

## Cheddleton Parish Council

### MINUTES OF THE PARISH COUNCIL MEETING HELD VIA ZOOM ON TUESDAY 29<sup>th</sup> SEPTEMBER 2020

**ATTENDANCE** Chairman - Councillor M.T. Bowen.  
Vice-Chairman - H.R. Jennings.

Councillor – I. Dakin, Mrs. D. A. Hartley, G. W. Salt, Mrs. L. M. Salt, S. Scalise,  
K Harvey, M Worthington, M. Ahmad, Mrs. C. A. Lovatt, N Belson

Also in attendance – Mrs K St Leger, Interim Clerk; Ms L J Eyre, Clerk

23 **APOLOGIES** - Apologies for absence were received from Councillors - R. J. Hartley, H. J. Tunna and J Carr, it was resolved to accept these.

24 **MEMBERS' DECLARATIONS OF INTEREST** - There were no declarations of interest.

25 **MEMBERS' SEC. 33 DISPENSATION REQUESTS** - No written requests for dispensation were received.

26. **PUBLIC QUESTION TIME** – No members of public were in attendance.

27. **MINUTES OF THE MEETING 25<sup>TH</sup> AUGUST 2020** – It was resolved to accept these as a true record.

28. **MATTERS ARISING THEREFROM** -No matters were raised.

29. **GROUND MAINTENANCE ISSUES** – The following issues were raised:

- Hedge around the cemetery in Cheddleton needs cutting
- Hedge between the cemetery and church yard in Cheddleton to be kept to a height of 5ft maximum
- Residents questioned the moving of the bollards on the playing field outside No. 3 Moorlands Road, difficulties were being encountered by wheelchair and pushchair users. The Council were reminded that a resolution was made with the resident at No. 3 Moorlands Road whereby a post could be removed and replaced with a drop down post with the understanding he provided the Parish Council with a key. The post would only be dropped when he was parking his vehicle. Cllr Scalise would visit the resident to clarify the position.
- The hedges and grass at graveyard at the old Hospital is untidy, it was resolved to make the necessary arrangements with the contractor to address this now the birds have finished nesting.
- Wetley Rocks Playing Fields are in good order; the main road is acceptable. It was noted the Sun Dial hedge needed to be trimmed, Cllr Hartley would approach the resident who volunteered to cut the grass to see if he would be willing to do this. Armshead Road, the main road and Mill Lane are in good order.
- Cllr Worthington reiterated the need to address the grass and hedges at the Graveyard, the Clerk agreed to approach the Lengthsman to undertake the works.

- Cheddleton Park Avenue, the open space at the bottom end. Trees have been planted and people are playing football. A resident has asked if he could purchase and erect a No Ball Games sign. The Parish Council resolved to accept this recommendation, however the resident to run this past the Clerk before works are undertaken.
- Cllr Ahmad confirmed the County Council had undertaken the works opposite his drive and thanked Cllr Worthington for his intervention in this matter.
- The weeds on the pavement on the main road between Wetley Rocks towards Cellarhead are at waist height and forcing pedestrians to walk in the road. Cllr Bowen will approach District to see if clearance works could be undertaken. Cllr Jennings reiterated we needed to keep a record of any correspondence due to the risks associated.
- Football Ground, Cllr Jennings had been talking to one of the Committee of the Rugby Club who was surprised they did not take up the filed offer. They will re-visit this.

30. **BASFORD BRIDGE LANE** - Cllr Bowen visited the site with Cllr David Williams from Staffordshire County Council, the contractors repairing the bridge were also on site. The consensus of opinion was a physical barrier was required to prevent further damage. Mr Williams advised similar projects had been undertaken in the County and could not see a problem in principal with bollards being installed at the top end by the Boat and below the bottom end of the bridge by the River as long as there was no legal reason to prevent this. A suggestion was made to approach the Police & Crime Commissioner for grant funding; there was also a suggestion of approaching the Canal & River Trust for a contribution, as they had undertaken previous repair works. A formal response was required from David Williams to enable the project to commence.

A quotation for the works was required to enable funding to be sourced, this needed to be undertaken by Civil Engineers, a suggestion of approaching David Greatbatch was raised. It was also noted a licence to undertake works on the Highway would be required from County, the Clerk would ask the legal department for clarification.

We need to find out what is the narrowest dimensions we could position the posts in and whether Highways would approve a Contractor appointed by the Parish to undertake the works.

The Parish Council passed a resolution in principal to find the funding for the project.

31. **COMMUNITY CENTRE / CRAFT CENTRE UPDATE** – Cllr Bowen visited site and detailed the flow of the building including a small office, toilets, including a disabled toilet, and kitchen. The main crèche area is 20ft x 24ft with a small L shaped area at the top end by the windows measuring 10ft 6 inches x 5ft. It was noted the building was geared towards children due to the facilities installed. The gas boiler is located in the main hall covering the crèche and room 1. An electric meter was located under the sink in the kitchen but needs to be checked to determine what area(s) it covers. The kitchen contains a cooker, dishwasher, washing machine and fridge.

A discussion took place with regards to the methodology for hiring the rooms out, including whether this should be charged out at a commercial rate, with a discount being given to a social enterprise venture as per the constitution, as the building was classed as a Community Centre. It was noted there were two businesses in the village providing these services, it was deemed unfair to discount the rate if children were charged a fee to attend as it would be classed as unfair competition. Setting a commercial figure would cover the cost of the upkeep of the building without having to increase the precept. The rooms to be

hired out on a monthly rate rather than an hourly rate with the gas / electricity charged separately. It was resolved to seek independent advice for the setting of the rent and determine whether the business was commercial or a social enterprise venture prior to hiring the rooms out.

Jane has paid in full; Emily need to speak to her as she has not paid the interim payments from April to July. The Clerk to clarify at the next meeting.

32. **IT PROVISION / CLERICAL ASSISTANCE** – The interim Clerk submitted a report detailing various hardware and software options to enable the Clerk to undertake her role and ensure the Parish Council meets its legal compliance commitments.

Her current PC is 3.5 years old and does not have the hardware to facilitate video conferencing. A suggestion was raised to purchase a camera and microphone which can be added to her current PC. An alternative option was to procure a laptop or tablet to enable the Clerk to work between different locations.

The PC recommended was to be procured and supported directly through Hewlett Packard for a 5-year period with on site next business day support; the screen was a size suitable for facilitating video conferencing. It was noted the current PC could be used by a clerical assistant and would not be wasted.

It was resolved a meeting be convened with the Chairman, Vice Chairman, Clerk and interim Clerk to run through the options and make a decision.

With regards to a Clerical Assistant, it was noted the Clerk was coming back to work full time and had requested assistance with regards to some of the more mundane tasks so she could concentrate on keeping the Parish Council compliant due to the changes in legislation. One of the first jobs was to digitize the papers in the three filing cabinets located in the Clerk's house, there are a further 2-3 cabinets located off site. This needs to be undertaken in line with the documentation retention policy. Although the job is mundane, documents needs to be scanned and stored in a format which can be identifiable and retrieved easily. A secure methodology is required for security.

A proposal was submitted to employ someone for a 3-month initial period, on a self - employed basis for approx. 10 hours per week. The Clerk to draw up a job description for consideration. This period would give the Clerk time to concentrate on ensuring legal compliance. It was resolved to accept this recommendation.

33. **WEBSITE ACCESSIBILITY** - The Parish Council website does not meet the current WCAG 2.1 compliance standards, the deadline was the end of September 2020. Three options were looked at (1) Staffordshire County Council, unfortunately they cannot look at this until after April 2021; (2) Independent solution used by Barlaston Parish Council, unfortunately they have not responded to the enquiry; (3) A third party solution who could undertake the migration works over the next few weeks, the Clerk could then maintain the site.

The Parish Council will need to undertake a risk assessment which will bide the Council some time but needs to be actively looking for a solution. Current cost for migration was £550, plus £20 per month hosting fee (based on 15 email addresses). The domain name is already owned by the Parish Council. It was resolved the Clerk would be the only person to update the site.

A question was raised with regards to the monthly hosting fee i.e., whether this was per user or per site. The site provided email addresses for Councillors and the Clerk however it was resolved these would not be required. It was pointed out this was a risk under

GDPR. The Clerk to clarify the costings for the next meeting and forward details of reference sites.

34. **BUS SHELTER WETLEY ROCKS** – Cllr Bowen spoke to person dealing with this under Derbyshire County Council, it would cost £1,379 to undertake the works. Staffordshire Moorlands have painted the bus shelter outside Moorlands House themselves using the standard paint colour.

It was resolved for Cllr Worthington to approach the County to see if they could provide a quotation; a quotation would also be requested from the Lengthsman, Clerk to action. The bus shelter required new Perspex panels of the appropriate thickness, the walls to be sanded and painted.

35. **CALENDAR OF MEETINGS** – these were issued, it was noted until further notice meetings would still be held via Zoom.

36. **DEVOLUTION** – Cllr Bowen gave an overview of the current position; it appears the Government seem to want to increase the size of Authorities, removing District Councils, increasing the size of Unitary Authorities and/or electing Mayors. They are looking at devolving duties down to Parishes including Planning, it was noted we do not have the relevant expertise, it costs approx. £70k per annum to fund an officer which would be the total cost of current annual precept.

The most likely scenario would be for us to be moved into a Greater Stoke Authority. It is the biggest failing local Authority paying £24 million pounds back into the system as they could not decide on how to spend it. This would not benefit the people of the Moorlands.

We want to stay the same with enhanced duties with the District picking up highways' maintenance, mending potholes and gully clearing, as these are currently not getting done. The system works better where local people are involved dealing with local issues, doing it cheaper and better.

If we are given the opportunity to consult on this, we need to make our feelings known, it was suggested decisions have already been made and we would know the outcome by October.

37. **INSURANCE RENEWAL** - The policy has been renewed with the same Company for continuity of supply. It was also noted we were tied in with a 3-year policy. The Clerk to advise the Council of the difference in cost from last year to this year.

38. **DOCUMENT RETENTION POLICY** – To cover video recordings, it was resolved to dispose of files once the draft minutes have been produced. The amended policy was approved.

39. **CLIMATE CRISIS** – It was resolved to move this item towards the top of the next agenda. Cllr Dakin agreed to distribute some notes before the meeting.

40. **TREE WORKS** – It was noted that a combination lock had been installed on the gate accessing the Churnet. Steve Billings has been provided with the number.

- 41/42 **FOOTPATH 38 / PLAYING FIELDS** – Debris was being thrown onto the footpath and the playing fields. It was difficult to prosecute offenders unless proof was obtained. It was resolved to approach the District Council to see if they could monitor the fly tipping.

43. **COUNCILLOR 6 MONTH RULING** – It was formally noted that the Parish Council met the criteria with regards to the 6 month ruling.

44. **PAYMENT SCHEDULE** – It was resolved to accept these.

	NET	VAT	Cheque
BHIB Insurance Renewal – Inv LC001795-406099	2696.90		008688
Fields in Trust – Public Liability Contribution – Inv 8112	90.00		008689
Walkers Window World – Supply & Fit windows Tea Rooms Inv 5924	3,750.00	750.00	008690
Jim Gibson & Son – Grounds Maintenance Inv 4145/4147/4146/4144 /4143/4142	986.66		008691
K St Leger – Interim Clerk Inv 02220820 / 03290820 / 04030920	363.42		008692

45. **PLANNING APPLICATION(S)**

- a. Application Number SMD/2020/0501, 5 Braemar Folly Lane, Cheddleton. Described at Erection of attached annexe accommodation ancillary to the main dwelling and erection of detached garage. A building was shown on the existing plan but not shown on the new plan, it was noted this building had been demolished. There were no grounds to reject the Planning Application however it was resolved to include the restriction that the Annex could not be used for secondary accommodation.
- b. Written Reps Consultee Letter - App ref DET/2020/0025. Barn conversion Ostlers Lane, Cheddleton. Right to appeal to be determined by written statements. It was resolved the position of the Parish Council had not changed.
- c. Application Number SMD/2020/0512, Brookhouse Farm, Brookhouse Lane, Cheddleton. Proposed installation of a slurry store. It was resolved to accept this planning application.

Chairman  
20<sup>th</sup>. October 2020.