

# Meeting Minutes of the Parish Council held on Tuesday 17<sup>th</sup> March 2020 at Great Wood Hall at 7.15pm

**Attendees:** Councillors – Cllr Stubbs (Vice-Chair), Cllr Pearce, Cllr Hulme, Cllr Flunder, Cllr Wilkinson & Cllr Bell – S Morgan-Owen (Clerk) and 0 members of the public.

## 1. Chair's Welcome:

Cllr Stubbs thanked everyone for coming along under the circumstances.

## 2. Apologies Received from:

|                      |                          |
|----------------------|--------------------------|
| Cllr Akerman (Chair) | Voluntary Self-Isolation |
| Cllr Trigger         | Voluntary Self-Isolation |
| Cllr Peck            | Voluntary Self-Isolation |
| Cllr Buckley         | Voluntary Self-Isolation |
| Cllr McCormack       | Holiday                  |

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

|                |          |  |
|----------------|----------|--|
| Cllr Stubbs    | Item 20b | Works being carried out by a family member             |
| Cllr Hulme     | Item 8   | Member of SMDC's Planning Committee                    |
|                | Item 16  | Chairman of Events Committee                           |
| Cllr Bell      | Item 8b  | Chair of the Upper Tean Residents Association          |
|                | Item 15  | Neighbourhood Plan Steering Group Vice Chairman        |
| Cllr Wilkinson | Item 8   | Member of SMDC's Planning Committee                    |
|                | Item 18  | Member of the Joint Hollington & Croxden Working Group |
| Cllr Flunder   | Item 8   | Member of SMDC's Planning Committee                    |
|                | Item 15  | Neighbourhood Plan Steering Group Chairman             |

## 4. Minutes of Previous Meeting:

The minutes of the monthly meeting of the council held on 18<sup>th</sup> February 2020, have been circulated. They have been confirmed as an accurate and true record:

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

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

No public in attendance.

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

### a) Police & Councillor Drop In Session:

- Cllr Pearce attended along with PCSO Staples and Nowicki. PCSO's are looking for a 'police post,' an occasional base to drop into to complete paperwork etc. Cllr Pearce suggested GWH. Clerk to add to the next GWH WG agenda.
- PCSO advised clerk that they are suspending drop-in sessions until further notice. All in favour of suspending Councillor drop ins until further notice.

### b) Shades/GWH Defib:

Clerk advised that AEDDonate don't hire defibs and cabinets on a permanent basis, we would have to purchase for approx. £2k. Proposal made to approach the Co-op (CPC/2020/006) to see if they would install with part funding from the council.

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

### c) Sheep fencing (Checkley Play Area):

Cllr McCormack was making enquires – move to next agenda in his absence.

### d) Chairman's Chain:

Cllr Akerman looking into – move to next agenda in her absence.

### e) Hollington Wall:

Cllr Wilkinson advised the local quarries have discarded stone they can use to fill and they have also advised they will allow access through the quarry. SCC HLO Paula Lees is chasing up what is required to apply for landfill.

## 7. Correspondence:

| Date              | From | Subject | Outcome |
|-------------------|------|---------|---------|
| For Consideration |      |         |         |

|                        |            |                       |  |   |
|------------------------|------------|-----------------------|--|---|
| a)                     | 19/02/2020 | Chief Fire Officer    | Safety Plan 20-24 Consultation         | ClIrs emailed 20/2/20                       |
| b)                     | 04/03/2020 | Cheadle Young Farmers | Tractor Run                            | ClIr Hulme advised this has been cancelled. |
| c)                     | 05/03/2020 | MAM Artmakers         | Banner on bridge                       | No objections                               |
| <b>For Information</b> |            |                       |  |   |
| d)                     | 22/02/2020 | Local Resident        | Thank you for attending bench ceremony |   |
| e)                     | 21/02/2020 | Helen Fisher SCC      | Grass Cutting & Weed Control           | ClIrs emailed 24/2/20                       |
| f)                     | 28/02/2020 | David Walters SCC     | Permit Scheme Order                    | ClIrs emailed 9/3/20                        |

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

| <b>Applications for Consideration</b>                                  |  |                                 |   |
|--|--|---------------------------------|---|
| <b>SMDC No</b><br>* P/work not rec'd from SMDC in time for CPC meeting | <b>End of Consultation Period</b><br>* Ext Grant | <b>Address</b>                  | <b>Proposed Application Details</b>   |
| a) SMD/2020/0106   | 26/03/2020                                       | Paradise Nurseries, Winnothdale | Approval of reserved matters for access, appearance, landscaping, layout and scale relating to outline permission 2018/0278 |
| <b>No Comment</b>  |  |                                 |   |

b) Daisy Farm Update – ClIr Wilkinson advised no update.

## 9. Financial Matters:

Internal Auditor – ClIr Wilkinson

| Payee               | Goods/Service                                     | VAT     | Total Amount | Cheque No |
|---------------------|---|---------|--------------|-----------|
| a) Running Imp      | VE Day Commemorative Mugs (Chq authorised Feb 20) | £160.24 | £961.44      | 3547      |
| b) TalkTalk         | GWH Broadband & Phone                             | £6.82   | £40.92       | D/Debit   |
| c) Surrey Hills     | Solicitor Fees                                    | £85.00  | £510.00      | 3548      |
| d) SPCA             | Annual Subscription to SPCA & NALC                | -       | £557.00      | 3549      |
| e) New Haden Metals | Cemetery Skip Exchange                            | £20.00  | £120.00      | 3550      |
| f) Greatwood Hall   | Meeting Room Hire                                 | -       | £20.00       | 3551      |
| g) Malcolm Price    | Litterpicker Monthly Fee                          | -       | £266.83      | 3552      |
| h) Steve Clarke     | Lengthsman Fee                                    | -       | £290.25      | 3553      |
| i) Siân Morgan-Owen | Parish Clerks Monthly Fee                         | -       | £810.00      | 3554      |
| j) Siân Morgan-Owen | Parish Clerks Monthly Expenses                    | -       | £65.06       | 3554      |
| <b>Monies In</b>    |   |         |              |           |
| k) SMDC             | District Councillor Grants                        | -       | £500.00      |           |

### **Proposed: ClIr Pearce – Second: ClIr Bell – Motion Carried**

The council would also like to thank ClIrs Wilkinson, Hulme and Deaville for their generous grants.

l) **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.

m) **Internal Auditor:** Clerk advised that Mr Neufeld is happy to do the annual return again this year at last years price.

n) **SCRIBE Software:** Clerk recommended pushing to next agenda.

o) **Freelance Contract Agreement for clerk:** Councillors still request the clerk to be freelance and have had visibility of the of the contract drawn up by ClIr Buckley.

**Proposed: ClIr Pearce – Second: ClIr Bell – Motion Carried – Signed by ClIr Stubbs & Clerk.**

p) **Severn Trent Grant:** Update provided by ClIr Bell. An architect is doing some drawings for him and he will obtain some quotes. May have to look at match funding from the council, could maybe use the funds previously earmarked for CCTV.

q) **Fly Posting Policy:** Moved to next meeting in Cllr Buckley's absence.

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

Cllr Wilkinson updated us on current issues and the "retirement" of Mr Baker.

Cllr Flunder advised the Chairman's ball next week at Alton Towers has been postponed and all meetings have been cancelled. He also advised that there is emergency community funding available at SMDC and SCC.

**11. County Councillor's Announcements:** Full meeting is scheduled to go ahead Thursday 19<sup>th</sup> March.

**12. Highways Issues (hedges, footpaths etc)** – If an issue needs reporting then Councillors must provide a full location address including postcode.

a) S53 Application to upgrade PF27 Checkley to a Bridleway – Cllr Wilkinson advised there are objections made by landowners and boundary landowners. Proposal made to write an objection letter (CPC/2020/007).

**Proposed: Cllr Wilkinson – Second: Cllr Pearce – Motion Carried.**

b) Cllr Wilkinson gave an overview of the meeting held with SCC Highways Liaison Officer.

c) Cllr Bell advised that the temporary barrier on Riverside road has fallen into the river and is now dangerous. Clerk to notify SCC HLO and ask Lengthsman to walk down the riverbank to see if he can see it.

**13. GWH Recommendations from Great Wood Working Group:** No meetings have been held.

**14. Checkley & Tean Sports Club Recommendations from Working Group:**

Tean Rangers have advised they have postponed matches for the time being. It was agreed that it was up to the football clubs to take responsibilities to cancel matches. Clerk will advise.

**15. Neighbourhood Plan Recommendation from Steering Group:**

Cllr Flunder provided an update and advised he would provide a copy of an email from the inspector regarding the SMDC local plan.

**16. Community Events Team Recommendations from Working Group:**

a) Clerk advised that the mug order has been stopped but they have offered free presentation boxes if we continue with the order. Proposal made to proceed with the order and give mugs as gifts if VE celebrations are cancelled and not postponed.

**Proposed: Cllr Flunder – Second: Cllr Wilkinson – Motion Carried.**

b) All in favour cancelling forthcoming meetings but wait a couple to see what happens before postponing VE Day celebration.

**17. Joint Committee of Checkley, Forsbrook and Draycott Parish Council:**

Meetings cancelled until further notice.

**18. Hollington / Croxden Working Group:**

Meetings cancelled until further notice.

**19. Lengthsman / Litterpicker Report:**

Litterpicker advised that a bin on WMG has been set on fire. Clerk has notified the PCSO's.

**20. Recreational Ground Issues:**

a) **Water Retention:** Cllr Stubbs has a meeting arranged with the previous Lengthsman.

b) **Electricity Enclosure:** Doors have been installed the roof will be sorted shortly.

**21. Coronavirus:**

a) Cancellation of April Meeting: Everyone agreed for the clerk to make the decision nearer the time.

b) Annual Parish Assembly: If social distancing restrictions are still in place then this will be cancelled nearer the time.

c) Annual Parish Meeting: Due to be held 19<sup>th</sup> May, decision to be made nearer the time.

d) Amendment to powers of delegation: Powers to be passed to the clerk until current crisis is over, increase of spend authorisation for the Chair and to also include the Vice-Chair...on the understanding that once normality is resumed delegation powers and spend reverts back to those outlined in the standing orders.

**Proposed: Cllr Bell – Second: Cllr Pearce – Motion Carried.**

e) Blank Cheques: All in favour of 4 blank cheques signing on the understanding the clerk photographs made out cheque and sends copy with corresponding invoice to all councillors for transparency.

f) Supporting Vulnerable Community: Clerk post request on Facebook for volunteers initially.

g) Covid-19 Related Business:

1. Proposal made to earmark £2k of reserves to support a community group should funding be required.

**Proposed: Cllr Flunder – Second: Cllr Wilkinson – Motion Carried.**

**22. Dog Foul:**

- a) Bin on Hollington Road: Clerk advised that SMDC have done checks and traffic along this road does not warrant a bin for dog foul.
- b) Well Meadow Gardens: Moved to next agenda in Cllr Akerman’s absence.

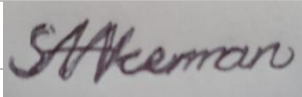
**23. Newsletter:**

Cllr Flunder requests move to next agenda.

**24. Matters Pertaining to Issues in the Parish or for the Next Meeting (21<sup>st</sup> April 2020):**

Cllr Stubbs advised he has got GWH noticeboard repaired and will cost £35

**Meeting was closed 21:22**

|  |            |   |
|--|------------|---|
| 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>   | 21/04/2020 |   |