

DRAFT minutes of a Parish Council meeting held on Tuesday 12th January 2021, at 7.30pm via Zoom (<https://zoom.us/join>) on line platform due to the Coronavirus.

Zoom Meeting ID – 880 4362 3262 – residents who have no access to internet please call 0131 460 1196 or 0203 051 2874 and enter meeting ID.

Legislation for holding Zoom Meeting - On 2nd April, the government published The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020. These regulations come into force on 4th April and allow Parish Councils to hold meetings via an on-line platform. <http://www.legislation.gov.uk/uksi/2020/392/part/2/made>.

Present: Cllr Bellenie, Cllr Cumming, Cllr Green, Cllr Grey, Valerie Laffin and the clerk.

- 21.01.001 APOLOGIES AND APPROVAL OF ABSENCES – Cllr Jennings, Cllr Greg Hall.
- 21.01.002 TO RECEIVE DECLARATIONS OF INTERESTS AND TO CONSIDER REQUESTS FOR DISPENSATIONS. Failure to declare a disclosable pecuniary interest at a meeting is a criminal offence under section 34 of the Localism Act 2011. None received
- 21.01.003 TO RESOLVE THAT THE MINUTES OF PARISH MEETING HELD ON 10th November 2020 ARE A CORRECT RECORD - RESOLVED
- 21.01.004 TO RECEIVE AN UPDATE ABOUT PROGRESS OF RESOLUTIONS FROM PREVIOUS MEETING

Changing Rooms – removal

Western Power disconnected electricity and removed meter 15th December 2020. Npower informed meter is with Western Power.

Severn Trent Water disconnected and removed water meter 09.12.2020.

WH Durose completed demolition and Harris Fencing enclosed concrete base. 20.12.2020

Residents asked for ideas on how to use concrete area via Kingstone Newsletter, no response received.

Councillors discussed permanent fencing around concrete base, due to height from the ground. Councillors RESOLVED that two quotes for fencing would be obtained and if quotes less than £999, then the works will be carried out before March meeting. Cllr Cumming to lead project.

Toilet Block – removal

ESBC confirmed they will work with Parish Council on the electricity disconnection and share the cost. ESBC confirmed contractor appointed for removal just after Christmas.

Clerk updated by ESBC that a delay in removal has occurred and updates will be provided to Clerk.

ESBC will leave the area with topsoil and grass seed, once removal has taken place.

Councillors RESOLVED to approach ESBC with regards to adoption of land, so residents can incorporate the area into their existing community verge project.

MUGA Court Wall – Kingstone Recreational Ground -

Councillors reviewed quote from DSK Engineering Ltd for repairs and RESOLVED to remove all concrete of the dome top. Total for all Repairs - £2,600.00 plus VAT, Clerk advised DSK

Engineering to carry out works 07.12.2020. Works will start in early January 2021

B5013 – Road Closure and diversion of traffic/Loxley Junction

An update provided by Staffordshire County Council and sent to Kingstone Newsletter and put onto the website. The diversion will be in place from 01.02.2021 -28.05.2021.

“Amendments to the proposed diversion plans have been made to reflect some of the Parish Councils concerns.

The 40mph speed limit has been extended on the A518 as far as Lower Loxley Farm.

The 40mph speed limit reduction at Loxley crossroads has been extended to the existing 30mph limit in Kingstone.

Additional signage will be provided at the Loxley Lane/A518 junction, the Loxley Lane crossroads and the B5013 Quee Lane junction.

An additional sign will be proved at the junction of the B5013 in Abbots Bromley to divert HCV’s onto the official diversion route.

A 30mph will be provided for a distance along Quee Lane.

We shall be advertising the 40mph speed limit reductions shortly and the likely start date for the works will be towards the end of January/early February 2021.”

Road closure notice received 07.01.2021 and uploaded onto the website and sent to Kingstone Newsletter

Village Entrance Signs – Cllr Grey, Cllr Bellenie

Councillors discussed ideas further and will bring designs and two quotes to March Meeting.

Flag Pole – Location

Councillors discussed location and RESOLVED for Clerk to ask ESBC permission to locate it on the green, by the MUGA Court, near the bench. (The Meadows/Whitehall Close corner).

Councillors RESOLVED to accept WH Durose quote for installation, once permission received for £150 + VAT. Clerk has 3 flags in storage to use.

Defibs for the Parish

Cllr Cumming is currently investigating solar power system and will remove to March meeting.

Speed Watch – update

CSW coordinator updated Parish Council on 07.12.2020 with the following information. –

“Having received a more in-depth explanation to the Covid-19 regulations and restrictions this morning, all CSW monitoring and training sessions must be cancelled with immediate effect. We will continue to monitor the situation carefully and will only resume activities when we feel it safe and appropriate to do so, which is highly unlikely to be before 2021.”

Clerk advised resident involved with setting up volunteers for Speed Watch.

21.01.005 Queens Jubilee 2022 - Discussion.

Councillors received an email from resident with regards to Parish Council involvement in the 2022 event, which will take place 2/3/4 June 2022. Councillors RESOLVED that a Parish Councillor would attend any event committee, and confirmed the committee would be led by Community, not the Parish Council.

21.01.006 Footpath Guide - Cllr Jennings

Councillors discussed the WI Footpath Guide produced in 2016. Mrs Laflin, who was attending the meeting, advised that the Council could have the pdf of the guide, which was printed by Lavins (Uttoxeter) and put it onto the Parish Council website.

Cllr Jennings and Cllr Cumming will then work the footpaths and update the Council on any stiles that need repairs, as per budget. Mrs Laflin repair list will also be considered by Council in March meeting.

21.01.007 Parking Issues within Parish – discuss

Councillors concerned about parking on the verge by the school, due to safety of children and visibility. Clerk to report concern to Staffordshire County Council and request bollards for the verge. Clerk to include on Highways Log once reported.

21.01.008 INTERNAL AUDITOR – DISCUSS TOPLIS ASSOICATES Ltd PROPOSAL

Councillors discussed Toplis Associate Ltd proposal for internal audit services. Councillors RESOLVED to accept the proposal for the internal audit to be carried out by Toplis Associates Ltd for 2020/2021 at a cost of £117 plus travel costs. Clerk to write to existing auditor with Council decision.

21.01.009 ASSET REGISTER – Review current list and confirm new list and maintenance needed.

Clerk advised that asset register needed updating to include lap top, printers, flag pole, and remove changing rooms. Ideally a map with location/photos to be provided. Asset register to be completed by 31.03.2021 for audit forms.

21.01.010 DOCUMENT RETENTION AND BUSINESS RISK - Policies

Councillors reviewed the guidance from SPCA in 07.01.2021 bulletin and also the policies and RESOLVED to adopt, with one amendment, remove item 5.5 (list of documents shredded). Clerk to ensure Deeds are secured.

21.01.0011 PUBLIC PARTICIPATION*

The item, Public Participation, allows 15 minutes of each Parish Council Meeting, for members of the public to make representations or give evidence in connection with items included on the agenda. Each representation must be a maximum of 3 minutes. At the discretion of the Chairperson, the meeting may be adjourned to give members of the public present an opportunity to raise other matters of public interest.

Mrs Laflin addressed Council with regards Queen Jubilee 2022 and Footpaths Guide.

21.01.0012 TO CONSIDER PLANNING APPLICATIONS AND RECEIVE PLANNING DECISIONS:

Councillors discussed the current notices received and ask Clerk to ensure ESBC only provide Parish Planning Applications and not weekly updates for all ESBC areas. Cllr Grey will create a Planning Notice page on the website.

DECISIONS.

P/2020/01192 - Abbots View 34 The Meadows Kingstone Staffordshire ST14 8QE - Demolition of existing conservatory and erection of single storey rear extension – PERMITS

ENFORCEMENT

P/2019/01342 – Smithy Farm, Mill Lane, Gratwich, ST14 8SE – possible licence breach due to advert for puppies for sale. Reported to ESBC <https://www.freadads.co.uk/uk/buy-sell/pets/dogs/border-terrier/36703551/border-terrier-x-jagd-terrier/view> on 03.12.2020

ESBC advised no breach, as license gained. Provided guidance on licensing and noise pollution.

<https://www.eaststaffsbc.gov.uk/licence-and-permits/dog-breeding-establishment>
<http://www.eaststaffsbc.gov.uk/environmental-health/pollution/noise-odour-air-pollution/noise-complaint>

21.01.0013 **TO RECEIVE ORAL REPORT FROM BOROUGH/COUNTY COUNCILLOR. NONE**

21.01.0014 **FINANCE – TO CONSIDER & AUTHORISE PAYMENTS OF LIST BELOW AND RECEIVE FINANCE UPDATES:**

PRECEPT – request to East Staffordshire Borough Council made for £14,138 on 07.12.2020

BUDGET – Cllr Cumming will provide a website friendly spreadsheet.

Accounts Red Book and spreadsheet will run concurrently.

NATWEST Bank Mandate – signature removal and signature addition. Chair, Vice Chair and Clerk completed an online form 25.11.2020

NATWEST – Account linkage removal – 11.12.2020 letter sent requesting. NATWEST not yet actioned.

NATWEST Internet Banking – 23.11.2020/18.12.2020 – not able to complete. Phone line busy. <https://www.business.natwest.com/business/ways-to-bank/online-banking.html>

Came and Co – advised of new clerk details 23.11.2020

HMRC changed both the contact name and password changed 20.11.2020

Information Commission Office – confirmed direct debit set up – 23.12.2020

NATWEST Bank Statements received 08.01.2021 and forwarded to Councillors via email

Clerk reported to meeting that cheques signed in between meetings are:1369-1374

| Ref/Cheque number | Item | Amount - £ |
|-------------------|---|--------------------------|
| 1368 | VOID | |
| 31/1369 | Buxus – Tree Surgery and Ivy Clearance – Changing Rooms | £245 |
| 32/1370 | Premier for Sale Point Ltd – Noticeboard for Blythe Bus Stop | £226.08 (inc £37.68 VAT) |
| 33/1371 | Mr N Green – refund for Argos voucher, clerk leaving present | £50 |
| 34/1372 | Staffordshire County Council – Digital Team – Parish Council website supply and hosting | £617.70 |

| | | |
|-------------------------------------|--|---------------------|
| 35/1373 | East Staffordshire Borough Council – disconnection of electricity – Changing Rooms, Whitehall Place, Kingstone | £625 |
| 36/1374 | DSK Engineering – zip wire inspection and 4 monthly play inspection reports | £324 (incl £54 VAT) |
| 37/1375 | Zoom invoice – January – refund clerk | £14.39 |
| Received after Agenda issued | | |
| 38/1376 | Buxus Green – December and January ground maintenance | £750 |
| 39/1377 | Echo Newspaper advert – Clerk vacancy | £144 (inc 24 VAT) |
| 40/1378 | WH Durose – replace two stiles within parish | £480 (in £80 VAT) |
| 41/1379 | WH Durose – Changing Room removal | £3600 (in £600 VAT) |
| 42/1380 | Stationary – Stamps, pictures frame, ring binder – refund Clerk | £18.30 |
| RECEIVED | | |
| 08 | NatWest Interest – 30.11.2020 | £0.36 |
| 09 | NatWest Interest 31.12.202 | £0.35 |
| | | |
| Bank Account | Date of statement | Balances |
| Account Ref: 443 | 05.01.2021 | £0 |
| Account Ref: 467 | 05.01.2021 | £40,061.84 |

21.01.0015 **CORRESPONDENCE**

EU Settled Status - Citizen's Advice Mid Mercia are working alongside the Government in order to reach out to all of the families in Tamworth and East Staffordshire to support them with their EU Settled Status. The Government has recognised that not all families are aware that they need to ensure they have been granted settled or pre-settled status by the end of June 2021. - EUSS euss@citizensadvicemidmercia.org.uk on website 19.11.2020

Staffordshire 'Happy at Home' Interactive House - www.staffordshire.gov.uk/happyathome on website 20.11.2020

Suicide Prevention Training - #TalkSuicide is a new campaign, developed by Staffordshire County Council working in partnership with Stoke-on-Trent City Council, local hospitals and NHS community services. www.staffordshire.gov.uk/TalkSuicide - Cllr Bellenie to attend

SPCA Annual General Meeting - Monday, 7th December 2020 at 7pm via Zoom – forwarded to Councillors.

Climate Change Action Fund – SCC – details sent to Councillors - <https://www.staffordshire.gov.uk/DoingOurBit/Funding.aspx>

Kingstone Newsletters now been received and forwarded to Councillors.

Special Educational Needs and Disabilities Strategy 2020 – 2025 -

<https://www.staffordshire.gov.uk/Education/SpecialEducationalNeeds/Shape-how-children-with-SEND-are-supported.aspx> -

COVID-19 19 – Tier 3 Restrictions issued 27.11.2020 – put onto website -

<https://www.gov.uk/guidance/local-restriction-tiers-what-you-need-to-know>

Councillor Victoria Wilson – SCC letter about social isolation – forwarded to councillors 27.11.2020

Local Boundary Commission – further consultation - view the full documents –

<https://consultation.lgbce.org.uk/>

The following comments were added 07.01.2021, Chair confirmed:

“Kingstone Parish Council would like to make the following comments about the Local Government Boundary Commission England (LGBCE) further consultation: Kingstone Parish Council is happy to be included into the proposed Abbey Ward area, however the Councillors feel the name of the ward is misleading, as the new boundary for the ward does not include a parish with an Abbey within it. The Councillors would like the Commission to reconsider the name of the ward from Abbey to Blythe Ward, as the Blythe river links most of the parishes within the ward. The Councillors are happy that LGBCE have confirmed that 37 Councillors will look after the ESBC area.”

The Good Councillor’s Guide to Community Business – provided in SPCA bulletin 10.12.2020

NALC and LGA Guide to Tackle Loneliness – provided in SPCA bulletin 10.12.2020

BT Website – email to inform they are closing Community Webkit on 24th May 2021.

Came and Co customer survey – completed by clerk 10.12.2020

COVID-19 19 – Tier 4 guidelines onto website and sent to Councillors 31.12.2020

COVID-19 19 Lockdown guidelines – received 04.01.2021 – on website

COVID-19 Testing – details added to website

21.01.0016 **CLERK REPORT**

Highways Log created and the following reported to SCC - Kerb Stone on Uttoxeter Road, Kingstone, water on Blythe Bridge Bank, Kingstone Road sign, Blythe Village Sign.

Footpath Repair Log created – Cllr Jennings to create a Rights of Way account on SCC website and keep log of all reported footpath issues.

Two stiles highlighted for repair, using Parish Maintenance budget are on Footpath 3 identified in need of repair. (church lane, holly lane) WH Durose to collect stile kits from Rights of Way Team 24.11.2020. Installation before 27.11.2020.

Be a Better Councillor Training Course – 25.11.2020 – place booked for 9th Feb/23rd Feb SPCA course - £50 – Booking Reference: 66QF4 -

Pensions Regulations – sent email with new address and request for compliance date – 20.11.2020. confirmed compliance date 21 October 2022

Dog Fouling – contacted ESBC to add parish to enforcement route and added to website in the news area 20.11.2020 and 14.12.2020

Dog Fouling Signs – JCA Graphics provide a sample sign, which are approx. 10in radius. With the following quotation: 21 in stock total of £210.00 + VAT. Councillors discussed the sign and RESOLVED to carry out further research on locations for signage, gain permissions and if project cost is less than £500, then works will be carried out before March meeting.

Gratwich and Kingstone PCC – sent introductory email 20.11.2020

Kingstone Village Hall committee – The Chair of the Village Hall advised they welcome Cllr Bellenie to be the Parish Council representative. 23.11.

Sink Hole – Whitehall Close – Trent and Dove have booked worked into their schedule – the hole has been filled in with earth to make it safe 21.11.2020

Watery Lane – Road Closure – investigation with SCC on why road closure not on the system. it appears there has been some confusion with this one between the TM and utility companies involved. Signs should be removed from the network by this afternoon 27.11.2020

Defibrillator – Thank you letter sent to resident for their help in the installation 26.11.2020

Key Holders Log – created with photo of keys – sent to Councillors 26.11.2020

Noticeboard – Blythe Bus Stop - Noticeboard delivered 11.12.2020 and installed 29.12.2020 with Draft minutes and Councillors Contact details.

Kingstone Newsletter – issued a column from Cllr Green to newsletter 03.12.2020

Parish First Responder Scheme – Cllr Green to update March Meeting

MUGA, Tennis Court and Play Area sign created from two found within archives and added play area address. 17.12.2020 – Councillors requested that the Three Word App details for the location need to be added to poster – words for MUGA area are: EXPORTERS, METALS, LEND.

Freedom of Parish Scroll (Framed)– delivered to previous clerk 17.12.2020

21.01.0017 **CLERK CONTRACT AND JOB SPECIFICATION - PUBLIC EXCLUDED** - Public Bodies (Admissions to meetings) Act 1960) (Zoom Waiting Room will be used)
Clerk thanked Councillors for the opportunity of trying to work for 3 Councils, but beyond her capabilities.
Advert for the role went to Echo, SPCA, KNL 04.01.2021.

21.01.0018 **COUNCILLORS REPORTS** (information only)
Cllr Green will update the Council Zoom account, with his payment details and will be refunded by the Council.
Cllr Green advised that Dog Fouling Team were contacted via Facebook and have advised that Kingstone will now be added back onto the enforcement patrol, with pavement stencils and spray paint patrols.
Gratwich Noticeboard – location and permission will be investigated by March Meeting.
Buxus Green have provided a quote for grass cutting in parish for 2021/2022. Clerk to obtain a second quote for consideration in March meeting.

DATE OF NEXT MEETING:

The Next Parish Council meeting will be held on 9th March 2021 at 7.30pm. on Zoom - The meeting was formally closed at 21.26.

Signed.....