

Minutes of the Newborough Parish Council Meeting, held via Zoom video call	Monday 1 st June 2020 at 7.30pm.
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Present;

Councillors	Cllr Waite Cllr Gill; Cllr Bullingham; Cllr Sherwood; Cllr Bell; Cllr Instone; Cllr Williams;
Also Present	D Dolling; Naomi Browne, Duchy of Lancaster; Borough Cllr Beech

1. APOLOGIES FOR ABSENCE

County Cllr Jessel

2. DECLARATIONS OF INTEREST

None

3. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed the Parish Councillors along with Borough Councillor Laura Beech and Naomi Browne from the Duchy of Lancaster

4. PUBLIC FORUM

None

5. COUNTY AND BOROUGH COUNCILLORS' REPORTS

Cllr Beech took the opportunity of introducing herself to the Council. She lives locally, went to school locally and studied physiotherapy at Keele University. She is currently an apprentice early years educator and a newly appointed Borough Councillor. She is keen to get to know people locally and give a voice to the rural community.

There is currently little to report from Borough level, but Cllr Beech will forward any relevant feedback from her LAG (Leaders Advisory Group) Meeting on Wednesday. There are various road improvements taking place in Burton and Uttoxeter.

Following the Covid 19 lockdown bin collections have resumed and recycling centres have re-opened.

6. NEWBOROUGH HALL FARM BUILDINGS – FOCUS ON FINDING COMMERCIAL USERS

Naomi Browne from the Duchy of Lancaster addressed the meeting to provide an update on the Duchy's plans regarding Newborough Hall Farm Buildings. As previously discussed planning permission has been granted to the Duchy to convert the buildings to residential dwellings but they are struggling to develop a financially viable scheme to do this. Naomi would welcome suggestions of other purposes that could be considered, with a focus on a solution to benefit

the Parish. The Parish Council agreed their support of small affordable properties and generally viewed a retirement village to be a good idea. The Duchy are looking to rent out the site, any properties would be leasehold.

Action; All Cllrs to give consideration to this item and suggestions can be picked up and discussed at the next meeting

Naomi advised of the existence of a Duchy Benevolent Fund and that applications for funding are welcomed.

It was noted that no improvements have been made to the track at the end of Elton Close. Naomi asked to be provided with contact details for the Estate Manager of Hollybush Hall to pursue the matter.

Action; Cllr Bell to forward the Estate Manager contact details to Naomi

7. MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 4th May 2020

All agreed to be a true record of the meeting

Action; Clerk to convert to pdf and upload to website

8. MATTERS ARISING FROM THOSE MINUTES

Item 7 of May's Meeting; Cllr Jessel reported that on Thursday 7th May she was taking part in a meeting with the Highways Dept. She was planning to discuss the proposed solutions for the crossroads in the village and would feedback the progress to Cllr Gill. It was noted that no feedback was received.

Action; Clerk to contact Cllr Jessel to request an update.

Update; Notification by email received prior to the meeting - Cllr Jessel had no news to deliver, but will keep the Parish Council informed of any updates.

9. PLANNING APPLICATIONS

Planning number	Premises	Planning requested	Decision
P/2020/00272	Newborough House Farm, Duffield Lane, Newborough, Staffordshire, DE13 8SH	Demolition of existing kitchen and utility room to facilitate the erection of a part two storey and single storey rear extension, erection of a dormer extension to the North West elevation and erection of a front porch.	Approved
P/2020/00428	Yard Buildings 2,3,4 and 5, Newborough Hall Farm, Holly Bush	Listed Building Consent for the installation of replacement rainwater goods and associated	Registered

	Road, Newborough, DE13 8SF	soakaways and replacement timber windows	
P/2020/00494	Duffield House, Duffield Lane, Newborough, Staffordshire, DE13 8SH	Overall crown reduction by up to 2 metres of 1 Cedar tree and crown reduction in height by up to 2 metres of 1 Conifer tree.	Registered
The council offered their support of the two new applications P/2020/00428, P/2020/00494 Action; Clerk to convey the Parish Council's support to the Planning Dept			

10. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN

The council voted to accept the internal auditors report.

The annual governance reports and the account statement have been completed, accepted and are ready for signature. The Chairman congratulated the clerk on an excellent job, just a few months after starting in her post. All agreed.

Action: Clerk to organise signing of the documents, completion and publishing of the accounts

11. PROPOSED PARISH COUNCIL JOINT FOOD BANK FUNDING IN RESPONSE TO THE COVID-19 CORONAVIRUS PANDEMIC

In these difficult times the individuals of the Council expressed their sympathies with the people who need to use the Food Banks of the Salvation Army, Burton Hope & YMCA. The Council are keen to use the Parish monies to the benefit of Newborough Parishioners and with this in mind voted to decline to contribute to the this fund on this occasion.

Action; Clerk to advise the Clerk/Proper Officer of Horninglow and Eton Parish Council of Newborough Parish Council's decision.

12. CLERK'S REPORT TO INCLUDE FINANCE & CORRESPONDENCE

- **INFORMATION RECEIVED Verbal, Post, e-mail and telephone**

John Taylor High School have notified the Clerk that this year's Presentation Evening will not take place. They thank the Council for their ongoing support.

A parishioner had emailed to highlight that an outbuilding in the parish, which had had a recent planning application for change of use to a holiday let refused, was being used as a dwelling by family members from the main house. The parishioner's observations were forwarded to the Planning Dept of ESBC, who confirmed that this fell within planning rules. It had been noted that the outbuilding was still being advertised as a holiday let. Borough Cllr Beech offered to investigate the situation further.

Action; Clerk to forward details to Cllr Beech, Clerk to advise the parishioner and Planning Dept that Borough Cllr Beech will be looking at the details.

A Councillor raised concerns around the handling of the above matter suggesting that the original email from the parishioner should have been shared with the full Council prior to forwarding the information to the Planning department. For clarity on this and similar situations moving forward guidance will be sought from Staffordshire Parish Council Association.

Action; Clerk to request some guidance from SPCA

- **COMMUNICATIONS SENT**

Responded to Highways SCC to confirm that NPC had nothing to add to their correspondence to local residents regarding maintenance of their hedges.

Register of Councillor Interests forms have been collected and forwarded to ESBC

- **MISCELLANEOUS FOR ATTENTION OF PARISH COUNCIL**

On 7th May 2020 Alan Toplis from Toplis Associates completed a remote audit covering the governance, accounts and returns for the fiscal year 2019/2020 and completed the AGAR and schedules for the external auditor. A face to face visit is intended at the half year point in October.

The timeframe for public inspection of the accounts is scheduled for 2nd June 2020 until 14th July 2020

The annual insurance has been renewed for a further 3 years at a cost of £956.52 per annum. The clerk was congratulated for handling this. She had obtained a second quote and used this to negotiate the renewal premium down to a level below last year's cost.

- **FINANCE**

5 online payment to be presented at the June Meeting for approval			
Clerk's remuneration	Salary	£344.59	£361.92
	Home office allowance	£17.33	
Toplis Associates	Internal Audit		£143.64
James Bullock	Strimming/Weed Spraying /Clearing Brook		£490.00
James Bullock	2 x grass cut		£387.50
Came & Co	Annual Insurance		£956.52
		TOTAL	£2339.58

All payments were approved.

Action; Clerk to make online payments

- **Bank Balances as at 31st May 2020**

Current Account	81532863	£ 4,028.83
Reserve Account	81532871	£ 32,912.52
Grant Account	21738224	£ 1,514.12
TOTAL		£ 38,455.47

13 COUNCILLORS REPORT

Cllr Bell advised that the Speedwatch team have reviewed the current lockdown situation and may recommence activities be in a couple of months.

Cllr Gill updated the council on the dredging of the brook on Duffield Green and the Playpark. The work was completed by James Bullock and he managed to clear both areas at a cost of £400; within his original quote for the Duffield Green area. It was noted that other parts of the brook are the responsibility of the riparian owners in the village.

Cllr Williams, wondered if the village would like to keep the shop at the pub.

Action; Cllr Waite to raise the question in Newborough News

Cllr Waite noted that the benches outside church needed some maintenance;

Action; Cllr Gill will ask James to look at completing the work.

Cllr Waite has received an invitation to an ESBC Parish Council Forum (Zoom Meeting).

Action; Cllr Waite will attend

Cllr Waite also noted a letter received from Cllr George Allen, Deputy Leader (Regeneration and Planning Policy) suggesting a meeting following the release of lockdown measures.

Action; Clerk to respond positively although a date cannot currently be fixed.

Meeting closed at 8:50pm

Date of the Next Meeting: 7.30pm on Monday 6th July 2020

Parish Council Information can be found on the internet at - <https://www.newboroughvillage.co.uk>