

**MINUTES OF THE MEETING, BRIZLINCOTE PARISH COUNCIL
21ST JANUARY 2021, COMMENCING 6.00 P.M.
VIA THE PLATFORM ZOOM**

Present: Cllrs A Cowan (Vice Chair), B Bidgood, J Trivedy, R Page, K Hyde, R Ludford-Brooks, W Qneibi, B Marsden, B Judd

In attendance: County Cllr B Peters and Mrs K Lear (clerk)

PUBLIC SESSION: No members of the public were present.

Cllr A Cowan, Vice Chair, chaired the evening meeting as the Chair was unable to attend.

1/21-1-21 - **Apologies**

Apologies were accepted for Borough Cllr C Wileman and Parish Cllrs L Campion and S Moss.

2/21-1-21 - **Declarations of Interest**

None submitted.

3/21-1-21 **Minutes of the meetings**

The chair confirmed that a vote would be taken separately.

Minutes 10th December, 2020 ordinary meeting.

Proposed as accurate by Cllr J Trivedy and seconded by Cllr B Bidgood.

Resolved: that the minutes of the meeting 10th December 2020 were an accurate record.

**Minutes of the meeting of the extra ordinary meeting
13th January 2021**

Proposed by Cllr R Ludford-Brooks and second by Cllr B Marsden

Resolved: that the minutes of the meeting 13th January 2021 were an accurate record.

Borough Councillor B Peters joined the meeting.

4/21-1-21 **Chairs Report**

Cllr Cowan informed members that Cllr Campion had received notice that East Staffordshire Borough Council, Open spaces support the

proposed mini nature trail. It was also noted that the bridge works order had been placed.

There was a discussion in relation to other possible projects which were discussed informally by members after the December 2020 meeting.

Several projects were discussed. Cllr J Trivedy confirmed that he would investigate possible locations for 2-3 benches around the parish, along with designs and costs. He would make enquiries with ESBC in relation to land ownership.

Cllr R Page confirmed that she would investigate the possibility of a book swap facility. She would explore costs for unwanted telephone boxes and possible locations for installation of a box within the parish.

Woods Lane was suggested as a possible location. Cllr R Ludford-Brooks thought the junction of Brizlincote Street could be a possible location for consideration. Cllr B Marsden confirmed that he would be happy to maintain the library if it were located around Brizlincote Street.

Updates to be discussed at the April meeting.

Cllr Cowan advised members that Cllr Moss had been evaluating Facebook posts and had confirmed that engagements are on the increase mainly to do with Christmas lights and Good neighbour scheme which was very encouraging.

5/21-1-21 - **County Councillor, Borough Councillors and Staffordshire Police reports**

The Chair thanked County Cllr B Peters for his written report.

Borough Cllr B Peters confirmed that the overspill of the litter bin on Woods Lane has now been addressed. He has requested that a double bin is introduced to cope with the increased demand.

Cllr Peters confirmed that appropriate actions are being taken at Stapenhill Cemetery considering strict burial guidelines too. He confirmed that he would forward these to the clerk for the clerk to circulate to members. It was noted that the matter was an extremely sensitive one and that local partners and groups have been made aware of the guidelines. Where possible Staffordshire Police are not being involved.

It was noted that too many vehicles were also in the cemetery. Council asked if barriers should be introduced to limit the cars getting access. Cllr Peters confirmed that he would take councils comments away.

The Chair asked if the returning officer could be asked to consider other ways of notifying members of the public about postal voting as there are a still several parishioners who are not internet or social media users. Cllr Peters confirmed that he would make the necessary enquiries.

Cllr Peters advised members that Severn Trent has been asked to unblock Grafton Road again. He confirmed that he would keep members up to date of progress.

Borough Cllr B Peters left the meeting at 6.40 p.m.

6/21-1-21- **Finance**

a) Payments schedule approved.

Recipient	Description	Amount
Parish Websites Ltd	Website hosting 2018/20	200.00
S Moss	Stationery	10.50
Staffordshire County Council	Website site hosting 2020/21	556.95
Colin Wileman	Nature walk maintenance	70.00
E L Campion	Stationery	119.40
E L Campion	New laptop for clerk	449.00
K Hyde	Christmas lights competition	31.81
K Lear	Office expenses	10.00
K Lear/B Roe	Payroll	561.26

Resolved: payments to be processed

b) Internal auditor for 2020-21

There was a discussion on who should be appointed. The Chair requested that he would like to discuss the perspective auditors with Cllr Campion. Cllr B Bidgood suggested that the retiring internal auditor could be asked for recommendations. Clerk to speak to the retiring auditor.

c) VAT 126 claim

It was noted that a VAT claim will be submitted for the last 4 years as soon as possible.

The Chair advised members that whenever they are requested to purchase something on behalf of the parish council, if possible, please obtain a VAT receipt. This will be helpful for future VAT claims.

7/21-1-21 **Planning applications and matters** – Cllr R Page

32A Elms Road - permitted
2 Clays Street - pollarding of trees - permitted
The craft shop – Clay Street/Springfield Terrace has been withdrawn

8/21-1-21 **Community engagement**

a) Welcome pack – Cllr R Page

There was a discussion about other groups that could be added. It was agreed that places of worship within a 1-mile radius would be included. Amended document to be presented at the next meeting.

b) Christmas Lights Extravaganza/ Facebook. - Cllr K Hyde

It was noted that a very good response had been received. All costs were well within budget. Posters purchased could be used again for this coming year.

Brooster Illuminations was the only winner Cllr Hyde was not able to formally thank.

Cllr Hyde wished it to be noted that it was useful that Cllr Moss had given her direct access to Facebook to manage the notifications during this project.

Cllr B Bidgood confirmed that he had some photographs which could be used for the next newsletter which he will send over to Cllr Hyde.

c) Facebook – Cllr. S. Moss

Report given earlier on in the evening.

9/21-1-21 **The Nature Walk** - Cllr R Ludford-Brooks

Members were informed that quotations are currently being obtained.

10/21-1-21 **Resident enquiry** – Cllr B Bidgood

Cllrs R Ludford-Brooks and R Page felt that the introduction of a handrail by the steps was a very good idea for the open space by Doveridge Road for health and safety reasons.

Cllr Bidgood confirmed that he would contact Open Spaces, East Staffordshire Borough Council for their assistance.

11/21-1-21 **Next newsletter** – Cllr B Marsden

Cllr Marsden gave members some examples of the benefits of adding regular vet articles in future parish council newsletters. There are a lot of dog owners in Brizlincote parish who he felt would be interested.

Members felt it was a good idea to obtain short articles which could be considered for future newsletters. It was noted that no business advertising was possible. Cllr Marsden confirmed that he would make the necessary enquiries in readiness for the Spring edition.

Cllr Hyde confirmed that she could summarise any lengthy articles to ensure an article can be included.

12/21-1-21 **Grant application** – Cllr L Campion

Grant application received from Stapenhill Bowls Club – item deferred as additional information has been requested.

13/21-1-21 **Grants Working Party**

There was a discussion in how the current grant working party title could be confused.

Cllr Cowan proposed that the grants working party name be changed to funding sources working party whose role was to source possible grants that the parish council could apply for. Cllr Marsden second the proposal.

Resolved: the working party name would be amended to Funding Sources Working Party with immediate effect.

14/21-1-21 **Policies/Practices/Procedures**

a) Standing order document review

A few minor amendments were discussed to tidy up the document. No proposed changes were detrimental.

Proposed by Cllr Cowan that the document be accepted. Cllr B Judd second.

Resolved: that the standing orders be accepted. Clerk to update and circulate to members.

b) Parish council email addresses.

There was a discussion in relation to the benefits of having separate email addresses for parish matters.

The chair asked members to consider this.

15/21-1-21 **Officer report/correspondence**

General resident enquiries have been addressed. Currently working on VAT return.

16/21-1-21 **Members' reports**

Cllr Trivedy confirmed that the Chair had asked him if he knew someone who could write a piece on the geography of nature trail/the river. He has found someone who will be able to give some assistance.

Cllr R Ludford-Brooks informed members that the Scalpcliffe Wood Signage had been introduced confirming that it is now a designated nature reserve.

Signed:.....

Date:

UNDER THE PUBLIC (ADMISSION TO MEETINGS) ACT 1960 IN VIEW OF THE SPECIAL NATURE OF THE BUSINESS ABOUT TO BE TRANSACTED, IT IS ADVISABLE IN THE PUBLIC INTEREST THAT THE PUBLIC BE TEMPORARILY EXCLUDED AND THEY ARE INSTRUCTED TO WITHDRAW

17/21-1-21 **Staffing update**

The Chair gave members an update on staffing matters.

The meeting chair reminded councillors to forward any minute changes to the chair direct.

The clerk was asked to leave the meeting, thanked for her assistance during the evening and wished her a good evening.

Signed:

Date: