out by a family member
Cllr Hulme	Item 8 Item 9e Item 16	Member of SMDC’s Planning Committee Reimbursement Chairman of Events Committee
Cllr Bell	Item 8e Item 15	Chair of the Upper Tean Residents Association Neighbourhood Plan Steering Group Vice Chairman
Cllr Wilkinson	Item 8 Item 8d Item 8e Item 18	Member of SMDC’s Planning Committee Landowner Involved in the residents group Member of the Joint Hollington & Croxden Working Group
Cllr Peck	Item 15 Item 18	NDP Steering Group Member of the Joint Hollington & Croxden Working Group
Cllr Pearce	Item 8a	Neighbour
Cllr Flunder	Item 8 Item 15	Member of SMDC’s Planning Committee Neighbourhood Plan Steering Group Chairman

**4. Minutes of Previous Meeting:** The minutes of the monthly meeting of the council held on 17<sup>th</sup> December 2019, have been circulated. They have been confirmed as an accurate and true record:

Signed by the chairman and **Proposed: Cllr Wilkinson – Second: Cllr Pearce – Motion Carried**

**All in favour to suspend standing orders**

**5. Public Participation (for a maximum of 30 minutes):**

**Hollington Resident – Hollington Taxi Scheme**

SCC advised they cannot provide support for public liability insurance. Clerk advised that this also can not be covered under the parish council insurance. Council advised to get in touch with SMDC/Support Staffordshire as they are already running a scheme.

**Upper Tean Resident – Planning application SMD/2019/0778**

This application has the buildings encroaching onto his land, he has been advised that this is to be put right.

Other issue includes no mention in application of how foul water will be removed and no mention of replacement trees. Residents feels once dwelling is sustainable but not three.

Cllr Bell advised that CPC need to have a policy that address this issue.

**All in favour to reinstate standing orders**

**6. Actions and Updates from the Previous Meetings:**

**Police & Councillor Drop In Session:** Cllr Peck advised that no member of the public attended.

Next session is 8<sup>th</sup> February 2020, Cllr Trigger unable to attend, Cllr Stubbs will attend in place.

## 7. Correspondence:

Date	From	Subject	Outcome
a) 12/01/20	United Charities	Meeting 22/1/20 @ Christchurch	Representing Cllr to attend
b) 19/12/19	Cheadle Academy	Choir Donation Thank You	

8. Applications are reviewed and advised on by Planning Coordinators, comments are then passed via the SMDC portal.

Cllr Flunder leaves the meeting 19:52

Applications for Consideration			
SMDC No * P/work not rec'd from SMDC in time for CPC meeting	End of Consultation Period EG=Extension Granted	Address	Proposed Application Details
a) SMD/2019/0778	29/01/20	Woodland View, Tenford Lane, Tean	Outline planning permission with some matters reserved, appearance, landscaping and scale for the erection of 3no dwellings
<b>OBJECTION – all in favour</b>			
b) SMD/2020/0014	03/02/20	Fir Grove, Fir Bob, Hollington	Resubmission of previously refused application SMD/2019/0186. Amended scheme to provide a single storey extension with a shower room and entrance lobby.
<b>NO COMMENT</b>			
c) SMD/2020/0008	19/02/20	1 Cranberry Ave, Checkley	Outline permission with details of access (all other matters reserved) for the proposed change of park domestic garden area to self-contained building plot.
<b>OBJECTION – all in favour</b>			
d) SM19/12/115M		Redstone Quarry	Postponement of review of the mineral permissions until Sept 25.
<b>NO COMMENT</b>			

- e) Daisy Farm Update – Cllr Bell advised good turn out to the meeting. Being driven by residents' group. Paperwork with judge awaiting to find out if there is a case.

## 9. Financial Matters:

Internal Auditor – Cllr S Buckley

Payee	Goods/Service	VAT	Total Amount	Cheque No
a) TalkTalk Business	GWH Monthly Broadband & Telephone (Jan 20)	£6.79	£40.74	D/Debit
b) TalkTalk Business	GWH Monthly Broadband & Telephone (Feb 20)	£6.79	£40.74	
c) Surrey Hills	Solicitors Fee's	£30.00	£180.00	3527
d) Eon	Tean Rec Electricity Supply	£0.85	£17.87	3528
e) Alan Hulme	Reimbursement for mulled wine (lights switch on)	-	£59.96	3530
f) ACE Services	Replacement items for lights switch on	£45.20	£271.20	3532
g) Greatwood Hall	Meeting Room Hire	-	£10.00	3533
h) Malcolm Price	Litterpicker Monthly Fee	-	£320.19	3534
i) Steve Clarke	Lengthsmans November – January Fee	-	£330.75	3535
j) Siân Morgan-Owen	Parish Clerks Monthly Fee	-	£810.00	3536
k) Siân Morgan-Owen	Parish Clerks Monthly Expenses	-	£76.63	3536
<b>Monies In</b>				
l) Various	Cemetery Fee's	-	£550.00	100436

**Proposed: Cllr Flunder – Second: Cllr Pearce – Motion Carried**

- m) Copy of latest bank reconciliation and current account statement to be signed by Internal Auditor:

Both latest bank reconciliation (all accounts), precept spend to date, GWH payments and earmarked funds will be in the Councillors meeting packs for their information. Reconciliation was signed by the internal auditor.

**n. Expenditure and framework outlined at the 'commercial in confidence' meeting:**

Proposal made to continue as agreed, relevant parties to be informed and expenditure for professional services. Clerk to contact SCC regarding 'ultra vires'.

**Proposed: Cllr Bell – Second Cllr Wilkinson – Motion Carried**

The council and clerk would like to thank Mrs Trigger for her assistance.

**o. 2020/2021 Precept Increase and budget:**

	2019 / 2020	2020 / 2021 Precept Requirement
		2% Increase
Tax Base Report	1627	1628
Required Precept	£ 65,991.12	£ 67,350.36
Precept Increase from 19/20		<b>£ 1,359.24</b>
Precept Charge	£ 40.56	£ 41.37
Percentage Change		1.997%

Based on the above figures the parish council have agreed to increase the precept by 2% (1.997%).

**Proposed: Cllr Wilkinson – Second: Cllr Hulme**

	Agreed (2% Increase)
Rates for Cemetery	£ 600.00
Cemetery Skip	£ 700.00
War Memorials	£ -
Equipment Hire / Subcontract Works	£ 200.00
Lengthsman / Grasscutting	£ 12,600.00
Litterpicker	£ 3,700.00
Clerks Salary	£ 10,500.00
Clerk/Admin Expenses	£ 5,200.00
Donations / Gifts	£ 500.00
Meetings at Village Hall	£ 250.00
Projects	£ 5,500.00
Contribution to Village Halls	£ 300.00
Youth Project	£ 2,500.00
Hollington	£ 200.00
Tea Recreation Ground	£ 500.00
Tea High Street	£ 4,500.00
Well Meadow Garden	£ 50.00
Checkley	£ 200.00
Cemeteries (inc Hedges)	£ 200.00
Public Street Lighting & High St Power	£ 1,000.00
The Wentlows	£ 80.00
Play Equipment / Inspection	£ 270.00
Elections	£ -
GWH	£ 800.00
GWH Purchase	£ 17,000.00
Sub Total (Exc VAT)	<b>£ 67,350.00</b>

Councillors agreed to the above distribution of funds.

**Proposed: Cllr Pearce – Second: Cllr Hulme – Motion carried**

**p. Cemetery Fee Increase:**

Fee's have not been increased since 2015, Council agreed to the below increase for April 2020:

Purchase of New Grave Plots	Resident	Non Resident
Plot for one person	£ 190.00	£ 380.00
Plot for two people	£ 210.00	£ 420.00
Plot for three people	£ 230.00	£ 460.00
Per Interment	£ 200.00	£ 400.00
Child / Infant	Voluntary Donation	
Cremation Remains Plots		
Plot for one person	£ 140.00	£ 280.00
Plot for two people	£ 160.00	£ 320.00
Plot for three people	£ 180.00	£ 360.00
Per Interment	£ 80.00	£ 160.00
Memorial Headstones		
New burial headstone	£ 110.00	
Addition to an existing burial headstone	£ 50.00	
New cremation headstone	£ 80.00	
Addition to an existing cremation headstone	£ 50.00	

**Proposed: Cllr Wilkinson – Second Cllr Trigger – Motion carried**

**q. Hourly rate increase for Litterpicker:**

National Living Wage will increase April 1<sup>st</sup> to £8.72. Litterpicker rate to match in line with government guidelines.

**Proposed: Cllr Pearce – Second Cllr Hulme – Motion carried**

**r. Hourly rate increase for clerk:**

Proposal of an hourly increase of £0.50.

**Proposed: Cllr Pearce – Second: Cllr Stubbs – Motion carried**

**s. Review of earmarked reserves:**

Council agrees to the earmarking of the below:

Reserves Available for Earmarking	£ 70,400.00
<b>Project</b>	<b>Earmarked</b>
Recommended 4 Months Free Funds	£ 34,000.00
Emergency Contingency	£ 7,000.00
Cemetery Fund (O/S monies from cemetery fee's for cemetery improvements)	£ 1,000.00
Recreational Ground CCTV	£ 9,000.00
Youth Club Flooring at GWH	£ 1,000.00
Christmas Lights Improvement / Switch On Event	£ 3,000.00
Tea Rec Roundabout Flooring	£ 1,700.00
Fence around Wentlows Play Equipment	£ 4,000.00
Professional Fees	£ 4,000.00
Tea Rec electricity enclosure additional works	£ 1,400.00
Completion and Referendum of NDP	£ 3,000.00
<b>Total Amount Earmarked</b>	<b>£ 69,100.00</b>

**Proposed: Cllr Wilkinson – Second: Cllr Hulme – Motion carried**

**10. District Councillor's Announcements:**

Cllr Wilkinson advised that WMA are closing Cheadle responders post. There is an electronic petition, clerk to locate and share on social media. Proposal made for Cllr Wilkinson to write a letter (2020/001) to send to WMA and Sir Bill Cash's office.

**Proposed: Cllr Wilkinson – Second: Cllr Peck – Motion carried**

Cllr Flunder advised of Chairmans quiz 21<sup>st</sup> Feb, details have been emailed.

**11. County Councillor's Announcements:** No report

- 12. Highways Issues (hedges, footpaths etc)** – If an issue needs reporting then Councillors must provide a full location address including postcode.
- a) Clerk gave an update regarding Highways Liaison meeting held 17<sup>th</sup> January. Overview available online. Cllr Hulme advised tarmacking along footpath at Checkley before verge works. Clerk to notify Cllr Deaville asap.
- b) Main Road Hollington – Cllr Wilkinson proposes request for temporary landfill and clerk to look into.  
**Proposed: Cllr Wilkinson – Second: Cllr Peck**
- 13. GWH Recommendations from Great Wood Working Group:**  
Cllr Peck advised hall’s heating bill, induction loop and grants available from Severn Trent Community Fund.
- 14. Checkley & Tean Sports Club Recommendations from Working Group:**  
Cllr Flunder is looking at restarting.
- 15. Neighbourhood Plan Recommendation from Steering Group:**  
AECOM report received, clerk to arrange meeting with Urban Vision, Cllrs Flunder and Bell before a full steering group meeting.
- 16. Community Events Team Recommendations from Working Group:**
- a) Cllr Hulme advised 2020 switch on will be 27<sup>th</sup> November, proposal made to proceed with organising.  
**Proposed: Cllr Buckley – Second: Cllr Bell**  
Clerk to obtain quote from ACE to add lights for Hollington Christmas tree to the annual Christmas list.  
**Proposed: Cllr Peck – Second: Cllr Wilkinson**
- b) Cllr Hulme advised on VE Day celebrations taking place 3<sup>rd</sup> May 2020. Clerk to purchase a poppy wreath for the occasion, clerk may have also managed to secure some funding for the event.
- c) Cllr Hulme passed on Churches Together request to use the recreation ground again this year for the open air picnic. Not a problem as long as the current water retention issue is resolved.
- 17. Joint Committee of Checkley, Forsbrook and Draycott Parish Council:**  
Meeting scheduled for 23<sup>rd</sup> January 2020.
- 18. Hollington / Croxden Working Group:**  
Meeting scheduled 5<sup>th</sup> February 2020.
- 19. Lengthsman Report:**  
Nothing out of the ordinary to report.
- 20. Recreational Ground Issues:**
- a) **Water Retention:** Cllr Stubbs advised land drains are blocked, will contact previous Lengthsman for location of outlets. Proposal for clerk to contact Environment Agency and ask them to clear side of the river where out falls are to remove any blockage.  
**Proposed: Cllr Hulme – Second: Cllr Wilkinson**
- b) **Electricity Enclosure:** Doors due to be fitted next week, then the roof and additional electrics to do.
- c) **CCTV:** Cllr Buckley to drawn up a specification.
- 21. Fly Posting:**  
Cllr Buckley would like to look into a permission system. He will look into a policy and bring back to the next meeting.
- 22. Councillor Contact Information on Website:**  
Clerk to create a form for councils to authorise what contact information is on the website.
- 23. Matters Pertaining to Issues in the Parish or for the Next Meeting (18<sup>th</sup> February 2020):**  
Cllr Flunder - Newsletter

**Meeting was closed 21:57**

I hereby state this is a correct account of the monthly meeting held by Checkley Parish Council.	
<b>Signed: (Chair)</b>	Councillor
<b>Date:</b>	