

Kingstone Parish Council annual meeting held virtually on 12 May 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) Election of officers

a) Chairman: Councillor N Green

Councillor A Cumming nominated Councillor N Green, seconded by Councillor K Jennings. Councillor N Green accepted the position. All members voted in favour, with no objections raised and Councillor N Green took the chair.

b) Vice-Chairman: Councillor J Bellenie

Councillor N Green nominated Councillor J Bellenie, seconded by Councillor K Jennings. All members voted in favour, with no objections raised.

Action - Councillors were asked to complete and return their Register of Interest forms to the clerk as soon as possible. All forms to be completed and returned to ESBC within 28 days of the meeting.

c) Appointment of representatives:- Parish Governor – currently vacant – no nominations

4) **Public session** - No issues were raised

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

6) **Matters arising from minutes of meeting 10 March 2020** - Frequency of emptying of parish bins – discussed and noted

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

P/2020/00213 - Prior approval for the conversion of two agricultural barns to form two dwellings, Holly Hayes Farm, Holly Lane, Kingstone, Staffordshire, ST14 8QD

No comments

8) Agenda

a) Holly Lane/Loxley Lane crossroads - Action – Councillor A Cumming to seek quote for signs

b) Parish maintenance/development fund - consideration of applications received:-

Gratwich PCC - £700

Dementia friendly group - £99.92

Kingstone Community Society Ltd - £500

Kingstone PCC – £1100

It was **resolved** to award the full amount for Kingstone PCC, proposed by Councillor N Green, seconded by Councillor A Cumming, with no objections raised. It was **resolved** to set aside the full amount for Gratwich PCC, subject to receipt of invoices from last year, proposed by Councillor N Green, seconded by Councillor J Bellenie, with no objections raised.

It was **resolved** to award the full amount for Kingstone Community Society Ltd, subject to the receipt of appropriate paperwork, proposed by Councillor K Jennings, seconded by Councillor J Bellenie, with Councillors A Cumming and J Grey abstaining, with no objections raised.

Dementia friendly group – to be discussed further at a future meeting once advised by the group that they wish to proceed with the application

c) COVID 19 – no resolutions made

- d) PC documentation - It was **resolved** to allocate 20 hours extra time for the clerk for the collation and categorisation of important documents, and appropriate destruction of those deemed obsolete, proposed by Councillor J Grey, seconded by Councillor K Jennings, with no objections raised. Action – Councillor J Bellenie to check documents and arrange for safe disposal of confidential information.
- e) Playing field – playground inspections – weekly safety checks currently being undertaken by Councillors N Green and A Cumming

Action – Councillor A Cumming to action any issues arising from the latest quarterly play area inspection and clerk to send HAGS information to Councillor A Cumming. It was **resolved** to open the MUGA/tennis courts and keep the play area closed in line with Government guidance, proposed by Councillor N Green, seconded by Councillor A Cumming, with no objections raised.

- f) Finance and accounts for the year 1 April 2019 to 31 March 2020 – It was **resolved** to receive and accept the end of year accounts and the procedure for completion of the annual return including internal/external audit procedure was agreed, proposed by Councillor N Green, seconded by Councillor A Cumming, with no objections raised.

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

- g) Insurance renewal 2020/2021 – It was **resolved** to agree renewal, proposed by Councillor A Cumming, seconded by Councillor J Bellenie, with no objections raised.

Volunteers – any volunteers will be assessed for competence by Councillor A Cumming, who will undertake an appropriate risk assessment and provide the necessary health and safety equipment. Completed risk assessment to be given to clerk to place on record.

All councillors were happy to accept the declaration in the insurance statement of fact document.

- h) Website accessibility – an update was received from Councillor J Grey, action – councillors to send suitable website photographs to Councillor J Grey. Website not ready to go live at the moment.
- i) Clerk Priorities – clerk provided priorities in the period to the next PC meeting – all councillors happy with this list

9) Correspondence

- Staffordshire County Council Permit Scheme Order 2020 - this order will come into effect on 1st April 2020 – content noted
- SCC – e-mail regarding covid19 support fund – content noted

Other correspondence received

- SPCA – weekly bulletins and related information
- Addendum – thank you letter from Kingstone PCC for grant

10) Finance

Paid out	Cheque number	Amount
Kingstone Community Society Ltd (grant for covid 19 parish support)	1338	£500.00
Came and Company (parish council insurance renewal 2020/2021)	1339	£692.11
Buxus Green (grounds maintenance for March/April)	1340	£750.00
Buxus Green (grounds maintenance for May)	1341	£375.00
To be paid out when agreed by Councillor N Green		
The Play Inspection Company Ltd (operational play area inspection – april 2020)	1342	£63.00
Mrs K Pickett – Clerk’s Wage (9 weeks + phone for jan/feb/mar)	1343	£827.84
Mrs K Pickett - Anti-virus software for KPC laptop	1344	£7.99

NALC – LCR subscription (renewal for 2020)	1345	£17.00
Kingstone PCC (grant for churchyard maintenance 2020)	1346	£1100.00
Total		£4332.94

Paid in

Bank interest – March 2020		£6.79
VAT repayment		£1001.06
Bank interest – April 2020		£6.22
ESBC precept/council tax support grant		£7278.50
Total		£8292.57

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

Date of next meeting - Tuesday 7 July at 7.30pm

Meeting closed at 9 pm.