

SILVERDALE PARISH COUNCIL**MINUTES OF PARISH COUNCIL MEETING held on****Thursday 14th February 2019 at Silverdale Library, High Street, Silverdale at 6.30pm****Present:**

Chair – Mr H Adamczuk (HA), Mr M Melvin (MM), Mrs T Spence (TS), Mr C Spence (CS), Mr J Wu (JW), Mr K Sukumaran (KS), Mr J Siery (JS), Ms C Jarratt (CJ); Clerk – Mrs C Withington

The meeting was brought to order at 6.30pm.

Ref	Item	Action
01/19	Public Participation: There were no members of public present for the public participation session, although one attended part way through the agenda.	
02/19	To receive apologies (in writing to the Clerk) – AR, AS	
03/19	To resolve that the minutes of the SPC meeting held on 10th January 2019 are correct and for the Chair to sign (copy attached) RESOLVED that they be signed as a true and accurate record.	
04/19	<p>GDPR (Standing Item) Subject Access Requests/Information Security/Data Breaches</p> <p>Draft policies – Information Security Incident policy, Information Data Breach Policy and Procedure and Acceptable User Policy (all to sign) - see attached Appendix A x 3 RESOLVED to adopt the Information Security Incident Policy subject to the change from Paulton to Silverdale.</p> <p>The Clerk was asked to request a Parish Council specific policy for the Data Breach. All to review the Acceptable User Policy for signing at the next meeting, Clerk to insert “intentional” before access on page 2 3rd bullet point.</p>	<p>Clerk</p> <p>Next agenda Clerk</p>
05/19	<p>To note the Precept for 19/20 following the retained lollipop crossing patrol funding at the County Council – see Appendix B RESOLVED to note the Precept for 2019/20 had been set at £18.32 per Band D property, (a total of £27806.50), following the u-turn on cutting the funding of the Lollipop patrol crossing at the County Council.</p>	
06/19	<p>Pepper Street – Underground Fire remediation – To note any further progress</p> <p>It was noted that the work was ongoing as planned. There had been an update circulated from Professional Remediation Ltd to state that the heat recorded at 300 degrees C. There had been no further update or report of issues.</p> <p>It was not clear as to what point the work was planned to finish. The Clerk will ask for an updated timescale. MM to do a site visit (accompanied) and report back.</p>	<p>Clerk MM</p>
07/19	<p>To approve comments for the following Planning Applications (please click on the link to view): <u>16/00088/NMA Application for non-material amendments to permission 16/00088/FUL to convert Plot 6 from a single storey bungalow into a dormer bungalow with rooms in the roofspace Land At Junction Of Church Street And Chapel Street Silverdale Newcastle Under Lyme Staffordshire</u> RESOLVED The Parish Council resolved to OBJECT to the amendment for the following reasons:</p> <ul style="list-style-type: none"> • There is a clear need for older persons/disabled accommodation in the Parish, and this represents a loss of a suitable unit if it is amended and increased to family accommodation. • There is an issue with parking in this area, and an increase in bedrooms aimed at a family or students, with no further increase in car parking spaces to accommodate this, will add to this issue. • There is a clear breach of planning policy given that principal windows will now look onto the rear of the properties on Church Street at a 180 degrees, due to the 	

	<p>elevated nature of the site in relation to the other properties. This reduces the amenity for the other residents in Church Street.</p> <ul style="list-style-type: none"> This site layout which is already tight and restricted, is better suited to the original plan for older persons/disabled accommodation. The public library will now overlook into the bedrooms of the proposed unit. 	
08/19	<p>Planting for preventing ASB by youths on the Mineral Line – Mr H Adamczuk It was noted that the LAP had submitted a funding application to the Joint Operations Group to plant spiky plants (berberis) and leylandii for screening on the mineral line railway platform. Top soil will also be provided by the developer near to the site with volunteers carrying out the work. The bid outcome is awaited.</p>	
09/19	<p>Issues with Heritage Park LEAP and footpath access – Mr M Melvin MM updated the meeting to say there had been no further progress. The Clerk noted that generally it is expected that new play equipment is inspected by a ROSPA accredited inspector. Any accidents could hold the developer in breach of their obligations and potentially insurance if the equipment is not inspected on a regular basis, certainly at least annually. MM also noted that the incline of the path remains too steep. MM noted that someone had attended site recently to inspect, and he will try to ascertain who this was. The dog waste bin will also be dealt with by the Borough Council due to the public health risk.</p>	
10/19	<p>An update regarding the LAP Skateboard ramp funding applications – Cllr A Rout A meeting will be held on 4th March attend by HA , Cllr Rout and the Clerk for part. It was noted that a discussion would need to be held regarding the responsibility for the new equipment once in place. MM suggested an alternative for the half pipe and would email his suggestion over for consideration. It was also agreed to include the redundant bowling green on the next agenda, as this could provide facilities for football etc.</p>	<p>MM Next agenda</p>
11/19	<p>To note the Mining Monument HLF bid outcome and to accept the funding of £75,840 in accordance with the grant conditions RESOLVED to accept the grant funding of £72,800 (total of £75,840 including £3040 of Parish Council reserves) and to accept the grant conditions. To resolve to allow 2 Councillors and Clerk to sign the “Permission to Start” and request 50% of the grant RESOLVED to authorise the Chair and Vice Chair to sign the form and request the funding. To consider a quote and appointment for a project manager (exclude public for this item) RESOLVED to suspend Standing Orders and Financial regulations and accept the quote for the role of Project Manager up to a value of £9600. This was due to the specialist nature of the role and input already to date. Any conflict of interest will need to be carefully managed. To authorise a press release to be agreed with HLF RESOLVED to authorise a press release, agreed with the HLF. A photo opportunity will be arranged with the original members responsible for the project. HA to provide a list to the Clerk. The dates will avoid 13th to 23rd March. To consider setting up a sub group to lead on the project It was agreed that the Clerk, in consultation with the Chair, Vice Chair and MM had authority to progress the project in between meetings, subject to the spend and programme being in line with the approved funding application.</p>	<p>Clerk Clerk HA Clerk Clerk HA CS MM</p>
12/19	<p>To consider any grant applications (SPC Grant Programme £1500) – None It was noted that the County Councillor fund next year may require match funding, so applicants may seek Parish funds to do so. Clerk to send the grant forms to MM.</p>	<p>Clerk</p>
13/19	<p>To convene a sub group to confirm the job description for the Handy man position CS and AS are to look over the job description for the Handyman and refine for agreement. Clerk to circulate other examples if possible.</p>	<p>CS AS Clerk</p>

14/19	<p>Culvert by Kinsey Street – to note a large number of bricks have been removed due to individuals blocking the waterway</p> <p>It was noted that bricks had been built into a dam, which was causing problems with the water flow. CS to speak to resident regarding bricks being stored in the alleyway. Clerk to confirm which end of the culvert it relates to.</p>	CS Clerk																		
15/19	<p>Reports from Western Communities Locality Action Partnership report and Staffs Parish Councils Association Exec report– Mr H Adamczuk</p> <p>HA provided a brief overview of the LAP and its functions/purpose. It was noted that it is attended by Aspire, Streetscene and Newcastle Police. Recently there had not been attendance by the police or regular updates and this was being followed up to get regular information.</p>																			
16/19	<p>To note correspondence received:- See Appendix C</p> <p>HA to attend the Mayor’s Civic Mass. HA has also emailed the Flood Team regarding grants for a flood survey and Red Industries regarding the damaged verges. It was noted that Severn Trent are now repairing the damaged roof on the sewerage unit in Silverdale Road. Cllr Jones reported that Highways have also looked at the verges by Cemetery Road and are advising Red Industries on future action.</p>	HA																		
17/19	<p>To note the Staffs Parish Council Assoc Bulletins received: - See Appendix D</p> <p>This was noted.</p>																			
18/19	<p>To receive an update from the Borough Councillors and County Councillor</p> <p>Cllr Jones provided an update regarding the Borough and County as follows: Amendments to the budget saving cuts had been passed at the County Council. A rise of 2.99% has been implemented at the Borough and County Council to the Council Tax. The Police and Crime Commissioner is also increasing the Council Tax by approx. £9 per year. Although it was suggested to remove them as part of the £35m savings, it had now been agreed to continue funding the Lollipop crossing patrols. Grit bins will only be filled once a year, however there is a plan to carry out bulk purchases with Parish Councils.</p> <p>Highways schemes have been put on the back burner, but Cllr Jones is pursuing those already agreed in this year’s capital programme such as Pepper Street/Scot Hay Road roundabout safety improvements. There is an issue re staff resourcing in the north of the County. Cllr Jones to email the Clerk with an update regarding outsourcing the planning to Amey. £20k will be provided to divisions next year for pothole and gully cleaning. Cllr Jones will produce a list in agreement with the Parish Council.</p> <p>Cllr Jones will be commissioning a safety survey for Church Street. Grids will be looked at along Silverdale Road. It was noted that there is a residents meeting at Knutton Community Centre regarding Walleys Quarry on Friday 15 February, following complaints about odour across Newcastle. HA would be attending.</p> <p>There have been lots of complaints regarding the charge for the green waste collection. It was agreed to await the improvements before considering the second Lollipop patrol post.</p>																			
19/19	<p>To note the outcome of the audit for the Park Road Allotment accounts (year ending Dec 2018)</p> <p>The Clerk has reviewed the accounts for 2018 and all seem to be in order.</p>																			
20/19	<p>To approve the Payments schedule and note receipts</p> <p>Payments: RESOLVED to make the following payments -</p> <table data-bbox="311 1861 1260 2072"> <thead> <tr> <th>CHQ / BACS NO</th> <th>PAYMENTS</th> <th>Gross</th> </tr> </thead> <tbody> <tr> <td>bacs 081</td> <td>C Withington Clerk -Feb salary and expenses</td> <td>511.45</td> </tr> <tr> <td>bacs 082</td> <td>HMRC Tax and NI Feb</td> <td>183.69</td> </tr> <tr> <td>bacs 083</td> <td>Staffordshire Pensions Feb</td> <td>120.00</td> </tr> <tr> <td>bacs 084</td> <td>Eurooffice Ink</td> <td>131.32</td> </tr> <tr> <td>bacs 085</td> <td>Hall Conservation Ltd</td> <td>480.00</td> </tr> </tbody> </table>	CHQ / BACS NO	PAYMENTS	Gross	bacs 081	C Withington Clerk -Feb salary and expenses	511.45	bacs 082	HMRC Tax and NI Feb	183.69	bacs 083	Staffordshire Pensions Feb	120.00	bacs 084	Eurooffice Ink	131.32	bacs 085	Hall Conservation Ltd	480.00	
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Signed..... Dated

bacs 086	Redoko website hosting	99.19
bacs 087	SPCA Training (CJ)	20.00
bacs 088	Celia Jarratt Mileage to SPCA Stafford	0.00
	TOTAL month	1545.65
Receipts		
31.12.18	Interest Dec	6.51
31.01.19	Interest Jan	6.51
TBC	Park Road Allotment rent until March 2020	2.00
To note the Bank reconciliation statement at Appendix E – Noted.		

THE NEXT SPC MONTHLY MEETING WILL TAKE PLACE ON

Thursday 14th March 2019 @ 6.30 pm Silverdale Library

Future dates include (6.30pm Silverdale Library): 11th April, 9th May, 13th June 2019

Approved Budget 2019/20

SILVERDALE PARISH COUNCIL APPROVED BUDGET 19/20			
EXPENDITURE			
Budget Heading	2018-19 Approved Budget	2018-19 Expected outturn	2019-20 Approved Budget
POWERS - PC ADMINISTRATION	£ 13,510.00	£ 18,420.12	£ 13,760.00
POWERS & DUTIES	£ 13,500.00	£ 31,799.36	£ 13,380.00
Allotments	£ 500.00	£ 500.00	£ 500.00
Mining Wheel (retention, plaque, interpretation board)	£ -	£ 21,794.36	£ 1,000.00
HLF project (lbstocks 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)	£ -	£ -	£ -
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	2500
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	£ 31,873.50

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 - 1518)	£ 27,806.50
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	£ 1,834.00
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	£ 31,873.50

Band D Precept 19/20	£ 18.32
Decrease (Annual) of	-£ 0.60
Weekly decrease of	-£ 0.01
Current Precept Band D 18/19 per annum	£ 18.92

RESERVES 2018/19	
Reserves balance carried forward to 18/19	£ 40,509.19
Expected Spend against Budget (-underspend/overspend)	£ 21,187.48
Expected spend against expected income (-underspend/overspend)	£ 3,438.48
Reserves carried forward to 19/20	£ 37,070.71