

AGENDA FOR A VIRTUAL ANNUAL PARISH COUNCIL MEETING

ON 13th August 2020

AT: VENUE: THE ZOOM PLATFORM MEETING ID: 715-903-9572 PASSWORD:432934

1. To Elect a Chairman of the Council
2. To Record Attendance & Consider Acceptance of:
 - a. Apologies for Absence
 - b. Requests for Leave of Absence
3. To Receive Any Declarations of Interest & Consider Any Dispensation Requests Submitted
4. To Elect a Vice-Chairman
5. To Reaffirm the Clerk's Role as the Responsible Financial Officer
6. To Elect Committee Membership:
 - a. Finance
 - b. Staffing
7. To Approve Last Month's Minutes (July 2020)
8. To Receive an update on the Website Project
9. To Consider a response to the Local Government Boundary Commission for England Consultation
10. Finance:
 - a. To Approve Payments to be made
 - b. To Receive the year to date (30th July) financial statements
 - c. To Consider any grant applications
11. To Receive the Correspondence
 - a. Planning Consultations
 - b. Other
12. To Receive the Items of Information

1. ELECTION OF THE CHAIRMAN:

This is done every year. Candidates need to be nominated, seconded and agree to take office before a vote can be held. There is an Acceptance of Office Document to be signed before the Meeting continues.

2. ATTENDANCE:

There are implications of routinely accepting apologies offered. Councillors have a duty to attend all/ most Council Meetings.

3. DECLARATIONS OF INTERESTS ETC:

- a. Declarations of interest

Failure to declare an interest, lodge your updated Register of Interest with the Borough Council is a Breach of the Councillor Code of Conduct.

- b. Dispensation Requests

None received.

4. ELECTION OF THE VICE CHAIRMAN:

This is done every year. Candidates need to be nominated, seconded and agree to take office before a vote can be held. There is an Acceptance of Office Document to be signed before the Meeting continues.

5. RESPONSIBLE FINANCIAL OFFICER:

The Office is commonly held by the Clerk but doesn't have to be.

6. COMMITTEE MEMBERSHIP:

The Finance Committee requires four members who become the signatories on the Bank Mandate. The Staffing Committee also requires 4 Members.

7. MINUTES OF LAST MEETING:

The draft minutes for July 2020 have been circulated.

8. WEBSITE PROJECT:

An up to date verbal report is to be given.

9. LOCAL GOVERNMENT BOUNDARY COMMISSION CONSULTATION:

The proposal is for the Anglesey Ward to extend across Evershed Way for a short distance up to the St Peter's Street island. The consultation period will run until 7th September 2020 and they are inviting responses on the proposed new boundaries, Note that the Parish Boundary does not automatically change.

10. FINANCE:

a. Accounts for payment:

PAYEE	FOR WHAT	AMOUNT £	CHEQUE NUMBER OR DIRECT DEBIT
The Clerk	Salary & Expenses	681.63	1163
HM Revenue & Customs	Month 5	132.80	1164
Staffordshire Pension Fund	Month 5	237.58	1165
Perennial Landscapes Ltd	Allotment Contractor	78.00	1166
SLCC	Clerk Training	42.00	1167
Came & Co	Insurance Renewal	714.55	1168

b. The financial statements

for the 4 months to 31st July are on page 4

c. To Consider Grants Received:

Bright Beginnings Family Hub is a newly set up company looking to provide one stop go to place for families. The initial accounts show no income and consequently a modest loss. This NOT a charity. The grant request is for the total projected costs (£5,522.00) to "support funding of staffing costs and resource requirements" of a respite Crèche at the Queen Street Community Centre for an unstipulated period of time. No other grant funding had been applied for.

11. CORRESPONDENCE:

a. Planning:

The Clerk has forwarded the planning applications & decisions as they come in to Councillors.

i. The following are applications registered in the last month.

Application No.	Site Address	Development Description
P/2020/00628	2 St Matthews St DE14 3DT	Crown reduction in height of 2 ash trees (TPO 152) by 50% to previous cutting points
P/2020/0061	Anglesey Allotments Cambridge Street	Retention of an existing shipping container used as a tool lock up.
P/2020/00624	Land Adjacent to No.175 All Saints Road DE14 3PJ	Demolition of existing store and erection of a two storey building to form 4no. 1 bedroom flats (Revised Scheme)
P/2020/00608	Torrington House 75 Branston Rd DE14 3BY	Prior Approval for the change of use from office (Class B1(a)) to 13 one bedroom flats and one 2 bedroom flat (Class C3)
P/2020/00583	197 Uxbridge Street DE14 3LA	Retention of garage conversion to form annex

ii. These are the decisions made this month:

<u>Application Number</u>	Site Address	Development Description	Date Registered	Decision
<u>P/2020/00622</u>	Tiger Court DE14 3PR	Felling of 7 Lime trees.	30-06-2020	Approved - Delegated
<u>P/2020/00479</u>	20 Leicester St DE14 3BA	Erection of a single storey rear extension	22-06-2020	Conditional Approval - Delegated
<u>P/2020/00543</u>	331 Blackpool St DE14 3AL	Prior Notification for the erection of a single storey rear extension, 5.1m from the original rear wall, 3.4m to the highest point of the roof and 2.7m to the eaves	09-06-2020	Approved - Delegated
<u>P/2020/00329</u>	284-285 Blackpool Street DE14 3AR	Change of use from residential car park to commercial car storage and erection of fencing	19-05-2020	Refused - Delegated

iii. Other Planning Correspondence

None

b. Other Correspondence:

i. East Staffs Borough Council Parish Council Forum:

After consulting the Parish Councils the Borough are now looking at how they can facilitate this event.

ii. ESBC Town Deal Board:

Despite asking there has yet to be an update on this which was established back in December 2019.

12. ITEMS OF INFORMATION:

The Clerk continues to forward to Councillors relevant information as it come in.

There continues to be a lot of information coming from all levels of government and their associated national bodies.

The Clerk has pushed to be included in the information exchange for the current measures in the 3 Burton parishes hit by a spike of Covid19 infection.

The next meeting is scheduled for September 10th The National guidance is to continue with virtual meetings for the time being.