

AGENDA FOR PARISH COUNCIL MEETING ON 14th January 2021 at 7:30pm

Venue: The Zoom Platform Meeting ID: 958 2650 8138 Password: 040526

1. To Record Attendance & Consider Acceptance of
 - a. Apologies for Absence
 - b. Requests for Leave of Absence
2. To Receive Any Declarations of Interest & Consider Any Dispensation Requests Submitted
3. To Approve the Minutes of the Last Full Council Meeting (December 2020 - circulated)
4. To Receive Any Third Party Reports Offered
5. To Receive the Clerk's Report
6. To Review Two Policies:
 - a. Standing Orders
 - b. Financial Regulations
7. Finance:
 - a. To Receive the Financial Statements for the Year to Date
 - b. To Approve Payments to be made
 - c. To Consider Any Grant Applications
8. To Receive and Consider Responses Required to the Correspondence
 - a. Planning
 - b. Other
9. To Receive the Items of Information

1. ATTENDANCE

a. Apologies for Absence:

There are implications of routinely accepting apologies offered. Councillors have a statutory duty to attend all/ most Council Meetings. No apologies have been received to date.

b. Requests for Leave of Absence:

None have been received to date.

2. DECLARATIONS OF INTERESTS ETC

a. Declaration of Interests:

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

b. Dispensation Requests:

None Received to date.

3. PREVIOUS MINUTES (DECEMBER 2020)

These were circulated with the summons

4. THIRD PARTY REPORTS:

Invitations are sent to the County Councillor, the Borough Councillors and Staffordshire Police

5. CLERK'S REPORT:

a. Covid19 pandemic

This information flow continues to fill the Clerk's mail inbox. All relevant items are forwarded straight to Councillors. Facebook and the Website continue to be used to publicise matters e.g. availability of tests, for both asymptomatic and symptomatic.

b. Casual Vacancies:

Council has received confirmation from ESBC that it can Co-opt to fill the latest vacancy. There are now 4 vacancies. The promotion period that finished on 31st December produced a single expression of interest. Copies of the Good Councillor Guide, the Code of Conduct and the Register of Interest were sent in response along with the suggestion that a letter of application be sent identifying the skills to be brought to Council. To date no further contact has been received.

c. Parish Council Forum:

Nothing more has been heard from the Borough Council.

d. Town Deal Board:

Nothing more has been heard regarding the funding application process.

e. Allotment Grant Application:

On 22nd December the Clerk was asked to provide a little more information which was done by return. An out of office response gave 4th January as being the next day in the office. Nothing more has been received. Council should do no more until a decision on the application is received.

f. St Matthews St Residents' Concerns

The Clerk has received information from both the Borough Council and the Police and is better placed to advise residents who call. The matter is currently under investigation. Specific detailed information is required by particularly enforcement@eaststaffsbc.gov.uk to support the investigation.

g. Website Content:

The Burton Caribbean Association has produced some content that the Clerk will upload in the next week. Please can councillors think about the Community Groups that they and they family interact with and consider asking them for some information for the "Our Community" section of the website.

6. POLICY REVIEWS: Best practice is for Council to review these two documents annually.

a. Standing Orders:

The Clerk has looked at these and sees no reason to change anything other than attempt to make them accessible for the website and change the logo. If Council agrees the website can be updated.

b. Financial Regulations:

The Clerk looked at these and sees no reason to change anything other than attempt to make them accessible for the website and change the logo.

7. REVIEW OF STANDING ORDERS:

Standing Orders are a Council's rules for operation. The document was re-drafted in 2019 in line with Model Standing Orders published in 2018 by the National Association of Councils. These remain the current model. Council is required to review its Standing Orders annually. The only changes required are to the layout. Clerk has attempted to make the document as "accessible" as possible for publication on the website. It is not perfect, due in part to the Model using colour coding. In time the Model will be issued in an accessible format.

8. FINANCE

a. Financial Statements:

These are shown on page 4

b. Accounts for Payment:

PAYEE	FOR WHAT	AMOUNT	CHEQUE NUMBER
The Clerk	Net Salary and Expenses Month 10	£725.44	1196
HM Revenue & Customs	Month 10	£183.35	1197
Staffordshire Pension Fund	Month 10	£243.31	1198

PAYEE	FOR WHAT	AMOUNT	CHEQUE NUMBER
Perennial Landscapes Ltd	Landscape Contractor Month 9	£78.00	1199
Mazars LLP	External Audit	240.00	1200
Ratify Payment made to Parkers Printers Ltd (paid to release newsletters)	Newsletter	£434.00	1195

c. Grant Applications Received:

- i. Bright Beginnings – In December had asked for funding towards a new project. No further information has been received as yet.
- ii. Princes Street Community Centre - An application was received on 18th December for £5,000 being the total cost of a proposed year-long project. The Clerk has written this week asking for some more information, not least asking if the project is on hold in the current lockdown.
- iii. Pakistani Community Centre: A grant application form has been sent to this organization on 4th January. No application has been received at the time of writing.

9. CORRESPONDENCE:

a. Planning:

i. New

Application Number	Site Address	Development Description	Date Registered
<u>P/2020/01464</u>	73 Uxbridge Street DE14 3JU	Change of use from Accounts Office (Class E) to Hot Food Take Away (Sui Generis)	07-01-2021
<u>P/2020/01289</u>	120 Anglesey Road DE14 3NT	Erection of a detached garage and external alterations to covered side walkway	21-12-2020

ii. Decisions

Application Number	Site Address	Development Description	Date Registered	Decision
<u>P/2020/01018</u>	90 Oak Street DE14 3PU	Change of Use of existing residential reception room (Class C3, Dwelling houses) into a Barber Shop (Class A1 Hairdressers)	01-10-2020	Conditional Approval - Delegated

iii. Other Planning

None

b. Other Correspondence

- iv. Transforming The Trent Valley Project Invitation: Cllr G Razaq and the Clerk are booked to attend this zoom presentation.

10. ITEMS OF INFORMATION:

The Clerk continues to forward to Councillors relevant information as it come in. This includes things like the invitation to the presentation by the Transforming the Trent Valley and the regular A38 weekly advance notifications.

a. Staffs CC Bus Service Change

From 4 January to 28 May 2021 Burton High Street will be closed for roadworks between New Street and Worthington Way for five months. Details of the changes to the Bus Services can be found on the County website

b. SPCA Bulletins

i. 17th December

National Leisure Recovery Fund
Update on New Model Code of Conduct
CCN Report on Rural Bus Decline

ii. 24th December

Provisional Local Government Finance Settlement
Government Response to Redmond Review

Demos Report on Towns

iii. 31st December

Tier 4 Restrictions

Implications of Brexit: Procurement; Data Protection

Covid Relief Voucher Scheme – Powers

Pay Freeze Update from the LGA

iv. 5th January

Info on Lockdown and venues which may stay open vs those that must close

v. 7th January

SPCA Executive

Document Retention and Archiving

The Clerk will look at this, Council's Document Retention Policy and the binding of the Minutes (thought to be every meeting since Council was founded in 2003) currently held in loose leaf folders.

c. Date of Next Meeting: January 14th National guidance remains to hold virtual meetings

Financial Statements as at 31st December 2020

	IT Equipment	Allotments	Uncommitted Grants	Election Costs	Planning Consultancy	Crime Prev'n 19/20 Comm'y Inspir'n 20/21	Anglesey Park Project	QSCC - LoveInspire Sponsorship (rolling 3 yrs)	General Reserve	Total for 2020/2021
Fund Balance b/f	£2,000.00	£10,130.00	£11,260.00	£2,832.50	£5,000.00	£20,000.00	£5,803.29	£10,500.00	£20,562.15	£88,087.94
Precept									31,000.00	31,000.00
Other Income	0.00	622.50	0.00	0.00	0.00	0.00	0.00	0.00	4,972.03	5,594.53
Allocation of funds		310.00							-310.00	0.00
Total Income	£0.00	£622.50	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£35,972.03	£36,594.53
Staff Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9026.56	9,026.56
Running Council	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,869.20	7,869.20
Community Services	0.00	996.78	0.00	0.00	0.00	0.00	0.00	0.00	1,269.00	2,265.78
Community Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Reclaimable VAT									723.97	723.97
Total expenditure	£0.00	£996.78	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£18,888.73	£19,885.51
Surplus/overspend		£0.00	-£374.28	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£17,083.30
Fund Balance c/f	£2,000.00	£9,755.72	£11,260.00	£2,832.50	£5,000.00	£20,000.00	£5,803.29	£10,500.00	£37,645.45	£104,796.96
							Total Earmarked Fund Balances	£67,151.51	Current A/C	73,130.23
									Adjust for o/s chqs etc	-449.58
									Deposit Account	32,116.31
										£104,796.96