

BERKSWICH PARISH COUNCIL

Minutes of Berkswich Parish Council Meeting held on Tuesday 1 June 2021 at 7.30 pm at Walton Village Hall

Present: Cllr Sue Francis (Chair), Cllr Margaret Crossland, Cllr Graham Kilford, Cllr Ann Millichap, Cllr Malcolm Millichap, Cllr Alan Taylor

In attendance: Cllr Andy Cooper of Stafford Borough Council, Mr Tim Luker, Mrs Caroline Pearson and Sue Fullwood as Clerk

Cllr Francis welcomed the two members of the public to the meeting and introduced them as residents who were interested in being co-opted on to the Parish Council.

Public session

1. Issues from residents – none
2. Report from Staffordshire County Council – none
3. Report from Stafford Borough Council – Cllr Cooper reported that he was now on SBC's Planning Committee and that rumours circulating that SBC were evicting businesses from the Guildhall were untrue.

21/79 Apologies received from Cllr Ben Rowell and Cllr Mike Pascoe **Resolved** that both apologies were accepted.

21/80 Declarations of Interest; Written applications for dispensations under the Localism Act 2011 There were no declarations of interest or written applications for dispensation.

21/81 Updates to Councillors' register of interest forms. No declarations of interest or updates to register of interest forms had been received.

21/82 Minutes of the Council meeting of 4 May 2021. **Resolved** that the minutes of the Berkswich Parish Council meeting held on 4 May 2021 were a true record and should be approved and signed by the Chairman.

21/83 Matters arising from the minutes and not discussed as agenda items – none.

21/84 Financial matters

Bank Reconciliation Statement, Schedule of Payments, Cashflow Statement

Cllr Francis read through the documents which had been circulated by the Clerk. Cllr Francis thanked Cllr Rowell for handing over the finances to the Clerk in good order.

Month: May 2021

Receipts	
Total Receipts	£0.00

Payments	Cheque No:	Gross Incl. VAT	VAT	Net
Mrs K Squires	000586	£10.47	£0.00	£10.47
N B Rowell Zoom Apr-May 21	000587	£14.39	£2.40	£11.99
Mrs S Francis - voucher for Liz H-J	000588	£100.00	£0.00	£100.00
Came & Co insurance	000589	£1,303.05	£134.26	£1,168.79
TGM contract maintenance Mar/Apr 21	000590	£1,823.70	£303.95	£1,519.75
Benhill Press Ltd	000592	£118.00	£0.00	£118.00
Mrs S Fullwood May Salary + WFH allowance backdated to Apr	000596	£596.57	£0.00	£596.57
Total Payments		£3,966.18	£440.61	£3,525.57

Total Funds		Bank Account Adjusted for all Receipts & Payments	
Teachers Building Society	£61,822.20	Bank Statement May 2021	£25,694.53
Hampshire Trust Bank	£61,905.29		
Stafford Railway Building Society	£61,822.20		
Virgin Money (ex Yorkshire Bank) (current account) B/Fwd	£34,763.19	Total of Unpresented Cheques	£1,899.62
Add: Receipts this month	£0.00	Available C/A Funds to C/Fwd	<u>£23,794.91</u>
Less Payments this month	£3,966.18		
Funds in C/A after receipts & payments	£30,797.01		
Funds Available	<u>£216,346.70</u>		

21/85 Planning matters

- i. Planning application 21/34018/HOU 4 Briar Close **Resolved** – no comment to be made. **Action: Clerk**
- ii. Planning Application 21/34336/PTEL Land at Rear of Barley Mow, Milford **Resolved** – no comment to be made. **Action: Clerk**
- iii. Planning application 21/34242/HOU 59 Cedar Way Proposed Garden Room – Cllr Taylor to look at the details before the deadline of 18 June. **Action Cllr Taylor**

21/86 Maintenance, update on outstanding tasks

- i. Damage to verge from recent gas works – Cadent had removed debris, replaced soil and reseeded the verges.

21/87 Footpaths/Roads

- i. **Jacob's Ladder – steps and lane** Further information was required about who owned what and where the boundary was between Berkswich and Brocton parishes. Cllr Francis would look out for the workmen and ask them for a meeting. **Action: Cllr Francis** Item to be carried forward to next agenda. **Action: Clerk.** The matter was less urgent due to the summer weather, but would need sorting out before winter.
- ii. **Review of trip rails** Cllr Francis asked if the Council felt that the trip rail should be removed from where Staffs Police used to park their Mobile Speed Van. It was agreed

to leave all the trip rails in place as the area behind the trip rails was now being used by pedestrians.

- iii. **Roundabout at Milford** – The Clerk had emailed James Bailey, Assistant Director for Highways and the Built County but was yet to receive a response. Cllr Cooper suggested asking for a survey of the junction, particularly after a recent RTA in the area. Clerk to chase response. **Action: Clerk**
 - iv. **Parking at Old Croft Road** – item deferred until Cllr Rowell was in attendance.
- 21/88 Environment Group Update** The Environment Group had not met. TGM had done a 'high cut' on the verges to allow the daisies to bounce back. Cllr Crossland would schedule a meeting before the July Parish Council Meeting. **Action: Cllr Crossland**
- 21/89 SIDs update** – they had been dispatched and would be with Cllr Kilford by 11 June. Clerk to contact the former Councillor who had arranged for them to be erected to get the details of the contractor. **Action: Clerk**
- 21/90 Holly Bush Playing Fields**
- i. The Clerk had researched signs for play areas and circulated images. **Resolved:** 2 x Under 12 Disclaimer aluminium signs to be purchased, one for each entrance to the playing fields. **Action: Clerk**
 - ii. Cllr Francis and the Clerk had met with a representative from Kompan at the park and he had suggested removing areas where teenagers could hide to smoke, drink, etc. The Clerk had suggested removing the tables that had been vandalised under the wooden play equipment and covering the spaces with interactive play panels to prevent access. TGM had said that the tables and benches could be removed without damaging the structural integrity of the equipment. Situation to be monitored. Cllr Francis suggested the purchase of a new piece of play equipment and inclusive seesaws were available for up to 4 children that would only need matting underneath them, so there would not be the disproportionate cost of the wet-pour.
- 21/91 GDPR – email addresses** Councillors had struggled to set up the Berkswich-pc email accounts using the instructions given and the process seemed overly-complicated. Cllr Crossland suggested asking other Clerks what their Parish Councils used. **Action: Clerk**
- 21/92 Redesign of website** Cllr M Millichap had looked at other Parish Council websites and thought the Berkswich site could be improved. The minutes of a Branch Meeting of SLCC had mentioned web packages from Staffs County Council ranging from Bronze at £100 pa to Gold at £150 pa. The Clerk to ask for further information from SCC and begin a tender process for quotes to redesign the website. **Action: Clerk**
- 21/93 Walton Coppice**
- i. **Survey** – Cllr Taylor had written to Rob Keysors and asked them to start their survey. The Holly Bush Coppice survey was complete and they had started on Walton Coppice.
 - ii. **Hollow trees** – Cllr Taylor had received a survey report regarding the two hollow trees and it had confirmed that the trees needed to be felled. The Clerk to start the tender process for felling. **Action: Clerk**
 - iii. **Request re purchase of land** – The Clerk to respond to Mark Redler's letter stating the request is declined as the land was subject to a covenant and was for tree growing only. **Action: Clerk**
 - iv. **Fencing** – Cllr Francis had noticed that the posts support the fencing rails were very loose. TGM had quoted £785.95 + VAT to install approx. 40 new fence posts next to

the original posts and fasten the two posts together. A discussion took place around whether it would be worth postponing the work until the full survey report was available. **Resolved:** to get the posts installed ASAP with payment from the Coppice budget. Cllr Taylor abstained. The Clerk to instruct TGM to go ahead when possible. **Action: Clerk**

- 21/94 Co-opting Members** - Two residents had responded to the advert for the two Parish Councillor vacancies, Mr Tim Luker and Mrs Caroline Pearson. Both gave a brief description of their experience and then left the room while the Council discussed their co-option. **Resolved:** The Council unanimously agreed that Tim and Caroline should be co-opted onto the Council. Both signed their Declaration of Acceptance.
- 21/95 Queen's Platinum Jubilee 2-5 June 2022** – Cllr Malcolm Millichap suggested an afternoon tea event on Saturday 4 June for the first 70 people who apply, parish residents in the first instance. The Methodist Church and St Thomas' Church would be invited and asked to help to publicise the event. The WI could be asked to help to decorate the hall for £100, as they were due to for the VE day 75 event that had to be cancelled. The event was agreed in principle. Cllr Francis asked for ideas from everyone on how to involve children in the event for the next meeting. **Action: all**

Cllr Cooper left the meeting at 8.55 pm.

- 21/96 Correspondence Received Since Last Meeting** - A resident had emailed asking for a bin to be installed on Old Croft Road near the entrance to Walton High School as she often collected litter in that area. Clerk to email Stafford Borough Council to enquire if a bin could be installed, and if the Parish Council were required to pay, what the ongoing costs would be. **Action: Clerk**
- 21/97 Agenda items for the next meeting**
The next meeting would take place on Tuesday 6 July 2021 at 7.30 pm at Walton Village Hall. Items for the agenda would include: Feedback about Milford Roundabout; Parking on Old Croft Road; Playground Equipment; Queen's Platinum Jubilee ideas for children; Erection of the SIDs; Walton Coppice. **Action: Clerk**

The Chair thanked everyone for attending and closed the meeting at 9.10 pm.