BROMSBERROW PARISH COUNCIL

**MINUTES OF THE MEETING OF THE FULL COUNCIL HELD AT BROMSBERROW VILLAGE HALL ON TUESDAY, 25th MAY 2021 AT 7.30 PM**

**PRESENT: Cllr Brian Lewis (Chairman), Cllr Philip Burford, Cllr John Stephens, Cllr David Hunter Cllr Carol Adams**

Also Present: Miss Charlotte Roberts (Clerk), Cllr Gill Moseley

1. **APOLOGIES FOR ABSENCE**

Apologies received and accepted for Cllr Graham Warren.

1. **ELECTION OF CHAIR**

Cllr Brian Lewis nominated as Chair, seconded, all Cllrs agreed. Cllr Lewis signed acceptance of office document.

1. **ELECTION OF VICE-CHAIR**

Cllr Graham Warren nominated, will be discussed at next council meeting.

1. **DECLARATION OF INTERESTS**

No interests to be declared.

1. **CODE OF CONDUCT**

Cllrs have read the Code of Conduct, accept the review, and agree to abide by the Code of Conduct.

1. **STANDING ORDERS & FINANCIAL REGULATIONS**

Cllrs have read the updates to the Standing Orders and Financial Regulations and agree to adopt them with immediate effect.

1. **COMMITTEES, SUB-COMMITTEES**

No committees to be reviewed or formed.

Cllrs aware of recommendation of Staffing Committee however due to small council numbers, this would be majority of Cllrs, Council decided not to form a Staffing Committee.

1. **EXTERNAL BODIES**

None.

1. **ASSET INVENTORY**

Cllrs reviewed the current asset register. Agreed to the suggested updates to laptop value and addition of War Memorial to the register. Council to discuss the available defibrillator policy at the next meeting.

1. **RISK ASSESSMENT**

Cllrs have read the Risk Management Controls and agree to adopt them with immediate effect.

1. **INSURANCE COVER**

The Council note that there is a current insurance policy in place. The renewal date for the long-term agreement is 15th August 2021. Clerk to obtain renewal quotes to be discussed at the July Council meeting.

1. **TO CONFIRM MINUTES IF MEETING HELD 30TH MARCH 2021**

Minutes of the last meeting proposed, seconded, and agreed as a true record. Chair signed the minutes.

1. **REPORT OF DISTRCT COUNCILLOR**

Cllr Burford reported that the District Council held the Annual Meeting last week with a new Chair elected and other positions to be decided over the coming weeks. A petition was presented from Churcham Parish regarding the Local Plan, to review the Local Plan taking into regard additional information, the cabinet wanted to use the petition as a response to the consultation, the option of dispersed growth has been opened back up, leader of council has now taken charge over the local plan. Majority view is looking to be that growth spread across the district to allow all towns and villages to be able to grow and avoid traffic and other issues that may arise from a single development. Cllr Burford expressed looking forward to seeing the review of the Local Plan.

Cllr Burford informed of an application received by the district from a property developer for a single development of housing near to the Bromsberrow Parish border, if this site is developed it could have an impact on the parish of Bromsberrow.

1. **REPORT OF COUNTY COUNCILLOR**

Cllr Moseley thanked the Council for their welcomed and noted her pleasure to join the Council in her role as County Councillor. Having briefly been involved with the Parish Council previously she is pleased to see the development within the Council and with the VAS. Looking forward to revisiting the Shop at Bromsberrow. Noted her aims to keep in contact with the Parish Council by attending Parish Council meetings where possible, attending any community events in the parish, and continuing to deliver focus leaflets throughout the parish.

Cllr Moseley noted the composition of the current county council as including 53 members: 28 conservative, 25 other parties giving a majority of 2. The cabinet is conservative, the scrutiny committee are composed with all vice-chairs and 2 chairs being of other parties.

Cllr Moseley noted the Highways local monies which enables county councillors to assist in local projects taking place, an expression of interest can be made, and a decision-making process will happen to select which project to be undertaken.

Cllr Moseley also noted the Growing Communities Fund which can be used by county councillors to assist projects that benefit the community including helping with Covid-19 recovery, looking forward to working with parishes to make good use of the money for communities.

The council has been welcomed to contact Cllr Moseley should she be able to assist the Council in any matters.

1. **PUBLIC PARTICIPATION**

None.

1. **PLANNING APPLICATIONS**

None.

1. **FINANCIAL MATTERS AND ASSETS**

**17.1 Invoices for payment**

C Roberts – Salary - £575.18 – Approved

 PATA Payroll – 20/1035/PPS - £12.95 – Approved

 GAPTC - Internal Audit - £175 - Approved

**17.2 End of Year Figures 2020-21**

The Council reviewed and accepted the Bank Reconciliation, end of year accounts, carry forward balance, and receipts and payments.

The Council currently has no specified reserves, although this will be address in the budget for 2022-23

**17.3 Web Hosting Costs**

The Council agreed the payment to clerk for the webhosting costs.

**17.4 Direct Debit Payments**

The Council reviewed the Direct Debit payments currently in place and agreed to continue with the payment to SSE via Direct Debit

1. **PENSION REGULATOR**

The Council noted the registration with the Pension Regulator and the refusal of a pension by employee.

1. **INTERNAL AUDIT**

The Council received the Internal Audit report, reviewed the recommendations, and agreed to proceed with all actions that have not yet taken place.

1. **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2020-2021**

**20.1 ANNUAL RETURN – GOVERNANCE STATEMENTS 2020-2021**

The Council approved Section 1 Annual Governance Statement 2020-2021 and this was signed.

**20.2 ANNUAL RETURN – ACCOUNTING STATEMENTS 2020-2021**

The Council approved Section 2 Accounting Statement 2020-2021 and this was signed.

**20.3 CERTIFICATE OF EXEMPTION**

The Council agrees to meeting the exemption conditions, completed the exemption certificate and this was signed.

**20.4 DATES FOR THE EXERCISE OF PUBLIC RIGHTS**

The Council agreed to the suggested dates of Monday 14th June to Friday 23rd July 2021.

**20.5 REVIEW OF INVESTMENTS AND BANK ACCOUNTS**

The Council has no investments. The Council would like to continue pursuing changing the bank account from Santander to Lloyds Bank as previously agreed once the bank is accepting new customers.

1. **TO RECEIVE AND REPORTS ON HIGHWAYS MATTERS AND AGREE ANY ACTION**

There are 3 potholes near to the quarry entrance and despite being previously reported no action or response has been received. Cllr Moseley has offered to photograph and report to highways. Cllr Adams noted the conditions of the roads near to the crossroads and Cllr Mosely has agreed to discuss further with Cllr Adams following the meeting.

1. **TO RECEIVE CORRESPONDANCE**

**22.1 Litter Picking tools and council waste bags.**

The Council has received a request from Parishioners for equipment to continue with litter picking in the parish, Cllr Stevens has some bags he will pass on, Clerk to contact the district council to obtain litter picker tools and additional waste bags.

**22.2 Duplia, Internet speeds in the parish.**

The Council feels the internet speeds in the parish are adequate and does not wish to follow up this correspondence.

1. **VAS FIGURES**

No VAS figures provided for this meeting.

1. **QUARRIES**

Cllr Stevens noted that the clay lining in the quarry is still in progress, a lot is missing but it is being addressed and work is now progressing in the right direction.

Question raised if the quarry needs planning permission for a change of use as there is now a skip hire and storage container business in the quarry. Cllr Moseley offered to chase up with planning enforcement if any action is being taken against the skip hire business. Cllr Burford noted that there is possibly a requirement for planning permission being needed for the containers particularly if they are for commercial purposes. The County Council dealt with the planning permissions for the quarries and took on any planning options for the site, so the responsibility lies with the County for any actions. Cllr Moseley requested a copy of the minutes of the meeting held for the quarries in 2020, Clerk to send these. Cllr Moseley will investigate what planning permissions are in place.

1. **FOR FUTURE DISCUSSION**

The next meeting of the Parish Council will be held at Bromsberrow Village Hall on Tuesday 27th July 2021.

Signed …………………………………………………………………... Date ……………………………………………………………