

BERKSWICH PARISH COUNCIL

Minutes of Berkswich Parish Council Meeting held on Tuesday 5 October 2021 at 7.00 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 Margaret Crossland, Cllr Tim Luker and Cllr Mike Pascoe

In attendance: Cllr Andy Cooper of Stafford Borough Council, Mrs Sue Fullwood as Clerk and two employees of the National Trust

Cllr Francis welcomed everyone to the meeting.

1. Exclusion of the Public **Resolved** – That the public be excluded from the meeting for the first item of business which involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A (as amended) of Local Government Act 1972.
- 21/149 **Shugborough Estate Projects – Resolved** – to note the information from the National Trust. The two staff from the National Trust left the meeting.
2. **Public questions**
None.
- 21/150 **To note apologies for absence** – none.
- 21/151 **To record Declarations of Interest regarding items on the agenda** - There were no declarations of interest.
- 21/152 **To approve minutes of the Council meeting held on 7 September 2021 – Resolved:** agreed as a true record.
- 21/153 **Update on matters arising which are not agenda items**
Highways Issues at Milford – the Clerk had written to Staffordshire County Council (SCC) and had chased a response. The reduction of the speed limit was in County Councillor Francis' schedule of works.
Information Hut at Milford – the Community Volunteers Officer at Staffordshire County Council had confirmed that they were happy for the information hut to be used as an information point.
Hazardous Trees – The Clerk had written to SCC and logged the issues with trees on Main Road and Brocton Lane on the SCC website. There had been no update to the report status on the website.
Walton Coppice Trees T001 and T005 – The written report had still not been received. **Resolved:** Clerk to chase report. **Action: Clerk**
War Memorial Maintenance – Cllr M Millichap had researched maintenance work on the war memorial and found that consultation would need to be done with the

Conservation Officer and with the people of the Parish. Cllr Millichap proposed to write an article for the Parish Newsletter to include the names of the six people who were already known about, whose names were missing from the original brass plaque, asking if there were any other names that we are unaware of. Cllr Millichap had spoken to Fr Graham Adamson and asked if the new Bishop Matthew Parker would rededicate the monument when it has been completed. **Resolved:** Cllr M Millichap to write the article for the Newsletter. **Action: Cllr Millichap**

21/154 Telephone Box on Main Road – Cllr Francis felt that the telephone box looked a mess and proposed to ask Colwich Parish Council if their lengthsman could clean it up, repair the shelf and have it repainted, it may need special paint. **Resolved:** Clerk to arrange for work to be completed. **Action: Clerk**

21/155 Trip Rails on Main Road – Cllr Kilford felt that parking problems had been pushed further along Main Road by the installation of trip rails, people were now parking further towards the bend. Cllr Kilford felt that a further 3 or 4 rails would ease the situation. Discussions took place about whether more trip rails were necessary. **Resolved:** no further action at present time – to be reviewed as required.

21/156 RoSPA report for Hollybush Playing Fields – There had been further vandalism at the Playing Fields, a dirt bike had left large muddy circular imprints in the grass and bottles and cigarette ends had been left on and around the play equipment. **Resolved:** incident to be reported to the Police. **Action: Clerk** It was agreed that the wooden tables and benches seemed to be preferred spot for vandals. **Resolved:** Tables and benches to be removed from wooden play equipment ASAP. **Action: Clerk**

The report from RoSPA had been received. **Resolved:** Clerk to obtain quotes for repairs to wetpour and toddler swings. **Action: Clerk** Councillors were reluctant to spend money on further equipment when damage was being done to the play area. Anti-motorbike barriers could be considered if the problem were to continue.

21/157 Financial Matters

Berkswich Parish Council
Bank Reconciliation as at 30 September 2021

Receipts			
Company	Description	Amount	Date Received
Total Receipts		£0.00	

Payments						
Paid to	Description	Invoice date	Cheque #	Gross Incl. VAT	VAT	Net
Staffordshire Pension Fund	Emper & Empee pension contributions Aug	31/08/2021	615	£179.23	£0.00	£179.23
DM Payroll Services	Apr - Sept 21 payroll	13/08/2021	617	£60.00	£0.00	£60.00
Walton (Berkswich) Village Hall	Room Hire 3 Aug	26/08/2021	618	£30.00	£0.00	£30.00
A G Jones Builder	Installation of 2 SIDs	30/08/2021	619	£120.00	£0.00	£120.00
Mrs Sue Fullwood	Clerk Salary & Expenses Aug	31/08/2021	621	£581.56	£0.00	£581.56
TGM	Maintenance Sept	30/09/2021	622	£1,038.90	£173.15	£865.75
TGM	Maintenance Aug	31/08/2021		£1,463.10	£243.85	£1,219.25
Mrs Sue Fullwood	Clerk Salary & Expenses Sept	30/09/2021	623	£661.56	£0.00	£661.56
Staffordshire Pension Fund	Emp.er pension contributions Sept	30/09/2021	624	£179.23	£0.00	£179.23
Play Safety (RoSPA)	Hollybush Park Annual Inspection	23/09/2021	625	£90.60	£0.00	£90.60
Information Commissioner	ICO registration 2021/22	28/09/2021	626	£40.00	£0.00	£40.00
Walton (Berkswich) Village Hall	Room Hire 7 Sept	26/09/2021	627	£30.00	£0.00	£30.00
Staffordshire Playing Fields Association	Subscription 2021/22	05/09/2021	628	£20.00	£0.00	£20.00
SLCC	Membership 2021/22	01/10/2021	629	£140.00	£0.00	£140.00
Total Payments				£4,634.18	£417.00	£4,217.18

Cashbook

Opening Balance at 01.09.2021	13,414.18
Add:	
Receipts 01.09.2021 to 30.09.2021	0.00
Less	
Payments 01.09.2021 to 30.09.2021	4,634.18
Cashbook Balance at 30.09.2021	<u>8,780.00</u>

Current Account

Bank statement Balance at 01.09.2021	13,560.88
Less payments made	758.26

Chq no.s
603, 618, 621

Less: Unpresented Cheques	Chq No	Amount	
	615	£179.23	
	617	£60.00	
	619	£120.00	
	622	£1,038.90	
		£1,463.10	
	623	£661.56	
	624	£179.23	
	625	£90.60	
	626	£40.00	
	627	£30.00	
	628	£20.00	
	629	£140.00	
			<u>4,022.62</u>

Add: Unpresented Receipts	0.00
C/A balance 30.09.21 carried forward	<u>12,802.62</u>
Available funds in C/A	<u>£8,780.00</u>

Berkswich Parish Council
Budget Report September 2021

RECEIPTS	Total	Budget	Outturn
Precept	14,021.00	26,535.00	-12,514.00
Council tax support grant	-	1,231.00	-1,231.00
SBC (Concurrent Function Allowance)	-	1,507.00	-1,507.00
SCC Minor Highways Agreement	-	1,500.00	-1,500.00
VAT refund	-	5,000.00	-5,000.00
Interest Virgin (Santander)	-	185.00	-185.00
Interest Teachers A/c	-	125.00	-125.00
Interest Hampshire Trust	83.00	125.00	-42.00
Misc. Receipts	-	50.00	-50.00
Total income	14,104.00	36,258.00	-22,154.00

PAYMENTS	Total	Budget	Outturn
Staff costs	3,830.41	10,500.00	6,669.59
Office costs	3,087.42	4,392.00	1,304.58
Maintenance costs	8,021.70	10,700.00	2,678.30
Additional maintenance	444.00	700.00	256.00
Play area equipment	198.48	1,600.00	1,401.52
Capital purchases	2,144.10	4,500.00	2,355.90
Community support	600.99	3,800.00	3,199.01
Projects	1,344.00	5,530.00	4,186.00
Total Expenditure	19,671.10	41,722.00	22,050.90

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

- 21/157 iii To approve salary increment for Clerk** – The Clerk was asked to leave the meeting for this discussion. **Resolved:** Clerk’s increment for passing probation approved. **Action: Clerk** Clerk’s salary scale to be added to the agenda for the next meeting with the public excluded for this item.
- iv To consider projects for inclusion in draft budget for 2022/23** – Cllr Cooper suggested that there was Section 106 money available for local projects through SBC. Cllr Malcolm Millichap suggested that the Parish Council could work with Walton High School on a project to provide better facilities at the school’s field along Old Croft Road, such as a car park and changing rooms. **Resolved:** Projects for the next financial year to be considered and potential costings to be gathered. **Action: All** Finance meeting in November to be used to prepare 1 year, 5 year and 10 year plans.

21/158 Planning Matters

- i To approve Delegated Powers to Respond to Planning Applications** – The Clerk had circulated a draft document for approval. Document to be amended from an individual Councillor’s name to “a nominated Councillor.” **Resolved:** Document agreed unanimously. **Action: Clerk**
- Planning Application Reference 21/34895/COU at 2 The Crescent** – The extension would not be visible to the public from any vantage point. **Resolved:** No comment to be made. **Action: Clerk**

21/159 Reports from other meetings

- i TVCG** – The meeting had had speakers from Staffordshire Police, Shugborough and Staffordshire Highways. Berkswich Parish Council had agreed to host the meeting in March 2022 and Cllr Francis would Chair the meeting.
- ii Environment Group** – Cllr Luker had spoken to the Biodiversity Manager from Stafford Wildlife Trust (SWT) and to the Biodiversity Team Manager at SBC. It may be possible to work with SWT on a consultancy basis. The Group had met at Walton Coppice. The 3-metre strip clearance would need to be completed before Spring 2022. **Resolved:** Clerk to obtain quotes for work and to send consultation letter to Bluebell Hollow residents as soon as possible. **Action: Clerk** Possibilities discussed were cutting back the nettles and brambles and planting a community orchard. Cllr Francis asked Cllr Crossland to arrange a date for a meeting in the Village Hall before the next meeting. **Action: Cllr Crossland**
- ii Village Hall Council of Management** – the Council had postponed their meeting for two weeks.

21/160 Agenda items for the next meeting

The next meeting would take place on Tuesday 2 November 2021 at 7.30 pm at Walton Village Hall. Items for the agenda would include: Trees T001 and T005 at Walton Coppice; Clerk’s Salary Scale; Queen’s Platinum Jubilee – ideas for children **Action: Clerk**

The Chair thanked everyone for attending and closed the meeting at 8.45 pm.