

**SEIGHFORD PARISH COUNCIL**

**DRAFT MINUTES OF THE COUNCIL MEETING HELD ON 17th MAY 2021 AT 7.30PM**

Present: Cllr David Price (Chair)

Cllr Carole Allen

Cllr John Busby

Cllr Mark Hayward

Cllr Mark Hodgkins

Cllr Mark Turnbull

Cllr Richard Wilkes

Diane Key (Acting Clerk)

21/05/01: TO ELECT A CHAIRMAN AND RECEIVE SIGNED DECLARATION OF ACCEPTANCE OF OFFICE

Cllr John Busby proposed that Cllr David Price be re-elected as Chairman and this was seconded by Cllr Richard Wilkes. All were in favour. Cllr David Price then duly signed the Declaration of Acceptance of Office. There were no other proposals.

21.05.02: TO ELECT A VICE-CHAIRMAN AND RECEIVE SIGNED DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Mark Hodgkins proposed Cllr John Busby who was seconded by Cllr Carole Allen. All were in favour. There were no other proposals.

21.05.03: TO RECEIVE APOLOGIES: RECORD ABSENCES

Apologies were received from Councillors Neil Brown and Mark Hayward, County Cllr Jeremy Pert, Borough Cllr Ray Sutherland and County/Borough Cllr Mark Winnington.

21/05/04: DECLARATIONS OF INTERESTS

There were no declarations of interests or dispensation requests.

21/04/05: PUBLIC OPEN FORUM

There were no members of the public present.

21.05.06: TO APPOINT REPRESENTATIVES FOR EXTERNAL ORGANISATIONS

Derrington Village Hall Committee - Cllr Carole Allen reported that she had attended the AGM of Derrington Village Hall but that a representative was not required by the Committee. As a result, the Chairman is to write to the Village Hall Committee as it was generally agreed that a Seighford Parish Council representative would be useful to both parties.

Derrington Millenium Green Trust – It was agreed that Mr Bill Brown should continue with his appointment.

Great Bridgeford Village Committee – Cllr Mark Turnbull was to continue as representative.

Seighford Village Hall Committee – Cllr Mark Hodgkins was happy to continue in his role as representative.

21.05.07: UPDATES FROM BOROUGH AND COUNTY COUNCILLORS

No Borough or County Councillors were present due to other meeting commitments.

21.05.08: MEETINGS OF THE PARISH COUNCIL HELD ON THE 15TH MARCH 2021 AND 12TH APRIL 2021

The minutes of the meetings held on the 15th March 2021 and 12th April 2021 were proposed by Cllr Mark Hodgkins to be a true record. This proposal was seconded by Vice Chairman John Busby. All were in favour.

Matters arising from the meeting held on the 15th March 2021 included:

**Item 10. Issues relating to cyclists on The Greenway Walking and Cycling Route.**

County/Borough Cllr Mark Winnington was looking in to this matter.

**Item 16. Measures to be taken to reduce dog fouling in Great Bridgeford**

Cllr Mark Turnbull had contacted Helen Marshall the Borough Council Environmental Health Officer who had recommended in the first instance liaising with the football club. It was further suggested that no dogs should be allowed with visiting teams and enter this into an agreement.

The Chairman discussed a Public Protection Space Order but this would presumably have to be evidence based which could be problematical in identifying offenders.

**Item 18.** **Illumination on the junction of Newport Road to Village.**

It is understood that County/Borough Councillor Mark Winnington had responded to Cllr Mark Hayward and that he would report further on this to members.

**Item 19. Flooding, poor drainage and damaged road surface Whitgreave Lane, Great Bridgeford.**

Now that the County elections had passed the Chairman proposed to take up this with County Cllr Jeremy Pert. A further discussion ensued about these flooding problems and it was concluded that the fall of the area was likely to be a major factor in creating these flooding issues.

There were no matters arising reported from the meeting held on 12th April 2021.

21.05.09: NEIGHBOURHOOD PLAN

The Chairman gave a brief report on the notes that he had compiled relating to the creation of a Neighbourhood Plan. He had also had a meeting, via Teams with Stafford Borough Council Planning Manager Alex Yendole. In essence this process could prove to be very time consuming and very costly. It was also acknowledged that having a Plan in place would not necessarily guarantee any significant control or influence over planning matters of a contentious nature or scale. The Chairman pointed out that as the Borough Local Plan consultation 2020 – 2040 was quite advanced, it was in any case probably too late to enter into the process. It was agreed to leave this matter in abeyance.

21.05.10: PLANNING MATTERS

The following planning applications were considered.

1. 21/33959/FUL – Barncroft, Long Lane, Derrington, Stafford, ST18 9LL – replacement dwelling. There were no objections to this proposal
2. 21/3397/HOU – 1 Lavender Close, Great Bridgeford, Stafford, ST18 9PY – to demolish side porch and build side extension. There were no objections to this proposal.
3. 21/34011/HOU – Brookview, Main Road, Seighford, Stafford, ST18 9PQ – extension to convert bungalow extension into a house. There were no objections to this proposal.

21.05.11: TO CONSIDER APPLICATIONS FOR GRANTS

St Chad’s Church, Seighford and St Matthews Church, Derrington had both requested a grant towards churchyard maintenance. It was noted that the churchyard at St Chad’s was currently being well maintained by a team of volunteers and that St Matthews had high expenditure due to less volunteers and the use of private companies to undertake the work. It was proposed by Cllr Carole Allen that the current grant of £400 that they had each received previously should be made. Cllr’s John Busby and Mark Hodgkins pointed out that given the impact of the Corona virus pandemic, both churches would have received less income than normal and that the grant should be increased to £450 for each church. This was proposed by Cllr John Busby and seconded by Cllr Mark Hodgkins. All were in favour.

21.05.12: TO REVIEW AND ADOPT COUNCIL POLICIES

1. Standing Orders
2. Financial Regulations
3. Risk Assessment
4. Assets

The Chairman had not yet had time to review these and requested that these items be deferred until the next meeting.

21.05.13: PARISH FINANCES

To approve accounts for payment. The Chairman reported that there were 14 invoices for payment as follows.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Payee** | **Details** |  | **Total** |
| 20.01.21 | SPCA | Councillor Course 19.01.21 JB & DP |  | £60.00 |
| 16.03.21 | Stafford Borough Council | Grass cutting for 2020 |  | £1,166.78 |
| 18.03.21 | AEDdonate | Defibrillator battery for GB VH |  | £191.99 |
| 21.03.21 | J D M Price | Reimbursement of cost of safe |  | £61.51 |
| 22.03.21 | Parish Online | Annual subscription |  | £115.20 |
| 22.03.21 | Autela Payroll Services Ltd | Payroll services |  | £44.38 |
| 29.03.21 | Creswell Parish Council | Zoom costs |  | £3.59 |
| 05.04.21 | Mrs N Evans | Clerk's wages |  | £231.21 |
| 05.04.21, | J D M Price | Zoom subscription |  | £14.39 |
| 19.04.21 | Morral Play Services | Annual inspection of three play areas |  | £143.96 |
| 04.05.21 | Came & Company | Annual insurance premium |  | £1,425.73 |
| 05.05.21 | Great Bridgeford VH Comm | Booking 13.05.21. |  | £19.90 |
| 05.05.21 | ditto | Booking 17.05.21. |  | £19.90 |
| 07.05.21 | J D M Price | Zoom subscription |  | £14.39 |
|  |  |  |  |  |
|  |  |  | **TOTAL** | £3,512.93 |

It was noted however, by the Chairman, that there were currently only two cheques left until the new cheque book arrived in approximately seven days time. This hold up was down to the recent change of circumstances relating to the previous Clerk resigning and completion of the mandate variation which Cllrs Neil Brown and John Busby had signed and which Lloyds Bank had now received. It was therefore proposed by the Vice Chairman that all 14 accounts should be paid but pay the most outstanding account first which was the SPCA subscription and also Came & Company the annual insurance premium and the rest when the cheque book was received. This was seconded by Cllr Mark Hodgkins. All were in favour.

With regards to appointing the Internal Auditor for 2021-2022 it was agreed to put this out to tender later in the year. The Chairman reported that despite currently having no Responsible Financial Officer due to the Clerk (who had also held this role) resigning, he was optimistic that the new Clerk would be able to get AGAR 2 completed in good time as part of the annual audit process.

21.05.14: CHAIRMAN’S REPORT

1. Village Green – the Chairman reported that he waiting for a reply from Stafford Borough Council.
2. Great Bridgeford Playing Field Project – a site meeting had been arranged for the 3rd June 2021.
3. Speed Devices in Great Bridgeford – Cllr Mark Hodgkins was thanked for reinstalling the speed device which had been damaged by the hedge cutting contractor. It had previously been sent back to the factory for repair and converted to be solar powered.
4. Great Bridgeford Playing Field Sign – A quotation for a replacement sign had been received for £170 plus VAT including £45 plus VAT to install it but Cllr Mark Hodgkins stated that he would be prepared to erect the sign himself. It was proposed by Vice Chairman John Busby and seconded by Cllr Mark Turnbull to purchase the new sign. All were in favour.

21.05.15: PARISH COUNCILLORS REPORTS

1. Derrington Ward – The Vice Chairman reported that Mrs Cheryl Birks had requested that dog waste bins be installed in Duddas Wood. After discussion it was agreed that it might be more prudent for Mrs Birks to approach the Woodland Trust directly in this matter. The Vice Chairman said that he would contact Mrs Birks to advise. Cllr Carole Allen enquired as to who would be responsible for emptying the bins. It was not clear where this responsibility would lie.

Cllr John Busby reported a large pot hole by a manhole cover adjacent to Derrington Village Hall. The Chairman requested that he report this to County Highways on their on- line report a fault service and perhaps send a photograph.

Speedwatch guns were discussed and Cllr Busby reported that a gun had been returned but there seemed some disparity over guns and who owned them from Creswell and Great Bridgeford. The cost of a new gun would be around £229 and it was agreed to discuss this matter at the next meeting.

1. Great Bridgeford Ward – Cllr Mark Turnbull had been in contact with Saul Hocking at the Borough Council over dog fouling issues. Two posters had been erected at Cherry Lane and on the playing field and it was felt however that the situation had improved.

Cllr Mark Turnbull also reported that Mick Bailey Street Scene had confirmed by email that the bin on the playing field would be emptied and the ensuing rubbish removed. Cllr Mark Turnbull had also organised a children’s litter pick accompanied with parents. Various health and safety points were discussed relating to this activity.

A welcome back event organised by Great Bridgeford Village Hall was being planned for 17th July 2021.

Concerns over speeding traffic along Whitgreave lane had prompted the Chairman to write to County Highways to enquire about installing new speed signs.

1. Seighford Ward – Cllr Mark Hodgkins reported that dog fouling within the Village of Seighford was concerning with evident on the village green area by the church and Smithy Lane. Cllr Mark Turnbull offered to speak to Saul Hocking about this matter.

Cllr Mark Hodgkins also relayed concerns over parking on the main road through Seighford especially on the pavement adjacent to the new houses opposite Yews Farm barn conversions. The Chairman stated that he would look into this matter and if necessary contact the house holder(s).

Cllr Mark Hodgkins concluded his report by expressing concern over broken kerb stones at the entrance to Smithy Lane and was asked by the Chairman to photograph these and he would then report this to County Highways.

21.05.16: HIGHWAYS, FOOTPATHS AND PLAYING FIELD MATTERS

Alan Dymond’s reports on the three playing fields were discussed with the resulting actions.

The multi play equipment at Derrington installed in 2016, appeared to need some remedial work carrying out although previous works had been carried out in 2014. The suppliers Sutcliffe Play had been contacted by the Chairman.

The slide required some minor work which Cllr John Busby was happy to undertake. Cllr John Busby also enquired about playground inspections and it was agreed that the rota would be forwarded to members. Cllr Carole Allen was to inspect with Cllr Richard Wilkes as a means of familiarising herself with inspections going forward.

21.05.17: SEIGHFORD FOOTBALL FIELD RENT

The Chairman confirmed that a rent demand for £300 had been sent to the football club and that the Secretary Mike Fisher had responded with concerns that because of the lockdowns their income had been severely reduced. He did however offer to pay £150. After discussion it was agreed that the offer of £150 for rent should be accepted and the Chairman would respond to Mike Fisher on this.

21.05.18: ANNUAL PARISH MEETING

Due to lockdown, the 2020 Annual Parish Meeting had been cancelled. With the current COVID-19 regulations and the fact that only a maximum of six members of the public could attend or hold the meeting outdoors was proving problematical. The meeting was required to be held before the 1st June 2021. It was concluded after much discussion that it would have to be deferred until next year.

21/05/19: STAFFING MATTERS

Following the recent resignation of the Clerk several candidate had been interviewed and subject to references would be formally offered the position.

21/05/20: MEETING CLOSE

The Chairman thanked members for their attendance and declared the meeting closed at 9.50 pm.

Clerk \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairman \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_