

# FORSBROOK PARISH COUNCIL

Clerk: Dawn Plant, 18 Hillside Avenue, Forsbrook, Staffordshire, ST11 9BH

07919 911938

[forsbrookparishcouncil@outlook.com](mailto:forsbrookparishcouncil@outlook.com)

[www.forsbrookparishcouncil.org.uk](http://www.forsbrookparishcouncil.org.uk)

Minutes of the meeting held on Monday 15 June 2020 19:30 hours Via Zoom due to lockdown restrictions

## **Members Present**

Chairman Jones	Cllr Yates
Cllr McCready	Cllr Herdman
Cllr Holmes	

## **In Attendance**

County Cllr Ward	District Cllr Fluner

## **1. Apologies for Absence**

<u>Cllr Knight, Cllr Mould, Cllr Felin</u>
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## **2. Declarations of Interest**

<b><u>Item</u></b>	<b><u>Member</u></b>	<b><u>Nature</u></b>
Foxfield Steam Railway	Councillor A Mould	Volunteer at Foxfield Railway
Blythe Bridge Village Hall Committee	Councillor J Morris	Part of the management committee
Staffordshire County Council - Highway Issues	Councillor P Jones	Personal – Staffordshire County Council Highway Officer Mary Anne Raftery Personal friend.
Tesco		Personal – employee of Tesco.
Planning	Cllr Holmes	Member of SMDC Planning Committee
SMDC	Cllr Herdman	Resident adjacent to local plan site

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2.	OPEN SESSION	ACTION
2.1	<b>RESIDENTS ISSUES</b>	
	Chairman Jones opened the meeting with the news that Cllr Knight had resigned. He extended his thanks and that of the Parish Council to her for her input with the Parish and the most recently the Covid19 support efforts.	
3.	<p><b>COUNTY COUNCILLORS REPORT</b></p> <p>County Cllr Ward told the Council that there had not been any deaths in the Moorlands from Covid19 in the past two days. The Double yellow lines on Caverswall Road were still being processed by SCC. Chairman Jones expressed concern that the Clerk was not being informed when road works were due to be completed in the area. Cllr Yates invited Helen Fisher (Cabinet Member SCC) to inspect the area of the new junction into Blythe Bridge from the Blythe Fields development as he thought it was not fit for purpose. Cllr McCready asked if the pedestrian crossing from the Blythe Fields site could be looked into as he questioned its position.</p>	
4	<p><b>INFORMATION AND REPORTS FROM REPRESENTITVES ATTENDING OUTSIDE MEETINS INCLUDING DISTRICT COUNCILLORS</b></p> <p>Cllr Flunder gave an overview of the current position with the community asset bid for the former Police Houses. A moratorium was now in place to allow the Parish Council along with Aspire Housing and Helen Bickerton from the Library to put together a market competitive bid.</p>	
5	<b>TO APPROVE THE DRAFT MINTUES FROM February 2020</b>	
	<b>Unanimously agreed to approve February 2020 minutes</b>	
6	<b>MATTERS ARISING FROM MINUTES</b>	
	None	<b>CLERK</b>
7	<b>CORRESPONDANCE</b>	
7.1	<p><b>Changing Rooms and Grant Funding</b> Chairman Jones asked the Councils permission for himself, Cllr McCready and the Clerk to attend a meeting with a company who specialise in finding grant funding for community projects. It was unanimously agreed for the meeting to take place.</p>	<b>CLERK</b>
7.2	<p><b>Co-option</b> Candidate not present so deferred</p>	

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<b>7.3</b>	<b>Review of the Annual Risk Assessment, Standing Orders and Financial Regulations.</b> The Councillors had received copies of the above via email and unanimously agreed to accept for the next 12 months. The Clerk explained that the internal auditor had mentioned that these had not been approved prior to the audit. However these documents were on the March agenda for approval but couldn't be approved due to lock down.	
<b>7.4</b>	<b>Police Post update</b>  Dealt with under Cllr Flunders report.	
<b>8</b>	<b>PLANNING</b>	
	The Clerk explained that she had objected on behalf of the Parish Council to the recent planning application at the Hollies on Cheadle Road. She had spoken to Chairman Jones and he approved the submission in the absence of a full meeting. The Clerk had received two correspondence from residents thanking her.	<b>CLERK</b>
<b>8.2</b>	<b>PLANNING APPROVAL / REFUSAL -</b>	
	<b>NONE</b>	
<b>9</b>	<b>CEMETERY / REMEMBRANCE</b>	
	Chairman Jones reported that the Sun dial needed a refurbishment and the Clerk would action once the Covid19 restrictions were lifted.	<b>CLERK</b>
<b>10</b>	<b>ENVIRONMENT AND ENVIRONMENT REPORT</b>	
	Chairman Jone reported that a lady had fallen at the junction of Caverswall Old Road and Caverswall Road and sustained broken bones. He had urged her to report it to the County Council.  Cllr Yates reported a large pot hole opposite Henry Rice Garage in the bus stop.  Cllr Yates expressed his concern about the u turn from St Modwens over the amount of affordable homes on the Blythe Fields development.	<b>CLERK</b>
<b>11</b>	<b>FINANCE</b>	
<b>11.1</b>	<b>APPROVE ACCOUNTS AND PAYMENT June 2020</b>  <b>The bank reconciliation was presented to the Council.</b>	

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	MW Garden Services	28	Handyman Services
	Dawn Plant	1471.10	Salary and expenses
	Staffs Pensions	£367.37	Clerks Pension
	Town and Country	1462	Lengthsman
	SLCC	254	Annual Membership
	HMRC	1113.39	PAYE
	Toplis Associates	169.39	Internal Audit
	SPCA	593	Annual Membership
<b>11.2</b>	To note the internal audit report and discuss any recommendations The Clerk read out the internal audit report and explained the issue of not approving the Standing orders, Finance regs and Risk assessment and how this had not taken place due to lockdown and the cancelling of the March meeting.		
<b>11.3</b>	To approve the annual governance statement The Clerk read through the document and it was unanimously agreed to approve. The Chairman signed the documents.		
<b>11.4</b>	To Approve the annual accounting statement The Clerk read through the figures and it was unanimously agreed to approve. The Chairman signed the documents.		
	The meeting closed at 8:30pm		