**MINUTES OF THE MEETING - BRIZLINCOTE PARISH COUNCIL**

**17th SEPTEMBER 2020, 6PM VIA THE PLATFORM ZOOM**

**Present**: Cllrs L Campion, Chair, A Cowan, Vice Chair, S Moss, R Page, K Hyde,

B Marsden, B Bidgood, R Ludford-Brooks, B Judd, W Qneibi

**In attendance:** County Cllr C Wileman, Mrs K Lear, Locum clerk

Cllr Cowan suggested that the order of the meeting business be re-arranged.

**PUBLIC SESSION:**

Members of the public are welcome to attend meetings of the Council. Questions may be put to the Council during this session for 15 minutes.

1/17 **Apologies**

Apologies were noted and accepted for Borough Cllr B Peters, Borough

Cllr Colin Wileman, and Parish Cllr S Moss

2**/**17 **Declarations of Interest**

Cllr Marsden wished to declare an interest when the Malvern Avenue planning application was discussed.

3/17 **Minutes of the previous Council Meeting,** 20th August, 2020.

**Resolved: -** that the minutes were an accurate record and that the Chair signs them accordingly.

4/17  **Chairs Report**

The Chair advised members that it was with regret that Cllr P Marston has resigned. Our thanks had been forwarded to him for his hard work and dedication during his term of office. It was noted that a card had been received from the clerk and acknowledged that it was nice to hear from her.

The chair confirmed that everything had been discussed and finalised in the newsletter. She suggested for next month there be an agenda item to discuss enhancements within the parish in terms of benefit to residents, the environment and biodiversity Ideas may include i.e. litter picking, additional benches. Councillors were asked to consider possibilities for future actions.

5/17 **Report by the County Councillor and Borough Councillors**

County Cllr Wileman reported on the junction improvements and local bus stop changes whilst works were underway and confirmed that updates would be issued to parishioners as they were required. Cllr Hyde asked if there were any alternatives for those residents who cannot get access to myStaffs app to keep residents up to date. Cllr Page asked if up to date bus timetables could be displayed by the bus stops. She confirmed that all timetables were out of date.

The number 19 bus service was also discussed and proposals to improve the service on a temporary basis. County Cllr Wileman confirmed that he would investigate this.

The Chair agreed with both points. She felt that a significant number of residents were elderly and as such needed another form of communication so that they knew what was happening. Leaflet drop, something on the radio were some proposals.

County Cllr Wileman informed the council that once the notice re road closures etc are issued then this will trigger several methods of communication to all stakeholders, partners, residents etc. Cllr Wileman confirmed that he had briefed all the local schools on the changes also.

Cllr Judd raised a concern about parking on pavements, in particular Spring Terrace Road. County Cllr Wileman felt that it was a county issue and that it was an enforcement issue which he would investigate. St Peters Street was also noted as requiring some intervention.

Cllr Wileman confirmed that the had met with local residents who live on Elms Road. It was noted that it was a complex issue if parking restrictions were implemented, as potentially the issues would be moved elsewhere. He confirmed that all sides were being heard. SCC are trying their best to find a compromise solution to resolve resident concerns and also not damaging the pubs trade.

6/17 **Finance -** Cllr A Cowan

1. **Payments schedule**

|  |
| --- |
| **MONTHLY INCOME AND EXPENDITURE activity – 1 Aug to 1 Sept 2020** |
| **Receipts** | **Expenditure** | **Details** |
|  | **Net** | **VAT** | **Gross** |  |
|  | 555.46 |  | 555.46 | Clerk’s salary paid by standing order (last one) |
|  |  |  | 351.50 | HMRC DD tax & NI |
|  | 240.00 |  | 240.00 | Locum Clerk pay |
|  | 375.00 |  | 375.00 | Brizlincote in Bloom Prizes |
|  | 65.00 |  | 65.00 |  “ Shields for winners |
|  | 25.00 |  | 25.00 | SPCA Training for Walid Qneibi |
|  | 131.66 |  | 131.66 | Clerk’s expenses to March |
|  | 456.42 |  | 456.52 | Clerk’s pay for September (awaiting tax details) |
|  | 165.00 | 33.00 | 198.00 | Community Heartbeat Trust(Solutions) Ltd |
| **Totals** | **2013.54** |  | **2398.14** |  |

 The defibrillator annual maintenance charges were noted.

 Cllr Ludford-Brooks proposed and Cllr Cowan seconded that the expenditure

 be processed.

**Resolved**: that the schedule of payments be processed.

It was noted that Nalc had approved the annual salary increase for clerks.

Cllr Campion proposed and Cllr Judd seconded that the clerk’s salary increase be processed.

**Resolved**: that the clerks annual increase, 2.75% be processed and back dated to the 1st April 2020.

1. **Budget review to date**

Cllr Cowan reminded members that the budgets were not set in stone and that variations can take place.

Locum Clerk was asked to confirm the actual expenditure to budget for salary costs for August.

**Resolved**: that the budgets were adopted and review approved.

1. **Financial regulations**

Cllr Bidgood proposed and Cllr Campion seconded that no changes to the existing financial regulations.

**Resolved**: that the financial regulations had been reviewed and no changes to be made for the 2020 review.

7/17 **Planning applications/matters** – Cllr R Page

 **Planning application Permits**

P/2020/00647, 106 Clay Street

P/2020/00694, 14 Celandine Close

P/2020/00640, 10 Ashbrook

P/2020/00573, 54 Cricketers Close.

**Planning applications discussed**

P/2020/00860, 12 Malvern Avenue – No objection

P/2020/00877, 27 Woods Lane – Concerns submitted as to the design affecting the street scene

P/2020/0938, 15 Longford Close – No objection

Cllr Cowan informed members that he had heard that there is a possibility that ESBC will cease displaying planning applications on lamp posts and posting letters to residents advising them of local planning matters. Notifications would be made by website only. His concern was that this was not fulfilling the local authorities’ obligations. Several other points were raised.

**Resolved**: that the clerk writes to Borough Cllrs Peters and Wileman to establish the possible planning application changes.

8/17 **The Bridge** - Cllr R Ludford-Brooks

 Cllr Ludford-Brooks informed members that the bridge has no legal owner as such. The bridge has fallen into disrepair and temporary repair works had been carried out by Mr C Wileman.

Tenders had been requested on the basis of recycling materials. It was noted that tenders would be circulated to all members.

There was also a discussion in relation to the following:-

1. Ways forward for the maintenance of the bridge and;

2. Investigate possible consequences of the sale of the Lomas farm.

**Resolved**: That the Parish Council keep a close watch on the land sale and consider maintenance options for the bridge.

9/17 **Nature Trail** – Cllr L Campion

There was a discussion that Mr C Wileman be appointed to undertake the work on the Nature Walk costings £1260. Works to commence October – September 2021.

Cllr Campion proposed Mr Wileman be awarded the contract to maintain the Nature Walk from Grafton Road to the Footbridge for the year commencing October 2020 and Cllr Cowan seconded the proposal.

**Resolved:** that Colin Wileman is awarded the maintenance contract.

10/17 **Signage** – Cllr R Ludford-Brooks

 There was a discussion in relation to the vandalism on the Nature Walk. Members felt that it was important to repair the damage signs but to also explore more vandal proof options.

 There was a suggestion of metal signs to be introduced instead, indicating the route and stamped designs such as birds, insects to form part of a smaller route for children. A member felt that reducing the height of the posts and attach just metal signage may be adequate.

**Resolved**: that a quotation is obtained for repair of the three damaged signs and that alternative designs are explored to discuss at the next meeting. Members also requested that the anti-vandal paint was re-introduced.

11/17 **Community Engagement**

The following reports were presented:-

1. **Newsletter** - Cllr K Hyde

It was noted that once the one amendment had been changed, the printing order would be submitted. Members felt it was the best newsletter edition to date.

**Resolved**: that the newsletter printing order is submitted. Several members were happy to assist with circulation.

1. **Summer Arts Competition** – Cllr S Moss

It was noted that the parish council had received a good response this year.

The Glebe would be used for the event planned for the 11th October. The Mayor and Mayoress would be invited.

It was recognised that the changes in the timing of the competition due to the current situation regarding Covid-19 had resulted in more schools than usual taking part. However, the procedure regarding competition judging was also subject to change. Cllr Campion asked the council to approve a **maximum** spend for Art Competition prizes of £445 which included £45 for 3 hours hire of the Glebe.

Cllr Judd proposed the motion to proceed and Cllr Ludford-Brooks seconded.

Cllr A Cowan wished to abstain.

**Resolved**: that the maximum spend for the arts competition prize funds to include room hire would be £445

1. **Good Neighbour Nominations** – Cllr W Qneibi

It was noted that some nominations had been received. These would remain anonymous for the time being, until the council had agreed how the initiative will be processed. It was anticipated that the total cost for the awards would be £120. It was agreed that the award had been introduced to bring the community together. Council to discuss at a later date.

1. **Festive lights competition** - Cllr K Hyde

It was noted that the only thing that is left is to confirm the terms and conditions of the competition. It was agreed that Cllrs Hyde and Cowan would finalise these and post them on the website.

1. **Music competition** – Cllr Marsden

Cllr Marsden gave his thoughts on the parish council organising a music competition towards the end of 2021, voice or music, subject to Covid, age groups 5-10, 10-15 and 15 onwards. Members felt it was a very good idea and it was agreed that Cllr Marsden would submit his proposals at the next meeting.

12/17 **Parish Plan/Neighbourhood Plan** – Cllr B Judd

Cllr Judd proposed that a neighbourhood plan was considered rather than a parish plan.

Cllr Campion suggested a counter proposal that an extra ordinary meeting be called to discuss this item only due to the importance of the discussion and the lack of time available in this meeting to fully consider options regarding this.

Cllr R Ludford-Brooks agreed with the proposal and Cllr Hyde seconded.

**Resolved**: that the chair would call an extra ordinary meeting to discuss these initiatives only.

13/17 **Government Pavement Parking Consultation** – Cllr L Campion

 There was a discussion in relation to the government consultation.

Cllr R Ludford-Brooks felt that the main problem is that people will continue to park because there is no regular enforcement.

 It was agreed that members would consider the 3 options to the consultation.

**Resolved**: that the consultation response be agreed at the October meeting. Members to submit their comments to the locum clerk before the next meeting.

14/17 **Grants/donations**

Nothing to discuss

15/17 **Correspondence**

 Speeding around the parish – Cllr A Cowan confirmed that he had raised this issue via the newsletter. Whilst lots of work had been carried out which confirmed there was a speeding issue along Violet Way, currently no place could be identified to park the police camera vehicle safely.

 SPCA schedule of training – Locum clerk advised members of the schedule of training that can be booked via SPCA

 Planting of trees – Cllr L Campion requested that the item be deferred to the next meeting when hopefully the parish council will have heard from Open Spaces as to possible locations for additional trees in the parish.

16/17 **Clerk and Members’ Reports** – Clerk and Members’ reports

 No additional reports were presented

 The Chair informed visiting councillors that the meeting was now closed.

 The locum clerk also left the meeting.

 Signed: ………………………………………….

 Date:……………………………………………..

**UNDER THE PUBLIC (ADMISSION TO MEETINGS) ACT 1960 IN VIEW OF THE SPECIAL NATURE OF THE BUSINESS ABOUT TO BE TRANSACTED, IT IS ADVISABLE IN THE PUBLIC INTEREST THAT THE PUBLIC BE TEMPORARILY EXCLUDED AND THEY ARE INSTRUCTED TO WITHDRAW**

17/17 **Staffing matters**

The Chair gave an update on the clerk to members. More update possibly November 2020.

**Resolved:** that the locum clerk contract is extended short term. It was noted that hours would be increased to 6-7 per week due to the workload increasing.

Also that a small allowance of £10 a month be given for expenses to the locum clerk to be back dated to July 2020.

The Chair thanked members for their participation and wished them a good evening.

Signed: ……………………………………….

Date: …………………………………………