

Minutes of the Newborough Parish Council Meeting, held via Zoom video call	Monday 7 th September 2020 at 7.30pm.
---	--

Present;

Councillors	Cllr Waite; Cllr Gill; Cllr Sherwood; Cllr Bell; Cllr Instone;;
Also Present	D Dolling;

1. APOLOGIES FOR ABSENCE

Cllr Bullingham; Cllr Williams

2. DECLARATIONS OF INTEREST

None

3. CHAIRMAN'S OPENING REMARKS

The Chairman expressed sorrow at the news of the death of Evelyn Kemp, she was born in Newborough, lived here for most of her life and was a stalwart of the village community. Cllr Waite thanked Lynn and Barrie Gill for their work around the village including the hanging baskets, and thanks also went to the volunteers who assisted parishioners in lockdown due to the Covid pandemic.

4. PUBLIC FORUM

No Public Present

5. COUNTY AND BOROUGH COUNCILLORS' REPORTS

None present

Action; Clerk to advise the County and Borough councillors that the Parish Council are happy to receive a short report of relevant matters when they are unable to make meetings in person

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

Speedwatch volunteers are required, although it is borne in mind that training must be completed before taking part in the activities.

Action; Cllr Waite will post a request for volunteers on Newborough News.

Action; Clerk to request feedback from ESBC on the Hollybush Road Planning item.

It is noted that when the mobile library service restarts it will be a fortnightly visit on Thursdays from 3:50pm to 4:20pm.

8. PLANNING APPLICATIONS

Planning number	Premises	Planning requested	Decision
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.	Withdrawn
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	Approved
P/2020/00645	Easons Farm Duffield Lane Newborough Staffordshire DE13 8SH	Erection of a part two storey, part single storey rear extension, erection of a first floor balcony and repositioning of existing oil tank.	Registered
P/2020/00478	Whitehall Bank Farm, Forest Road, Draycott In The Clay, DE6 5HD	Change of use of agricultural land to domestic, existing barn to garage including alterations, installation of a septic tank and formation of new vehicular access	Registered
P/2020/00705	Blacksmiths Cottage, Hollybush Park , Hollybush Road, Newborough, Staffordshire, DE13 8SF	Listed Building Consent to include the replacement windows on ground and first floor with double doors and a fixed window and obscure glazing to existing window on west elevation, replacement windows to ground and first floor on south elevation, removal of chimney, internal works to include removal and replacement of stairs and new internal walls	Approved
P/2020/00655	Land corner of Yoxall Road and Dark Lane Newborough	Substitution of house type for Plot 4 (revised scheme)	Registered
P/2020/00717	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	Registered

		formation of a new vehicular access (Revised parking and landscaping)	
--	--	--	--

There are no new applications

9. USE OF RIVERBANK PARK AND/OR DUFFIELD GREEN BY A PERSONAL TRAINER

The Council requested further information regarding this item and reassurance of trainer's PL insurance and that responsibility would be taken for cost of repair of any damages.

Action; Clerk to obtain detail around frequency expected, how many clients in each session, what equipment might be used.

10. POINTS RAISED ON THE RIVERBANK PARK INSPECTION REPORT

Wicksteed Inspection report was presented to the council. It was agreed that the park should be visited by council members to cross check the items on the report. It was noted that Cllr Bell checks the park monthly for any safety and other issues. It was agreed that trees on Parish Land should also be considered for safety. It was also brought to the Council's attention that Jim Barks bench is damaged

Action; Cllrs Gill, Bell and Instone to check the items mentioned on the report visually by October meeting

Action; Clerk to check with insurers method and frequency of tree surveys

Action; Clerk to consider adding park equipment maintenance costs to forthcoming budgets

Action; Clerk to ask Kev Dolling for assistance with the bench.

11. REVIEW STANDING ORDERS & FINANCIAL REGULATIONS & DOCUMENT PUBLICATION SCHEME

The Council supported Cllrs Bullingham & Williams amendments to the Standing Orders and also thought that including a clause making virtual meetings permissible should also be considered. The Council supported Cllr Sherwood's amendments to the Financial Regulations and agreed that they should be reviewed every 2 years.

It was agreed that the addition of a list of meeting dates to the Notice Board would be a useful addition to the publication scheme

Action; Cllrs Bullingham & Williams to include use of virtual meetings (when permitted) in Standing Orders, for review at October meeting (*also see action in Councillors remarks*)

Action; Cllr Instone to review Bank Reconciliations quarterly as per Financial Regulations. Clerk to facilitate this.

Action; Clerk to add re-approval of the use of BACS to October agenda and put on diary for re-approval every two years

Action; Clerk to amend review of Financial Regulations to every two years, then to update Financial Regulations document.

Action; Clerk to amend Document Publication Scheme as agreed and to post meeting dates on Noticeboard.

12. REVIEW RISK ASSESSMENT

The Risk Assessment register was reviewed, it was agreed that some additions are required
Action; Clerk to add possible risks relating to trees on Parish land, relating to assets, playpark infrastructure and other risks in addition to financial, well dressing and covid. For presentation to October's meeting.

13. WEBSITE ACCESSIBILITY

All agreed to publish the suggested Accessibility Statement with a couple of minor amendments that will be circulated and agreed prior to upload.
Action; Clerk to amend and circulate. Clerk to upload to website upon final sign off.

14. VILLAGE PEBBLES

It was agreed that the village pebbles could be concreted into an appropriate permanent place in the village
Action; Clerk to collect stones and repaint/revarnish. Cllrs to consider appropriate location for them. Cllr Waite to ask the readers of Newborough News for suggestions.

15. LITTER BIN AT PLAYPARK

ESBC have added a temporary wheelie bin at the site and will monitor how much it is used with a view to a longer term solution if necessary.

16. DRAINS ON THE HIGHWAY & FLOOD MITIGATION

Consideration was given to possibility of flooding in the coming Autumn/Winter months
Action; Clerk to contact Rob Earle at SCC to suggest SCC send advice to riparian owners
Action; Clerk to investigate the ESBC/SSC street and drain cleaning regime.
Action; Cllr Waite to draft a letter to riparian owners incorporating existing information and advice from government website and when approved add to NN.

17. PARISH ONLINE – SHOULD SUBSCRIPTION BE EXTENDED BEYOND FREE TRIAL

This has proved to be a valuable tool. The cost is £48.00 per year inc VAT. The Council voted to retain the subscription and review in 1 year
Action; Cllr Instone to sign up to continue, Clerk to process invoice and diarise to review in 1 year.

18. CHRISTMAS LIGHTS – ASSIGN COUNCILLOR RESPONSIBILITY

It was agreed to review this next month
Action; Clerk to add to October Agenda

19. DRAFT STATEMENT OF COMMUNITY INVOLVEMENT (SCI) – CONSULTATION

Noted

20. PARISH FOOTPATHS

It is regrettable that this year the footpaths were not cleared and the pathways not marked. SCC have launched a new reporting portal for Rights of Way issues
Action; Cllr Waite to advise Parishioners of SCC Portal on Newborough News

--

21. NATIONAL JOINT COUNCIL FOR LOCAL GOVERNMENT SERVICES NEW PAY SCALES FOR 2020-21

Implementation of the new pay scale was agreed.

Action; Clerk to implement changes and backdate to April.

22. REIMBURSEMENT OF EXPENSES RELATING TO ZOOM SUBSCRIPTION

It was agreed that expenses be paid to Cllr Waite to reimburse her for the use of her Zoom subscription for Council business.

Action; Cllr Waite and Clerk to liaise to facilitate payments.

23. CLERK'S REPORT TO INCLUDE FINANCE & CORRESPONDENCE

- COMMUNICATIONS**

Passed information regarding the Duchy grant scheme to Newborough PCC.

New Bank Mandate has been received by HSBC and implemented.

Phone box issues – a decision will be made by 8th October. If it is agreed that we can keep it we will be allowed to request a repaint.

The clerk has been made aware that James Bullock was berated by member of public for closing the park whilst he carried out maintenance

Parishioner mentioned closure of a footpath from Moat Lane to Corbetts Wood. This was found not to be a right of way and must have been available previously by consent of a previous landowner.

Current advice still recommends remote Council meetings.

- FINANCE**

3 online payments for August			
Clerk's remuneration	Salary	£391.39	£396.89
	Home office allowance	£26.00	
	Stationery	£ 5.50	
James Bullock	Strimming & maintenance		£ 82.50
James Bullock	1 x grass cut		£193.75
		TOTAL	£673.14

All the above payments were approved by the Council

Action; Clerk to make payments as soon as possible.

Action; Clerk to circulate current grass cutting costs against budget

- Bank Balances as at 31st August 2020**

Current Account	81532863	£	2,109.41
-----------------	----------	---	----------

Reserve Account	81532871	£	32,926.67
Grant Account	21738224	£	1,514.34
TOTAL		£	34,550.42

24. COUNCILLORS REPORT

Cllr Bell advised that the 30 mph signs by Dark Lane coming into Newborough are fading. It is understood that the signs are due to be repositioned and so will be replaced by new ones.

Cllr Sherwood will soon be contacting the Well Dressing team.

Cllr Gill has received drawings from SCC showing proposed realignment of the junction at the Red Lion and the junction of B5234 and Duffield Lane. These drawings are difficult to read and he has asked for better copies to put forward for consultation with Councillors and relevant stakeholders

Highways at SCC are enforcing hedge maintenance in the Parish.

The main well in the village may require some maintenance.

Action; Cllr Gill to approach the Duchy of Lancaster for their assistance with this item

Cllr Gill reported that a post on Yoxall Road has been knocked over.

Action; Cllr Gill to approach James to get it re-concreted in.

The Parish has not yet had the benefit of the speed monitoring van.

Action; Cllr Waite to contact Julia Jessel for an update

It was agreed that the practice of missing a meeting in August was not necessary

Action; Cllrs Bullingham & Williams to make the relevant amendment to the Standing Orders

Action; Clerk to call a meeting in August 2021 and in future years.

All agreed that wine purchase could be actioned as soon as necessary as a thank you for the village storage.

Action; Cllr Gill to action

Cllr Waite suggested that the Council consider a wild flower meadow at the rear of Duffield Green

Action; Clerk to add to October agenda.

Meeting closed at 9:45pm

Date of the Next Meeting: 7.30pm on Monday 5TH October 2020

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