

# SEIGHFORD PARISH COUNCIL

# DRAFT MINUTES OF A VIRTUAL COUNCIL MEETING HELD ON 25 MAY 2020

|  |  |  |
| --- | --- | --- |
| Present: | Cllr David Price (Chair) | Cllr Carole Allen |
|  | Cllr John Busby | Cllr Charlotte Darvill |
|  | Cllr Neil Brown | Cllr Mark Turnbull |
|  | Cllr Mark Hodgkins |  |
| In attendance: | Cllr. Jeremy Pert  Cllr. Mark Winnington  Kerry Turner | Staffordshire County Council  Staffordshire County Council / Borough Council  Clerk |
|  |  |  |

## 20/05/01: TO RECEIVE APOLOGIES, RECORD ABSENCES

None required

## 20/05/02: MEETING OF THE PARISH COUNCIL 16TH MARCH 2020

1. It was unanimously **resolved:** the minutes of the Council Meeting on 16th March 2020 to be accepted as a true record and to be signed by the Chairman at the next physical meeting of the Council
2. There were no matters arising from the minutes not otherwise covered in this agenda

## 20/05/03: APPROVAL OF THE VIRTUAL MEETING POLICY AS DISTRIBUTED TO MEMBERS

A virtual meeting policy had been circulated to members prior to the meeting and it was **resolved** to approve this

## 20/05/04: DECLARATIONS OF INTERESTS

Cllr Busby declared an interest in item 7 Planning ref 20/32222/FUL

Cllr Hodgkins declared an interest in item 9c – grass cutting for Seighford

No written requests for dispensations had been received

## 20/05/05: PUBLIC OPEN FORUM

There were no members of the public present and no pre-submitted questions had been received

## 20/05/06: UPDATE FROM BOROUGH / COUNTY COUNCILLORS

Cllr Pert advised on grant funding currently available from Staffordshire County Council to help with COVID-19 efforts. The current deadline for applications is 30th June 2020.

Cllr Pert reported that County Council projects had been largely shelved due to Covid-19, with officers re-deployed to help with community efforts. Highways had fast-tracked some projects during the Covid-19 crisis

Cllr Pert thanked the Parish Councillors for their efforts in the Community during the current Covid-19 crisis

Cllr Winnington thanked the community and the Parish Councillors for their efforts during the current Covid-19 crisis

## 20/05/07: PLANNING MATTERS

**Cllr. Busby was placed in the waiting room**

20/32222/FUL Land to West of Stallbrook Hall, Derrington

It was agreed there were no objections to this application. It was noted that the application had been called in on 14th May 2020

20/32152/FUL Ladford Fields Airfield Industrial Estate

It was agreed there were no objections to this application

## 20/05/08: CHAIRMAN’S REPORT

1. Application from Mr R Ingram to act as Footpath Marshall for the Parish of Seighford

An application was received via email to the Chairman. It was decided that this matter be postponed until an invitation can be extended to Mr Ingram to attend the next physical meeting

1. Review of the Local Plan

Sections 5 and 8 were completed and submission was made 20th April 2020, after circulation to members.

1. The Green at Seighford Section 106

No progress appears to have been made. Clerk to write to the Chief Executive to ask what progress has been made in investigating the complaint made to the Council

1. Great Bridgeford Playing Field Equipment Update

This has been overshadowed by Covid-19. The meeting with Jane Green of the National Lottery due to take place 24th March was cancelled. Cllr. Price met with Community Champion Dan Roberts of the ASDA Foundation on 23rd March and handed over a grant application. A reply was expected within 6-8 weeks but as yet nothing has been received. A grant application was made to Staffordshire Community fund which was acknowledged

1. Dog waste bags for Derrington and Seighford

Cllr Price received an email from Roy Wood on 5th April 2020 who advised that it is now law that dog walkers must carry their own supply of bags or risk a fine. Mr Wood suggested having some signs made to attach to the bag dispenser, reminding people to supply their own bags and advising that the ones provided are for emergency use only to help dog walkers avoid breaking the law by not picking up dog waste. Hopefully this will reduce costs in the future. This was seen as an excellent suggestion and Mr Wood will let the Council know how matters progress

1. Coronavirus Footpath Signs

Cllr Hodgkins emailed Cllr Price on 1st April to ask if a supply of laminated Coronavirus footpath signs could be made available to display on footpaths, following concern expressed by a local farmer that the Countryside was becoming high-risk. Two DEFRA Coronavirus foothpath signs were received from Cllr Pert. These were forwarded to Cllr Hodgkins along with 6 printed copies of each. Cllr Hodgkins had these laminated and has displayed them

## 20/05/09: CLERKS REPORT

1. Churchyard Grants

The Clerk explained that evidence of how previous grants had been spent had been requested from both St. Matthew’s Church in Derrington and Seighford Church.

Reports were provided by both Churches.

It was **resolved** to continue payment of the grant to the Churches at the current amount of £400 per annum

1. Laminated signs for dog waste bins

An email has been sent to Saul Hocking of Stafford Borough Council requesting stickers for the dog waste bins. These are expected to be received over the next few weeks

1. Arrangements for grass and hedge cutting for this year

**Cllr. Hodgkins was placed in the waiting room**

Two contractors had been engaged for the grass cutting in (i) Seighford (Mark Hodgkins) and (ii) Great Bridgeford and Derrington (Streetscene).

It was **resolved** to retrospectively approve the costs of grass cutting for the year

Hedge cutting quotes had been requested from three contractors and only one of these had been received. The Clerk to report on progress at the next meeting.

1. Consider Online Banking

There is an issue with having cheques as the sole method of payment and this has been highlighted since lockdown. The Parish Council’s current bankers offer online payments with two signatories required for each payment.

It was **resolved** to allow the clerk to set up online banking

1. Staffordshire County Council’s offer of a Data Protection Service

There is no requirement for a Data Protection officer as a Parish Council. It was agreed to decline the Staffordshire County Council’s offering.

The GDPR arrangements are due for review – Clerk to review

## 20/05/10 : PARISH COUNCILLORS REPORT

* Cllr Darvill updated the meeting

Issues in Derrington:

Problems with litter

People driving to Derrington for exercise

Groups gathering on the playing field and trying to access the play equipment which is still locked up

People walking their dogs on the wild flower meadow, despite signage

Dog waste in the village – Cllr Darvill pointed out that dog waste bag dispensers are needed in the village, in addition to those on the Millennium Green. A local resident has reported dogs running into her driveway and fouling her garden. Cllr Price advised that any such offences should be reported to the local authority for prosecution.

Cllr Price asked Cllr Turnbull about the litter picking kit that had been supplied by the Borough Council and questioned whether Derrington may be able to access similar kit. Cllr Turnbull to pass Cllr Sutherland’s contact details to Cllr Darvill.

Cllr Darvill asked if there is an option to acquire a second bin for Derrington playing field. Clerk to email Mick Bailey, supervisor of Streetscene to request another bin. Cllr Darvill to email details of location and photographs etc. to the clerk.

The Millennium Green dog waste bins are full of waste which is not dog waste, resulting in overfilling. Cllr Darvill will feed this information back to Roy Wood and discuss whether general waste bins might be placed next to the dog waste bins.

* Cllr Turnbull requested that the minutes of the Parish Council be reduced and posted in the Parish Magazine, to provide details of the meeting for people without internet access. Cllr Price suggested a regular Parish Council newsletter might be issued. Cllr Price to establish cost of producing and distributing the newsletter.

Dog waste bags are being left on the fence running along the field from the sewage works in Great Bridgeford – Cllr Turnbull requested stickers and signs. Relocation of a waste bin was suggested and Cllr Turnbull will email Mick Bailey of Streetscene to find out whether this can be done. When the stickers are received from Saul Hocking, supplies will be passed to Cllr Darvill and Cllr Turnbull.

## 20/05/11 : PARISH FINANCES

* 1. Update on expenditure against budget for 2020/21

There has been no expenditure so far in this financial year

* 1. To approve accounts for payment Total Vat included

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | Peter Longstaff | Reimbursement Defibrillator pads, GB Village Hall | £37.14 |  |
| 2 | Staffs PCA | Clerk's Induction Course | £40.00 |  |
| 3 | Kerry Turner | Clerk's salary and working from home - April | £287.75 |  |
| 4 | PCC of Seighford | Photocopying | £4.92 |  |
| 5 | Kerry Turner | Reimbursement of iLCA Fees - Paid personally | £118.80 |  |
| 6 | Kerry Turner | Reimbursement of SLCC membership | £100.00 |  |
| 7 | Geoff Wheat | Repairs to Great Bridgeford Bus Shelter | £135.00 |  |
| 8 | Kerry Turner | Clerk's salary and working from home - May | £287.75 |  |
| 9 | Kerry Turner | Office Costs 1st April 20 - 15th May 20 | £41.15 | 2.83 |
| 10 | Christine Heelis | Internal Audit Fee | £37.50 |  |
| 11 | Kerry Turner | Zoom subscription | £14.39 | 2.39 |
| 12 | Came & Co. | Insurance renewal \*\* subject to acceptance | £1,143.08 |  |

**It was resolved to approve the accounts for payment**

* 1. To approve the Bank ReconciliationIt was **resolved** to approve the bank reconciliation. This to be signed by the Chairman and Clerk at the next physical meeting.
  2. To receive and note the internal audit report  
     This had been circulated and it was **resolved** to accept
  3. To agree the Annual Governance Statement  
     This had been circulated and it was **resolved** to accept
  4. To agree the Annual Accounting Statements  
     These had been circulated and it was **resolved** to accept
  5. To confirm eligibility of exemption from limited assurance review by Mazars and certify as exempt  
     This had been circulated and it was **resolved** to certify as exempt
  6. To approve Parish Insurance  
     It was **resolved** to accept the quotation from Came and Co for one year
  7. To appoint the Internal Auditor for 2020/21  
     Current internal auditor Christine Heelis has now retired. It was **resolved** to defer this appointment until the next meeting

## 20/05/12: NEXT MEETING – to discuss next meeting date and frequency, in light of COVID-19

Next meeting to be held 20th July 2020, whether virtual or physical

Agenda items to include:

Skate ramp for the Seighford kick-about Field (email received from Reverend Doug Heming), appoint internal auditor

## 20/05/13: MEETING CLOSE

As there was no further business, the Chair declared the meeting closed at 9.20pm