

# FORSBROOK PARISH COUNCIL

07919 911938

clerk@forsbrookparishcouncil.org.uk

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

Minutes of the meeting held on Monday 18th October 2021 19:30 hours at Blythe Bridge Village Hall

## **Members Present**

Ian Herdman Chairman	Tony Holmes
Barry Yates Vice Chairman	
Peter McCready	
Jeanette Felin	

## **In Attendance**

Dawn Plant – Clerk	Keith Flunder – District Councillor
Ross Ward – County Councillor	PCSO

### **1. Apologies for Absence**

Cllr White, Cllr Sandiford
----------------------------

### **2. Declarations of Interest & 3. Register of Interests**

<b><u>Item</u></b>	<b><u>Member</u></b>	<b><u>Nature</u></b>
Blythe Bridge Village Hall Committee	Councillor J Felin	Part of the management committee
Planning	Cllr Holmes	Member of SMDC Planning Committee
SMDC	Cllr Herdman	Resident adjacent to local plan site

<b>3.</b>	<b>Register of Interest</b> Councillors were reminded of their obligations to maintain their register of interest.
<b>4.</b>	<b>Minutes</b> Unanimously agreed to approve the minutes from September as a true record
<b>5.</b>	<b>Residents issues</b> The Clerk read out an email from a resident regarding traffic and speed through the village, which the Councillors acknowledged and County Cllr Ward addressed the issues in item 6  PCSO addressed the meeting and explained that the current figures showed that ASB was down by 33% in the Parish.

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	<p>Cllr Yates brought to the PCSO attention an issue with the response times from 101 and 999 during an incident. PCSO said he would investigate this and communicate directly with Cllr Yates.</p>
<b>6</b>	<p><b>County and District Reports</b></p> <p>County Cllr Ward explained that he forwarded the leaders update from the County Council which the Clerk had circulated.</p> <p>He went on to tell the Council that he had commissioned on the 10<sup>th</sup> September a traffic survey now that the levels of traffic were back to normal. The following areas would be investigated.</p> <p>Speed on Cheadle Road, traffic management in Forsbrook square, including looking at feasibility for a crossing, speed on Dilhorne Road and times of traffic, traffic using The Avenue as a cut through.</p> <p>An email regarding the double yellow lines on Caverswall Road had been received asking when they would be installed. Councillor Ward explained that the consultation has received a number of responses from residents saying they did not want them, this had delayed the matter somewhat, however they were scheduled for installation.</p>
<b>7.</b>	<p><b>Clerks report</b></p> <p>Cemetery issue – The Clerk reported an email she had received regarding a memorial stone being chipped. The Clerk had spoken to the Lengthsman and he did recall any damage taking place, the issue with the overgrown grass had been raised, this was due to the large amount reopening of graves on one particular row, this had stopped the Lengthsman using the mower to mow the grass.</p> <p>The Councillors took a vote to take no further action with the chip in the memorial stone as the cause of it was unknown.</p> <p>CILCA – The Clerk reported that her studies on the CILCA course were on going and she had undertaken two of the training sessions and was keeping up to date with the work.</p>
<b>8.</b>	<p><b>Correspondence</b></p>
<b>9.</b>	<p><b>Update on the Police House Project</b></p> <p>Councillor Flunder reported that the offer on the property had been accepted. The clerk reported that she had submitted the loan application to the PWB and awaited a reply.</p> <p>The Parish Council now awaited the detailed figures from SMDC and would need to call an extraordinary meeting in the next few weeks to discuss and agree a way forward with regarding the loan terms and conditions.</p>
<b>10.</b>	<p><b>Toilets in Blythe Bridge To receive the figures for the ongoing running costs and make a decision regarding the asset transfer from SMDC – Cllr Holmes</b></p> <p>Councillor Holmes had supplied the Clerk with some figures regarding the toilet running costs, however more detailed information had been requested and this would be available for the next meeting to allow the Council to make a informed</p>

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	decision. For the budget the Clerk had put the 6K into income against a cost of 5K pa																																										
<b>11.</b>	<p><b>Remembrance Day – To consider how the parade and coffee afterwards is managed</b></p> <p>The Clerk explained that there would be no indoor use of the Village Hall due to capacity and Covid risk. Refreshments would be served from the doorway for consumption on the carpark. Revd Roberts was going to conduct a small ceremony outside around the Cenotaph. Cllr McCready would source a bugler and he was still available with the band members for the parade.</p>																																										
<b>12.</b>	<p><b>Donations (s137) to discuss and approve the annual donations list</b>  <b>The donation list was as follows:-</b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: center;">2021</th> </tr> </thead> <tbody> <tr><td>Arch</td><td style="text-align: right;">£100.00</td></tr> <tr><td>Moorlands Home Link</td><td style="text-align: right;">£100.00</td></tr> <tr><td>Cheadle Animal Welfare</td><td style="text-align: right;">£100.00</td></tr> <tr><td>Cheadle C.A.B</td><td style="text-align: right;">£150.00</td></tr> <tr><td>Donna Louise Trust</td><td style="text-align: right;">£100.00</td></tr> <tr><td>Douglas Macmillan</td><td style="text-align: right;">£100.00</td></tr> <tr><td>Marie Curie Cancer Care</td><td style="text-align: right;">£100.00</td></tr> <tr><td>Mencap</td><td style="text-align: right;">£100.00</td></tr> <tr><td>Red Cross</td><td style="text-align: right;">£100.00</td></tr> <tr><td>Royal British Legion</td><td style="text-align: right;">£100.00</td></tr> <tr><td>Samaritans</td><td style="text-align: right;">£100.00</td></tr> <tr><td>Tiddlers</td><td style="text-align: right;">£100</td></tr> <tr><td>Victim Support</td><td style="text-align: right;">£100.00</td></tr> <tr><td>Women's Royal Voluntary Service</td><td style="text-align: right;">£100.00</td></tr> <tr><td>Savana</td><td style="text-align: right;">£100.00</td></tr> <tr><td>Fulford and District Community First responders</td><td style="text-align: right;">£100.00</td></tr> <tr><td>Blythe Bridge and Forsbrook Alzheimers Friendship Group</td><td style="text-align: right;">£100.00</td></tr> <tr><td>Blythe Bridge Village Hall</td><td style="text-align: right;">£100.00</td></tr> <tr><td>Blythe Mount Park Planters</td><td style="text-align: right;">£50</td></tr> <tr><td>Salvation Army</td><td style="text-align: right;">£50</td></tr> </tbody> </table> <p>The Councillors unanimously agreed the list, the Clerk explained there may be some delay in paying the donations whilst she sought bank details for the online banking.</p>		2021	Arch	£100.00	Moorlands Home Link	£100.00	Cheadle Animal Welfare	£100.00	Cheadle C.A.B	£150.00	Donna Louise Trust	£100.00	Douglas Macmillan	£100.00	Marie Curie Cancer Care	£100.00	Mencap	£100.00	Red Cross	£100.00	Royal British Legion	£100.00	Samaritans	£100.00	Tiddlers	£100	Victim Support	£100.00	Women's Royal Voluntary Service	£100.00	Savana	£100.00	Fulford and District Community First responders	£100.00	Blythe Bridge and Forsbrook Alzheimers Friendship Group	£100.00	Blythe Bridge Village Hall	£100.00	Blythe Mount Park Planters	£50	Salvation Army	£50
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<b>13.</b>	<p><b>To arrange a site visit for the recreation ground and discuss the ROSPA report and to discuss the playground risk assessment training.</b></p> <p>The Councillors would meet at the recreation ground after the Remembrance Day parade to inspect.</p>																																										
<b>14.</b>	<p><b>Planning – Cllr Homes left the room</b></p> <p>SMD/2021/0643 – 15 East Bank Ride – Erection of a large shed</p> <p>No objections</p>																																										

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	<p>SMDC/2021/0644 – 82 St Gotthard Caverswall Road – two storey rear and single storey porch and side extensions. No objections</p> <p>SMD/2021/0646 - Land West of Boundary Road Boundary – construction of a lambing shed No objections</p>																																																																																				
<b>15.</b>	<p><b>Cemetery</b> <b>Issue reported in Clerks report</b></p>																																																																																				
<b>16</b>	<p><b>Environment</b> Signs knocked over on the A521 Left hand turn sign required on A521 30mph sign still on the floor on Cheadle Road Christmas lights and trees – Clerk to research</p>																																																																																				
<b>20</b>	<p><b>Accounts and Finance</b></p> <p><b>A</b> October Accounts – Unanimously agreed to resolve and instruct the Clerk to arrange payments.</p> <p><b>B</b> Bank reconciliation (previously circulated and available on the web site)</p> <p><b>C</b> Budget Discussions for 2022/2023 The Clerk presented the suggested budget as below:-</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 20px;"> <thead> <tr style="background-color: yellow;"> <th></th> <th style="text-align: center;">21/22</th> <th style="text-align: center;">Income for 2021</th> <th style="text-align: center;">22/23</th> <th style="text-align: center;">difference</th> <th style="text-align: center;">Income</th> </tr> </thead> <tbody> <tr> <td>Ground maintenance/grave levelling</td> <td style="text-align: center;">3000</td> <td style="text-align: center;">10000</td> <td style="text-align: center;">4000</td> <td style="text-align: center;">1000</td> <td style="text-align: center;">10000</td> </tr> <tr> <td>Rates</td> <td style="text-align: center;">150</td> <td></td> <td style="text-align: center;">0</td> <td style="text-align: center;">-150</td> <td></td> </tr> <tr> <td>Engraving of cenotaph</td> <td style="text-align: center;">250</td> <td></td> <td style="text-align: center;">250</td> <td style="text-align: center;">0</td> <td></td> </tr> <tr> <td>Contingency</td> <td style="text-align: center;">400</td> <td></td> <td style="text-align: center;">500</td> <td style="text-align: center;">100</td> <td></td> </tr> <tr> <td>Cemetery improvements</td> <td style="text-align: center;">1000</td> <td></td> <td style="text-align: center;">1000</td> <td style="text-align: center;">0</td> <td></td> </tr> <tr style="background-color: yellow;"> <td></td> <td style="text-align: center;">4800</td> <td style="text-align: center;">10000</td> <td style="text-align: center;">5750</td> <td style="text-align: center;">950</td> <td style="text-align: center;">10000</td> </tr> <tr> <td>Open Spaces</td> <td style="text-align: center;">13000</td> <td></td> <td style="text-align: center;">13000</td> <td style="text-align: center;">0</td> <td style="text-align: center;">1000</td> </tr> <tr> <td>Highways etc.</td> <td style="text-align: center;">3500</td> <td></td> <td style="text-align: center;">3500</td> <td style="text-align: center;">0</td> <td></td> </tr> <tr> <td>Repairs/Play Inspection etc.</td> <td style="text-align: center;">1000</td> <td></td> <td style="text-align: center;">1000</td> <td style="text-align: center;">0</td> <td></td> </tr> <tr> <td>vandalsim contigency</td> <td style="text-align: center;">250</td> <td></td> <td style="text-align: center;">250</td> <td style="text-align: center;">0</td> <td></td> </tr> <tr> <td>changing rooms water and electric</td> <td style="text-align: center;">2000</td> <td></td> <td style="text-align: center;">2000</td> <td style="text-align: center;">0</td> <td></td> </tr> <tr> <td>Changing Rooms / Football equipment</td> <td style="text-align: center;">1000</td> <td style="text-align: center;">6000</td> <td style="text-align: center;">1000</td> <td style="text-align: center;">0</td> <td></td> </tr> <tr> <td>Electricity VAT adjustment for above</td> <td style="text-align: center;">0</td> <td></td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td></td> </tr> </tbody> </table>		21/22	Income for 2021	22/23	difference	Income	Ground maintenance/grave levelling	3000	10000	4000	1000	10000	Rates	150		0	-150		Engraving of cenotaph	250		250	0		Contingency	400		500	100		Cemetery improvements	1000		1000	0			4800	10000	5750	950	10000	Open Spaces	13000		13000	0	1000	Highways etc.	3500		3500	0		Repairs/Play Inspection etc.	1000		1000	0		vandalsim contigency	250		250	0		changing rooms water and electric	2000		2000	0		Changing Rooms / Football equipment	1000	6000	1000	0		Electricity VAT adjustment for above	0		0	0	
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Electricity for street lights-unadopted roads	1000		1500	500	
Extra street cleansing	3000		3000	0	
Container plants and watering	2500		3000	500	
New CCTV	5000	5000	10000	5000	5000
changing room alterations				0	
Contingency	750		750	0	
	33000	11000	39000	6000	6000
Insurance	2500		2500	0	
Audit	650		750	100	
Newsletter	750		750	0	
Memberships	750		1000	250	
Elections	2500		2500	0	
Stationery/Petty Cash/Telephone	1000		1000	0	
Donations	3000		3000	0	
Chair's Contingency	500		1000	500	
Chair's Allowance	250		250	0	
Pensions	8000		8000	0	
Staff Costs INC paye	30000		32000	2000	
Training/Travel Expenses	300		300	0	
Advertising	100		100	0	
V.H. Hire	350		350	0	
Clerks Phone	700		700	0	
Web Site	750		1000	250	
Postage	50		0	-50	
fete	2000	2000	2000	0	2000
rem day	500		500	0	
banking charges	360		0	-360	
Collaret	150		500	350	
Litter pick	300		300	0	
Allotment	500		0	-500	
SIDS and Gateways	10000	10000	10000	0	10000
VAT		4000	4000	4000	4000
Toilets			5000	6000	
Police Houses			9000	9000	
NHP	1000	1000	1000	0	1000
	66960	13000	87500	20540	17000
<b>TOTAL</b>	<b>104760</b>	<b>34000</b>	<b>132250</b>	<b>27490</b>	<b>33000</b>

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<b>D</b>	The Councillors unanimously agreed to accept the budget for 2022/2023
	Update from Internal Audit Visit The Clerk reported that no issues had been found from the internal audit visit.
<b>E</b>	Business Banking update The Clerk reported that the online banking was up and running and Cllr Herdman had the facility to access it on line, the bank were currently working through Cllr Felins application. Applications were circulated to Cllr Yates and Cllr Holmes to compete.
<b>F</b>	To approve the Risk Assessment for Parish Council Unanimously agreed to approve and the Clerk would arrange for it to be uploaded to the Web site.
<b>G</b>	To approve the Data Protection Policy  Unanimously agreed to approve and the Clerk would arrange for it to be uploaded to the Web site.
	The meeting closed at 9:00pm