

Minutes of the Newborough Parish Council Meeting, held in the Jubilee Room, Newborough	Monday 6 th September at 7.30pm
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Present;

Councillors	CLlr Gill; Cllr Bullingham; Cllr Fernyhough; Cllr Clarke
Also present	C Holmes; Cllr Beech; 1 Parishioner

1. Election of Chairman & Signing of Declaration of Acceptance of Office

Cllr Gill proposed by Cllr Bullingham, seconded by Cllr Fernyhough. Declaration signed.

2. Election of Vice Chairman & Signing of Declaration of Acceptance of Office

Cllr Fernyhough proposed by Cllr Gill, seconded by Cllr Clarke

3. Apologies for absence.

County Cllr Jessel; Cllr Williams

4. Declarations of Interest

Cllr Bullingham declared a personal interest in planning application P/2021/00657

5. Councillor Co-option

Parishioner has expressed an interest in the position but was unable to attend the meeting this evening. Co-option will be postponed until October's meeting.

6. Chairman's opening remarks

Cllr Gill wished to address the resignation of Cllr Waite. Cllr Gill & Cllr Waite have been serving the Parish Council for 10 years and Cllr Gill has great praise for Cllr Waite and the work she has done for Newborough village. Cllr Gill expressed that Newborough Parish Council shall miss her guidance.

7. Public Forum

Cllr Beech apologised for not being able to attend the meeting in previous months and welcomed any questions.
Parishioner wanted to wish the new Parish Council well and offer support. Parishioner explained that he has a concern about the risk of floods in the village. Parishioner is concerned that this will only get worse should no further action be taken.

8. County and Borough Councillors' Reports.

No report from Cllr Jessel or Cllr Beech

9. Minutes of the Meeting of the Parish Council held on 5th July 2021

Cllr Bullingham located a missing word in Item 3. All agreed to be a true record of the meeting
Action; Clerk to convert to pdf and upload to website

10. Matters arising from those minutes

Item 10 – Code of Conduct Reviewed
 Item 11 – Litter signs now in village

11. Review Planning Applications

Planning No:	Date	Premises	Planning requested	Council Actions	Decision
P/2020/00717	04.03.2021	Old Cottage Chapel Lane Newborough DE13 8SQ	Application under Section 73A of the Town and Country Planning Act 1990 for the variation of condition 2,3 and 8 of planning permission P/2016/00330 relating to the erection of a detached dwelling and formation of a new vehicular access (Revised parking and landscaping)	No Comments added by council	Registered
P/2021/00136	18.03.21	Land opposite Swarbourne Cottage, Bow Meadow Lane, Newborough End, Newborough, DE13 8SR	Application for a Certificate of Lawfulness for the continued use of land as domestic garden	Comments Added: Council support application	Registered
P/2021/00657	11.06.21	Hillcott, Duffield Lane, Newborough, Staffordshire, DE13 8SH	Erection of a porch to annexe and erection of a side extension, porch and two dormers to existing detached garage to form garden room/office/sun lounge	Comments Added: Council support application Interest Declared by Cllr Bullingham	Registered
P/2021/00650	26.05.2021	Meadow View, Yoxall Road, Newborough,	Erection of single storey side extensions, first floor above existing garage and bay window to front	No Comments added by council	PERMITS

		Staffordshire, DE13 8SU	together with extension to canopy		
P/2021/00985	28.07.21	Moat Hall Farm, Moat Lane, Newborough, DE13 8SS	Erection of a single storey extension to form orangery on the South elevation	EXTENSION FOR COMMENTS GRANTED	NEW
P/2021/00987	28.07.21	Moat Hall Farm, Moat Lane, Newborough, DE13 8SS	Listed Building Consent for the erection of a single storey extension to form orangery on the South elevation	EXTENSION FOR COMMENTS GRANTED	NEW
P/2021/01067	17.08.21	Elton House, Hollybush Road, Newborough, DE13 8SF	Removal of six conifer trees and reduce height of ten conifer trees by 4 metres		NEW
P/2021/01057	18.08.21	Hollybush Cottage, Hollybush Road, Newborough, Staffordshire, DE13 8SF	Felling of 1 Cypress tree		NEW
P/2021/01116	27.08.21	Poplars Farm, Yoxall Road, Newborough, DE13 8SU	Change use of farmhouse and piano barn from dwelling to C2 home for children in care and conversion of existing barn including alterations to the front elevation from storage to office and gym for staff (Revised Scheme)		NEW

P/2021/00985 – No comments to be added

P/2021/00987 – No comments to be added

P/2021/01067 – Parish Council have no objections

P/2021/01057 - Parish Council have no objections

P/2021/01116 – Parish Council would like to object to this planning application on grounds of sustainability

Action; Clerk to add comments to the ESBC planning portal

12. The Role of a Parish Councillor

Cllr Gill explained that if you represent the Parish Council you must always be aware of the commitment to this role and the position that you hold within the community. This responsibility is something that must always be considered when conversing with parishioners and when getting involved in matters within the village

13. Councillor Responsibilities

This will be revisited later in the year when the council has completed the co-option process.

14. Documentation Movement

Decision was made that Cllr Clarke would liaise with the previous clerk, Sally Flockett to relocate the filing cabinet to our existing storage location.

Action; Clerk to review GDPR and review what is needed from the filing cabinet and what can be destroyed.

15. Newborough Parish Council Emails

Cllr Bullingham raised an item raised previously by Cllr Clarke. Cllr Bullingham would like to suggest having a designated email address for each Councillor. This will allow for all emails to be kept separate from personal items and for council business to be easily transferred should a Cllr resign. Cllr Gill would like to explore the costs of this and review how this would work going forward.

Action; Clerk to look at if this is available through Wix with our current website and report back on costs & viability.

Cllr Bullingham & Cllr Clarke to look into the matter further

16. Review of Newborough Parish Council Code of Conduct

All agreed to changes added in line with ESBC Code of Conduct

Action; Clerk to upload to website

17. Chairmanship Tenure

Cllr Fernyhough proposed to implement a maximum 5-year tenure to the post of Chairman. This would run alongside the annual vote to ensure a regular rotation. This would not preclude the member remaining on the Council.

Cllr Bullingham is concerned about losing a good chairman and how this could impact the council and ongoing business.

Cllr Beech explained that Newborough Parish Council could also become involved in a youth council to ensure that the younger population of Newborough are represented.

It was agreed that this will be revisited later in the year when the council has completed the co-option process.

18. Accounts Summary & Reconciliation

Cllr Fernyhough has completed the Q1 reconciliation of the Newborough Parish Council accounts. This is deemed to be suitable for audit purposes with no errors found. Cllr Gill wanted to ensure that the council are aware of the financial information and have clear line of sight of the accounts. All agreed that they fully understand the current financial document and no changes need to be made.

19. Clerk Remuneration

Clerk's remuneration was agreed in line with current government salary bands and experience

20. Clerk's Report: to include finance & correspondence.

- **CORRESPONDENCE & ONGOING MATTERS**

HSBC have announced they are going to charge for community accounts. It is a £8 charge per month & 25p per cheque.

Cllr Beech emailed in connection with supporting 'stick and flick'

Still chasing dog poo bins

Playpark Inspection complete – PC to review recommendations

Further investigation of the PSPO undertaken. It has been agreed in 2016 & 2019 that the areas are suitable. This will be up for review in 2022

Litter Signs ordered and put up in the village. Parishioners involved in the litter picking informed of the discussion at previous council meeting

Updated ESBC Code of Conduct

Correspondence with parishioner regarding new planning permission format and how to access new applications

Tree survey completed

Struggling with contacting SCC regarding drains

Action; Clerk to move the community banking to Lloyds
Clerk to email Cllr Jessel regarding the issues with the drains

- **FINANCE**

Review budget tracker

<u>11 online payments for September</u>			
Clerk's remuneration	Salary - July	£354.99	£380.99
	Home office allowance	£26.00	

Clerk's remuneration	Salary - July	£354.99	£380.99
	Home office allowance	£26.00	

Clerk's remuneration	Salary - August	£354.99	£380.99
	Home office allowance	£26.00	
Wicksteed	Playpark Inspection 2020	£144.00	£144.00
Fairview Arborists	Tree Survey Work	£400.00	£400.00
James Bullock	Grass Cutting	£414.00	£414.00
James Bullock	Strimming/Clearing/Moles	£128.00	£128.00
Charlotte Holmes	Litter Bin Stickers	£15.36	£15.36
Bethan Waite	Zoom Subscription	£15.00	£15.00
Wicksteed	Playpark Inspection 2021	£144.00	£144.00
James Bullock	Strimming	£65	£65.00
James Bullock	Grass Cutting	£414	£414.00
		TOTAL	£2501.34

21. Councillors Reports

Cllr Bullingham & Cllr Fernyhough have nothing to report

Cllr Clarke discussed the issue of the drains flooding on Duffield Lane. Cllr Clarke enquired about the possibility of James Bullock emptying the drains. Cllr Gill explained that this is not best practice and Newborough Parish Council should continue to pursue SCC. Cllr Gill to contact SCC to review.

Cllr Clarke raised the issue of severe potholes & lack of white lines on Hollybush Road. Cllr Gill explained that this is unlikely to be a part of the plan with SCC and could be reviewed in due course.

Cllr Gill discussed moving the responsibility of the Play Park to another councillor. Cllr Clarke will be taking on this responsibility.

Cllr Gill further discussed the ongoing project for the acquisition of Speed Indicator Devices and that Cllr Fernyhough will be taking this forward.

**Action; Cllr Gill to review with the flooded drains with SCC
Clerk to update current Cllr responsibilities and upload to website**

Meeting closed at 21.13pm

Date of the Next Meeting: 7.30pm on Monday 4th October 2021

Parish Council Information can be found on the internet at -

<https://www.newboroughvillage.co.uk>