

## BERKSWICH PARISH COUNCIL

### Minutes of Berkswich Parish Council Extraordinary Meeting held on Tuesday 3 August 2021 at 7.30 pm at Walton Village Hall

**Present:** Cllr Sue Francis (Chairman), Cllr Malcolm Millichap (Vice Chairman), Cllr Ann Millichap, Cllr Graham Kilford, Cllr Alan Taylor, Cllr Caroline Pearson, Cllr Ben Rowell, Cllr Mike Pascoe

**In attendance:** Cllr Andy Cooper of Stafford Borough Council and Mrs Sue Fullwood as Clerk

Cllr Francis welcomed everyone to the meeting.

1. **Public questions** - No questions from the public.
- 21/119 **Apologies** received from Cllr Margaret Crossland and Cllr Tim Luker. **Resolved** that both apologies were accepted.
- 21/120 **To record Declarations of Interest regarding items on the agenda** - There were no declarations of interest.
- 21/121 **To approve minutes of the Council meeting held on 6 July 2021** – deferred to September meeting. **Action: Clerk**
- 21/122 **Update on matters arising which are not agenda items** – deferred to September meeting. **Action: Clerk**
- 21/123 **To approve detailed investigation of Walton and Holly Bush Coppice Trees T001 and T005** – Discussions took place around whether a face-to-face meeting of the Council was necessary to approve decisions, or if they could be agreed via a zoom meeting or email. Clerk to check with NALC. **Action: Clerk** Quotations had been invited from local companies for the detailed investigation of the two trees. Two companies had responded, one had said they did not have the equipment to complete the assessment. Rob Keyzor's had quoted £672 for the work. **Resolved:** that the quotation should be agreed. **Action: Clerk** Cllr Taylor proposed to set aside funds for work necessary following the investigation if there was immediate danger to the public. **Resolved:** £5,000 to be set aside in case emergency work was necessary. Tender process for the trees to be added to the agenda for the September meeting **Action: Clerk**
- 21/124 **To consider a Covid-19 Commemoration** – Cllr Cooper informed the meeting that Stafford Borough Council had a working party who were looking at commemorations. **Resolved:** to wait for the outcome of the working party and feedback from Cllr Cooper **Action: Cllr Cooper**

**Berkswich Parish Council**  
**Budget Report July 2021**

RECEIPTS	Total	Budget
Precept	14,021.00	26,535.00
Council tax support grant	-	1,231.00
SBC (Concurrent Function Allowance)	-	1,507.00
SCC Minor Highways Agreement	-	1,500.00
VAT refund	-	5,000.00
Interest Santander	-	185.00
Interest Teachers A/c	-	125.00
Interest Hampshire Trust	83.00	125.00
Misc. Receipts	-	50.00
<b>Total income</b>	<b>14,104.00</b>	<b>36,258.00</b>

PAYMENTS	Total	Budget
Staff costs	2,914.67	10,500.00
Office costs	2,793.44	4,392.00
Maintenance costs	4,357.50	11,000.00
Additional maintenance	306.00	700.00
Play area equipment	107.88	1,600.00
Capital purchases	2,024.10	4,500.00
Community support	560.99	3,800.00
Projects	1,344.00	5,530.00
<b>Total Expenditure</b>	<b>14,408.58</b>	<b>42,022.00</b>

Funds Allocation		
	Elections	£10,000.00
	Replacement of Playground Equipment	£20,000.00
	Professional & Legal Planning Advice	£40,000.00
	Crime Prevention Measures	£25,000.00
	Walton Coppice Maintenance Fund	£25,000.00
	Hollybush Coppice Maintenance Fund	£10,000.00
	Asset Replacement Fund	£34,000.00
	Environmental Care incl: Milford Project	£31,000.00
	General Reserve	£8,356.64
	<b>Total Funds</b>	<b>£203,356.64</b>

Berkswich Parish Council  
Bank Reconciliation as at 31 July 2021

Receipts			
Company	Description	Amount	Date Received
<b>Total Receipts</b>		<b>£0.00</b>	

Payments						
Paid to	Description	Invoice date	Cheque #	Gross Incl. VAT	VAT	Net
Staffs Pension Fund (LGPS)	Emp. ee + Emp. er May and June contributions	30/06/2021	599	£358.46	£0.00	£358.46
TGM	Holly Bush bench repairs May 21	18/06/2021	600	£141.00	£23.50	£117.50
The Sign Shed	2 Aluminium under 12 disclaimer signs for Holly Bush	08/06/2021	601	£107.88	£0.00	£107.88
SPCA	Training - Data prot; Clerks Knowledge; Cllr Fundamentals (TL)	17/05/2021	602	£130.00	£0.00	£130.00
Black Rose Solutions	Internal Audit 20-21	27/06/2021	603	£146.70	£24.45	£122.25
Mrs Susan Fullwood	Salary & expenses June 21: mobile, HP Instant Ink, paper, padlocks	30/06/2021	604	£807.66	6.18	£801.48
Walton Village Hall	Use of room 1/6 & 29/6	30/06/2021	605	£60.00	£0.00	£60.00
Rob Keyzor Arboricultural Consultants	Tree surveys Walton Coppice & Holly Bush Coppice	05/07/2021	606	£1,344.00	£224.00	£1,120.00
TGM	Maintenance 11+22/6/21	30/06/2021	607	£1,297.20	216.2	£1,081.00
<b>Total Payments</b>				<b>£4,192.90</b>	<b>£494.33</b>	<b>£3,698.57</b>

**Cashbook**

Opening Balance at 01.07.2021	21,999.85
Add:	
Receipts 01.07.2021 to 31.07.2021	0.00
Less:	
Payments 01.07.2021 to 31.07.2021	2,702.20
Cashbook Balance at 31.07.2021	<b>19,297.65</b>

**Current Account**

Bank statement Balance at 31.07.2021	19,297.65
Less: Unpresented Cheques	
Chq No Amount	
603 146.70	
606 £1,344.00	
	<b>1,490.70</b>
Add: Unpresented Receipts	0.00
Available funds in C/A	<b>£17,806.95</b>

**Resolved:** The budget report, expenditure and bank reconciliation were agreed as accurate and approved.

**21/126 Planning Matters** – Planning application Reference 21/34295/HOU **Resolved:** No objection to the application. **Action: Clerk**

**21/127 Agenda items for the next meeting**

The next meeting would take place on Tuesday 7<sup>th</sup>. September 2021 at 7.30 pm at Walton Village Hall. Items for the agenda would include: Holly Bush Playing Fields – Vandalism and Playground Equipment; Coppice reports; Queen’s Platinum Jubilee ideas for children; Ex-Vauxhall site; Allocation of Funds; website/emails; Highways Issues at Milford; Footpaths – grass/weed cutting; tender process for trees T001 and T005; information hut at Milford; war memorial; signage at the chiropractor’s on The Rise. **Action: Clerk**

The Chair thanked everyone for attending and closed the meeting at 8.00 pm.