

Minutes of the Newborough Parish Council Meeting, Jubilee Room, Newborough	Monday 6 <sup>th</sup> December 2021 at 7.30pm
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Present;

Councillors	Cllr Bullingham; Cllr Fernyhough; Cllr Clarke; Cllr Fletcher; Cllr Bell; Cllr Ward
Also present	C Holmes

1. Apologies for absence.

None

2. Declarations of Interest.

None

3. Chairman's Opening Remarks

Chairman thanked everyone who made the Christmas Lights event a success. He explained that it was fabulous to see so many people present and create a wonderful atmosphere. The support from local business, The Vintage Tea Rooms and The Red Lion made the event very special. The Chairman mentioned the wonderful carol singing by the children and the support from Needwood School and the PTA. The attendance of PCSO Leathers who assisted with the road closure and engaged with the local community was also greatly appreciated. On behalf of the Parish Council the Chairman offered special thanks to Chris Hayes, Brian Beck and Alison Fernyhough for all their time and help with putting up the decorations and lights in the churchyard. Chairman went on to thank the Duchy and a generous parishioner for making a donation enabling the purchase of new lights that we have all been able to enjoy.

4. Public Forum (10 minutes allocated).

No public present

5. County and Borough Councillors' Reports

Nothing to report

6. Minutes of the Meeting of the Parish Council held on 4<sup>th</sup> October 2021

Councillors' names to be added to Councillors reports for clarity. All agreed to be a true record of the meeting

Action; Clerk to convert to pdf and upload to website

7. Minutes of the Meeting of the Parish Council held on 1<sup>st</sup> November 2021

Change to Item 13 ensuring clarity regarding the costings & consultation timings. All agreed to be a true record of the meeting

Action; Clerk to convert to pdf and upload to website

8. Matters arising from those minutes

No matters arising.

9. 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 <b>Interest Declared by Cllr Bullingham</b>	Registered
P/2021/01116	22/09/2021	Poplars Farm, Yoxall Road, Newborough, DE13 8SU	Change use of farm house and piano barn from dwelling to C2 home for children in care (with no age restriction) and conversion of existing barn including alterations to the front elevation to form classrooms (Revised Scheme - corrected description)	Newborough Parish Council will be objecting on the grounds of sustainability	Registered
P/2021/01259	6/10/21	Newborough Court, Hollybush Road, Newborough, Staffordshire, DE13 8SF	Conversion of part of existing detached garage and first floor extension with Juliet balcony to form additional living accommodation	No Comments added by council	Registered
P/2021/01263	13/10/2021	Land Corner of Dark Lane/Yoxall Road, Newborough, Burton upon Trent, DE13 8SB	Application under Section 73 of the Town and Country Planning Act 1990 for the erection of 4 detached dwellings, formation of new vehicular accesses and parking area without complying with Condition 2 and 12 of planning permission P/2017/00612 relating to amendments to the approved plans by way of the design and appearance of the dwelling to Plot 1 and materials	No Comments added by council	Registered

P/2021/01332	03.11.21	The Coach House , Hollybush Park, Hollybush Road, Newborough, DE13 8SF	Replacement windows and doors to the rear and side elevation		New
P/2021/01461	24.11.21	Chantry Cottage, Roost Hill, Newborough, Staffordshire, DE13 8ST	Erection of a single storey side extension		New
P/2021/01521	01.12.21	1 Hollybush Road, Newborough, DE13 8SF	Erection of a two storey side extension, single storey rear extension, erection of a replacement front porch and loft conversion to facilitate additional living space, including roof lights.		New
P/2021/01540	02.12.21	Swarbourn Lodge, Duffield Lane, Newborough, DE13 8SH	Crown reduce by up to 2 metres one Leyland Cypress tree and crown reduce line of Ash and Horse Chestnut trees by up to one metre		New

P/2021/01332 – No comments added by council

P/2021/01461 – No comments added by council

P/2021/01521 – No comments added by council

P/2021/01540 – No comments added by council

**Action; Clerk to add comments to ESBC planning portal**

10. To discuss the upcoming Traffic Calming Initiative in relation to the reserved funds and decide on both the Fingerpost signs and wooden posts

The council discussed directional fingerpost signs as an addition to the village. This issue has been previously discussed regarding the signs not being situated on B roads, proposal now in place for C roads within the village. Costing for this is £2110.24 per sign with two signs needed. All in favour of moving forward with this.

Cllr Bullingham also discussed replacing the white plastic posts with wooden posts. Costings and number of potential posts to be reviewed in January meeting.

**Action; Cllr Bullingham and Cllr Fernyhough to progress with SCC Highways and review costings for wooden posts.**

11. To appoint an auditor for 2022/2023

All council agreed to appoint Alan Toplis as auditor for 2022/2023. All in favour.

**Action; Clerk to appoint auditor.**

12. Approve purchasing of new defibrillator pads

The council approved the purchasing of new defibrillator pads in line with guidance on the shelf life of pads. It was agreed to purchase the defibrillator pads from Wel Medical for £36. All in favour.

**Action; Clerk to purchase new defibrillator pads and update The Circuit**

13. Publication of item on website regarding becoming a Parish Councillor to include the eligibility criteria.

The council discussed adding information about becoming a councillor and eligibility criteria on to the noticeboard, website and on Facebook. All in favour of publishing this information.

**Action; Clerk to add the details to the noticeboard, website and Facebook.**

14. Disclosure of asset register details on the website.

The council discussed ensuring that the asset register information is updated on the website. Cllr Fletcher to update asset register in due course.

**Action; Clerk to ensure that the asset register on the website is updated.**

15. Discussion regarding transition to a new website platform.

The council discussed redesigning the website to ensure a more user-friendly platform. It was agreed to proceed with this and to review costings at the January meeting.

**Action; Clerk progress moving of the website and present costings at January meeting.**

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

- **CORRESPONDENCE & ONGOING MATTERS**

Register of Interests sent to ESBC

Mid- Year Audit completed & passed

Meeting Dates added to website & sent to relevant people

Costings undertaken for Horse Warning Signs

Defib Registered with The Circuit

Mandate prepped for banking

Updated Risk Assessment

- **FINANCE**

Review budget tracker

**20 online payments for December**

Charlotte Holmes	Clerks Salary – November	£327.18		£327.18
HMRC	Tax Payment - Nov	£75.30		£75.30
Charlotte Holmes	Vistaprint – Christmas Lights Posters & Parish Post Poster	£61.29	£12.27	£73.56
Charlotte Holmes	Vistaprint – Laminated Christmas Lights Poster	£30.24	£6.05	£36.29
Synergy	Website Set up & Domain	£70.00	£14.00	£84.00

SPCA	Cllr Fundamentals	£25.00		£25.00
Charlotte Holmes	Sleigh with Reindeer	£150.00		£150.00
Charlotte Holmes	Christmas Lights	£225.14	£44.83	£268.97
Paul Fernyhough	Christmas Lights	£154.11	£30.82	£184.93
Paul Fernyhough	Plastic Pins	£71.20	£14.24	£85.44
Paul Fernyhough	Electrical Black Box	£55.66		£55.66
Paul Fernyhough	Extension Lead	£35.02		£35.02
Paul Fernyhough	Christmas Lights	£83.91	£16.66	£99.97
Paul Fernyhough	Ground Pegs	£7.69		£7.69
Paul Fernyhough	Release Button	£13.79		£13.79
Paul Fernyhough	Snowflake Projector	£24.99		£24.99
Paul Fernyhough	Electrical Black Box	£55.66		£55.66
Charlotte Holmes	Microsoft 365	£59.99		£59.99
Print & Digital	Christmas Lights Banner	£55.00	£11.00	£66.00
James Bullock	Strimming	£64.00		£64.00
James Bullock	Grass Cutting	£414.00		£414.00
			TOTAL	<b>£2209.04</b>

- **Bank Balances as at 30<sup>th</sup> November 2021**

Current Account	81532863	£1284.05
Reserve Account	81532871	£38,908.64
Grant Account	21738224	£1514.49
TOTAL		<b>£ 41,707.18</b>

Action; Clerk to make payments as soon as possible

### 17. Councillors Reports

Cllr Clarke raised the issue of dog poo bins and chasing the borough council to review progress. The council discussed how to report potholes on the SCC website and ensuring this was mentioned in The Parish Post.

Cllr Clarke informed that he has fixed the swing in the play park. Discussion took place as to who owns the fence in the play park due to an issue with damage. Cllr Bell agreed to look in to this further.

Cllr Bullingham updated with plans for the Well Dressing.

Cllr Fernyhough and Cllr Bullingham discussed a meeting with Highways at SCC regarding potential Horse Warning Signs. It was agreed that signs would be viable in the proposed places and SCC will provide information regarding costings and installation.

**Action; Clerk to chase dog poo bins with ESBC. Cllr Bell to review play park fences. Cllr Bullingham and Cllr Fernyhough to liaise with SCC regarding the Horse Warning Signs.**

Meeting closed at 20.49pm

Date of the Next Meeting: 7.30pm on Tuesday 4<sup>th</sup> January 2022. Parish Council Information can be found on the internet at - <https://www.newboroughvillage.co.uk>