

# 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 21 December 2020 19:30 hours via Zoom

## **Members Present**

Chairman Jones	Vice Chairman Herdman
Cllr White	Cllr Holmes
Cllr Yates	Cllr McCready
Cllr Darrant	Cllr Sanidford

## **In Attendance**

County Cllr Ward	District Cllr Flunder
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### **1. Apologies for Absence**

<u>Cllr Darrant, Cllr Felin, Cllr Mould</u>
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### **2. Declarations of Interest & 3. Register of Interests**

<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

<b>4</b>	<b>Minutes – To approve the minutes from November 2020</b>	<b>ACTION</b>
	<b>Unanimously agreed to approve as a true and accurate record</b>	
<b>5.</b>	<b>Residents issues - none</b>	
<b>6.</b>	<b>COUNTY COUNCILLORS REPORT</b>	

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	<p>County Cllr Ward reported the meeting between the Parish Council and David Williams the cabinet member for highways had taken place. Cllr Williams had agreed that the newly formed junction with the A521 required extra signage and a potential no left turn for HGV. He was also appalled by the state of the pavements and the worn away white lines adjacent to the train station and agreed to take the issues back to the County Council and pursue a resolution.</p> <p>He went on to report that there were extra Covid testing stations being hosted in Werrington and Caverswall and urged everyone to attend if needed.</p>																									
<b>6.</b>	<p><b>INFORMATION AND REPORTS FROM REPRESENTITVES ATTENDING OUTSIDE MEETINS INCLUDING DISTRICT COUNCILLORS</b></p> <p>District Councillor Flunder reported that it was quiet at SMDC. The MTFs at Staffordshire County Council had been delayed and Council Tax figures would be available in the new year.</p>																									
<b>7</b>	<p><b>CLERKS REPORT</b></p> <p>The Clerk reported that there had been a police incident at the cemetery and the shed and a member of the publics car had been broken into. The Police had apprehended the culprits.</p> <p>The Clerk reported that the lights were now in the tree at the library.</p>	<b>CLERK</b>																								
<b>8</b>	<p><b>CORRESPONDENCE</b></p> <p>The Clerk had circulated any email correspondence received</p>	<b>CLERK</b>																								
<b>9</b>	<p><b>To consider the present budget and approve a budget for 2021/22</b></p> <p>The Clerk present the budget detailed below. Chairman Jones proposed that the Council accept, Cllr White seconded and it was a unanimous decision to accept the budget.</p>																									
	<table border="1"> <thead> <tr> <th></th> <th>19/20</th> <th>20/21</th> <th>21/22</th> </tr> </thead> <tbody> <tr> <td>Ground maintenance/grave levelling</td> <td>5000</td> <td>6000</td> <td>3000</td> </tr> <tr> <td>Rates</td> <td>100</td> <td>150</td> <td>150</td> </tr> <tr> <td>Engraving of cenotaph</td> <td>250</td> <td>250</td> <td>250</td> </tr> <tr> <td>Contingency</td> <td>400</td> <td>400</td> <td>400</td> </tr> <tr> <td>Cemetery improvements</td> <td>3000</td> <td>3000</td> <td>1000</td> </tr> </tbody> </table>		19/20	20/21	21/22	Ground maintenance/grave levelling	5000	6000	3000	Rates	100	150	150	Engraving of cenotaph	250	250	250	Contingency	400	400	400	Cemetery improvements	3000	3000	1000	<b>CLERK</b>
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	8750	9800	4800
Open Spaces	10000	11000	13000
Highways etc.	4500	4500	3500
Repairs/Play Inspection etc.	2000	2000	1000
vandalism contingency	250	250	250
changing rooms water and electric	1000	1500	2000
Changing Rooms	2000	2500	1000
Electricity VAT adjustment for above	2000	2000	0
Electricity for street lights-unadopted roads	800	1200	1000
Extra street cleansing	4000	4000	3000
Container plants and watering	2500	2500	2500
New CCTV	0	3300	5000
changing room alterations	0		Grants / Reserves
Contingency	750	750	750
	29800	35500	33000
Insurance	2400	2500	2500
Audit	500	600	650
Newsletter	750	750	750
Memberships	700	700	750
Elections	2500	2500	2500
Stationery/Petty Cash/Telephone	1000	1000	1000
Donations	2250	3000	3000
Chair's Contingency	500	500	500
Chair's Allowance	250	250	250
Pensions	4500	4500	8000
Staff Costs INC paye	22000	27000	30000
Training/Travel Expenses	300	300	300
Advertising	100	100	100
V.H. Hire	350	350	350
Clerks Phone	700	700	700
Web Site	400	750	750
Postage	50	50	50
fete	2000	2000	2000

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	rem day	500	500	500	
	banking charges	360	360	360	
	Collaret	25	25	150	
	Litter pick		300	300	
	Allotment			500	
	SIDS and Gateways			1000	
	Police Houses			0	
	NHP		0	1000	
		42135	48735	57960	
	<b>TOTAL</b>	<b>80685</b>	<b>94035</b>	<b>95760</b>	
<b>10</b>	<b>To consider a proposal from Chairman Jones for the funding of the Parish Councils portion for the former Police House project.</b>				
	<p>Graham Nolan from Aspire Housing joined the meeting and Chairman Jones suspended standing orders.</p> <p>Graham explained about the Police House project and what the area would look like if ground investigation works were favourable and planning permission successful. The project was now entering the second stage now which would see due diligence taking place. He agreed to circulate the plans for the area to the Parish Councillors. He went onto thank Cllr Flunder for his hard work with the project.</p> <p>Chairman Jones reconvened the meeting. He asked the Parish Councillors if the matter of discussing the funding could be deferred to an extra ordinary meeting in January as the figures from SMDC had only been received in the last hour and he felt the Councillors should have time to think about the implications of any potential loan on the precept. All Councillors were in agreement and the Clerk would circulate the figures and Zoom invite after the Christmas break.</p>				
<b>11</b>	<b>Defibrillator Cabinet</b>				
	<p>The Clerk had circulated an email from Chad Bloor regarding a defib which had been in situ at Forsbrook Primary School and was no longer needed. He had given some figures to bring the defib back to working order.</p>				

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	<p>Cllr White explained she had a brand new defib given by the British Heart Foundation (through her volunteer role with the CFR) that could be used for a location in the Parish, she also had a spare defib without the cabinet that could be utilised. The following was proposed by Chairman Jones and Seconded by Cllr Herdman:-</p> <p>The key-coded refurbished cabinet from Chad could be used with a defib at the village hall. The new style non key-coded defib to be located possibly at the Vets at the railway station.</p> <p>The Clerk would action. Chairman Jones thanked Cllr White for her input.</p>	
<b>12</b>	<b>Pensions Discretions Policy</b>	
	<p>The Clerk had circulated a policy that was required because the Parish Council are part of the LGA Pension Scheme. Cllr Herdman proposed its adoption, Chairman Jones Seconded. Unanimous decision to adopt.</p>	
<b>13</b>	<b>CEMETERY</b>	
	<p>The Clerk reported that a grave had collapsed when being dug out so she had decided along with the grave digger to start a new row of burials on row 4 until the ground conditions on row 3 improve.</p>	<b>CLERK</b>
<b>14</b>	<b>ENVIRONMENT AND ENVIRONMENT REPORT</b>	
	<p>Cllr Flunder reported that he was continuing to work on the environmental sub group project regarding transport links.</p>	<b>CLERK</b>
<b>15</b>	<b>COUNCILLOR UPDATES</b>	
	<p><b>Notin to report</b></p>	
<b>16</b>	<b>APPROVE ACCOUNTS AND PAYMENT November 2020</b>	
	<p><b>The bank reconciliation was presented to the Council.</b></p> <p><b>The Cheques approved for payment were:-</b>  <b>403111 Dawn Plant – Salary and Expenses - £2037.43</b>  <b>403112 Staffordshire Pensions - £721.47</b>  <b>403113 Bourne Electrics – Electrics at the library - £2381.80</b>  <b>403114 Town and Country – Lengthsman Services - £890.40</b>  <b>403115 SPCA – Training - £25</b>  <b>403116 Parish online – Mapping - £312</b>  <b>403117 Midlands Platforms 0 Cherry picker hire for lights - £300</b>  <b>403118 SJ Giblin – Web site - £225</b></p>	

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The meeting closed at 8:45pm