

# 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 April 2022 19:30 hours at Blythe Bridge Village Hall

## **Members Present**

Chairman Herdman	Cllr Felin
Cllr White	Cllr Sandiford
Cllr Yates	

## **In Attendance**

Dawn Plant – Clerk & RFO	

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

Cllr McCready, District Councillor Flunder, Cllr Holmes
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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>
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 March 2022 as a true record.
<b>5.</b>	<b>Residents issues</b> <b>No residents present.</b>
<b>6</b>	<b>County and District Reports</b> Cllr Herdman reported that SMDC had received a change of leader. Clerk read the report out from Cllr Flunder.
<b>7.</b>	<b>March Accounts</b>
<b>7A</b>	a) April accounts

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<b>B</b>	<p>b) Bank Reconciliation (previously circulated by email and available on the web site)</p> <p>c) To set the fees for the cemetery for 2022/2023 Current fees are</p> <table data-bbox="274 577 1220 875"><tr><td colspan="3">New charges 2021/2022</td></tr><tr><td>New Br for 2</td><td>£400</td><td>£800</td></tr><tr><td>Reopen BR</td><td>£300</td><td>£600</td></tr><tr><td>CR</td><td>£300</td><td>£600</td></tr><tr><td>Reopen CR</td><td>£250</td><td>£500</td></tr><tr><td>Child</td><td>£80</td><td>£80</td></tr><tr><td>Memorial</td><td>£90</td><td>£50</td></tr><tr><td>Additional Inscription</td><td>£45</td><td></td></tr></table> <p>Chairman Herdman proposes an inflation rise of 5% across the entire fees. Seconded by Cllr Yates Unanimously agreed to increase the fees by 5%</p> <p>d) To approve the following policies Financial Regulations, Standing Orders, Training and Development, Financial Risk Assessment, Data Protection, Changing Rooms, Developer Engagement, Co-option's, FOI, Complains, Vexatious, Pensions Discretions, Media, Illegal Encampments, Grants, action plant and publication scheme.</p> <p>Unanimously agreed to approve</p> <p>e) To discuss and decide on the appointment of Topliss Associates for the internal audit for 2022/2023 Unanimously agreed to appoint.</p> <p>f) To discuss any recommendations received from the annual internal audit of 11.04.2022 No recommendations. Cllr White thanked the Clerk for her work.</p> <p>g) To approve the annual Governance Statement Unanimously agreed to approve</p> <p>h) To approve the annual Accounting Statement Unanimously agreed to approve The Clerk informed the Councillors that the rights for public inspection of the accounts would run from 01.06.2022 – 14.07.2022.</p>	New charges 2021/2022			New Br for 2	£400	£800	Reopen BR	£300	£600	CR	£300	£600	Reopen CR	£250	£500	Child	£80	£80	Memorial	£90	£50	Additional Inscription	£45	
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<b>8</b>	<p><b>Clerks report</b> Ralph Whilock charity. The Clerk explained a solicitor had been in touch regarding a charity from 1800s and we await how the monies can be spent.</p>																								

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	<p>Tree Planting – went well and we await the stunner to publicise. The Clerk has emailed several to chase Cllr Williams up.</p> <p>Black Cock Football Team – The £700 has now been paid into the account, so that leaves with £300 shortfall. Cllr Herdman proposed that until the amount owing and the next season is paid in full they would not be allowed to use the facilities.</p> <p>Seconded Cllr Yates and unanimously agreed.</p>
9	<b>Correspondence</b>
10.	<p><b>Police House project – plans and memorandum of understanding circulated via email to Councillors on 8.04.2022 – to discuss and decide for the Council to sign the documents to proceed to exchange and completion on the purchase of Forsbrook Parish Councils portion.</b></p> <p>Cllrs unanimous agreed for the Clerk and Chairman to sign the memorandum of understanding.</p>
11.	<p><b>To discuss and decide the Cemetery gate and locking arrangements</b> Following on from the issues with unwanted cars using the cemetery carpark, the Clerk and Chairman used the powers within standing orders to instigate an emergency repair. MW Gardening Services have offered to lock and unlock the gate on a daily basis for £100 per month.</p> <p>Cllr White proposed that we ask Martin to lock the gate for the next 3 months. Seconded Cllr Felin Unanimously agreed.</p>
12.	<p><b>Queens Jubilee updates</b> Clerk would order some banners and posters from Vista Print. Clerk would start to publicise.</p>
13	<p><b>To receive a request and decide an action from Crafty Table Ltd for a S137 contribution towards the hire of the village hall for a fundraising event for Ukraine, and to ask a Councillor to run the auction.</b></p> <p>Cllr Felin let the Council know that the Village Hall have agreed to give the hall free of charge.</p> <p>Cllrs thanked the Village Hall and the Councillors thought that the money for the hall fee should be sent to the Village Hall at a cost £100.</p>

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<b>14</b>	<b>Litter picking decide on the ongoing contract with Alliance</b>  Proposed by Chairman Herdman that we cancel the litter picking and find willing volunteers. Second by Cllr White Clerk would purchase the hoops for the bags.
<b>15</b>	<b>To receive a quote for the new fencing at the recreation ground and decide if to go ahead</b> Proposed to go ahead by Cllr Herdman Seconded by Felin Unanimous agreed. Clerk to double check for planning.
<b>16</b>	<b>Planning:</b> to consider the Parish Councils response to the following planning applications: SMD/2022/0159 - 5 Elmwood Close Blythe Bridge -Proposed two storey side and single storey rear extensions. No objections SMD/2022/0177 - 296 Beacon House Uttoxeter Road Blythe Bridge - Proposed bedroom extension over existing kitchen. No objections
<b>17</b>	<b>Cemetery</b> <b>Nothing to report.</b>
<b>18</b>	<b>Environment</b> Carparking – SMDC carpark on Uttoxeter Road, can the gate that is an emergency exit be clarified as to its usage. It is taking a space up.  Premier carpark – tickets are being issued for carparking. Cllr Sandiford would liase with Premier to see if there was any possibility of using 15 mins of free parking for the school run.  Chairman Herdman – asked the Clerk to email William Amory an email to remind them about sensible parking at school drop off times.  Cllr Herdman asked the Clerk to chase the speed camera van and ask if we can have the camera van for minor traffic offences.  Cllr Yates – Pot hole at the cross roads still there.
<b>19</b>	<b>Councillor Updates</b> Nothing to report

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The meeting closed at 9pm