

MINUTES OF THE PARISH COUNCIL MEETING HELD 10TH SEPTEMBER 2020

Present:

Cllr S Hanif, Cllr I Haseeb, Cllr H Khan (Chairman), Cllr B Maun (7:27), Cllr G Razaq and Mrs E Coleman (Clerk).

23/20-21 Attendance, Apologies and Leave of Absence Requests:

a. Absences:

Cllr M Rehman whose apologies (work) were accepted. Cllrs N Hussain A Mahfooz, K Mahfooz and M Tanvir offered no apologies.

b. Leave of Absence:

No requests were submitted.

24/20-21 Declarations of Interest:

None

25/20-21 Minutes of The Previous Meeting:

Council resolved that the previously circulated draft minutes for August are an accurate record of the meeting. The Chairman signed them as such.

26/20-21 THIRD PARTY REPORTS:

a. County Councillor:

Nothing was received.

b. Borough Councillor:

Nothing was received (Council was advised of a Borough Councillor's bereavement).

27/20-21 CLERK'S REPORT:

a. Town Deal Board:

In the future the two representatives will be "encouraged" to report to all of the Parish Councils.

b. Staffs CC Response to Covid19 Spike:

The Clerk has provided the County with an insight in to the diversity, ethnically and demographically, of the area. The Clerk is to be included in "focus groups" to ensure the Parish Council is used as a connection between the parish and Stafford.

c. Meeting with Borough Cllr G Allen, Deputy Leader (Regeneration and Planning Policy):

This will not happen until physical meetings resume.

d. Casual Vacancies:

Advertising for expressions of interest in becoming a new Councillor is to commence.

e. Parish Council Forum:

The Borough Council are investigating formats for this proposed forum.

f. External Audit:

The period for public inspection of the accounts has now closed without any interest.

28/20-21 Website Project:

a. Review of Site Map:

Councillors to identify organisations/ charities for inclusion. The aim is to get something up soon and grow it once up. The "accessibility compliance deadline is 23rd September.

b. Anglesey Facebook

The page is a source of information and needs promoting in the Parish.

c. Photography:

Councillors are to provide suitable photographs of themselves for the site. Photographs of the area are also needed.

d. Determine Logo:

Two suggestions have been sent to designers to be worked up.

e. Approval of Privacy Policy

Council approved the policy as presented subject to any technical information being added by the hosts on completion of the site

f. Newsletter:

Council agreed to a newsletter being drafted ready to go to print when the site is launched. Distribution to be via door to door and community groups, shops, surgeries etc.

29/20-21 **COUNCILLOR TABLETS:**

This was the subject of extensive discussion. Council was reminded of its obligation to be seen to be doing the right thing with Public Money. The Federation Against Software Theft would not tolerate un-licensed software.

a. Functionality:

Councillors are to complete a personal "Needs Assessment".

b. Security:

Council is to provide security software and a secure log on. Some physical protection in the form of a hard case was advised.

c. Insurance:

Council was advised that current cover provides for £5,000 for Office Equipment. There is capacity here for the provision of tablets not to attract additional cost.

d. Policy on the "Usage of Tablets":

The Clerk is to draft this.

30/20-21 **Finance:**

a. Accounts for Payments

The following payments for September were approved.

PAYEE	FOR WHAT	AMOUNT £	CHEQUE No. DIRECT DEBIT
Clerk's Salary and Expenses	Month 6	953.72	1169
HM Revenue & Customs	Month 6	183.35	1170
Staffordshire Pension Fund	Month 6	271.95	1171
Perennial Landscapes Ltd	Allotment Contractor Aug	78.00	1172
Staffordshire Parish Councils Association	Clerk & Councillor Training	140.00	1173
Information Commissioners Office	Annual Registration	35.00	dd
InTouch Ltd	Web Hosting	178.16	dd
National Association of Allotment Growers	Annual Subscription	66.00	1174
	TOTAL	£1,906.18	

b. Review of Banking Arrangements:

Council resolved to move away from cheque payments to electronic, bank to bank, payments. To preserve the legal requirement for two Councillors to release the payments Council further resolved to move the accounts across to Lloyds.

c. Grant Applications

i Bright Beginnings Family Hub CIC Time4Me Respite Crèche £5,522

from in support of the application for £5,522 to fully fund their proposed "Time4Me Respite Crèche". Council was keen to support this needed service. Additional information had been received and the CIC status, commitment to obtain volunteers and the booking requirement provided additional assurance on the project. Council resolved to assist in establishing the Hub by:

a) Funding the purchase of equipment up to £1,950 on production of receipts and

b) Pay for the room hire for as many weeks as the business can fund the staffing costs up to £1,520 (38 weeks)

ii The Uxbridge Forum Planting Around The Anglesey Stone and The Christmas Pensioners Function Council resolved to repeat previous donations with £50 for the planting around the Memorial for November 11th Service. Council noted the comment about the Christmas Party not being possible due to the pandemic. The Clerk is to liaise with the Forum regarding the provision of food vouchers instead.

31/20-21 Correspondence:

a. Planning:

i New Applications Received:

Application No.	Site Address	Development Description	Comments
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	None
P/2020/0061	Anglesey Allotments Cambridge Street	Retention of an existing shipping container used as a tool lock up.	None
P/2020/00624	Land Adjacent to No.175 All Saints Rd DE14 3PJ	Demolition of existing store and erection of a two storey building to form 4no. 1 bedroom flats (Revised Scheme)	None
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)	Concerns were voiced over the population density, parking and the Branston Road access point's proximity to the junction with All Saints Road
P/2020/00583	197 Uxbridge Street DE14 3LA	Retention of garage conversion to form annex	None

ii Decision Notices Received

Application Number	Site Address	Development Description	Date Registered	Decision
P/2020/00622	Tiger Court DE14 3PR	Felling of 7 Lime trees.	30-06-2020	Approved Delegated
P/2020/00479	20 Leicester St DE14 3BA	Erection of a single storey rear extension	22-06-2020	Conditional Approval Delegated
P/2020/00543	331 Blackpool St DE14 3AL	Prior Notification erection of a single storey rear extension, 5.1m from the original rear wall, 3.4m to the highest point of the roof & 2.7m to the eaves	09-06-2020	Approved Delegated
P/2020/00329	284-285 Blackpool St DE14 3AR	Change of use 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 re Parish Council Forum:

A format for this event is being worked on.

ii East Staffs Borough Council re Town Deal Board:

Council noted the lack of information received since December's election of representatives, The Clerk was asked to keep following this up.

32/20-21 Items of Information

The items listed in the meeting papers were noted.

The next meeting is scheduled for October 8th 2020

Chairman:

Date: