

Minutes of the Newborough Parish Council Meeting, held via Zoom video call	Monday 6 th July 2020 at 7.30pm.
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Present;

Councillors	Clr Waite; Clr Gill; Clr Bullingham; Clr Sherwood; Clr Bell; Clr Instone; Clr Williams;
Also Present	D Dolling;

1. APOLOGIES FOR ABSENCE

None

2. DECLARATIONS OF INTEREST

None

3. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed all a full Parish Council to the meeting. Accepting the limitations of Zoom and the length of the agenda, she was keen to encourage everyone to express their views in full.

4. PUBLIC FORUM

No Public Present

5. COUNTY AND BOROUGH COUNCILLORS' REPORTS

None present

6. MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 1st June 2020

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

7. MATTERS ARISING FROM THOSE MINUTES

None

8. PLANNING APPLICATIONS

Planning number	Premises	Planning requested	Decision
P/2020/00428	Yard Buildings 2,3,4 and 5, Newborough Hall Farm, Holly Bush Road, Newborough, DE13 8SF	Listed Building Consent for the installation of replacement rainwater goods and associated soakaways and replacement timber windows	Approved

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
P/2020/00417	Land off B5234 Newborough Staffordshire	Erection of a cattle barn to house breeding cattle, bulk feed and bedding and formation of access track	Registered (NEW)
The Council agreed their support of planning application P/2020/00417 Action; Clerk to pass comments to the Planning Officer			

9. MARIE CURIE EMERGENCY APPEAL

The Parish Council discussed the difficulties of supporting individual charities, and agreed that unless there was particular local benefit charitable contributions should be left to the discretion of individuals rather than the Council.

The Council agreed not to support.

Action; Clerk to advise Marie Curie

10. RE-OPENING OF RIVERBANK PARK

In addition to the equipment safety risk assessment completed last week, a further Covid-19 risk assessment has been completed by the clerk. Discussions were around ways to mitigate the possible risks.

It was agreed that displaying information signs would be sufficient to remind users of the government guidance relating to Covid-19 and the associated risks.

Action; Clerk to order signs as soon as possible to enable the play park to reopen

11. REVIEW STANDING ORDERS & FINANCIAL REGULATIONS

It was agreed that the Financial Regulations would be reviewed by Cllrs Sherwood and Instone and the Standing Orders reviewed by Cllrs Bullingham and Williams; with a view to presenting them to the September meeting.

Action; Cllrs Sherwood & Instone to review Financial Regulations

Action; Cllrs Bullingham & Williams to review Standing Orders

12. RISK ASSESSMENT

The Risk Assessment is due to be reviewed. It was agreed that the clerk and Cllr Bell would look at this for presentation to the Council in September. Currently the Well Dressing risk assessment is a separate document, it was agreed that it would be added to the general risk assessment as an annex.

Action; Clerk and Cllr Bell to review Risk Assessment

Action; Cllr Sherwood to forward Well Dressing risk assessment to the clerk

13. GUIDANCE FROM SPCA

Notes from the SPCA guidance Zoom meeting were shared with the council.
It was noted that we have on diary a meeting with NPCC to review support when lockdown has been lifted and the SPCA guidance will be borne in mind when coming to a decision.

14. PUBLIC FOOTPATHS

A parishioner has noticed that a number of footpaths are currently overgrown making them difficult to walk. In addition some of the village stiles need attention. We have been advised that the ESBC plan is that path width should be a minimum of 1.8m

Action; Cllrs Waite & Williams to forward footpath numbers and stile locations to the clerk.

Action; Clerk to advise the landowners concerned of the path and stile condition and to seek a commitment to improve them.

15. EVENING ACTIVITY IN THE SQUARE

A few individuals have been meeting opposite the Red Lion whilst the pub has been closed creating some anti-social issues. It is felt that this problem has been resolved and the situation moving forward will be monitored

16. DUCHY OF LANCASTER BENEVOLENT FUND COVID 19 SUPPORT GRANT

The Duchy have asked the Parish Council if they have any suggestions for needy beneficiaries of their Support Grant. The suggestion was that Newborough PCC might be interested in making a claim.

Action; Clerk to make contact with NPCC and , if required, liaise with the Duchy

17. CLERK WORKING FROM HOME ALLOWANCE

This item was discussed without the clerk's presence.

18. CLERK'S REPORT TO INCLUDE FINANCE & CORRESPONDENCE

- **COMMUNICATIONS**

High Speed Two (HS2) Ltd are proposing that the annual meeting with District and Parish Councils may take place virtually – the date is to be confirmed

The clerk directed a parishioner with a gravestone issue to Newborough PCC

More information from Jon Sellick regarding the Duchy grant scheme was received; value of £100-£5000, applications considered until the fund is exhausted.

SCC Highways were contacted regarding the out of date signs on Hollybush Road. The signs have since been removed.

Invoices were requested from Newborough PCC for the Hall Hire and electricity for Jan – March and April – June. All paperwork has now been received

A replacement Bank Mandate is nearing completion for registering with HSBC – previous version was mislaid by the bank

A parishioner asked if we had made representation to SCC regarding the road closure at Lower Hoar Cross. The clerk replied advising that it was out of our Parish and forwarded contact details for Julia Jessel.

In conjunction with the chairman the clerk has started to review and tidy the documents displayed on our website. This activity should be completed by our next meeting.

ESBC have asked that NPC give consideration to possible amendments to ward boundaries. (comments are invited before 7th September). Following discussions the majority felt that they would prefer for the boundaries of our current Ward to remain unchanged, However, it was noted that there were no strong feelings about this matter.

Action; Clerk to make comments to ESBC

- **MISCELLANEOUS FOR ATTENTION OF PARISH COUNCIL**

Cllr Williams and the Clerk are booked into Councillor Fundamentals Training course on Tuesday 4th August

Borough Cllr George Allen intends to join the November meeting (on the presumption that it will be f2f by that date)

- **FINANCE**

4 online payments to be presented at the July Meeting for approval			
Clerk's remuneration	Salary	£344.59	£361.92
	Home office allowance	£17.33	
Newborough PCC	Hall Hire & Electricity		£88.75
James Bullock	Strimming		£22.50
James Bullock	1 x grass cut		£193.75
		TOTAL	£666.92

All the above payments were approved by the Council

Action; Clerk to make payments as soon as possible.

- **Bank Balances as at 30th June 2020**

Current Account	81532863	£	1,689.25
Reserve Account	81532871	£	32,926.67
Grant Account	21738224	£	1,514.32
TOTAL		£	36,130.24

Review of the Budget Tracker

A traffic light system has been added to the tracker to reflect the year to date position. The following are showing as 'red lights'

Subscriptions – Irregular payments that we are not expecting to exceed the budget for the year
 Audit - Annual payment that should not exceed budget for the year
 Insurance - Annual payment that should not exceed budget for the year
 Miscellaneous – A value of £100 has been paid for an unexpected expense that was not budgeted for, however it is expected that budget surplus elsewhere will be adequate to cover this.

19. COUNCILLORS REPORT

Cllrs Instone & Waite gave the Council a summary and a demonstration of the new online tool; Parish Online. Both Councillors recently received training on this and the Parish Council have signed up for a free 90 day trial. The system gives a view of ordnance survey maps of the area in great detail, to track assets, land parcels, properties, roads and footpaths and it is even possible to extract data, such as grass cutting areas. Following the trial a year's subscription can be purchased for £40 + vat.

**Action; All Councillors who are interested in using the tool to contact Cllr Instone for login details
 Action; Clerk to diarise for close to the end of the trial, to start discussions around continuation of the subscription.**

Cllr Sherwood advised that he would be contacting previous members of the Well Dressing Team next month to see if they are interested in helping again in 2021 (assuming Covid -19 guidelines have been relaxed) It was suggested that he also add the parishioners who recently came forward as volunteers to help in the Covid Crisis to his contacts as they may want to be involved.

Cllr Williams gave an explanation of the precautions that are being taken at the Red Lion to protect its staff and customers. They include; a one way system with 'in' and 'out' doors; a ticket system, where customers are called to the bar to order and the drinks are then served to their table, preventing grouping at the bar; the option to collect meals from a table if customers prefer not to be waited on; extra regular cleaning

The Council took the opportunity to thank Gail & Ryan for their hard work during the Covid Crisis; helping the village by providing the shop and for the safety precautions they have recently implemented.

Cllr Bell intends to contact the Speedwatch team now that she has received notification that it can be restarted. There is a concern that they may be short on numbers.

Action; Cllr Waite to add a note to Newborough News asking for volunteers, although it should be noted that training is required and may not be possible currently.

Cllr Gill reported that he has asked James about repainting the bench opposite the pub, James is very busy at the moment, but is still managing to keep on top of the Parish Council work. Regarding Highways at SCC, he had no update.

Cllr Waite advised that a parishioner had raised the question of buildings that have been erected in the grounds of Hollybush Hall possibly without the relevant permissions being granted.

Action; Clerk to contact the Planning Dept to advise and to seek reassurance that procedures have been followed.

A parishioner contacted Cllr Waite for advice regarding the planting of a small hedge on Hollybush Road to facilitate the erection of a gate on his property. This would help to dissuade motorists from turning on his driveway. This was considered to be a matter for ESBC Planning Dept although the Parish Council had no objection to the idea in principal.

Action; Clerk to advise the parishioner.

It has come to Cllr Waite's attention that the deeds to Riverbank Playpark and Duffield Green are held at the Staffordshire County Council Archive. Cllr Waite suggested that she would visit and take copies when access is available.

Action; Cllr Waite to visit SCC Archive to take copies of the deeds.

Cllr Waite reported that the Mobile library will be returning to the village on a regular basis. However it is envisaged that this will not be until October at the earliest. As previously agreed the Red Lion are happy to host the Library on their car park. Cllr Waite is grateful to County Cllr Julia Jessel for her assistance in getting agreement to resume the service.

Meeting closed at 9:15

Date of the Next Meeting: 7.30pm on Monday 7TH September 2020

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