

KINGSTONE PARISH COUNCIL  
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Draft Minutes of a Parish Council meeting held on Tuesday 16th March 2021, at 7.30pm via Zoom (<https://zoom.us/join>) on line platform due to the Coronavirus.

**Zoom Meeting ID – 850 3968 7870 – 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, Cllr Jennings**

**Attending: The clerk, 2 parishioners**

- 16.03.01 APOLOGIES AND APPROVAL OF ABSENCES – Borough Cllr Greg Hall.
- 16.03.02 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
- 16.03.03 PUBLIC PARTICIPATION The parishioners attending did not wish to speak at this time but said that they were happy to listen to the proceeds of the meeting.
- 16.03.04 TO RESOLVE THAT THE MINUTES OF PARISH MEETING HELD ON 12<sup>th</sup> January 2021 ARE A CORRECT RECORD – RESOLVED
- 16.03.05 TO RECEIVE AN UPDATE ABOUT PROGRESS OF RESOLUTIONS FROM PREVIOUS MEETING
- **Changing Rooms and Toilet Block** – removal and future use. Mr J Dean would like to look after the area, weeding, seeding. Councillors discussed whether to turn some over to parking, however, it had been agreed the previous year that this should be left as green space. **Resolved** to leave as green space for now and request that the contractor makes good the tarmac. Clerk to liaise with Mr Dean and ESBC regarding adoption of the land.
  - **MUGA Court wall** – update on progress  
Councillors agreed that they were happy with the work done.
  - **B5013 – Road Closure and diversion** – update  
Cllr Green confirmed that there had been many emails send to SCC regarding poor signage and these signs had now been supplied. Cllr Atkins had confirmed that the impact of the signage on speed would be monitored with the possibility of keeping the speed restrictions after the diversion ends.
  - **Loxley Junction**

No update at this stage as there had been no judgement on the criminal case.

- **Village Entrance Signs** – update on progress  
Cllr Grey confirmed that the cost of signage seemed prohibitive at this stage. The Clerk mentioned that it may be possible to gain funding via the Cllr Atkins community fund. **Resolved** to put on hold for now and look in to opportunities for funding.
- **Defibrillators for Parish** – receive update.  
Cllr Cumming updated on progress. The cost for installation in The Blythe would be £9,000 to install box with electricity. PC needs to consider finding a resident who would be willing to supply electricity, possible leaflet drop in the area to find a willing resident. Need to find a suitable location in Gratwich as well, possibly link with the Church. The Clerk to pass on contact details for the Church.
- **Footpath Map/Log**  
Cllr Cummings and Cllr Jennings provided an update on footpaths and damaged stiles. Footpath now log now in place to report issues. Cllrs discussed repairing the dangerous stiles as a matter of urgency and then passing the others on to Staffordshire County Council. Two stiles in particular needed repairs, Kingstone 9 stile 8 and Kingstone 15, several stiles but in particular stile 3. Cllr Green proposed that £500 budget be agreed to get urgent stiles repaired, seconded by Cllr Cummings. **Resolved** that the Clerk to also contact the SCC Ranger and arrange a visit to inspect stiles and chase up repairs already logged.
- **Flag Pole**  
**Resolved** that the Clerk to gain permission for the siting of the flag pole next to the MUGA courts.
- **Bollards on Grass by School**  
Clerk confirmed that this had been logged with SCC Highways Department

16.03.06 PRIVACY POLICY – REVIEW & ADOPT

**Resolved** to adopt the policy. Proposed Cllr J Bellanie, seconded Cllr Jennings

16.03.07 INSURANCE RENEWAL – REVIEW ASSETS

The Clerk confirmed that there needs to be a review of the insurance and a full list of assets provided to the insurance company before the next meeting. Councillors discussed at length volunteering work and how this is covered by insurance and how a risk assessment is carried out. Clerk to draft a

volunteering policy and send to insurance company. Clerk to contact the insurance company and obtain quote based on updated asset register with removal of changing rooms.

16.03.08 SIGNAGE FOR PARK

Cllr Green provided an update on signage for the park. Cllr Green proposed that the signs are put at each side of the park, one at the other side of the playing field and one near the entrance of the woods. Cllr Grey and Cllr Jennings offered to help put up signs. The Clerk confirmed that she had a meeting planned with ESBC to discuss provision of an additional litter bin near to the playing fields.

16.03.09 COVID COMMEMORATION

Cllr Cumming provided an update. He suggested possible siting of benches around the village, somewhere to sit down before continuing the walk back. Enables people to walk further and have a rest. Clerk to provide costs for benches. Add to next agenda.

16.03.10 SUPPORT FOR JUBILEE CELEBRATIONS

Cllr Green and Cllr Bellanie have attended several meetings and discussed the possibility of providing grants to support this, maybe the Parish Council helping to deposits paid up front. Nothing to vote on yet but are councillors in favour of proceeding if needed. Cllr Green had been approached regarding the wild flower planting and a number of areas in the village has been identified by a resident. Councillors supported and agreed to keep on the agenda for future discussions.

16.03.11 TO CONSIDER PLANNING APPLICATIONS AND RECEIVE PLANNING DECISIONS-

Applications on website.

None to consider

16.03.12 TO RECEIVE ORAL REPORT FROM BOROUGH/COUNTY COUNCILLOR

None

16.03.13 FINANCE

- i. TO CONSIDER & AUTHORISE PAYMENTS OF LIST BELOW AND TO RECEIVE FINANCE UPDATES:

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Ref/Cheque No	Item	Amount - £
43/1381	JR & JC Ashmore – dog fouling signs	£252.00
44/1382	Staffordshire Parish Council Association. Training Course	£50.00
45/1383	W H Durose – Changing Room Steps	£92.40
46/1384	Mrs Sarah Meads – Clerk’s Salary & Expenses	£206.32
47/1385	Staffordshire Parish Council Association – annual subs	£208.00
48/1386	JR & JC Ashmore – signs for playgrounds/pitch	£156.00
49/1387	Buxus Green- grounds maintenance	£750.00
<b>RECEIVED</b>		
10	NatWest Interest – 0.28p 26.02.2021	0.28p
<b>Bank Account</b>	Date of statement	Balances
Account Ref: 467	26.02.21	£24,418.94
Account Ref: 443	26.02.21	£10,678.68

ii. **BANK MANDATE UPDATE**

**Resolved** to add the new Clerk, Mrs Sarah Meads to the bank mandate as a signatory Proposed Cllr Bellanie, seconded Cllr Jennings.

iii. **LENGTHMAN’S CONTRACT REVIEW/ALLOCATION OF BUDGET FOR CHURCH YARD MOWING**

The clerk reported that a second quotation had been sourced for the village grounds maintenance. The Buxus quotation was considerably cheaper and Councillors agreed that the work had been of a high quality the previous year.

**Resolved**, to stay with Buxus for a 3 year contract. Proposed by Cllr Bellanie, seconded by Cllr Grey. All councillors in favour.

Allocation of budget for church yard mowing was discussed.

**Resolved** hold off on a decision on funding until next meeting. A quotation for mowing had already been received from Gratwich Church. Clerk to obtain quotation from Kingstone Church prior to the next meeting.

16.03.14

CORRESPONDENCE

**Election 2021** – poster provided by ESBC regarding postal vote posted on website – 21.01.2021

**Census info** – 21st March 2021 – posted on website

**Letter from resident regarding overgrown hedges on footpath by post box** – replied 29.01.2021 to say councillor will consider – forwarded to Councillors.

**Email from PC 0904 Rich Lymer** - Neighbourhood Beat Manager Barton and Needwood Email. richard.lymer@staffordshire.pnn.police.uk – requested meeting dates, sent to him 29.01.2021.

**Email from PC Lymer** received with notification that he is changing job role, email forwarded to councillors

**Letter received from Staffordshire Lieutenancy** re nomination of County's unsung heros, emailed to councillors

**HS2 email** regarding consultation under Clause 60 01.02.21

**Email regarding Queen's 70 year celebration** , acknowledgement of receipt sent 10.02.21

**Staffordshire Means Back to Business email**, forwarded to councillors 26.02.21. Posted on website

**SPCA weekly newsletters** – forwarded to councillors

**Covid 19 updates** received from Cllr Atkins – forwarded to councillors

**Police Monthly Report 01.03.21** – forwarded to councillors

**Letter receiving regarding potential for new changing rooms** – Cllr Grey reported that a grant may be available for the football club to install new changing rooms. More information to be available by the next meeting.

16.03.15

CLERK'S REPORT

**Bollards for School Verge**, Uttoxeter Road, Kingstone – requested from SCC 14.01.2021 – on highways log.

**Internal Auditor** – letter to Mr Kerby thanking him for his service, but advising that Toplis Associates Ltd would now carry out internal audit.

16.01.2021 Toplis Associates Ltd – clerk sent email confirming an annual contract for internal audit services. Audit to take place 15.3.2021.

**Changing Room steps** – Clerk requested WH Durose to repair two steps that were unsafe – health and safety issue – repair carried out 15.01.2021

**Flag Pole** – clerk contacted Open Spaces for permission to locate by MUGA Court, The Meadows, Kingstone – advised that Asset Team, ESBC, would need to give permission – Bill Durose has flag pole and was awarded contract to install in Jan meeting (£150 +VAT)

**Grass Cutting Tender** - Buxus Green – provided tender prices for grounds maintenance and church yard maintenance – saved in Buxus Green folder. Need second quote to consider – additional quotation requested by Clerk from Mr G McCullouch. Quote now supplied

**Highways Log** – updated with second report on Blythe Village sign damage 18.01.2021

**Toilets** – land after removal - Whitehall close, Kingstone – sent an enquiry to Michael Hovers, ESBC Open Spaces and Paul Farrer, asking about the process of adopting the land after demolition has taken place 18.01.2021

**New Clerk** details sent to ESBC, SCC, Came and Co, SPCA on 25.01.2021

**Business Risk Assessment and Document Retention and Disposal Policies** plus Appendix A onto website 21.01.2021

**New Councillor Welcome Pack** – updated and sent to councillors

**Dog Fouling Signs** – signs have been delivered to Clerk's house ready for installation

**Dog Fouling** – Report it – details from ESBC onto the website 22.01.2021

**Privacy Policy** - full privacy policy needs to be on PC website as part of policy documents to comply with GDPR. Emailed to councillors prior to meeting.

**Blounts Green Division** – The Clerk & Chair sent numerous emails to SCC Highways regarding lack of signage and signs not displayed correctly. Little progress made with SCC. Received email from PCSO regarding fallen over signs, information forwarded on the SCC Highways

**PAYE** – Clerk contacted HMRC and applied for PAYE status for PC. HMRC Basic pay system now set up on PC laptop, this system is free of charge.

**Return to in person meetings**- notification had been received from NALC that Parish Council may need to return to in person meetings from May. SLCC is currently lobbying the government for an extension on this and given the easing of lockdown being a slow one then this date is likely to be extended. However, advisable to look at booking of village hall from May onwards in anticipation.

**SCC Footpath Log** – clerk reported urgent repairs required on Kingstone 2

**Additional signage for park** – Clerk liaised with Cllr Green regarding wording

**Additional litter bins for the Park** – Clerk liaised with ESBC refuse department regarding supply of extra bins around the Park to help with dog fouling issue.

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General admin – Clerk has been through all bags containing old files. Majority of bags contained old planning applications, not required to keep. Historical papers and correspondence have been filed under appropriate sections in the filing cabinet. All box files now currently stored at Clerk's house.

Additional litter bins- The Clerk has contacted ESBC regarding additional bin/bins by the park and football pitch to help with dog fouling and litter. Meeting arranged with ESBC on 18th March 2021.

16.03.16 COUNCILLOR REPORTS (INFORMATION ONLY)  
Nothing to report

DATE OF NEXT MEETING:

The Next Parish Council meeting will be held on 11<sup>th</sup> May 2021 at 7.30pm. on Zoom -  
The meeting was formally closed at 21.11.

Signed.....