

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 |
| Total income | 14,104.00 | 36,258.00 |

| 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 |
| Total Expenditure | 14,408.58 | 42,022.00 |

| 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 |
| | Total Funds | £203,356.64 |

Berkswich Parish Council
Bank Reconciliation as at 31 July 2021

| Receipts | | | |
|-----------------------|-------------|--------------|---------------|
| Company | Description | Amount | Date Received |
| | | | |
| Total Receipts | | £0.00 | |

| 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 & 2/6 | 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 |
| Total Payments | | | | £4,192.90 | £494.33 | £3,698.57 |

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 | 19,297.65 |

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 | |
| | 1,490.70 |
| Add: Unpresented Receipts | 0.00 |
| Available funds in C/A | £17,806.95 |

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 7th. 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.