

# MINUTES OF THE FULL COUNCIL MEETING HELD ON THURSDAY 11<sup>TH</sup> MARCH 2021, VIA MICROSOFT TEAMS COMMENCING AT 7:00PM.

**PRESENT** (For all or part of the meeting): Cllr Plant (Chairman); Cllr Dunn (Vice Chairman); Cllr Bloor; Cllr Roberts; Cllr Upton-Loach and Cllr Walters.

**IN ATTENDANCE:** Revd Mr Michael Lennon (Parish Clerk and RFO); Mr Anthony Egan (Deputy Clerk and Finance Officer) and Cllr McKeown (SBC)

**PUBLIC PARTICIPATION:** One member of the public joined the meeting after the start.

#### **MINUTES**

- 42/21 Revd Mr Lennon led the Council in **PRAYERS**.
- **APOLOGIES** were received from Cllr Rattray, who was experiencing difficulty in joining the meeting due to internet problems, and Cllr Brown (SBC).

**RESOLVED** to accept the apologies.

**PROPOSED** Cllr Plant

**SECONDED** Cllr Bloor.

On being put to the vote, the Resolution carried unanimously.

- There were no **DECLARATIONS OF INTEREST.**
- There were no WRITTEN REQUESTS FOR DISPENSATIONS UNDER THE LOCALISM ACT 2011.
- 46/21 THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 4<sup>TH</sup> FEBRUARY 2021.

**RESOLVED** to agree and sign the minutes as a true and accurate record.

**PROPOSED** Cllr Plant

**SECONDED** Cllr Bloor.

On being put to the vote, the resolution carried unanimously.

47/21 BOROUGH COUNCILLOR UPDATES.

Cllr McKeown detailed the recent success rates of local vaccinations with over 90% of all those over 65 being vaccinated with at least one dose and almost 100% of all those aged over 75 having received their first vaccination.

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Cllr McKeown noted that he had met with residents of Marlborough Close to discuss their concerns with the application for additional houses on the development off Little Tixall Lane.

[A member of the public arrived]

Cllr McKeown noted he and Cllr Brown will be writing to Staffs Police to highlight concerns with the proposal that pedestrians from the new estate be expected to access Great Haywood via an unlit, unobserved narrow pathway.

The Chairman thanked Cllr McKeown who left the meeting as he had another meeting to attend.

#### 48/21 There was no COUNTY COUNCLLOR UPDATE.

#### 49/21 TO CO-OPT A NEW MEMBER FOR GREAT HAYWOOD.

A vote was taken whether to co-opt Darren Jackson onto the Council. The result was a unanimous vote in favour.

The Clerk sent Mr Jackson an electronic copy of the Acceptance of Office form and asked for this to be signed and returned as soon as possible. Mr Jackson agreed to drop this at the Parish Centre over the weekend.

#### 50/21 THE DRAFT NEWSLETTER.

The Clerk agreed to check the contributions from Dr Wilson and Dr Foster's families.

**RESOLVED** that, subject to the above check and the receipt of any additional photographs, the newsletter be agreed and forwarded to Benhill Press for graphic designing and printing.

**PROPOSED** Cllr Bloor **SECONDED** Cllr Upton-Loach. On being put to the vote, the Resolution carried unanimously.

#### 51/21 THE DATE FOR THE CHRISTMAS LIGHTS TURNING ON CEREMONY.

**RESOLVED** to agree the date of Saturday 27 November 2021 with the first meeting to take place in July 2021.

**PROPOSED** Cllr Plant **SECONDED** Cllr Walters. On being put to the vote, the resolution carried unanimously.

## 52/21 TO MARK HM QUEEN ELIZABETH II'S PLATINUM JUBILEE IN JUNE 2022.

**RESOLVED to** plan for a Platinum Event for the weekend Friday 3 June – Monday 6 June 2022, using the initial plans drawn up for the VE Day weekend, with the first meeting to be held in June 2021.

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## PROPOSED Cllr Plant **SECONDED** Cllr Roberts. On being put to the vote, the Resolution carried unanimously. 53/21 EXTRA FULL COUNCIL MEETINGS TO REPORT AND REVIEW THE PROGRESS OF PARISH PROJECTS. TO DEVELOP A PARISH COUNCIL PROGRAMME PLAN INCLUDING 63/21 PROJECT MONITORING RECORD. The Chairman agreed to take these items together. **RESOLVED** to hold bi-monthly meetings, initially on 22<sup>nd</sup> April and 17<sup>th</sup> June 2021, with the need for a separate meeting reviewed in July 2021 taking into account the proposed lifting of Covid restrictions planned for 21<sup>st</sup> June 2021. PROPOSED Cllr Bloor SECONDED Cllr Upton-Loach. On being put to the vote, the Resolution carried unanimously. PRIORITY TO RENOVATIONS TO THE PARISH CENTRE. 54/21 **RESOLVED** that this item be referred to the meeting of 22<sup>nd</sup> April 2021. PROPOSED Cllr Bloor SECONDED Cllr Dunn. On being put to the vote, the Resolution carried unanimously. 55/21 THE REQUEST TO ADD THE COUNCIL'S NAME TO THE TRENT VALLEY COLLABORATION GROUP DRAFT HS2 PHASE 2A RESPONSE was noted. The Clerk advised the Council that upon responding, within the timeframe provide, he was advised that the letter had already been sent. The Clerk will, therefore, respond, directly, on behalf of the Council. TO DEVELOP A PARISH COUNCIL RISK REGISTER AND ASSOCIATED 56/21 POLICIES AND PROCEDURES. In the absence of Cllr Rattray this item failed and will be added to a future agenda. 57/21 CONSIDER AND AGREE TO PRODUCE ANNUAL REPORT FOR 2020/21. In the absence of Cllr Rattray this item failed and will be added to a future agenda. 58/21 CONSIDER AND AGREE RESPONSE EXPECTATIONS. In the absence of Cllr Rattray this item failed and will be added to a future agenda.

CONSIDER AND AGREE TO HOLD KEY DOCUMENTS IN SHAREPOINT

In the absence of Cllr Rattray this item failed and will be added to a future agenda.

59/21

(MS365).

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#### 60/21 CONSIDER AND AGREE TO REVIEW THE NEIGHBOURHOOD PLAN.

In the absence of Cllr Rattray this item failed and will be added to a future agenda.

## 61/21 CONSIDER AND AGREE TO REVIEW THE GREEN INFRASTRUCTURE PLAN.

In the absence of Cllr Rattray this item failed and will be added to a future agenda.

# 62/21 THE PARISH COUNCIL TO START A BOOK SWAPPING INITIATIVE, AND IF SO, WHAT THE NEXT STEPS ARE.

The item was referred to the Priority meeting of 22<sup>nd</sup> April 2021.

#### 64/21 THE JPF AND GHMH DRAINAGE PROJECTS.

Cllr Dun apprised the Council of the position with the drainage issue at the Great Haywood Memorial Hall where Severn Trent advise that the matter should, where possible, be managed on site.

**RESOLVED** that Cllr Dunn contacts the consultant to check whether it is possible to manage the JPF flooding on site via a swale in the current overspill carpark.

**RESOLVED** that the Finance Officer clarifies the Council's accounts with Severn Trent Water.

PROPOSED Cllr Dunn

SECONDED Cllr Walters.

On being put to the vote, the Resolutions carried unanimously.

#### 65/21 THE RESOLUTION TRACKER.

The Clerk spoke to the Tracker and detailed those items to be discharged as completed and gave a brief progress report on **LIVE ITEMS**. No resolution to discharge completed items was made so these will remain on the tracker until the meeting of 8<sup>th</sup> April 2021.

#### 66/21 FINANCE AND ADMINISTRATION.

a. The Earmarked Reserves to be carried forward to financial year 2021-2022.

**RESOLVED** to carry forward the Earmarked Reserves\* for the amounts and reasons detailed below.

**PROPOSED** Cllr Plant **SECONDED** Cllr Dunn On being put to the vote, the Resolution carried unanimously.

- b. The payments made by Standing Order and Direct Debit and cheques issued since the last Full Council meeting were noted.\*\*
- c. There were no new cheque/online payments to be signed/authorised.

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### d. The Bank Statements and Reconciliation were noted.

# **DATE OF NEXT MEETING** to be on 8<sup>th</sup> April 2021 with an emphasis on Environment & Leisure.

Meeting closed at 8:56pm.

\*Earmarked Reserves

*Earn	narked Reserves		
	Account	Closing Balance	Purpose of Reserve
312	Road Safety Reserve	1,000.00	to support actions that have come out of the Community Speedwatch programme
313	Biodiversity Enhancement Reser	3,400.00	work in progress to develop the biodiversity policy based on reports from Staffs Wildlife Trust
315	Footpath Capital Reserve	6,000.00	to repair rights of way footpaths
316	Changing Room Block Reserve	20,000.00	to upgrade the playing fields changing rooms
318	Toilet Block Reserve	10,000.00	to upgrade the playing field toilet block
320	Surgery Path Reserve	43,300.00	to assist the installation of a footpath between the Memorial Hall carpark and the doctors' surgery
321	War Memorial Reserve	6,750.00	to provide a central War Memorial between the villages
322	Mill Lane Bridge Restr Reserve	5,000.00	to provide traffic calming measures
323	Mill Lane Hedge/Pavement Reser	17,500.00	to reinstate footpath
325	Land Conveyance Reserve	1,500.00	to purchase green space from developer
326	Sports Facilities at JPF Reser	7,500.00	to provide new sports facilities at the Playing Fields
327	Roads, Pavements & Gullies Res	10,000.00	to pay for cleaning and maintenance of the local roads and gullies
328	Benches Reserve	500.00	to pay for repairs and renewal of benches
329	Defibrillator Reserve	1,000.00	to assist in the installation of a defibrillator in the parish
330	Parish Office Reserve	4,900.00	to improve the Parish Centre building
340	EM Reserve - Memorial Gdn Fund	381.00	funds held on behalf of the Memorial Fund
341	EM Reserve - Allotment	800.00	Contingency/reserve for allotments
342	Play Equip Repair/Replace	49,953.00	to repair and replace play equipment at the Playing Field

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350 Election Fund 10,800.05 to pay for the cost of holding elections to the Parish Council

Total Ear Marked Reserves 200,284.05

\*\*Payments made since the last meeting.

						Transaction
Date	Payee Name	Ref	£ Gross	£ VAT	£Net	Details
						Teams /
05/02/2021	CloudyIT Ltd	EP	213.06	35.51	177.55	MS365
	Dunimana 0					Porosity test
05/02/2021	Drainage & Construction Services	EP	1,476.00	246.00	1,230.00	/ produce report
03/02/2021	Construction Services	LF	1,470.00	240.00	1,230.00	Repayment
	Lloyds Bank Multipay					of Payment
09/02/2021	Card***	Cards	527.88		527.88	Card
,,	BT Telephone/					February
16/02/2021	Broadband	DD	117.00	19.50	97.50	2021
16/02/2021	Viking Direct	EP	92.09	15.35	76.74	Stationery
10, 02, 2021	Timing Bir Coc		32.03	15.55	70.7	Mobile
18/02/2021	Hutchison 3G UK Ltd	DD	100.00	16.67	83.33	phones
	Allstar Business					•
19/02/2021	Solutions Ltd	DD	78.93	13.15	65.78	Fuel for van
	Konica Minolta Business					
19/02/2021	Soluti	EP	43.81	7.30	36.51	Copying
						Service fire
19/02/2021	B W Belcher & Son Ltd	EP	96.00	16.00	80.00	extinguishers
24/02/2021	Opus Energy	DD	63.79	3.04	60.75	Elec JPF
						Elec Parish
24/02/2021	Opus Energy	DD	197.16	32.86	164.30	Centre
						Removal of
24/02/2021	SWB Rural Services Ltd	EP	2,280.00	380.00	1,900.00	trees at JPF
26/02/2021	CIA/D Dural Compiess Ltd	ED.	1 425 00	227.50	1 107 50	Removal of
26/02/2021	SWB Rural Services Ltd	EP	1,425.00	237.50	1,187.50	trees at JPF
20/02/2024	Salaries, PAYE, NI,	<b>T</b> (	0.460.25		0.460.25	
28/02/2021	Pensions	Transfer	8,168.35		8,168.35	JPF Waste
05/03/2021	Ash Waste Services	DD	93.35	15.56	77.79	bins
03/03/2021	ASIT Waste Services	DD	33.33	13.30	77.75	Van Road
05/03/2021	DVLA	DD	12.25		12.25	Fund Tax
,,			_		-	
05/03/2021	CloudyIT Ltd	EP	213.06	35.51	177.55	CloudyIT Ltd
-,, <del></del> -	Staff Parish Councils			<del>-</del>		SPCA Annual
05/03/2021	Assoc	EP	561.00		561.00	Subs
						Reimburse
05/03/2021	Michael Lennon	EP	166.50		166.50	T&S
						Annual
05/02/2021	Marria Dia Cont	<b>FD</b>	470.40	20.00	4.40.50	inspection of
05/03/2021	Morral Play Services	EP	179.40	29.90	149.50	JPF
	Total Payments	:	16,104.63	1,103.85	15,000.78	I

\*\*\*Lloyds Bank Multipay Card transactions.

Date Payee Name	Ref	£Gross	<b>£VAT</b>	<b>£NET</b>	Transactin details
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	, Total Payme	nts:	527.88	0	527.88	
26/01/2021	Lloyds Bank Plc	CARD	12		12	Bank fee payment
19/01/2021	Wild Native Bulbs	CARD	257.94		257.94	Bulbs
19/01/2021	Wild Native Bulbs	CARD	257.94		257.94	Wild Daffodil Bulbs Wild Daffodil

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