

Kingstone Parish Council annual meeting held virtually on 7 July 2020 at 7.30 pm.

1) **Present** – Councillors N Green, A Cumming, J Bellenie, J Grey and K Jennings

2) **Apologies** – apologies were received from PC Lymer and PC Boulter

3) **Public session** - The following issues were raised:-

- Issue of vehicles parked on pavements/verges around the village – this was discussed. Action – Councillor N Green to draft and place note on offending vehicles requesting owners not to park/block verges/pavements

4) **Minutes of last meeting** – It was **resolved** to approve the minutes of the meeting held on 10 March 2020, proposed by Councillor N Green seconded by Councillor J Bellenie, to be signed by the Chairman and clerk at the next face to face meeting.

It was **resolved** to approve the minutes of the meeting held on 12 May 2020, proposed by Councillor J Bellenie seconded by Councillor K Jennings, to be signed by the Chairman and clerk at the next face to face meeting.

5) **Matters arising from minutes of meeting 12 May 2020** – no matters were raised

6) **Planning applications** - Decisions to permit or refuse applications from ESBC are shown below:-

P/2020/00470 - Siting of a Glamping Pod for use as a Beauty Therapy business, Bank House Farm, Blythe Bridge Bank, The Blythe, Stowe By Chartley, ST18 0LT

It was **resolved** to submit comments, proposed by Councillor K Jennings, seconded by Councillor N Green, with no objections raised

Tree preservation order: TPO 411 – Oak Tree Farm, Gratwich, Uttoxeter, Staffordshire, ST14 8SD, East Staffordshire Borough Council - **No comments submitted**

P/2020/00612 - Erection of a single storey front extension, Westwood, Uttoxeter Road, Kingstone, ST14 8QH - **No comments submitted**

P/2019/01342 - Continued use of part of farmyard for dog breeding (Class Sui Generis), retention of kennels and erection of a whelping shed and store and proposed provision of an acoustic fence enclosure along with associated vehicular access and parking facilities (Revised Additional Information Received), Smithy Farm Mill Lane Gratwich ST14 8SE

Action – clerk to circulate any official notifications to councillors for comments, to be confirmed in next meeting minutes

7) Agenda

a) Holly Lane/Loxley Lane crossroads - the issue of ownership of the verges/roads at this junction was discussed. Action – Councillor N Green to place a note in the KLN to give an update on progress

b) Parish maintenance/development fund - consideration of applications received:-
Gratwich PCC - £700. This was discussed and it was **resolved** to set aside the full amount pending receipt of relevant documentation, proposed by Councillor N Green, seconded by Councillor A Cumming, with no objections raised. Action – clerk to pass Councillor A Cumming's contact details to Gratwich PCC so they may seek further clarification regarding required documents.

Dementia friendly group - £99.92. Remove from agenda until grant requested from group. It was **resolved** to set aside £150 for this group until the end of September, proposed by Councillor N Green, seconded by Councillor A Cumming, with no objections raised.

c) COVID 19 – future method of meetings was discussed, to be decided before next meeting.

Please note that the draft minutes published on the website are 'unapproved' and do not form part of the formal record of the council until approved at the next meeting. They may contain errors or inaccuracies and may be subject to alteration.

- d) PC documentation – clerk gave update and will continue with current plan
- e) Playing field – playground inspections – Actions
- Councillors to return completed weekly safety inspection forms to the clerk
 - Councillor J Bellenie to arrange for removal of fallen tree by the tennis courts
 - Councillors to continue with existing play area inspection rota
 - Councillor K Jennings to arrange a time during September to shadow Councillor A Cumming during his safety checks before undertaking her checks in October
 - Councillor A Cumming to have copies of the field gate lock key made and pass to councillors and the clerk, release the zip wire and check the climbing frame for missing inserts and loose fixings

Monthly, quarterly and annual inspections were discussed. It was **resolved** to use DSK Engineering for monthly inspections and repairs and quarterly inspections subject to them being qualified inspectors, proposed by Councillor N Green, seconded by Councillor K Jennings, with no objections raised. Action – clerk to request further information from DSK Engineering. It was **resolved** to use the current inspectors for annual inspections and also quarterly inspections depending upon the outcome from the clerk's previous requests, proposed by Councillor N Green, seconded by Councillor A Cumming, with no objections raised.

Signage and risk assessments for the play area were also discussed and it was agreed to produce new signage for the play area and update the current risk assessment. Asset reviews were also discussed.

Goal posts and the wall around the tennis/MUGA courts – defer until a future meeting

- f) Finance and accounts for the year 1 April 2019 to 31 March 2020

Copies of the end of year bank reconciliation and annual accounts summary for 2019-2020 were circulated to all councillors. The internal audit has been completed and it was **resolved** to receive, note and accept the internal audit report, proposed by Councillor A Cumming, seconded by Councillor J Bellenie, with no objections or abstentions.

It was **resolved** for the council to claim exemption from external audit assurance review for the 2019 to 2020 accounts, proposed by Councillor A Cumming seconded by Councillor K Jennings, with no objections or abstentions.

Draft accounts were presented for the year 1st April 2019 to 31st March 2020. Copies of the summary were circulated to all councillors. Accounts were discussed and it was **resolved** to accept them as a true record of the accounts. Proposed by Councillor A Cumming, seconded by Councillor J Bellenie with no objections or abstentions.

i. Cllr Mr N Green presented section 1-Annual governance statement for 2019/20, of the Annual return for the year ended 31 March 2020. This was considered and completed and it was **resolved** to approve section 1, with no issues raised. Proposed by Councillor K Jennings, seconded by Councillor J Grey, with no objections raised. Chairman Mr N Green and the clerk, acting as RFO to complete and sign Section 1 of the annual return.

ii. Cllr Mr N Green presented section 2- Accounting statements for 2019/20. The accounts were discussed and it was **resolved** to approve section 2, with no issues raised. Proposed by Councillor A Cumming, seconded by Councillor J Bellenie, with no objections raised. Chairman Mr N Green to sign Section 2 of the annual return.

The clerk will arrange for the Notice of Appointment of Date for the Exercise of Electors' Rights to be displayed.

- g) Insurance renewal 2020/2021 – business interruption coverage was discussed, no action required

Please note that the draft minutes published on the website are 'unapproved' and do not form part of the formal record of the council until approved at the next meeting. They may contain errors or inaccuracies and may be subject to alteration.

- h) Website accessibility – an update was received from Councillor J Grey, action – Councillor J Grey to respond to SCC with answers to their queries
- i) Clerk Priorities – clerk provided priorities for July to September – all councillors happy with this list
- j) Bank Accounts - An update was received from the clerk regarding research into online banking. Action – clerk to continue research
- k) Dog fouling - To discuss options available to the council and agree any actions to reduce fouling. This was discussed. Action – Councillor N Green to circulate any further information to councillors.

8) Correspondence

1. e-mail from ESBC from Councillor Allen requesting dates for possible meetings. Action – Councillor N Green to respond with possible dates
2. e-mail from village hall regarding future use of the village hall – content noted
3. e-mail from SCC highways regarding closure of Holly Lane for 3/5 days from 1st July 2020 and Loxley Lane for 5 days from 13 July 2020 – content noted
4. e-mail from The Local Government Boundary Commission regarding draft recommendations for new wards, ward boundaries, and ward names for East Staffordshire Borough Council. Consultation closes 7 September 2020 – content noted, no comments submitted

Other correspondence received

- SPCA – weekly bulletins and related information

9) Finance

Paid out	Cheque number	Amount
Information Commissioner – data protection fee renewal 2020	1347	£40.00
Mrs K Pickett – Clerk’s Wage (8 weeks + phone for apr/may/june + extra hours for GDPR work)	1349	£839.06
Mrs K Pickett – Expenses for bin bags, mobile phone top-up and travel	1350	£48.89
Buxus Green - grounds maintenance for June	1351	£375.00
Buxus Green - grounds maintenance for July To be paid out when agreed by Councillor N Green	1352	£375.00
Mr G Kerby – internal audit of 2019/2020 accounts	1353	£100.00
Total		£1777.95
Paid in		
Bank interest – May 2020		£7.02
Bank interest – June 2020		£0.36
Total		£7.38

It was **resolved** to authorise all actions and payments, proposed by Councillor A Cumming, seconded by Councillor J Grey with no objections raised.

Date of next meeting - 8 September at 7.30pm

Meeting closed at 9.12 pm.