

## **MINUTES OF THE MEETING HELD ON THE** **4<sup>TH</sup> AUGUST 2020**

**(Meeting held remotely via Zoom)**

**PRESENT:** Parish Councillors Mrs K. Reeves, Messrs P. Bailey, A. Brown, P. Harriman, S. Moore, one member of the public and the Clerk, Mrs D. Key.

**APOLOGIES:** These were received from Parish Councillors Mrs S.Dodd and Mr D.Massie, Stafford Borough Councillor Mr R. Sutherland and Staffordshire County Councillor and Stafford Borough Councillor Mr M. Winnington.

Councillor Mr S.Moore thanked outgoing Chairman, Mr P.Harriman for his long service as both a Parish Councillor and Chair for the past four years (Mr Harriman was to remain a member of the Parish Council for the short term). This was following the election of Parish Council posts during June which, saw Mr S.Moore elected unanimously as Chairman and Mrs S.Dodd as Vice Chair which was also unanimous.

**MINUTES:** The minutes from the meeting held on 3<sup>rd</sup> March 2020 were deemed as a true record by those present. It was agreed that these would be signed by the Chairman, Councillor Mr S.Moore at the next proper meeting of the Parish Council in September.

**MATTERS ARISING:** These matters would be taken as they appeared on the agenda.

**LATE ITEMS:** Mr P.Harriman had spoken recently with Michael Faarup, Chairman of the Glebelands Sports Association who had informed Councillor Harriman that work on the Glebelands car park would be starting as lockdown eased and that while a large amount of donations had been pledged, a revised refurbishment of the car park was planned which would cost less.

**OPEN FORUM:** Was not required on this occasion.

**NEIGHBOURHOOD WATCH:** John Edwards took part in the meeting to update the Parish Council as to his progress with Church Eaton's Neighborhood Watch Scheme. Mr Edwards confirmed that he had registered Church Eaton on to the scheme but was disappointed that the communications available were not what he was hoping for and the system did not link in with other organizations which he hoped it would. He is to explore further the system and would keep the Parish Council up to date. Obviously due to the COVID-19 lockdown a public meeting had not been able to take place to discuss Neighbourhood Watch. The Chairman thanked Mr Edwards for all his hard work so far.

**CHURCH EATON VILLAGE PLAYGROUND:** Councillor Mrs K.Reeves was still carrying out weekly inspections even though the play ground had been closed, due to Government guidance relating to COVID-19 protocols. The opening of the playground was discussed at length but there were still concerns over complying with the Government guidelines. It was proposed to discuss this as an agenda item in September but in the interim the Clerk was asked to contact other organisations which had opened play areas and to gather more information about safe opening.

Councillor Reeves was to continue logging the weekly inspections and to keep an eye on the equipment. The playground had been regularly mown during the summer.

**PARISH PLANTERS:** Councillor Harriman confirmed that Nigel Bickley had now made all seven replacement troughs which were to be stored at Councillor Massie's farm until their installation after the summer plantings had finished. Mr Harriman proposed that a cheque for £385 be raised to pay for these. This was seconded by Councillor Mr A.Brown, all were in favour. Councillor Reeves suggested spreading any surplus bulbs that were in situ in the existing planters in the new planters and in verges around the village later in the year.

**PLANNING:** The Clerk had received during lockdown, a planning application for a variation to extant consents at Birchmoor Cottage, Birchmoor Lane, Marson (20/32371/HOU). The Parish Council had made no objections to this application. Another application had been received for Home Farm House, Little Onn Lane for the proposed development of a two storey side extension, replacement porch and replacement of existing conservatory with new flat roof orangery (20/32678/HOU). There were no objections to this proposal; Mr P.Harriman declared an interest in this matter. The Clerk had been asked to forward these approvals to Stafford Borough Council's Planning Department.

Gnosall Parish Council had been in touch with the Clerk relating to the Stafford Borough Council planning committee meeting to discuss the application at Lower Reule Bioenergy Brookfield Farm, Cowley, Gnosall, to vary (not comply with) Condition 1 of planning permission ref. S.16/05/4004/W. The Clerk had contacted the Chairman on this matter and was asked to reply to Gnosall Parish Council to say that Church Eaton Parish Council would not be attending the remote planning meeting but would support their objections. The Clerk had forwarded Church Eaton Parish Council's original response objecting to the application to Gnosall Parish Council and this matter would be discussed at the next full meeting.

**FINANCE:** The Clerk reported on the arrangements for the forthcoming audit for the year 2019-20 and had contacted Helen Bellamy who had agreed to undertake an internal audit of the accounts. The Parish Council had been supplied with a copy of the accounts via email and a budget to the year end 31<sup>st</sup> March 2021. The Clerk was to drop the financial paperwork into Helen as soon as possible and then arrange a remote meeting to discuss the internal audit and for the Council to agree signing off and approving the relevant forms which were required by the auditors, Mazars. These needed to be returned to them by the 31st August 2020. The opportunity for the public to look at the accounts would take place for the prescribed period commencing on the 1<sup>st</sup> September 2020.

The Clerk confirmed that with agreement with members of the Council the following invoices had been paid during lockdown JWH Grass cutting services amounting to £144 (April) and £96 (May) £96 (June) ; £27.92 in relation to Marston trough planting by Mrs J.Moore; £130 for Mr and Mrs Byford for Church Eaton trough plantings and compost: £200 for the Parish Council's contribution towards the Glebelands Sports Association Car Park resurfacing project.

The Clerk had been paid her quarterly salary in July amounting to £454.13 and an HMRC tax payment of £113.40 had also been made.

The insurance company Zurich had emailed the Clerk about renewing the Parish Council insurance which will expire on 5<sup>th</sup> September 2020. The Clerk had forwarded the Chairman the renewal premium details. For a five year renewal Zurich had quoted a yearly premium of £570.16 which represented an increase of just £7.65. The Clerk however was asked to find out what other insurance was available and perhaps speak to some other Parish Councils about their insurance providers.

The Clerk was asked to contact Timberwolves about quoting for a new fingerpost to replace the existing fingerpost opposite the Royal Oak.

**CORRESPONDENCE:** All items of correspondence had been forwarded to members of the Parish Council and had been dealt with. During early lockdown the Clerk had received a query from a member of the public relating to COVID-19 protocols on the local bus service which had been resolved by email with assistance from Staffs County Councillor Mr M. Winnington.

It was agreed that the next meeting of the Parish Council would be held on Tuesday the 1<sup>st</sup> September 2020 at 7.30 pm in the Village Institute subject to availability and COVID-19 compliance. The meeting closed at 8.25pm.