

Meeting Minutes of the Parish Council held on Tuesday 21st July 2020 remotely via Zoom at 7.15pm

Attendees: Councillors – Cllr Stubbs (Chair), Cllr Wilkinson (Vice Chair), Cllr Akerman, Cllr Hulme, Cllr Flunder, Cllr Pearce, Cllr McCormack– S Morgan-Owen (Clerk) and 2 members of the public.

1. Chair's Welcome:

- a) Cllr Stubbs welcomes everyone, reads out the 'Virtual Meeting Procedure' and all councillors introduce themselves.

2. Apologies Received from:

Cllr Bell	On holiday
Cllr Peck	Family Issues
Cllr Trigger	Unwell
Cllr Buckley	Family Responsibilities

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

Cllr Hulme	Item 11	Member of SMDC's Planning Committee
Cllr Wilkinson	Item 11	Member of SMDC's Planning Committee
	Item 19	Cheadle High Street Commercial Property Owner
Cllr Flunder	Item 11	Member of SMDC's Planning Committee
	Item 18	Chairman of Neighbourhood Plan Steering Group
Cllr Akerman	Item 17	GWH Committee Member

4. **Minutes of Previous Meeting:** The minutes of the monthly meeting of the council held on 16th June 2020, have been circulated. They have been confirmed as an accurate and true record:

Signed (electronically) by the chairman and **Proposed: Cllr Akerman – Second: Cllr Wilkinson – Motion Carried**

All in favour for the suspension of standing orders

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

- a) *Mrs Keeling – Hollington Village Hall Committee*

Mrs Keeling gave an overview of the village hall. Lack of volunteers, but currently trying to governance. Will chase charities commission to see if they have any information and come back to us. Cllr Wilkinson will check land registry.

- b) *John Kavanagh – JCB Community Liaison – Hollington Speeding*

Mr Kavanagh advised that he has spoken to Denstone and Croxden Parish Council regarding speeding. Although they have no responsibility for employees once they leave JCB premises they do encourage good behaviours. They do speak to drivers if registration number are reported to them, and they pass repeat offenders details onto the police. Mr Kavanagh advised asking crime commission if the speed van can be located in Hollington more often and to increase speedwatch. Will support us and Croxden to get the speed limit reduced.

All in favour for the suspension of standing orders.

6. District Councillor's Announcements:

Updates from both Cllrs Hulme & Wilkinson.

Cllr Flunder advised that CPC did not comment on planning application SMD/2019/0460 which is due to be heard at the SMDC planning committee this week. The planning department have advised they will accept a late comment from CPC. Clerk checks and advised that CPC agreed no comment to this application (minute reference 02.20/8b). Proposal made to object to this application due to conservation area.

Proposed: Cllr Pearce – Second: Cllr McCormack – Motion Carried

7. County Councillor’s Announcements:

No report received from Cllr Deaville.
Cllr Flunder advises of some changes at SCC.

8. Actions and Updates from the Previous Meetings:

a) **Pitch Improvement - Wentlows:** Clerk advises that application form submitted and Staffs FA have advised they will do their initial inspection on 31st July 1.30pm. Cllrs Stubbs, Wilkinson & Akerman will attend and clerk will notify football teams.

9. CoVid-19 Updates:

a) **Play Areas:** Proposal made to re-open play areas from 23rd July, accept the (i) risk assessment (clerk to put online), accept the proposed (ii) signage (clerk to put online, social media and Lengthsman to put up at play areas. NOT (iii) sanitise any of the play area.

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

b) **Post Covid Support:** Keith will send clerk local documentation.

c) **Monday ‘Zoom Catch Ups’:** It was agreed to keep these ‘catch up’ sessions to discuss updates from previous full council meeting and prepare agenda items for next full council meeting, so meetings to be rescheduled to fortnightly to fall in between full council meetings. Clerk reiterates that these meetings are not to be treated as full council meetings, no decisions or financial decisions are to be made.

10. Correspondence:

Date	From	Subject	Outcome
For Consideration			
a) 24/06/2020	Local Resident	Traffic control St Thomas – New Road	Clerk advised resident to contact Cllr Deaville. PC will continue to bring this up with SCC.
b) 25/06/2020	Local Resident	Bin request at the bottom of Mill Lane	Litterpicker has been instructed to include this location on his route.
For Information			
c) 30/06/2020	Local Resident	Response to Wentlows ‘rights of way’ letter.	PC agreed to not respond as original letter is clear enough.

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

Applications for Consideration			
SMDC No * P/work not rec’d from SMDC in time for CPC meeting	End of Consultation Period * Ext Grant	Address	Proposed Application Details
a) SMD/2020/0275	07/07/2020	44 Cavendish Road, Upper Tean	Conversion of existing garage into dayroom, first floor extension over garage to provide bedroom & internal alterations.
NO COMMENT			
b) SMD/2020/0338	05/08/2020	Cross Farm, Main Rd, Hollington	Conversion and extension to storage building to form residential dwelling.
NO COMMENT			
c) SMD/2019/0591	05/08/2020	Westbourne, Uttoxeter Road, Upper Tean	Outline Planning Permission with details of access & layout (all other matters reserved) for 8 detached dwellings (4 No. 4 bedrooms and 4 No. 3 Bedrooms)
OBJECT – No affordable housing, use of UPRN’s, not specific to infill, joining villages of Lower & Upper Tean together. Coordinators to provide more information to the clerk for submission.			

d) Appeal update SMD/2019/0492 – clerk advised that information had been forwarded to Bristol.

e) Daisy Bank Outcomes – Cllr Wilkinson advised that appeal was lost, barrister thinks that should not have been the outcome. Proposal made to cover incurred costs of £2,740.50 +VAT on this occasion.

Proposed: Cllr Stubbs – Second: Cllr Pearce – Motion Carried

- f) Unique Property Reference Number (UPRN): Cllr Wilkinson feels that they are wrong and do not take information from a local level. Clerk to look into availability of training.

12. Financial Matters:

- a) Payments: Due to remote meeting all councillors were provided copies of invoices and cheques.

Payee	Goods/Service	VAT	Total Amount	Cheque No
1. Malcolm Price	Litterpicker Monthly Fee	-	£374.96	3578
2. Steve Clarke	Lengthsman Fee	-	£1667.25	3579
3. Siân Morgan-Owen	Parish Clerks Monthly Fee	-	£1064.00	3580
4. Siân Morgan-Owen	Parish Clerks Monthly Expenses	£6.85	£49.74	3580
5. Chris Neufeld (c/o Kate Bradshaw)	Internal Annual Audit Fee	-	£100.00	3581
6. TalkTalk Business	GWH Phone & Broadband (July)	£6.79	£40.74	D Debit
7. TalkTalk Business	GWH Phone & Broadband (Aug)	£6.79	£40.74	D Debit
8. Cheadle Food Bank	£137 Donation	-	£200.00	3582
9. Eon	Tean Rec Power Supply	£0.48	£21.51	3583
10. Surrey Hills Solicitors	Ultra Vires Issue	£15.00	£90.00	3584
Monies Paid In				
11. Various	Cemetery Fee's	-	£765.00	100440

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

- b) **Copy of latest bank reconciliation and current account statements have been emailed to Councillors:**

Current Account bank statement, reconciliations (all accounts), precept spend to date, GWH payments and earmarked funds were provide to the councillors electronically.

- c) **Website Accessibility:**

- I. Clerk advises that from September 2020 it is a requirement that all councils show they are trying to ensure their websites are accessible for all. In line with this legislation the clerk has installed a website plug-in called Userway which enables accessibility on the website.
- II. Accessibility Statement: Also, as part of this legislation an 'accessibility statement' should be made available on the website and agreed by the council. Proposal was made to accept the provided accessibility statement.

Proposed: Cllr Pearce – Second: Cllr Akerman – Motion Carried

13. Annual Limited Assurance (AGAR):

Councillors were sent a complete copy of the 2019/20 documentation to review prior to the meeting.

- a) 07.20/13a – **Review of 2019 external auditors comments:** Clerk went over last year's comments. Clerk advised the Asset Box (9) has been restated again and should hopefully be correct. It was also brought to the Councils attention that is not in line with NALC or HMRC guidance for the clerk to be 'self-employed'. The Council disagreed and advised the clerk is 'freelance' with a freelance contract and are happy for the current situation to remain.

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

- b) 07.20/13b – **Confirmation regarding Exercise of Public Rights:** Clerk advised that was posted 2nd July and starts 22nd July.

- c) 07.20/13c – **Annual Bank Reconciliation** – Clerk also gave an overview of variances. Bank Reconciliation signed by clerk and Chair.

- d) 07.20/13d – **Annual Governance Statement** - The clerk went through the Annual Governance Statement for 31st March 2020 and recommend YES to all with the exception of boxes 3 and 7 due to 'freelance' contractors continuing to work for the parish. The councillors again disagreed and requested YES to all boxes as they feel they have taken reasonable steps to ensure proper practices and they have acted on matters raised previously. Annual Governance Statement 2019/20 was therefore signed by the Chair Cllr B Stubbs and the Clerk.

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

e) 07.20/13e – **Accounting Statement** – Clerk briefed council on the accounting statement. Proposal made to accept and signed by Chair and Clerk.

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

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

Clerk advised Paula from SCC is happy to have a Zoom meeting. Clerk to organise.

15. Environment:

- a) Lengthsman & Litterpicker: Lengthsman would like to advise that the area on the recreational ground where the ponding issue was is still dry, even with the recent rainfall. Litter Picker will monitor situation over the school summer holidays and do an extra pick if required (this is an ongoing annual agreement).
- b) Well Meadow Gardens – Cllr Stubbs feels the ornate lampposts need repainting. He will obtain some quotes.
- c) Cllr Flunder suggested moving ‘Highways’ agenda item under ‘Environment.
- d) Cllr Flunder would also like to organise a community litter pick.
- e) Cllr Flunder would also like to discuss at the next ‘catch up’ what other headings could go under ‘Environment.’

16. Hollington:

- a) Noticeboard – Clerk provided quotes. Cllr Wilkinson advised that the post is fine it’s just the actual noticeboard and glass. Could we potentially get a joiner to look at it and sort which would be cheaper. Cllr McCormack to organise a quote.
- b) Village Hall – Councillors felt this had been discussed previously, minute reference 07.20/5a.
- c) Speeding – Councillors felt this had been covered in minute reference 07.20/5b.

17. GWH Update:

Cllr Akerman advised that GWH were putting things in place, risk assessment, one way etc and looking at opening September 2020.

Clerk advised the next working group meeting was arranged for 30th July with Cllrs Trigger, Peck & Bell attending.

18. Neighbourhood Plan Update:

- a) Cllr Flunder gave an update and advised a remote steering group meeting is scheduled for 4th August 2020.
- b) OS mapping license up for renewal. Proposal made to continue to purchase for another few years.

Proposed: Cllr Akerman - Second: Cllr McCormack – Motion Carried

19. Support Cheadle High St: Cllr Flunder yet to follow up.

20. Christmas Lights Switch on:


Clerk to arrange a Zoom events meeting to discuss.

21. Future of Meetings and Inclusivity: Agenda item put forward by Cllr Trigger so moved to next agenda. Clerk did advise it was regarding creating a meeting room at GWH to allow the hybrid of virtual and actual meetings.

22. Matters Pertaining to Issues in the Parish or for the Next Meeting (21st July 2020):

Possible loss of Tean Public Toilet – Cllr Wilkinson & Hulme to look into and bring back to the next meeting. Cllr Pearce would like to note that the hanging baskets are looking lovely again.

Meeting was closed 21.33

I hereby state this is a correct account of the monthly meeting held by Checkley Parish Council.	
Signed: (Chair)	Councillor 
Date:	18/08/2020