

Minutes of the Annual Meeting of the Parish Council – Tuesday 17th May 2022

Present;

Cllr Clarke, Cllr Bullingham, Cllr Skipper, Cllr Gould

Also present C Holmes; 0 Parishioners

1. Election of Chairman & Signing of Declaration of Acceptance of Office.

Cllr Bullingham proposed Cllr Clarke, seconded by Cllr Gould. All in favour

2. Election of Vice Chairman & Signing of Declaration of Acceptance of Office.

Cllr Clarke proposed Cllr Bullingham, seconded by Cllr Gould. All in favour

3. Apologies for absence

Cllr Fletcher, Cllr Bell, Cllr Ward

4. Declarations of Interest

Item 8 – P/2021/01116 – Declaration of Interest by Cllr Ron Skipper & Cllr Vicki Gould

Item 12 – Declaration of Interest by Cllr Ron Skipper

Item 11 – Declaration of Interest by Cllr Vicki Gould

5. Chairman's Opening Remarks

The Chairman thanked the councillors for putting their trust in him for the next 12 months. He expressed that he is thoroughly enjoying the role and looking to move forward.

6. Minutes of the Annual Parish Meeting held on 4th April 2022

All agreed to be a true record of the meeting

Action; Clerk to convert to upload to website

7. Matters arising from those minutes

None

8. 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/2021/01332	03.11.21	The Coach House, Hollybush Park, Hollybush Road, Newborough, DE13 8SF	Replacement windows and doors to the rear and side elevation	No Comments added by council	Registered
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.	No Comments added by council	Registered
P/2021/01693	12.01.22	1 Ivy Bank Cottages, Brickhill Lane, Newborough, DE13 8SW	Application under Section 73 of the Town and Country Planning Act 1990 for the erection of a pair of agricultural workers dwellings for the removal of condition 7 of planning permission PA/00879/002 relating to the occupancy for 1 Ivy Bank Cottages	No Comments added by council	Registered
P/2022/00161	23.02.22	8 Hollybush Road, Newborough, DE13 8SF	Erection of a two-storey side and single storey rear extension, front dormer window, replacement porch and re-rendering	No Comments added by council	Permits
P/2022/00223	03.03.22	The Hayloft, Yoxall Road, Newborough, Staffordshire, DE13 8SU	Erection of single-storey, oak framed orangery on north elevation	No Comments added by council	Permits

P/2022/00277	07.03.22	Fairfield, Hollybush Road, Newborough, Staffordshire, DE13 8SF	Reduce height of Conifer trees by approximately 30%	No Comments added by council	No Objection
P/2022/00276	07.03.22	Cloverdale, Hollybush Road, Newborough, Staffordshire, DE13 8SF	Reduce crown by 2-3 metres to give a more balanced crown to Cherry tree (T1), reduce crown by 30% to two silver Birch trees (T2 and T3), reduce crown by 30% to one Cherry and two Damson trees (T4 T5 and T6), reduce overhanging branches by 2-3 metres to one Cherry tree (T7)	No Comments added by council	No Objection
P/2022/00275	07.03.22	Holly Bush House, Hollybush Road, Newborough, Staffordshire, DE13 8SF	Reduce height of tallest Conifer tree by 50% and reduce the remaining trees to the same height	No Comments added by council	No Objection
P/2022/00350	06.04.22	Chantry Cottage, Roost Hill, Newborough, Staffordshire, DE13 8ST	Erection of a part single and two storey extension on the west elevation		New
P/2022/00385	06.04.22	Swarbourn House, Duffield Lane, Newborough, Staffordshire, DE13 8SH	Felling of Ash tree		New
P/2021/01693	07.04.22	1 Ivy Bank Cottages, Brickhill Lane, Newborough, DE13 8SW	Application for a Certificate of Lawfulness for the continued occupation of an agricultural workers dwelling without complying with agricultural occupancy condition 7 of planning permission PA/00879/002		New

P/2021/01116	19.04.22	Poplars Farm, Yoxall Road, Newborough, DE13 8SU	Appeal against the inclusion of Condition 6 relating to a 12-month permission for the 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	Declaration of Interest declared by Cllr Ron Skipper & Cllr Vicki Gould	New
P/2022/00437	19.04.22	School House, Hollybush Road, Newborough, Staffordshire, DE13 8SF	Crown raise branch over the drive to approximately 5 metres above ground level, reduce branch extending towards neighbouring garden by 2-3 metres and raise to approximately 4 metres above ground level (T1 - Beech), reduce branches overhanging the garden by 3-4 metres cutting back to suitable growth points (T2 - Hornbeam), reduce crown by 1-2 metres (T3 - Yew). reduce by approximately 2 metres in height (T4 - Holly)		No Objection
023774DW	03.05.22		Wildlife and Countryside Act 1981 - S53 Application - For the upgrade of Public Footpath Newborough 1, from SK 1392 2729 SW of Hadley House to SK 1351 2729 SE of Agardsley Park Farm - STA-		New
P/2022/00467	05.05.22	Moat Bank Cottage, Moat Lane, Newborough, Staffordshire, DE13 8SS	Erection of a single storey side and rear extension		New
CTIL 30072000	10.05.22	YOXHALL FARM, YOXHALL ROAD, NEWBOROUGH, BURTON ON TRENT, DERBYSHIRE, DE13 8SU, NGR E: 413082 N: 324864.	PROPOSED BASE STATION INSTALLATION AT CTIL_30072000		New
P/2022/00486	13.05.22	Church Cottage, Church Lane, Newborough, Staffordshire, DE13 8RT	Erection of a part two storey, part single storey side extension to form an additional bedroom to the first floor and an annex		New

9. Annual Governance and Accountability Return

9a. Minute to accept the internal auditors report

The council voted to accept the internal auditors report.

9b. Complete the Annual Governance Report

The annual governance reports have been completed, accepted and are ready for signature. All agreed

9c. Complete the Accounting Statement for 2021/2022

Accounting statement have been completed, accepted and are ready for signature. All agreed

The annual governance statement of the AGAR for 2021/2022 states No on item 4 due to the notice of appointment of the date for the exercise of public rights not being adhered to for 2020/2021. This was due to a lack of training provided on the AGAR process and a remote internal audit which didn't allow for additional support to understand how to correctly adhere to this process.

The date of announcement for 2021/2022 will be 1st June 2022 with the date of commencement being the 6th June 2022. This was approved by the council.

Action; Clerk to send to Mazars and publish the notice of appointment of date for the exercise of public rights.

10. To review and adopt the Financial Regulations

Document reviewed by Cllrs. All in favour of adopting the new financial regulations.

Action; Clerk to update website

11. To discuss a contribution to the John Taylor High School presentation evening & Parish Council attendance.

It was agreed by the council to offer a donation of £25 to the presentation evening with Charlotte Holmes as clerk attending on behalf of the parish council. A further invitation will be offered to the Cllrs that were unable to attend this meeting.

Action; Clerk to get back to JTHS with the donation and information regarding attendance

12. To discuss the information required from the attendance at the Olive Tree Residential Care Open Day

It was agreed by the Parish Council that the liaisons with Olive Tree Residential Care will be Cllr Clarke and Cllr Ward. The open day taking place on 25th May will be attended by Cllr Ward

13. To review and adopt the GDPR policy

Document reviewed by Cllrs. All in favour of adopting the new GDPR Policy. The councillors discussed whether emails sent from the Cllrs should feature information regarding GDPR. It was agreed to investigate this further.

Action; Clerk to update website.

Clerk to look further into GDPR statements on emails

14. To review and adopt the Privacy policy

Document reviewed by Cllrs. All in favour of adopting the new Privacy Policy.

Action; Clerk to update website

Clerk to send out the privacy policy to SPCA for review

15. To decide on how to proceed with Facebook as a Parish Council

Utilising Facebook as a platform was discussed. It was agreed to post only informative information and to ensure that the contact option for the page was changed to the email address of the clerk

Action; Clerk to change settings on Facebook

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

- CORRESPONDENCE & ONGOING MATTERS

Processed closure of HSBC Bank Accounts. This account is now closed and the move to Lloyds have been completed. ESBC have been notified

Separate savings accounts opened for reserved funds

AGAR documents audited

Updated Financial Regulations

Website is now completed so ready for a launch date

Commemorative Coins purchased for Queen's Jubilee

Conformation of Newborough Parish Council attendance at Needwood Division meeting

GDPR & Privacy policy created for new website

VAT return submitted and received

Half precept received

Parishioner Correspondence – new planning rules concerning small Houses of Multiple Occupation

Parishioner Correspondence – regarding advertisement

Parishioner Correspondence – Interest in the May Day celebrations

Parishioner Correspondence – Regarding the correct dates for the Annual Parish Meeting

Parishioner Correspondence - Information regarding the Olive Tree Residential Care Home open day

Correspondence regarding the consultation process for the proposed telecoms installation

Correspondence regarding the Jubilee plant a tree initiative

Parishioner Correspondence - Regarding the Queens Jubilee

Action; Clerk to reply to parishioner with updated information regarding events for the Queen's Jubilee

- **FINANCE**

Review budget tracker

Online Payment Number	Supplier	Invoice Detail (Reason for Payment)	Invoice Amount		
			Net	VAT	Gross
230	Charlotte Holmes	Clerks Salary – April	£352.84		£352.84
231	HMRC	Tax Payment - April	£79.80		£79.80
232	June Bullingham	Afternoon Tea - Litter Pickers	£112.50	£0.00	£112.50
233	Toplis Associates	Annual Audit Fee	£155.49	£31.10	£186.59
234	James Bullock	Mowing	£414.00		£414.00
			£1,114.63	£31.10	£1,145.73

- **Bank Balances as at 30th April 2022**

Current Account	81532863	£19,605.90
Savings Account	81532871	£22,553.00
Well Dressing Account	21738224	£1,514.60
TOTAL		£43673.50

17. Councillors Reports

Cllr Bullingham explained that she has two quotes for replacing the wooden posts in the village and is awaiting a third to progress this further. It was also discussed ensuring that all the damaged posts in the village are looked at for replacing.

Cllr Bullingham passed on the afternoon tea vouchers to Fiona Pickett, which were received with thanks.

Cllr Clarke explained that the previous filing cabinet has now rotted, and all files are now able to be destroyed according the GDPR rules. It was agreed by the council to purchase a new filing cabinet up the value of £60.

Meeting closed at 21.23pm

Date of the next Parish Council meeting: 7.30pm on Monday 13th June 2022

Parish Council Information can be found on the internet at -

<https://www.hanburyparishcouncil.org.uk>