**TATENHILL & RANGEMORE PARISH COUNCIL**

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING**

**1st September 2020 via the platform zoom**

**Present:** Cllr Mrs E Coleman

 Cllr Mrs D Walford

 Cllr Mrs J Bristow

 Cllr Mrs H Pointer

 Cllr Mr P Shipley

 Cllr Ms D Milner

**In attendance:** Mrs K Lear (clerk), Borough Cllr Mrs J Jones

Cllr H Pointer opened the meeting by thanking everyone for their attendance and confirmed that due to other commitments she would be standing down as Chair. Council wished to thank Cllr Pointer for all her hard work and dedication during her term ofoffice in particular during a period of the Council having no clerk.

**1/01-9-20 Election of Chairman**

**RES 137** **Resolved:** that Cllr E Coleman would be appointed as Chair.

**2/01-09-20 Declaration of acceptance of office**

**RES 138** **Resolved:** that the declaration of acceptance of office would be sent to the Chair for completion before the next parish council meeting.

**3/01-09-20 Apologies for absence**

**RES 139** **Resolved**: that apologies were accepted for County Cllr J Jessel and Borough

Cllr B Ashcroft

**4/01-09-20 Election of Vice Chairman**

**RES 140** **Resolved**: that Cllr D Walford would be appointed as Vice Chair.

**5/01-09-20** **Declaration of acceptance of office**

**RES 141 Resolved:** that the declaration of acceptance of office would be sent to the Vice Chair for completion before the next parish council meeting

**6/01-09-20 Minutes for approval**

**RES 142** **Resolved**: that following minor changes, the minutes of the meeting of the 28th July, 2020, be signed as an accurate and factual record by the Chair.

**7/01-09-20 Committees**

**RES 143 Resolved:** that the Finance Committee continues. Cllrs E Coleman, H Pointer and

P Shipley were elected as members.

**RES 144 Resolved:** that the Personnel & Staffing Committee continues. Cllrs P Shipley,

D Walford, D Milner were elected as members.

**8/01-09-20 Working groups**

**RES 145 Resolved:** that the following working groups be appointed.

 Woodland – Membership – Cllrs J Bristow, H Pointer, D Walford. P Shipley

 Policies/Filing – Membership – Cllrs J Bristow, E Coleman, D Milner

 Flooding – Membership – Cllrs E Coleman, J Bristow

 Website & Document Retention – Cllrs E Coleman, D Milner and Clerk

**9/01-09-20 Appointment of representatives**

**RES 146** **Resolved**: that Cllr D Walford will be the parish council representative for Newbold Quarry and Cllr P Shipley would be the representative for the Almshouses

**10/01-09/20 Business plan**

**RES 147 Resolved:** that due to the Covid 19 pandemic the period of the existing plan will be modified to be extended to May 2021.

**11/01-9-20** **Standing orders**

**RES 148 Resolved**: that the two minor changes would be made

1) regular meeting date to change to 1st Tuesday of the month and

2) that the council met the General Power having employed a qualified clerk and having 2/3 of members elected

**12/1/09/20 Meeting Calendar**

**RES 149** **Resolved**: that the meeting calendar be adopted as presented. It was noted that there would be a meeting in December.

**Standing orders were suspended**

**13/01-9-20 Public participation**

A member of the public had contacted the parish council as they were concerned about the increased dog foul along Cuckoo Cage Lane. There was also a concern raised in relation to the heavy traffic and large vehicles as a result of building work to an existing agricultural building that is taking place.

Members were in support that East Staffordshire Borough Council Enforcement were patrolling the area to review the dog foul problem. Members felt in relation to the building works, planning enforcement at ESBC would be the best approach to get this matter reviewed.

**Standing orders reinstated**

**14/01-09-20 County, Borough Councillor Reports**

Borough Cllr J Jones gave an update on the current situation of the boundary commission review and encouraged the parish council and local residents to submit their thoughts to the proposals. There was a discussion in relation to how the villages were similar and how a rural parish may be at a disadvantage should it be combined with Branston. It was suggested that the parish council submitted their own response as well as a combined response.

**15/01-09-20 Finance**

**RES 150 Resolved:** that the following payments be processed

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Recipient** | **Category** | **Total payable** | **Cheque no** | **Power** |
| TMTH | Licence of occupy | £300.00 | EP | GP |
| SPCA | Training | £40.00 | EP | GP |
| G Henry | Maintenance/materials | £566.00 | EP | GP |
| K Lear | Payroll (July/August) | £1015.98 | EP | GP |
| K Lear | Expenses/reimbursements | £238.37 | EP | GP |
| E Coleman | Reimbursement | £14.38 | EP | GP |
| M Pettingale | Ex gratia payment | £32.00 | EP | GP |
| ICO | Annual registration | £35.00 | EP | GP |

Cllr J Bristow will set up the payments as the Clerk is still awaiting Lloyds Bank authorisation.Cllrs D Walford and D Milner kindly agreed to process the payments.

**The following payment has been processed since the last meeting.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Recipient** | **Category** | **Total payable** | **Cheque no** | **Power** |
| First Rescue | Defibrillator pads | £173.56 | EP | GP |

**RES 151 Resolved**: that a direct debit be set up for future Information Commissioners Office Registration.

**RES** **152** **Resolved:** that a business account be set up with Viking Direct

**RES 153** **Resolved**: that a debit card be set up, max spend £500.

**RES 154** **Resolved:** that the trim trail fund be closed and monies transferred to the Woodland Ear Mark reserve

**16&17**

**01-09-20 Planning matters and applications**

 **a) Matters**

The Parking SPD consultation was noted. Members felt that the document would be considered when reviewing future planning applications. Clerk to acknowledge receipt of correspondence.

The Community Involvement consultation was noted. No response would be submitted.

**b) Planning matters**

**RES 155** P/202000850 – Reduction of height of 4 yew trees to give a finished height of 3m, crown reduction in height of Holly by 2-3 m to give a finished height of 3 m – No objections

**18/01-09-20** **Princes Wood**

**RES 156 Resolved:** that the quotation for the relocation of the pedestrian gate would be accepted. Works to be completed as soon as possible.

Council were happy with the green oak quality designed picnic table and benches. It was noted that installation costs had not been included and that there would be a small additional charge. The National Forest Commission will confirm the wording of the engraving to go on the picnic table.

**RES 157 Resolved:** to place the picnic table and bench order with Antomic along with 2 small engraved name signs for the pedestrian gates into the wood. Cllr Pointer to organise this.

**RES 158** **Resolved**: that works are progressed for the installation of the Antomic 2 small panels to be introduced at the entrance of the pedestrian gate with the national forest engraving on them. Cllr Pointer to organise this.

Cllr J Bristow asked if council were happy that she discussed with Liz Sharkey, Prince Wood Designer, the 5 year woodland plan requirements. It was felt that something needed to be planned in readiness for a grant application April 2021. Members were happy for this to be investigated.

**19/01-09-20 Defibrillator**

It was noted that the third defibrillator was also to be displayed in a public place. There was a discussion about the defibrillators and how they are accessed. Clerk to establish with The Circuit and update members. It was noted that it was likely that all defibrillators would have the same access codes.

**RES 159 Resolved**: that the third defibrillator be installed on Rangemore Playing Fields Changing Rooms so that it is in a public place. Chairman to co-ordinate collection of the cabinet and defibrillator from The Mews for the clerk to then arrange for the installation to be carried out. It was noted that no power was required.

**20/01-9-20 Flooding**

Cllrs Bristow and Coleman hosted a meeting for parishioners affected by the February flooding. The only attendee was a trustee of the Alms Houses who explained the damage to all three houses. Parishioners known to be affected are in receipt of the County Council flood questionnaire. With 6 properties identified as being affected and with questionnaires submitted it is hoped that the County Flood Officer will investigate this matter further especially as the culverts and gullies in the village are being cited. A meeting is to be arranged between an Alms Houses trustee and experienced individual in Barton to look at possible solutions for the Alms Houses.

One resident had stated that most of the flooding that they had experienced came from the road/Jacks Lane; the resident had received a small grant from ESBC to repair the flood damage.

It was suggested that the Brook adjacent to the Alms Houses also be investigated during the site visit.

There was concern that the gully near to the brook by the Alms Houses always overflows when there is heavy rain. This to also be reported to SCC Flooding Officer.

**21/01-09-20 Speed watch**

It was noted that training will be taking place on the 19th September. Three residents have confirmed that they would be attending.

 Councillors Coleman and Walford would be attending also for refresher training.

**RES 160 Resolved**: that the clerk requests the Speedwatch Coordinator to assess the new stretch of road around the John Taylor Free School, Lawnswood and The Coopers developments for an additional location.

**22/01-09-20 Performance Management**

There was a discussion confirming that the performance management agenda item was to track actions to date for the projects identified in the business plan and to also evaluate progress against resolutions agreed at meetings, to establish what barriers were preventing projects/actions not being completed within the agreed time frame allowing a discussion as to what other actions may be required to keep actions on target.

**RES 161** **Resolved**: that the clerk reinstates the performance management process to present to full council at the next available meeting. Clerk and Chair to discuss format in advance.

**23/01-09-20 Community Engagement**

Cllr Pointer advised council that the aim of the day was to get people to learn about the woodland. It was noted that the tree guards once removed could be used at Rangemore Playing Fields.

Cllr H Pointer will coordinate the tree guard removals and Marilyn Farrell will do a tour of Princes wood. Unfortunately due to the Covid pandemic the event will not be advertised. Covid guidelines will be adhered too as per government guidelines.

**RES 162 Resolved:** that a small event will still be taking place on the 3rd October, but there will be a restriction of working party numbers to a max of 12 people, 6 in each group

Cllr Pointer informed council that a suitable walk needed to be submitted to the National Walking Festival Co Ordinator before the 1st October if the parish council wished to host a walk 2021.

**RES 163 Resolved:** that the parish council host a circular walk from Tatenhill Memorial & Thanksgiving Village Hall to Prince’s Wood and back. Cllr Pointer kindly offered to lead the walk and submit the details.

**24/01-09-20 Correspondence**

It was noted that there were nasty accidents at Byrkley Cross Roads on a regular basis. It was noted that speed limit signage on the road would be beneficial.

The council were invited to attend a SID demonstration scheduled for the 14th September at 10 am., meet at Tatenhill Village Hall.

There was discussion in relation to the Boundary Commission consultation. Members felt that 2 responses need to be submitted. One jointly with Barton and also a response from the parish council.

**RES 164 Resolved:** that council did their own response and also submit a joint response on behalf of Tatenhill and Rangemore Parish Council

**Signed: ……………………………………………………. Cllr E Coleman, Chair**

**Date: ……………………………………………………….**