

SILVERDALE PARISH COUNCIL**MINUTES OF PARISH COUNCIL MEETING held on****Thursday 8th November 2018 at Silverdale Library, High Street, Silverdale at 6.30pm****Present:**

Chair – Mr H Adamczuk (HA), Mr J Wu (JW), Cllr C Spence (CS), Mr M Melvin (MM), Mrs T Spence (TS), Ms C Jarratt (CJ)

Clerk – Mrs C Withington

The meeting was brought to order at 6.30pm.

Public Open Forum - There was 1 member of public present. The member of public raised the issue regarding a Christmas tree and light switch on at the bottom end of the Parade. It was noted that this was being progressed in addition to the top end of the Parade switch on. A request has been made for a tree and replacement lights, which were unfortunately disposed off last year. This will be considered on the agenda. The member of public left the meeting at this point.

Ref	Item	Action
243/18	To co opt a Parish Councillor (Silverdale Parish Ward) RESOLVED to co-opt Ms Cecilia Jarrett as a Parish Councillor. Ms Jarrett signed the declaration of acceptance of office at the meeting.	
244/18	To receive apologies (in writing to the Clerk) – Mr Anthony Sutcliffe, Mr Krishna Sukumaran, County Cllr D Jones, Cllr A Rout, Mr J Siery	
245/18	To resolve that the minutes of the SPC meeting held on 11 October 2018 are correct and for the Chair to sign (copy attached) RESOLVED to approve the minutes, subject to the wording on item 220/18 being amended to read <i>“along High Street, Pepper Street and then connect to the A525”</i> .	
246/18	GDPR (Standing Item) <ul style="list-style-type: none"> Training arranged for Parish Councillors 6pm 13 December 2018 – all to attend (or if not to attend alternative option/make own arrangements) This was noted. <ul style="list-style-type: none"> Subject Access Requests/Information Security/Data Breaches This was noted.	
247/18	To consider appointing a part time Handyman (self employed) for the Parish and budget implications, to delegate authority to a cttee to agree a role and to appoint It was agreed to discuss this within item 247/18.	
248/18	To agree a draft Budget for 2019/20 for consultation in December and approval in January – See Appendix A A draft budget was discussed and amended as per Appendix A. It was RESOLVED to approve the attached draft budget, which would see an increase in the Precept, subject to public consultation over the course of December. The precept for next year will be set in January.	
249/18	To approve comments for the following Planning Applications (please click on the link to view): 13/00970/2CN09 Application for approval of the Methodology prepared by a competent person of the remediation of the burning spoil heap reference 13/00970/OUT -Residential development (maximum of 100 dwellings) Land North Of Pepper Street Keele Newcastle Under Lyme Staffordshire – It was RESOLVED that the Parish Council welcomed the Environment Agency’s input and design in order to approve the scheme/conditions, and it is hoped that the effectiveness of the mitigation measures is warranted. 13/00970/2CN10 Application for approval of full and precise details of the steps to be taken to protect public health and amenity and the residents and users - 13/00970/OUT for Residential development (maximum of 100 dwellings) Land North Of Pepper Street Keele Newcastle Under Lyme Staffordshire – As above. Application for a Lawful Development Certificate for proposed loft conversion (resubmission of 18/00658/PLD) 31 Sutton Avenue Newcastle Under Lyme Staffordshire ST5 6TA Ref. No: 18/00789/PLD – This was noted.	

	<p>PROPOSED SINGLE STOREY EXTENSION TO REAR 5 Foster Crescent Newcastle Under Lyme Staffordshire ST5 6SW Ref. No: 18/00826/FUL – This was noted.</p> <p>FYI ONLY Various Tree works – see application for detail. 23 Bath Road Silverdale Newcastle Under Lyme Staffordshire ST5 6QX Ref. No: 18/00770/TWA – This was noted.</p> <p>FYI ONLY Storm Bronagh - fell Norway Maple following loss of major limb during the storm Land At Rear Of 3 Peebles Road Silverdale Newcastle Under Lyme Staffordshire Ref. No: 18/00807/TWA5 – This was noted.</p> <p>Application for approval of details of the fence and gates as required by condition 3 of planning application 17/00550/FUL - Construction of a security fence around the existing playing fields at Jollies Field Land Former Eternit Clay Tiles Ltd Knutton Works Church Lane Knutton Newcastle Under Lyme Staffordshire ST5 6DU Ref. No: 17/00550/CN03 – This was noted.</p> <p>To note the latest position with regards to the Joint Local Plan timetable (Consultation on the Full Draft Plan during October- December 2019) – further info available at https://www.newcastle-staffs.gov.uk/jointlocalplan - The plan has been delayed and was noted.</p>	
250/18	<p>Pepper Street – Underground Remediation – feedback from the Joint meeting with Keele Parish Council on 6th November at Keele Hall – presentation by PRS contractors</p> <p>A meeting had been held with Professional Remediation Services Limited, who are the lead contractor responsible for putting out the fire. A detailed meeting had been held with the Environment Agency which provide clarification about the key issues. Work is expected to start in the next few weeks, and will continue for around 18 weeks. A public meeting will be set up soon at Silverdale Athletics Football Club.</p>	
251/18	<p>Feedback in relation to the (Keele Golf Course) Keele Growth Corridor consultation – if any further information available</p> <p>Nothing further to report.</p>	
252/18	<p>Christmas Events:</p> <p>To approve a leaflet to promote the Christmas events - This was approved and to also include a budget update.</p> <p>To note the arrangements for the Christmas Tree/Lights Parksite (£200) Aspire to organise installation of tree, lights to be purchased – This was being arranged by Aspire.</p> <p>To note the arrangements for the Christmas village party Elim Church (£500) – 1st December Cornerstones 11am to 1pm (Saturday) – This was noted and agreed.</p> <p>To consider the arrangements for the Parade Christmas lights switch on 7th December 2018 and agree any further funding – A proposal had been circulated and it was agreed that the event would be supported through the purchase of lights (up to £200). Piper Entertainment are the lead organisers and it was suggested that they ensure they have the relevant permissions, licences and insurances in place. Also it was suggested that they are encouraged to use a cherry picker rather than scaffolding, if the scaffolding cannot be removed on the same day. CS to check out what numbers are required for an event licence. HA to feedback the information to the organiser.</p> <p>To consider the arrangements for the lower end of the Parade shops – It was approved to award Aspire up to £200 towards a tree and lights. A grant application for a rooted tree will be considered early next year.</p>	CS HA
253/18	<p>Miners Wheel – To agree the retention release following completion certificate issued and defects complete, and to note the location of the interpretation board</p> <p>The Clerk reported that Mr Hart had visited the site and had identified some defects. These have been reported to the contractor for repair. The position with the interpretation board has now been agreed. Comments from the Land Trust have been received, and the amendments will need to be made. Additionally HA will be adding some more text regarding the wheel being blessed by the Bishop of Lichfield in the 80s.</p>	HA Clerk
254/18	<p>To note the submission of the HLF bid – Mining Monument</p> <p>This has now been submitted.</p>	

255/18	To consider a quote for Ilkley Play equipment- jet washing off the ends and also painting of the goal posts (by the Chair/volunteers) The LAP will be paying for the work to jet wash the ends up to a value of £120, and the Clerk will inform the contractor. HA will paint the goal posts.	Clerk HA																																	
256/18	Parksite shop and Aspire development plans – Mr C Spence It was agreed to write to Dan Gray at Aspire to impress that the shop is considered a vital community resource for elderly people and those on low incomes. The letter will also ask that they guarantee their tenants and us that they will have a shop available during and after the redevelopment. The Parish Council should also be included in any consultation plans.	Clerk																																	
257/18	To consider any grant applications (SPC Grant Programme £1500) - None																																		
258/18	Kinsey Street Culvert to consider a quote for £80 to clear out the culvert of debris RESOLVED to instruct a contractor to carry out the work.	Clerk																																	
259/18	To note the arrangements for the forthcoming Remembrance Day service and laying of wreath at St Luke's , Silverdale. HA will be laying the wreath. Other councillors were invited to attend as the ceremony marked the centenary of Armistice Day 1918.																																		
260/18	Reports from Western Communities Locality Action Partnership report and Staffs Parish Councils Association Exec report– Mr H Adamczuk It was noted that the opening of Ilkley Place was postponed until after the clean up. HA reported that the LAP are working on a bid for funding to replace the skateboard ramp. It was noted that this is likely to be in the region of £31k.																																		
261/18	To note correspondence received:- See Appendix B - To note action taken in relation to letter from resident regarding blocked drains and flooding on Underwood Road, Silverdale – This was noted. - Staffordshire County Council propose to relocate the speed cushions on Mill Street, Newcastle-under-Lyme from outside property numbers 43 and 41 to a point 17 meters east for the purpose of accommodating a new access to the highway serving a new residential development - see www.staffordshire.gov.uk/trafficregulationorders Objections by 14 November 2018 – This was noted. Parish Council Forum – NBC Castle Offices - Thursday 15 November at 6.30pm (Chair/Vice Chair/Clerk only) – This was noted.																																		
262/18	To note the Staffs Parish Council Assoc Bulletins received: - See Appendix C – This was noted.																																		
263/18	To receive an update from the Borough Councillors and County Councillor – CS reported the budget cuts expected from the County Council and the impact on the health services.																																		
264/18	To approve the Payments schedule and note receipts RESOLVED to make the following payments: <table border="1" data-bbox="300 1507 1369 1921"> <thead> <tr> <th>CHQ / BACS NO</th> <th>PAYMENTS</th> <th>Gross</th> </tr> </thead> <tbody> <tr> <td>bacs 057</td> <td>HMRC - Chairs Allowance tax PAYE</td> <td>40.00</td> </tr> <tr> <td>bacs 058</td> <td>Mazars - External Audit fee</td> <td>240.00</td> </tr> <tr> <td>bacs 059</td> <td>C Withington Clerk -Nov salary and expenses</td> <td>555.24</td> </tr> <tr> <td>bacs 060</td> <td>HMRC Tax and NI Nov</td> <td>128.60</td> </tr> <tr> <td>bacs 061</td> <td>Staffordshire Pensions Nov</td> <td>196.41</td> </tr> <tr> <td>bacs 062</td> <td>Aspire Grant Xmas tree and lights Parksite</td> <td>200.00</td> </tr> <tr> <td>bacs 044</td> <td>Staffordshire Parish Councils Assoc Cllr Trg</td> <td>35.00</td> </tr> <tr> <td>bacs 45</td> <td>S Hough Hanging baskets removal</td> <td>25.00</td> </tr> <tr> <td>chq 000031</td> <td>Royal British Legion Poppy Appeal</td> <td>34.00</td> </tr> <tr> <td></td> <td>TOTAL month</td> <td>1454.25</td> </tr> </tbody> </table> Receipts: NIL	CHQ / BACS NO	PAYMENTS	Gross	bacs 057	HMRC - Chairs Allowance tax PAYE	40.00	bacs 058	Mazars - External Audit fee	240.00	bacs 059	C Withington Clerk -Nov salary and expenses	555.24	bacs 060	HMRC Tax and NI Nov	128.60	bacs 061	Staffordshire Pensions Nov	196.41	bacs 062	Aspire Grant Xmas tree and lights Parksite	200.00	bacs 044	Staffordshire Parish Councils Assoc Cllr Trg	35.00	bacs 45	S Hough Hanging baskets removal	25.00	chq 000031	Royal British Legion Poppy Appeal	34.00		TOTAL month	1454.25	
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The meeting closed at 8.40pm

THE NEXT SPC MONTHLY MEETING WILL TAKE PLACE ON
Thursday 13th December 2018 @ 7:00 pm Silverdale Library (training 6pm until 7pm)

Appendix A

SILVERDALE PARISH COUNCIL DRAFT BUDGET 19/20 CONSULTATION			
EXPENDITURE			
Budget Heading	2018-19 Approved Budget	2018-19 Expected outturn	2019-20 Draft Budget
POWERS - PC ADMINISTRATION	£ 13,510.00	£ 18,420.12	£ 13,760.00
Clerk's Salary/PAYE/NI/Pension/Locum	£ 10,260.00	£ 10,260.00	£ 10,260.00
Chair allowance	£ 200.00	£ 200.00	£ 250.00
Expenses/Postage	£ 450.00	£ 450.00	£ 650.00
Office Equip/Stationary/Printing	£ 600.00	£ 600.00	£ 600.00
Subs/Ins/Fees/Audit Fees/Training	£ 2,000.00	£ 2,000.00	£ 2,000.00
VAT (Cost neutral as reclaimed)	£ -	£ 4,910.12	£ -
POWERS & DUTIES	£ 13,500.00	£ 31,799.36	£ 17,380.00
Allotments	£ 500.00	£ 500.00	£ 500.00
Mining Wheel (retention, plaque, interpretation board)	£ -	£ 21,794.36	£ 1,000.00
HLF project (Ibstocks bid writing)	£ -	£ 2,000.00	£ -
HLF Match funding £1.5k over 2 years (Earmarked reserves £3k 19/20)	£ 1,500.00	£ -	£ -
Comm Safety (match funding measures) (£500)	£ 500.00	£ 500.00	£ -
Election Contingency (Bi Election)	£ 5,000.00	£ -	£ -
Entertainment & the Arts (eg Xmas parties, youth activities etc)	£ 1,500.00	£ 1,500.00	£ 1,500.00
General Powers	£ -	£ -	£ -
Highways (inc provision of Grit Bins £500 and refill and culvert cleaning, signs)	£ 1,000.00	£ 1,000.00	£ 1,000.00
Land (appropriate) (Bonfiglio lease £1pa)	£ -	£ -	£ -
Lollipop Crossing patrol (add £4k earmarked reserves 19/20)	£ -	£ -	£ 4,000.00
Litter collector/ranger?? (10 hrs pw @ £9 ph)plus tools/equipment £1200	£ -	£ -	£ 5,880.00
Newsletter/Website/Publications	£ 500.00	£ 500.00	£ 2,000.00
Assets (maintenance & cleaning inc Bus shelters)	£ 3,000.00	£ 4,005.00	£ 1,500.00
CONCURRENT FUNDING - Sec 136/Support Grant 2978	£ -	£ 2,978.00	£ 2,233.50
Other spend to be allocated	£ -	£ 169.00	£ -
HLF updated survey Mining Tribute	£ -	£ 400.00	£ -
Newsletter printing Autumn 804	£ -	£ 804.00	£ -
Miners Wheel retention 500	£ -	£ 500.00	£ -
Xmas Tree Parksite	£ -	£ 200.00	£ -
Village appearance (Baskets, bench plaque, Blue plaque celebration)	£ -	£ 480.00	£ -
Notice board - cyclical maintenance/installation 425	£ -	£ 425.00	£ -
Grants - Sec 137 (if no other power exists)	£ 7,500.00	£ 2,500.00	£ 2,500.00
Flowers / Plants	£ 500.00	£ 500.00	£ 500.00
Grant applications	£ 2,000.00	£ 2,000.00	£ 2,000.00
Miners wheel (Tesco, Cllr fund, Red)	£ 5,000.00	£ -	£ -
Total	£ 34,510.00	£ 55,697.48	£ 35,873.50

INCOME			
	Income 18/19	Expected Income 18/19	Required Income 19/20
Precept (£18.92 per band D*1463/1489 for 18/19)	£ 28,171.88	£ 28,171.88	Precept (Per Band D - 1489) £ 33,640.50
Rural Grant - Sec 136	£ 2,978.00	£ 2,978.00	Rural Grant - Sec 136 £ 2,233.00
Council Tax Support Grant	£ 1,834.00	£ 1,834.00	Council Tax Support Grant £ -
Bank Interest (forecast)	£ 2.95	£ 10.00	Bank Interest (forecast) £ -
VAT refund	£ -	£ 4,910.12	VAT refund £ -
Allotment rent/misc	£ 8.20	£ -	Allotment rent/misc £ -
Other in tesco bags of help/Red	£ 12,955.00	£ 14,355.00	Other in tesco bags of help/Red £ -
INCOME Total	£ 45,950.03	£ 52,259.00	INCOME Total £ 35,873.50
RESERVES 2018/19		Shortfall £ -	
Reserves balance carried forward to 18/19	£ 40,509.19	Band D Precept required 19/20 £ 22.59	
Expected Spend against Budget (-underspend/overspend)	£ 21,187.48	Annual Increase of £ 3.67	
Expected spend against expected income (-underspend/overspend)	£ 3,438.48	Weekly increase of £ 0.07	
Reserves carried forward to 19/20	£ 37,070.71	Current Precept Band D 18/19 per annum £ 18.92	

RESERVES 2019-20	
Estimated Reserves	£ 37,000
<i>Earmarked reserves - Elections (assume 2 by elections per year)</i>	£ 10,000
<i>Earmarked reserves - HLF monument bid</i>	£ 3,000
<i>Earmarked reserves - Lollipop crossing</i>	£ 4,000
<i>General Reserves - Contingency/operating costs</i>	£ 20,000
Ratio of balances less earmarked reserves to precept (19/20)	0.59