

Minutes of a Parish Council meeting held on Tuesday 10th November 2020, via Zoom (<https://zoom.us/join>) due to the Coronavirus*. The meeting commenced at 7.30pm.

Zoom Meeting ID –851 9531 0808– residents who have no access to internet please call 0131 460 1196 or 0203 051 2874 and enter meeting ID.

*The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

<http://www.legislation.gov.uk/ukxi/2020/392/part/2/made>

Present: Cllr Bellenie, Cllr Cumming, Cllr Green, Cllr Grey, Cllr Jennings, Mr T Bevan, Mr D Winters and the clerk.

20.11.001 APOLOGIES AND APPROVAL OF ABSENCES – Cllr Greg Hall (BOROUGH)

20.11.002 TO RECEIVE DECLARATIONS OF INTERESTS AND TO CONSIDER REQUESTS FOR DISPENSATIONS – None received.

20.11.003 TO RESOLVE THAT THE MINUTES OF PARISH MEETING HELD ON 8th September 2020 ARE A CORRECT RECORD. - RESOLVED

20.11.004 FINANCIAL REGULATIONS – REVIEW AND RATIFY

The Councillors reviewed the amendments to the Financial Regulations and RESOLVED to adopt them. Amendments: Add NatWest as Banking facilities, attempt to gain 2 quotes for works to be carried out and removal of petty cash facility.

20.11.005 TO RECEIVE AN UPDATE ABOUT PROGRESS OF RESOLUTIONS FROM PREVIOUS MEETINGS:

LOXLEY LANE JUNCTION – DIVERSION B5013 - Cllr Green

A Zoom Site Meeting was held on Tuesday 20th October at 7.30pm to review the Staffordshire County Council propose diversions while the B5013 is closed in January 2021. Notes of the comments made were distributed to all Parish Councils that attended and sent to Staffordshire County Council on 23.10.2020. The Parish Council website will be update when the final diversion route is produced by Staffordshire County Council.

PLAY AREA – INSPECTIONS:

A discussion took place on the contracts for inspections that are currently in place and it was agreed to review in September 2021.

Contracts currently in place, The Play Inspection Company – Annual Inspection (£79.20); DSK Engineering – Monthly Inspection (£40 + VAT per month); Councillors – weekly inspection. Annual Play Inspection report:

REPAIRS – Councillors RESOLVED to request a quote for the zip wire inspection and tarmac repairs that are needed. Councillors RESOLVED if quote is under £1000, the clerk is delegated to action the quotation.

Play Area Signage – Councillors reviewed the quotes from JCA Graphics and Streetscape and RESOLVED to accept JCA Graphics quote for two signs for the area. Clerk to draft wording/design for consideration by Councillors. Cllr Bellenie will provide the frame for one sign. Councillors thanked Cllr Bellenie for her help with this project.

Annual Inspection – continuation of contract – Councillors RESOLVED to sign the paperwork for the Play Inspection Company, but to ensure they inform of any price rise before visit each year.

Monthly Play Inspection Reports:

DSK Engineering reports can highlight repairs that need to be carried out. Councillors RESOLVED to create a subcommittee for repairs to be discussed. The draft Frame of Reference for the Committee will be presented in the January 2021 Parish Council meeting.

Weekly Play Inspection Reports -

Clerk receives the weekly reports by email and if any urgent repairs needed, will use the financial regulations to ensure repair carried out. Clerk to send Rota to all Councillors.

THE WALL AROUND PLAY AREA - repaired need as highlighted in annual inspection.

Clerk attempted to gain two quotes, but only one company supplied.

Councillors considered DSK Engineering quote - £1275 + VAT to repair/repoint and make good the top. Councillors RESOLVED to accept this quotation. Clerk to contact DSK Engineering.

WEBSITE – New website update– Cllr Grey

The new website created by Digital Staffordshire (Staffordshire County Council (SCC)) was launched on 05.10.2020. New website address confirmed as www.kingstonepc.co.uk SCC confirmed that the map on the homepage to now in SCC ownership and not linked to the old website.

Cllr Grey and Clerk attended training on 29.10.2020.

New email address created for Clerk - clerk.kingstone.pc@gmail.com

All documents will be uploaded by the end of December 2020.

Councillors requested that the Facebook page for Kingstone community be added as a link in Facilities, with a disclaimer that not part of the Parish Council.

Councillors Areas of Responsibility will be uploaded, for residents' reference.

VILLAGE ENTRANCE SIGNS – UPDATE

Councillors discussed the various designs available. It was RESOLVED that a working group to be formed to discuss options available. Working Group will be Cllr Bellenie, Cllr Cumming, Cllr Jennings. Clerk to include in January meeting.

DOG FOULING – UPDATE

Clerk to upload the following information onto the website from East Staffordshire Borough Council. - Report Dog Fouling - You can report dog fouling by calling 01283 508000 or online. Help us to keep your area clean and free of dog foul. You can report offenders or hotspot areas by contacting the Community and Civil Enforcement team on our telephone number 01283 508036 or alternatively by e-mail on

community.civil_enforcement@eaststaffsbc.gov.uk

Councillors requested Clerk to contact the ESBC to ask the Parish be added to the Community patrols. Cllr Jennings obtained permission from Forestry Commission to gain access to their land for the patrols to take place.

- 20.11.006 **CLERK – RETIREMENT** - – PUBLIC EXCLUDED - Public Bodies (Admissions to meetings) Act 1960) (Zoom Waiting Room will be used)
Councillors RESOLVED to award Mrs K Pickett with the Honorary Title – Freewoman of the Parish (LGA1972 s249) in recognition of her years of service to the Parish Council and the

residents. Councillors RESOLVED to provide a cheque for £50 to Mrs Pickett as a leaving present.

20.11.007 HOMEWORKING POLICY (NALC)

NALC policy amended to ensure all Kingstone details within content of policy.
Councillors RESOLVED to adopt this policy, which will be put onto website.

20.11.008 ACTION PLAN 2004

A copy of the Action Plan was provided to Councillors.
Councillors RESOLVED to discuss this in January meeting.

20.11.009 NOTICEBOARDS – Update on existing in Kingstone and review quotes for new ones for the Blythe and Gratwich.

Councillors discussed the need for the residents to have access to the Council minutes/Agenda. Clerk obtained two quotes. It was RESOLVED to purchase two noticeboards, from 4PREIMER.co.uk. One to be located inside the Bus Stop at The Blyth and the other in Gratwich, once a suitable location can be found.

20.11.0010 TELEPHONE BOX – DISCUSS.

This item no longer relevant, as BT removed telephone box on 13.11.2020

Councillors discussed the adoption of the Telephone Box from BT.
Councillors RESOLVED to adopt for £1. Clerk to complete the paperwork.
Councillors advised resident, who attended the meeting, that a consultation process will take place on the use of the box, once adoption has been completed.
The resident confirmed he owned the land where the telephone box was located.
Councillors confirmed to the resident, they will include him in all stages of the project.

20.11.0011 GOAL POSTS -

The single goal post on the playing fields was removed for health and safety concerns, which were raised in the Annual Play Inspection Report. Councillors confirmed that the goal posts that will be provided by the FA, will be accessible to residents, but the project is delayed due to grass roots football being included in the Covid 19 restrictions.

20.11.0012 PARISH FIRST RESPONDER SCHEME

Councillors discussed setting up a scheme for the Parish and it was RESOLVED to put on the Agenda for a future meeting, once research has been carried on the set-up process.

20.11.0013 DEFIBS FOR THE PARISH.

Councillors discussed provision of two further Defibs for the Parish. It was RESOLVED to gain quotes for solar powered Defibs and to bring back to the January meeting for consideration.

20.11.0014 BUDGET – Cllr Cummings and Clerk/RFO

Councillors reviewed the budget spreadsheet, line by line and RESOLVED to ensure all Earmarked Funds be moved to the NAT WEST deposit account.
Councillors RESOLVED to accept the budget for 2021-2022 and this will be put onto the website.

20.11.0015 **PRECEPT -**

Councillors RESOLVED to make a Precept request from East Staffordshire Borough Council for £14,138 for 2021-2022.

20.11.0016 **CHANGING ROOM – UPDATE ON REMOVAL PROCESS**

Councillors discussed the historic requirement to remove the Changing Rooms.

Clerk attempted to gain two quotes, but was only successful in obtaining one quote from WH Durose for demolition on site of the changing rooms and turn off the stop tap for the water - £3000 +VAT and Councillors RESOLVED to accept the quotation. Clerk to action the removal.

Western Power – Clerk contacted East Staffordshire Borough Council (ESBC)with regards to the electricity supply which feeds both the Changing Rooms and the Toilets. Western Power provided a quotation to ESBC and the Councillors RESOLVED to share the cost of disconnection with ESBC including removal of internal meters. Cost to the Council £701.

Tree above Changing Rooms – Clerk obtained a quote from Buxus to remove the branches above the changing rooms, before demolition can take place (health and safety). Councillors RESOLVED to accept the quotation to ensure a safe working environment.

Councillors RESOLVED that temporary fencing will be installed after the demolition takes place in order to adhere to health and safety. Councillors RESOLVED the potential cost of £1500 for the fencing will be spend in between meetings, because of Health and Safety.

Councillors RESOLVED to set up a Sub Committee to review plans for the site, after demolition has taken place.

20.11.0017 **FLAG POLE – LOCATION AND Installation QUOTE**

Councillors discussed the asset of a flag pole and RESOLVED to include in January meeting, after site visit within the parish for a suitable location had taken place. East Staffordshire Borough Council provided guidance on location choices.

20.11.0018 **MEETING DATES until Annual Meeting in 2021.**

Councillors RESOLVED to hold the final meetings of this Council year (May – May) on: 12th January 2021, 9th March 2021, 11th May 2021. Councillors advised dates for following year will be set in May 2021 meeting.

20.11.0019 **CLERK REPORT**

New Clerk appointed as a volunteer for the 13 weeks probation period of her contract, from 1st November 2020. If Clerk appointed NALC contract to be signed.

New Clerk wished to Thank previous clerk for the smooth handover.

Clerk obtained permission from Uttoxeter Rural and Croxden Chairman to take up the role.

Clerk purchased two drawer filing cabinet for Council.

Clerk available on Monday, Thursday, Friday mornings – email:

clerk.kingstone.pc@gmail.com or 01889 566393

Clerk informed all relevant authorities of new contact details and ESBC and SCC advised updates to their website will be made.

Clerk expenses sheet created – this will be submitted to Councillors with the Agenda each month.

Points of Light report – sent to Councillors.

Parish Maps were provided to all Councillors.

Goal Posts, Playing Fields – Clerk confirmed the need for removal due to health and safety – 18.10.2020 – Thankyou to Cllr Grey, Cllr Cumming and Cllr Green for resolving this issue.

Village Hall post box – clerk contacted village hall Chairman, to offer to purchase a post box, as their mail used to be delivered to previous clerk. Offer declined.

Election Register – Clerk returned the ESBC Register and signed confidentially statement.

Toilet Removal – clerk liaised with ESBC on the timescale for the removal of the toilets. An update will be available for the January meeting.

Noticeboard keys purchased from 4premier - each councillor issued with one.

Play Inspection - weekly received from Cllr Cumming and Cllr Jennings.

Printer Ink – Printer ink purchased, need to decide if instant ink is used at a cost of £3.49 per month.

Councillors Register of Interest Forms – sent to ESBC

Sink Hole - Whitehall Close, Kingstone ST14 8PZ – reported to Trent and Dove Housing Ass on 05.11.2020 with photos of the issue and asking for emergency repairs to be carried out. An engineer visited site 09.11.2020 and advised it will be put into the schedule of works.

Zoom Account for Parish Meetings created.

Street Lighting – clerk to review historic paperwork on the situation.

Work Station Assessment – clerk carried out an assessment, clerk will use own large screen, keyboard and mouse. Own chair and desk suitable.

20.11.0020 **PUBLIC PARTICIPATION**

This item 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.

20.11.0021 **TO CONSIDER PLANNING APPLICATIONS AND RECEIVE PLANNING DECISIONS:**

SPCA provided White Paper for Planning

<https://www.gov.uk/government/consultations/planning-for-the-future>

East Staffordshire Weekly applications and decisions link – this will be in the news area of website.

<http://www.eaststaffsbc.gov.uk/planning/applications-and-decisions/weekly-list/documents>

NEW.

P/2020/01109 - Blythe Meadows Farm Mill Lane Gratwich ST14 8SE- Prior Approval for the conversion of an agricultural building to a dwelling house. – No comment to be added

P/2020/00719 - Holly Hayes Farm Holly Lane Kingstone Staffordshire ST14 8QD - Conversion and alterations of 2 existing agricultural buildings to form 2 dwellings and construction of vehicular access including raising of ridge height to Barn A – No comment to be added.

P/2020/01192 - Abbots View 34 The Meadows Kingstone Staffordshire ST14 8QE - Demolition of existing conservatory and erection of single storey rear extension -No comment to be added.

DECISIONS.

TPO 411 - Tree Preservation Order No. 411 – Oak Tree Farm, Gratwich, Uttoxeter, Staffordshire, ST14 8SD - Providing no objections are received, the Order will be confirmed as unopposed 09.10.2020

P/2020/00874 - Hill Crest Church Lane Kingstone ST14 8QJ - Erection of a replacement sun room and extension to form car port, porch on east elevation, 1 and a half storey side extension, replacement dormer on west elevation, detached car port with storage above to front and replacement bridge - PERMITS

20.11.0022 TO RECEIVE ORAL REPORT FROM BOROUGH/COUNTY COUNCILLOR: None received.

20.11.0023 FINANCE – TO CONSIDER & AUTHORISE PAYMENTS OF LIST BELOW AND TO RECEIVE FINANCE UPDATES.

Councillors RESOLVED to ensure financial regulations are adhered to and invoices will be paid with 30 days of receipt, even if in between meetings.

NATWEST – The bank informed of new clerk address for statements by Cllr Bellenie on 12.10.2020.

Councillors RESOLVED to instruct NATWEST to remove Mrs K Pickett as a signatory and to add Mrs VRE Gibson as a signatory. The Bank mandate, with a copy of minutes to be delivered to NATWEST in Uttoxeter.

Councillors RESOLVED to set up NATWEST internet banking.

Councillors RESOLVED to change bank account status, so one account is a current account, the other a deposit account and all Earmarked funds to be held in deposit account.

Councillors RESOLVED to pay the Petty Cash into NATWEST and to adhere to financial regs that petty cash is no longer used.

Councillors RESOLVED to use an excel spreadsheet, as provided by SPCA Audit Training, for all transactions.

Cllr Cumming carried out an internal audit trail on existing accounts. (Ref Meeting 8th September item e)

Councillors RESOLVED to submit Clerk PAYE information to HMRC via Brightpay software.

Councillors RESOLVED to make monthly Standing Order payments for Clerk wages, as per NALC contract, after 13-week probation period has ended.

Councillors RESOLVED to make payment listed below:

Ref/Cheque number	Item	Amount
23/1361	Mrs Pickett – Final Salary plus expenses	£890.26 + £17.68 =- £907.94
24/1362	Mrs VRE Gibson – Filing Cabinet Refund	£26
25/1363	SPCA – New Councillor Training Course – Cllr Cummings – 27.10.2020 course	£25
26/1364	Buxus Green – Grass Cutting within Parish – October and November 2020	£750

27/1365	Mrs VRE Gibson – Noticeboard Keys Refund and Printer Ink	£33.12
28/1366	Mrs VRE Gibson – Zoom invoice – November	£14.39
29/1367	The Play Inspection Company – Annual Inspection September 2020	£79.20
30/1368	Mrs Karen Pickett – leaving gift	£50
Funds RECEIVED		
25.09.2020	2 nd half of precept	£7,278.50
30.09.2020	NatWest – interest	£0.36
Bank Account	Date of statement	Balances
NATWEST	02.10.2020	£43,470.20

20.11.0024 CORRESPONDENCE

SPCA Training Courses – forwarded to Councillors 05.10.2020

PC 0904 Rich Lymer, Neighbourhood Beat Manager Barton and Needwood emailed thanks to the former clerk 12.10.2020 forwarded to the councillors.

Staffordshire Archives – provided an update on their lockdown memories project– forwarded to councillors 15.10.2020

Staffordshire Smart Alert which delivers updates from your local policing team direct to your email inbox. www.staffordshiresmartalert.co.uk – posters requested for noticeboard and details on website.

Covid update- Staffordshire on medium alert in new three tier system for local lockdown – email from SCC – forwarded to Councillors 15.10.2020

Covid update – Stoke on Trent is now Tier 2 - The Tier 2 restrictions will come into effect as of 00:01hrs on Saturday 24th October. The new restrictions apply to Stoke-on-Trent City Council area only and are not in force in the rest of the county.

SPCA Bulletin – 15.10.2020 – Campaign to protect rural England (CPRE) - A number of parish councils are members of CPRE Staffordshire. Membership costs only £36 per annum. Other councils are supporting us by making regular donations instead. It would help our work to continue locally, regionally and nationally if more local councils were to become members or supporters at this important time for the future of the countryside and the planning system. For more information on how to join, visit <https://www.cprestaffordshire.org.uk/get-involved/become-a-member/>

Councillors discussed the request to join and RESOLVED they would join and review in 2021.

SPCA Bulletin – 15.10.2020 - Planning for the Future' White Paper, published in August 2020, proposes radical changes to the planning system, such as moving from a discretionary system to a zonal planning system. (The deadline for responses is 29th October).

<https://www.gov.uk/government/consultations/planning-for-the-future>

University Hospitals of Derby and Burton visiting hours received, put into News area of website.

AED Donate –Clothes Bank - offered a clothes bank to village halls – forwarded details to

Village Hall Chair – 23.10.2020

BROADBAND - Gigabit-capable broadband connections offer the fastest and most reliable speeds available, and the Government is committed to a vision of a digitally connected Britain. Staffordshire County Council is pleased to announce it is adding funding to top up the funding available from the Gigabit Broadband Voucher Scheme, which grants an extra £2,000 per premises with broadband speeds of less than 30mbps, taking the maximum support to £3,500 per resident and £5,500 per business. This scheme will run until March 2021 or until the funding becomes fully allocated. We would be grateful if you could cascade this information to your constituents and contacts. If you require any further information please let us know at superfast@staffordshire.gov.uk or visit www.gigabitvoucher.culture.gov.uk/Staffordshire

Police update for Bagot Ward –sent to Councillors 01.11.2020

Covid 19 – update – lockdown from Thursday 5th November – 2nd December 2020 – details on website

Toilet Area – grass area refurbishment – email from resident requesting funds from the Parish Council to refurbish the area on the right, after the Toilets demolition has taken place. Councillors considered the plans and RESOLVED to use Earmarked fund up to £500 for the project to take place.

Grants – Western Power – In This Together - Community Matters' Festive Fund -WPD is inviting charities, community groups and local authorities to apply for awards of up to £1,500 to support initiatives such as those offering food and clothing parcels and hot meals, as well as gifts and support to vulnerable children, adults and the elderly over the winter holidays. The application form is available from the WPD website www.westernpower.co.uk/ITT-festive-fund and the closing date for submissions is Sunday 15 November. Applicants will be notified as to whether their application has been successful or not by the end of November. On website in News area

Doing our Bit – Funding applications close on Monday 5th November Find out more and apply online at www.staffordshire.gov.uk/dobfund - on parish website

At this point in the Meeting the Councillors RESOLVED to extend the meeting for a further half an hour. (Standing Orders)

20.11.0025 COUNCILLORS REPORTS (information only)

Clerk requested to contact Maxine Cooper and Michelle Shaker about setting up a Speed Watch Team in the Parish.

Clerk requested to update the Asset Register by January meeting.

Clerk requested to set up a key holders list.

Clerk requested to send a Thank You letter to Mr Jimmy Dean for his help in obtaining a Defibrillator for the village.

Clerk requested to send examples of new policies needed by the Council for review in January meeting.

Clerk requested to send a digital version of the weekly play inspection report to all Councillors

Clerk requested to send further details for investigation about

<http://www.fieldsintrust.org/about>.

DATE OF NEXT MEETING:

The Next Parish Council meeting will be held on 12th January at 7.30pm on Zoom*.
The meeting was formally closed at 21.44

Signed.....