|  |  |
| --- | --- |
| Minutes of the Newborough Parish Council Meeting,Jubilee Room, Newborough | Monday 10th January 2022 at 7.30pm |

Present;

|  |  |
| --- | --- |
| Councillors  |  Cllr Clarke; Cllr Fletcher; Cllr Bell; Cllr Ward |
| Also present | C Holmes; 1 parishioner  |

1. Election of Chairman & Signing of Declaration of Acceptance of Office

|  |
| --- |
| Cllr Bell proposed Cllr Clarke. Seconded by Cllr Fletcher. All in favour. |

1. Election of Vice Chairman & Signing of Declaration of Acceptance of Office

|  |
| --- |
| Cllr Bullingham to remain as Vice Chairman |

1. Apologies for absence.

|  |
| --- |
| Cllr Bullingham |

1. Declarations of Interest.

|  |
| --- |
| None |

1. Chairman’s Opening Remarks

|  |
| --- |
| Chairman would like to thank the Cllrs for their support and confidence, and he hopes he will do a good job in his new role of Chairman. The Chairman thanked Cllr Fernyhough for his contribution and in-put as well as his involvement in the success of the Christmas lights event. The Chairman explained that Cllr Fernyhough created some excellent foundations for the council to now build on. The Chairman also thanked Alison Fernyhough and Chris Hayes for their help with the event.  |

1. Public Forum (10 minutes allocated).

|  |
| --- |
| Parishioner asked about the May Well Dressing event for 2022. Cllr Bell explained that a committee has been put together and options are currently being discussed as to the nature of the event. It was discussed that this event may run alongside the celebrations for the Queen’s Platinum Jubilee. Parishioner discussed ensuring that the village are aware of the casual vacancies available on the parish council.  |

1. County and Borough Councillors’ Reports

|  |
| --- |
| No reports received.  |

1. Minutes of the Meeting of the Parish Council held on 6th December 2021

|  |
| --- |
| All agreed to be a true record of the meeting.Action; Clerk to convert to pdf and upload to website |

1. Matters arising from those minutes

|  |
| --- |
| No matters arising. |

1. Review Planning Applications

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Planning No: | Date | Premises | Planning requested | Council Actions | Decision |
| P/2020/00717 | 04.03.2021 | Old Cottage Chapel Lane Newborough DE13 8SQ | Application under Section 73A of the Town and Country Planning Act 1990 for the variation of condition 2,3 and 8 of planning permission P/2016/00330 relating to the erection of a detached dwelling and formation of a new vehicular access (Revised parking and landscaping) | No Comments added by council | Registered |
| P/2021/00136 | 18.03.21 | Land opposite Swarbourne Cottage, Bow Meadow Lane, Newborough End, Newborough, DE13 8SR | Application for a Certificate of Lawfulness for the continued use of land as domestic garden | Comments Added: Council support application | Registered |
| P/2021/00657 | 11.06.21 | Hillcott, Duffield Lane, Newborough, Staffordshire, DE13 8SH | Erection of a porch to annexe and erection of a side extension, porch and two dormers to existing detached garage to form garden room/office/sun lounge | Comments Added: Council support application**Interest Declared by Cllr Bullingham** | Revised  |
| P/2021/01116 | 22/09/2021 | Poplars Farm, Yoxall Road, Newborough, DE13 8SU | Change use of farm house and piano barn from dwelling to C2 home for children in care (with no age restriction) and conversion of existing barn including alterations to the front elevation to form classrooms (Revised Scheme - corrected description) | Newborough Parish Council will be objecting on the grounds of sustainability. Cllr Clarke attended  | PERMITS  |
| P/2021/01259 | 6/10/21 | Newborough Court, Hollybush Road, Newborough, Staffordshire, DE13 8SF | Conversion of part of existing detached garage and first floor extension with Juliet balcony to form additional living accommodation | No Comments added by council | Registered  |
| P/2021/01263 | 13/10/2021 | Land Corner of Dark Lane/Yoxall Road, Newborough, Burton upon Trent, DE13 8SB | Application under Section 73 of the Town and Country Planning Act 1990 for the erection of 4 detached dwellings, formation of new vehicular accesses and parking area without complying with Condition 2 and 12 of planning permission P/2017/00612 relating to amendments to the approved plans by way of the design and appearance of the dwelling to Plot 1 and materials | No Comments added by council | PERMITS  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| P/2021/01332 | 03.11.21 | The Coach House , Hollybush Park, Hollybush Road, Newborough, DE13 8SF | Replacement windows and doors to the rear and side elevation | No Comments added by council | Registered |
| P/2021/01461 | 24.11.21 | Chantry Cottage, Roost Hill, Newborough, Staffordshire, DE13 8ST | Erection of a single storey side extension | No Comments added by council | Registered  |
| P/2021/01521 | 01.12.21 | 1 Hollybush Road, Newborough, DE13 8SF | Erection of a two storey side extension, single storey rear extension, erection of a replacement front porch and loft conversion to facilitate additional living space, including roof lights. | No Comments added by council | Registered  |
| P/2021/01540 | 02.12.21 | Swarbourn Lodge, Duffield Lane, Newborough, DE13 8SH | Crown reduce by up to 2 metres one Leyland Cypress tree and crown reduce line of Ash and Horse Chestnut trees by up to one metre | No Comments added by council | PERMITS  |
| P/2021/01277 | 23.12.21 | Elton Covert Farm, Elton Lane, Newborough, DE13 8SG | Installation of a sewage treatment plant and drainage mound |  | New |
| P/2021/01277 – No comments to be added by the councilP/2021/01116 – Parishioner correspondence received regarding trial period agreed. Discussed contacting ESBC to see when the trial period set in this application will start. Action: Clerk to reply to parishioner & contact Alan Harvey and request further information |

1. Discuss and decide on details regarding the Queen’s Jubilee

|  |
| --- |
| A committee meeting will be held on Wednesday 12th January to review both the May Day celebrations and the Queen’s Jubilee. The committee will discuss the two events as separate entities and the possibility of joining the two. No decisions have been made at this point, but the consensus is there will be two events.Cllr Bullingham attended the previous committee meeting, were leaflets for the event were discussed as well as volunteer roles and planning dates. Action; Cllr Bell to review the details and ensure that up-dates are presented.  |

1. Discussion regarding the future of The Parish Post

|  |
| --- |
| The council discussed the continuation the Parish Post and Newborough News and whether both newsletters are necessary for the village. It has been agreed that Newborough News will be continuing with the addition of a section provided by the Parish Council. Cllrs will ensure that the parishioners are made aware of the on-going matters with the Parish Council through this method. Subscribers of the Parish Post will be invited to join the mailing list of Newborough News if they do not already subscribe. The Parish Post will no longer be in circulation. Action: Cllrs to inform parishioner of on-going council matters. Clerk to ensure that The Parish Post subscribers are made aware of the changes and provided with subscription details for Newborough News |

1. Review of Councillor Responsibilities for 2022

|  |
| --- |
| This item will be reviewed at the next meeting.Action; Clerk to add to February agenda.  |

1. Approval of stationary purchase for 2022

|  |
| --- |
| The council agreed for the purchase of a range of stationary to the value of £76.94. This is all in line with the stationary budget for 2021/2022. The council discussed up-grading the Clerk’s laptop. It was agreed for prices to be reviewed and item to be added to the February agenda. Action; Clerk to purchase agreed stationary and review laptop costs. Clerk to add this to Feb agenda.  |

1. Clerk’s Report: to include finance & correspondence

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| * **CORRESPONDENCE & ONGOING MATTERS**

Auditor Alan Toplis appointed for 2022/2023Defibrillator pads replaced The Circuit updated with defibrillator detailsInformation regarding Becoming a Councillor added to Noticeboard and WebsiteAsset Register document updatedBank Mandate – Revision needed. Banking will be moved to Lloyds due to ongoing costs with HSBC.Costs obtained for reviewing Website update. All in favour of proceeding. Dog poo bins chased – ongoingPCSO invited to meetings for 2022Precept request sent for 2022/2023Resignation of Cllr Paul Fernyhough processed and notice on the noticeboard.Parishioner correspondence received regarding the trail for planning application P/2021/01116 is adhered to and monitored. Action; Clerk to add casual vacancy to Parish Magazine, Newborough News, Facebook and ensure clarity on the website. Clerk to move banking to Lloyds.Clerk to proceed with updating the website.* **FINANCE**

Review budget tracker

|  |
| --- |
| **7 online payments for January** |
| Charlotte Holmes | Clerks Salary – December | £327.18 |  | £327.18 |
| HMRC | Tax Payment - Dec | £75.30 |  | £75.20 |
| Charlotte Holmes | Defib Pads – Wel Medical | £36.00 | £7.20 | £43.20 |
| Deanne Bell | B & M – Sweets | £14.00 |  | £14.00 |
| Deanne Bell | Morrisons – Sweets | £15.00 |  | £15.00 |
| Deanne Bell | Shell – Sweets | £15.00 |  | £15.00 |
| June Bullingham | Scrummys Wine | £120.00 |  | £120.00 |
|  |  |  | TOTAL | **£609.58** |

* **Bank Balances as at 31st December 2021**

|  |  |  |
| --- | --- | --- |
| Current Account | 81532863 | £2353.61 |
| Reserve Account | 81532871 | £35909.57 |
| Grant Account | 21738224 | £1514.51 |
| TOTAL | **£ £39,777.69** |

Action; Clerk to make payments as soon as possible |

1. Councillors Reports

|  |
| --- |
| Cllr Bell discussed speed watch. This will be reviewed in March.The council discussed the damaged fence in the playpark. It was determined that the fence is the responsibility of the parish council, although final clarification will be sort. Cllr Clarke discussed this with James Bullock and proposed asking him to repair. All in favour.Cllr Fletcher discussed attendance of Parish Council Forum. Highways repairs will now be treated in order of priority. The most urgent should be fixed in 24 hours, the next urgent within 7 days. After that, it’s 90 days although this may take longer. The final category was ‘as and when’. ESBC are encouraging the MyStaffs app for reporting any issues. Cllr Fletcher discussed the dog poo bins and potential new strategies. It was discussed by the council that no guidance has been given from SPCA regarding face-to-face council meetings from the New Year.The council discussed the upcoming highways project. The council are still awaiting costings and consultation and start dates. Cllr Bullingham will be meeting with SCC for further discussion regarding fingerposts & wooden signs. Cllr Bullingham also requested that the discussion regarding flashing speed lights and horse and rider signs be added to the February parish council meeting. Cllr Bullingham sent in minutes from the well dressing committee explaining that they will be shortly looking for volunteers by leafleting. These leaflets will include the volunteering roles available and pertinent dates. |

Meeting closed at 20.37pm

Date of the Next Meeting: 7.30pm on Monday 7th February 2022. Parish Council Information can be found on the internet at - https;//www.newboroughvillage.co.uk