

BERKSWICH PARISH COUNCIL

Minutes of Berkswich Parish Council Meeting held on Tuesday 4 January 2022 at 7.30 pm at Walton Village Hall

Present: Cllr Sue Francis (Chair), Cllr Margaret Crossland, Cllr Graham Kilford, Cllr Tim Luker, Cllr Mike Pascoe, Cllr Ben Rowell and Cllr Alan Taylor

In attendance: Cllr Andy Cooper of Stafford Borough Council, Mrs Sue Fullwood as Clerk and 1 member of the public

Cllr Francis welcomed everyone to the meeting and wished everyone Happy New Year.

1. Public questions

A member of the public asked about how to progress with the suggestion that Milford Information Hut should be reopened and run by volunteers. It was hoped that it would enhance the visitor experience of Milford, allow visitors to access information such as local maps and walkways, and help people take ownership of the Common which would result in less litter and antisocial behaviour. The first step would be to find out if there were enough volunteers to run the hut. The member of the public would put posts on Facebook groups and NextDoor asking for volunteers.

Resolved: The Clerk would share posts on social media and arrange for an advert for volunteers to be placed in the next Three Decker magazine, advert to be paid for by the Parish Council.

Action: Clerk The member of the public added that ideally the toilets would be improved too and a proper recycling area would also be useful. It may be possible to get funding for cleaning up the hut, decorating as necessary and new signage. It was suggested that small stationery items could be sold from the hut, but Cllr Francis said that if things were being sold, a treasurer would be needed.

22/001 To note apologies for absence – Cllr Caroline Pearson, Cllr Malcolm Millichap and Cllr Ann Millichap.

22/002 To record Declarations of Interest regarding items on the agenda - There were no declarations of interest.

22/003 To approve minutes of the Council meeting held on 2 November 2021 – Resolved: to be edited to include the Clerk salary scales before and from November 2021 and then agreed as a true record.

22/004 To approve minutes of the Council meeting held on 16 December 2021 – Resolved: agreed as a true record.

22/005 Update on matters arising which are not agenda items

Project for Milford – to be an agenda item for the February meeting. **Action: Clerk**

22/006 Agree Grounds Maintenance Schedule for 2022 – Resolved: Agreed with amendment to wording re extra pathways cut in early March and reference to the Chicken Run removed. Clerk to obtain quotations for February meeting if possible. **Action: Clerk**

22/007 Idling Engines on The Rise and Old Croft Road – Cllr Rowell updated the meeting that the Select Bus was now parking on the school car park. **Resolved:** Cllr Rowell to

raise it at his meeting with the Community Governors at WHS to see if the students could approach parents themselves about the pollution caused. **Action: Cllr Rowell** Cllr Crossland said that engine idling was an issue for all schools. **Resolved:** Clerk to write to Berkswich Primary to suggest doing a project relating to the damage caused to children's health by pollution from vehicles, and to put up notices on the boards at Berkswich Primary and on The Rise. **Action: Clerk**

22/008 Hollybush Park

- i **Repairs** – TGM were due to complete repairs to the equipment that week and then the park could be reopened.
- ii **Security** – The Clerk had obtained a quote for locking and unlocking the park every day of £231 per week +VAT. **Resolved:** It was agreed that this was not viable and was not to progress further.
- iii **Purchase of new equipment** – The Clerk reported that Cllr Pearson had suggested rededicating the park as part of the Queen's Platinum Jubilee celebrations. The Clerk was due to meet a man from Wicksteed at the park on 10 January to discuss options. Wicksteed had supplied Brocton Parish Council's equipment which was around 20 years old.

22/009 Financial Matters

- i **To approve budget proposals for 2022/23 – Resolved:** Unanimously agreed.

Earmarked Funds Allocation		22/23 tax base for precept - 798.51		21/22 Band D Tax Amount - £31.78	
Elections	£10,000.00	Total expenditure	83,682.00		
Playground Equipment	£15,000.00	Minus total receipts (before precept)	9,682.75		
Crime Prevention Measures	£25,000.00	Budget required	73,999.25		
Walton Coppice Maintenance Fund	£10,000.00				
Hollybush Coppice Maintenance Fund	£10,000.00	From reserves*	48,200.00	£32.31	Precept for 22/23
Asset Replacement Fund	£20,000.00	Precept amount	25,799.25		Increase of 1.67%
Environmental Care	£20,000.00				
	£110,000.00				
	£145,000.00				
General Reserve	£35,000.00				
	£170,799.25				
Plus cash balance (Oct 21)	£25,799.25				
	£170,799.25				

- ii **To approve Precept for 2022/23 – Resolved:** Unanimously agreed at £32.31, an increase of 1.67%. Clerk to confirm to SBC. **Action: Clerk** Cllr Rowell noted that the Precept would need to be increased more in future years.

- iii **To approve Bank Reconciliation and expenditure for December – Resolved:** Unanimously approved.

Bank Reconciliation as at 31 December 2021

Receipts			
Company	Description	Amount	Date Received
Total Receipts		£0.00	

Payments						
Paid to	Description	Invoice date	Cheque #	Gross incl. VAT	VAT	Net
Berhill Press Ltd	Christmas Newsletter 21	24/11/2021	645	£152.00	£0.00	£152.00
Walton (Berkswich) Village Hall	Hall use 16/12/21	20/12/2021	646	£30.00	£0.00	£30.00
HMRC	NI Emper & Empee contributions Dec	31/12/2021	647	£38.23	£0.00	£38.23
Staffs Pension Fund	Emper & Empee pension contributions Dec	31/12/2021	648	£283.99	£0.00	£283.99
Mrs Sue Fullwood	Clerk Salary & Expenses Dec	31/12/2021	649	£885.95	£0.00	£885.95
Total Payments				£1,390.17	£0.00	£1,390.17

Cashbook		
Opening Balance at 01.12.2021		20,484.94
Add:		
Receipts 01.12.2021 to 31.12.2021		0.00
Less		
Payments 01.12.2021 to 31.12.2021		1,390.17
Cashbook Balance at 31.12.2021		19,094.77
Current Account		
Bank statement Balance at 01.12.2021		20,484.94
Less payments made	Chq no.s 636, 644	957.95

	Chq No.s	Amount	
Less: Unpresented Cheques	637	£38.23	
	638	£283.99	
	639	£1,447.14	
	640	£55.00	
	642	£288.00	
	643	£60.00	
	645	£152.00	
	646	£30.00	
	647	£38.23	
	648	£283.99	
	649	£885.95	
			3562.53
Add: receipts			0.00
Add: Unpresented Receipts			0.00
C/A balance 31.12.21 carried forward			19526.99
Available funds in C/A			15964.46

iv To approve budget report for December – Resolved: Unanimously approved.

RECEIPTS	Total	Budget	Outturn
Precept	26,535.00	26,535.00	0.00
Council tax support grant	-	1,231.00	-1,231.00
SBC (Concurrent Function Allowance)	1,507.00	1,507.00	0.00
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	28,125.00	36,258.00	-8,133.00

PAYMENTS	Total	Budget	Outturn
Staff costs	7,428.73	10,500.00	3,071.27
Office costs	3,727.12	4,392.00	664.88
Maintenance costs	9,082.32	10,700.00	1,617.68
Additional maintenance	678.00	700.00	22.00
Play area equipment	198.48	1,600.00	1,401.52
Capital purchases	2,144.10	4,500.00	2,355.90
Community support	777.99	3,800.00	3,022.01
Projects	2,959.14	5,530.00	2,570.86
Total Expenditure	26,995.88	41,722.00	14,726.12

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	£6,514.15	
Total Funds	£201,514.15	

v To discuss revised Financial Regulations Document – Resolved: Clerk to prepare a list of regular payments as per section 5.6 of the regulations.

21/170 Reports from other meetings

- i **Environment Group** – The group had not met over the Christmas period.
- ii **Village Hall Council of Management** – The Chair had now moved away and no-one had volunteered to take up the role, so Cllr Kilford was now Acting Chair as well as

Secretary. Investigations were being made into whether Wi-Fi could be installed at the Hall.

21/171 Agenda items for the next meeting

The next meeting would take place on Tuesday 1 February 2022 at 7.30 pm at Walton Village Hall. Agenda items agreed were: Information Hut at Milford; project for Milford; War Memorial; Walton Coppice.

The Chair thanked everyone for attending and closed the meeting at 8.40 pm.