

# Meeting Minutes of the Parish Council held on Tuesday 27<sup>th</sup> April 2021 remotely via Zoom at 7.15pm

Meeting held a week later due to legislation advising meeting notices could not be posted during the national period of mourning.

**Attendees:** Councillors – Cllr Stubbs (Chair), Cllr Wilkinson (Vice Chair), Cllr Hulme, Cllr Flunder, Cllr Pearce, Cllr Akerman, Cllr McCormack, Cllr Peck, Cllr Bell & Cllr Buckley – S Morgan-Owen (Clerk) and 1 member of the public.

**1. Chair's Welcome:**

**2. Apologies Received from:**

Cllr Tigger	Unwell
-------------	--------

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

Cllr Hulme	Item 11 Item 14.8.2	Member of SMDC's Planning Committee Hollington Village Hall Trustee
Cllr Wilkinson	Item 11 Item 14.8.2	Member of SMDC's Planning Committee Chairman of Hollington Village Hall
Cllr Flunder	Item 11 Item 15	Member of SMDC's Planning Committee Chairman of Neighbourhood Plan Steering Group
Cllr Bell	Item 15	Member of the NDP Group
Cllr Akerman	Item 14.8.1	Greatwood Village Hall Committee

**4. Minutes of Previous Meeting:**

The minutes of the monthly meeting of the council held on 16<sup>th</sup> March 2021 have been circulated. They have been confirmed as an accurate and true record:

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

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

*Council agreed to suspend standing orders and to move agenda item 15 to this point of the meeting.*

**15. Neighbourhood Plan Update:** Cllr Flunder and Bell give an overview. Proposal made to move forward and send policies and rationale to SMDC for initial screening.

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

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

Not a lot currently happening due to purdah. SMDC AGM has been moved forward and Cllr Flunder will be standing down after two years as Chairman of SMDC.

**7. County Councillor's Announcements:**

No update provided by Cllr Deaville.

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

**8.1** Parishes Together meeting – Cllr Flunder gave overview and advised meeting in June has been cancelled due to remote meeting legislation.

**8.2** Tean Rec Accessibility Path: Cllr Bell advised we are still awaiting notification of success from SMDC.

**9. CoVid-19 Updates:**

Play Areas have had more signage put up, Lengthsman will keep an eye.

**10. Correspondence:**

	Date	From	Subject	Outcome
<b>10.1</b>	18/03/2021	Mark Deaville - SCC	House Waste Recycling	Cllr Emailed 30/3
<b>10.2</b>	20/03/2021	A Resident	Wentlows tress dropping berries in the garden	Cllrs happy with Clerks response dated 25/3
<b>10.3</b>	22/03/2021	Mark Deaville - SCC	New Road School Crossing	Cllr Emailed 24/3

10.4	26/03/2021	SCC	Hollington 30mph Extension	Cllrs Emailed 27/3
10.5	28/03/2021	A Resident	Parking on Cheadle Road	Cllr happy with Clerks response 28/3
10.6	15/04/2021	SCC via Sir Bill	Hollington Wall	Cllr Emailed 27/4

**20.00 Cllr Flunder & Hulme request to be placed in the waiting room. Cllr Wilkinson remained.**

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

<b>11.1 Applications for Consideration</b>				
	SMDC No * P/work not rec'd from SMDC in time for CPC meeting	End of Consultation Period * Ext Grant	Address	Proposed Application Details
11.1.1	SMD/2021/0161	12/05/21	31, High Street, Upper Tean, Staffordshire, ST10 4DY	Listed Building Consent for the conversion of existing first floor store to non-habitable ancillary domestic accommodation and replacement windows to rear elevation at first floor.
Proposal made to support: <b>Proposed: Cllr Pearce – Seconded: Cllr Bell</b>				
11.1.2	SMD/2021/0208	27/04/21	Hillcrest, Fole Lane, Overton, Hollington, Staffordshire, ST14 5EE	Erection of a multi purpose agricultural building
<b>No comment</b>				
11.1.3	SMD/2021/0001	24/04/21	28 Teanhurst Rd, Lower Tean	Change existing dormer window to modernise an insulate property to 3 individual dormer windows.
<b>No comment</b>				
11.1.4	SMD/2021/0198	24/04/21	Overton Farm, Fole Lane, Overton, Hollington	Erection of lean-to agricultural forage building.
<b>No comment</b>				
11.1.5	SMD/2021/0199	24/04/21	Overton Farm, Fole Lane, Overton, Hollington	Erection of agricultural forage building
<b>No comment</b>				

**20.06 – Cllrs returned**

**12. Financial Matters:**

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

	Payee	Goods/Service	VAT	Total Amount	Cheque No
12.1.1	Jackson Nurseries	Trees	-	£239.95	3648
12.1.2	New Haden Metals	Cemetery Skip	£20.00	£120.00	3649
12.1.3	N&S Hurst	Hedge cutting – Cemetery, Wentlows & GWH	£23.40	£140.40	3650
12.1.4	K Bradshaw – Neufeld Accountancy	Internal Annual Audit Fee	-	£100.00	3651
12.1.5	S Morgan-Owen	Monthly Clerk Fee	-	£980.00	3652
12.1.6	S Morgan-Owen	Clerk Expenses	£7.85	£79.51	3652
12.1.7	SPCA	Annual Subscription to SPCA & NALC	-	£565.00	3653
12.1.8	Malcom Price	Litterpicker Fee & Expenses	£2.91	£474.56	3654
12.1.9	Holly-Jade Turner	Reimbursement for Easter Trail printing	-	£17.50	3655
12.1.10	SoMarketing	Website hosting and SSL	£29.00	£174.00	3656
12.1.12	Zurich Municipal	Annual Insurance	-	£1699.97	3657
12.1.13	Surrey Hill Solicitors	GWH Lease invs 4874 & 5005	£135.00	£810.00	3658
12.1.14	Eon	High St & Rec electricity	£3.26	£68.38	3659
12.1.15	JP Keates	Keates overcharged non resident fees	-	£410.00	3660
12.1.16	S Clarke	Lengthsman Fee's	-	£1242.00	3661

	<b>Total Out</b>	£221.42	£7,121.27	
--	------------------	---------	-----------	--

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

- 12.2** Latest banking/accounts information has 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.
- 12.3** Meeting of the Parish (Parish Assembly): It was agreed that as there are no decisions made at this meeting we will proceed to hold remotely 11<sup>th</sup> May 2021
- 12.4** May/June Meeting: Clerk advised Councillors of pending legislation regarding remote meetings from 6<sup>th</sup> May. Parish Council decided holding an Annual Meeting of the Parish Council as soon as next week and to then not hold a meeting for another 7 weeks was not conducive to the Parish Council's proactive, progressive and innovative strategy and would therefore not benefit the electorate in any way. Proposal was made to proceed with the Annual Meeting of Parish Council on 18<sup>th</sup> May remotely.  
**Proposed: Cllr Wilkinson – Second: Cllr Stubbs – Motion Carried – 1 abstention noted.**
- 12.5** **AGAR – Annual Limited Assurance (Annual Financial Return)** – Clerk advises that accounts have been to the internal auditors Neufeld Accountancy and cleared and after the below is completed paperwork will be submitted to Mazars (external auditors).
- 12.5.1 2020 External Audit Review:** Clerk reiterates the 2020 report (initially minuted on 11/20-12c) from Mazars states that the clerk must be employed by the Council. Proposal made to continue to hire the clerk on a freelance basis.  
**Proposed: Cllr Flunder – Second: Cllr Pearce – Motion Carried**
- 12.5.2 Exercise of Public Rights:** Clerk advises that this starts 3<sup>rd</sup> June 2021.
- 12.5.3 Annual Bank Reconciliation:** Councillors have viewed and proposal made to accept and Chair and Clerk to sign.  
**Proposed: Cllr Flunder – Second: Cllr Pearce – Motion Carried**
- 12.5.4 Annual Governance Statement:** Councillors feel that there is a sound system of internal control and agree for the Chair and Clerk to sign.  
**Proposed: Cllr Flunder – Second: Cllr Pearce – Motion Carried**
- 12.5.5 Annual Accounting Statement:** Councils have reviewed and happy for the Chair and Clerk to sign off this years statement.  
**Proposed: Cllr Hulme – Second: Cllr Buckley – Motion Carried**
- 12.6 Model Code of Conduct:** Clerk advises that NALC has amended the CofC. The Parish Council follow the SMDC CofC, who have currently decided not to adopt the amendments yet. Council happy to continue to operate with SMDC's code of conduct.
- 13. Highways Issues (hedges, footpaths etc) –** If an issue needs reporting then Councillors must provide a full location address including postcode.
- 13.1** Update from Highways Liaison Meeting – Meeting was cancelled by Paula.  
Cllr Flunder has asked for an update on Lower Tean garden extension.

**14. Environment:**

- 14.1 Lengthsman & Litterpickers Report:**  
Nothing to report.
- 14.2 WMG/Tean Rec:**
- 14.2.1** Cllr Bell would like to look into warning signs on Draycott Road between Tean Rec and WMG. Clerk has raised request with SCC – 4237814 Signage & 4237816 Pedestrian Crossing
- 14.2.2** Cllr Bell advised trees have been planted.
- 14.2.3** Cllr Stubbs advised that painting will start asap. Also requested to quote for bins and pump to also be painted.
- 14.3 Wentlows:**
- 14.3.1** Rubbish removed by Lengthsman.
- 14.3.2** Clerk received risk assessments from Football Clubs.
- 14.3.3** Complaint received about parking during football. Proposal made for Clerk to write a letter (2021/007) breaching terms of use.

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

**14.4 Hollington:**

**14.4.1** Major incident happened. Farmer has lost livestock due to being attacked by 2 dogs off a lead. Police notified as one dog caught, farmer advised not to shoot dog and police felt it was not a dangerous dog. Police was from city and not aware of rural laws or understood the atrocity of this crime. Proposal made to write to CI Mark Thorley (2021/008).

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

**14.4.2** Speed Limit – Covered in correspondence, waiting for consultation information.

**14.5 Checkley & Lower Tean:**

**14.5.1** Boundary fence between Checkley play area and field – Farmer has installed on his side a post and barbed wire fence to reduce children and dog owners to coming through the fence instead of using the stile. Chair would like it noting that the Parish Council don't own the play area only maintain it. Recommendation to plant some saplings.

**14.6 Health and Safety / Play Equipment**

**14.6.1** Cllr Stubbs will ask painter for a quote to paint swings.

**14.6.2** Cllr McCormack will contact Baytree to ascertain when works will start.

**14.6.3** Cllr Akerman advised that the grass matting needed replace at Tean Rec at around £20 per 1x1.5m and we require 9. She will come back with quotes.

**14.7 Cemetery:** Meeting with grave digger 6<sup>th</sup> May 4pm.

**14.8 Village Hall Updates:**

**21.03 – Cllr Akerman left the meeting.**

**14.8.1 Greatwood Hall** – Due to postponement of the monthly meeting and to keep moving forward with the hall lease it was proposed electronically and agreed by 8 Councillors to the draft lease for submission to GWHMC's solicitor.

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

**21.05 – Cllr Akerman returns**

Cllr Akerman advises that may need a new boiler.

**14.8.2 Hollington** - Cllr Wilkinson requests funding for new windows at a total of £7445 +VAT, 25% deposit asap.

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

**14.8.3 Checkley Community Centre** – Discovery meeting for volunteers 5<sup>th</sup> May 2021 – remote via Zoom.

**14.9 Events:**

**14.9.1** Cllr Hulme advised next meeting will be after 21<sup>st</sup> June. Clerk to check with insurance regarding risk assessments etc.

**14.9.2** Cllr Bell is to arrange a working group with local artists to arrange a local art gallery project.

**14.10 Other Environment Issues:**

**14.10.1** Cllr Bell would like to request SMDC to look into a bin on the corner of Furlong and Hollington Rd. Clerk advised that it wasn't long ago 'Street Scene' monitored this area and found usage not high enough.

**14.10.2** Cllr Bell advised of some graffiti at WMG. He will report to SMDC.

**14.10.3** Cllr Buckley would like confirmation that council are happy for his daughter to remove metal waste in river with magnet. No objections.

**15 Moved to earlier in meeting.**

**16 Matters Pertaining to Issues in the Parish or for the Next Meeting (18<sup>th</sup> May 2021)**

**Meeting was closed 21:30**

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>	