

**SILVERDALE PARISH COUNCIL****MINUTES OF PARISH COUNCIL MEETING held on  
Thursday 23<sup>rd</sup> April 2020 held remotely by Zoom at 6.00pm****Present:**

Chair – Mr H Adamczuk (HA)

Parish Cllrs - Mr J Wu (JW), Mr A Sutcliffe (AS), Cllr A Rout (AJ), Mr C Spence (CS), Mrs T Spence (TS), Mr K Sukumaran (KS), Mr M Melvin (MM)

Clerk – Mrs C Withington

Sarah Bonam for part of the meeting

The meeting was brought to order at 6.00pm

There were no members of public present.

<b>Ref</b>	<b>Item</b>	<b>Action</b>
<b>58/20</b>	<b>Public Participation:</b> No items.	
<b>59/20</b>	<b>To receive apologies (in writing to the Clerk) – Mrs C Jarrett</b>	
<b>60/20</b>	<b>To resolve that the minutes of the SPC meeting held on 12 March 2020 are correct and for the Chair to sign at the next full meeting in person – RESOLVED</b> to approve the minutes as a true and accurate record, the Chair signed them remotely.	
<b>61/20</b>	<b>Declaration of Disclosable Pecuniary interest in any item on the agenda - None</b>	
<b>62/20</b>	<b>Coronavirus/Covid-19:</b>	
	- <b>To note the updated Local Government legislation changes during Covid-19 pandemic regards remote meetings and Audit</b> – The changes regarding the legislation were noted which includes an extension to Audit return end of September 2020, and the postponement of the Annual Meeting and also the ability to hold remote meetings. It was <b>RESOLVED</b> that the position of Chair and Vice Chair would be considered at the next available face to face meeting.	<b>Next available meeting</b>
	- <b>To consider what support is required, allocate a budget/grants and to nominate lead representatives if required</b> – It was agreed to await Cllr Rout to discuss the donation to the Alice Charity, which is helping local people during the crisis. HA to find out if the Newcastle Food Bank have achieved their funding request of £20,000 for the next meeting, and to then consider if a further donation can be made. <b>RESOLVED</b> to allocate £1000 to use for such issues in consultation with the Chair, with a further donation being considered in line with the unspent funds from last year.	<b>AR</b> <b>Next agenda</b>
	- <b>To delegated authority for all business continuity decisions (financial, planning, grants programme, ongoing projects and other matters considered urgent) to be taken outside of the meeting by the Clerk in consultation with the Chair/Vice Chair until the restrictions are removed and the pandemic is over – RESOLVED</b> to delegate authority to the Clerk in consultation with the Chair/Vice Chair in the event that a meeting cannot be held in good time, to allow business to continue during the crisis.	<b>Clerk</b>
	<b>To consider arrangements for the Annual Parish meeting following the restrictions</b> – Noted that the Annual Parish was still required to be held between March and June. The Clerk suggested that a change in legislation was likely to be forthcoming, as a remote meeting would be difficult. The Chair will continue with the Chair's Annual report in the meantime.	<b>HA</b>
<b>63/20</b>	<b>Accounts 2019/20</b>	
	<b>To note the bank reconciliation statement and reserves</b> – Noted.	
	<b>To approve the Statement of Accounts (unaudited) – see Appendix A – RESOLVED</b> to approve subject to internal audit.	<b>Next meeting</b>
	<b>To note the Internal Auditors report – if available</b> – Noted this was not yet available.	
	<b>To approve the attached Asset register and Risk Assessment – see Appendix A1</b>	<b>Clerk</b>

**RESOLVED** to approve the Asset register but to include the pandemic on the risk register as a high priority.

**Next meeting**

**64/20 Mining Monument progress (HLF bid) – Sarah Bonam**

An update was circulated before the meeting which was noted.

1. **To consider the interim arrangements for the project manager during the project being on hold for the foreseeable – RESOLVED** to retain the Project Manager in post on the basis of 1 day per month from May until end August during the crisis and to revert back to 3 days per month in order to continue the project. This will not result in an overspend, as it will be absorbed by the contingency. This has been approved by HLF, although there is no further funding available.
2. **To receive a budget update and the financial impact of the delay on the project as agreed with HLF** – This was circulated before the meeting and it was noted that we are on track to spend.
3. **To approve a quote for the banner (Letting in the light) £2000 – RESOLVED** to appoint them on this basis.
4. **To note the update on the on hold Community Engagement activities and those progressing – Lantern making and parade, Film showing inc Proud Valley, Scratch and Sniff Theatre, Dalien singers, Poem, Banner, Researcher, Voice recordings, timeline** - Noted that this was on hold, with the exception of the timeline and a video to be produced by Scratch and Sniff, which was agreed. The lantern parade is currently planned for 4<sup>th</sup> December.
5. **To receive an update on the current programme for the capital works – now postponed due to Coronavirus** – The work had been put on hold and the new date was unknown.

**To note delegated authority used to pay any invoices received in between meetings in accordance with the approved amounts) – None.**

**65/20 To note kissing gates and fencing along Mineral Line is on hold** – Noted that part of the work had been completed and invoiced. It was noted that the police had caught and confiscated several motorbikes.

**66/20 GDPR (Standing Item) – INFORMATION ONLY**

**Subject Access Requests/Information Security/Data Breaches – reminder** – Noted.

**67/20 Dog control – Silverdale County Park – Mr M Melvin**  
**Controlled areas for dog walkers on the country park (i.e. on leads in the busiest places) due to an increase in complaints with dogs jumping up people/children/disturbing other dogs/running into reserve areas etc. RESOLVED** to work with Andy Hunt to see if a separate area can be included for dogs to be exercised off the lead away from the main area, with the dogs on leads for the rest of the time. It was noted that there had been several incidents involving dog walking companies walking large numbers, a loose dog biting a person and a dog severely injured.

**MM**

**68/20 To approve comments for the following Planning Applications ([please click on the link to view BEFORE the meeting](#)):**

**Proposed two storey side extension 9 Farmers Bank Silverdale Newcastle Under Lyme Staffordshire ST5 6NE Ref. No: 20/00246/FUL – RESOLVED** to support providing that there is no overlooking of no 7a.

FYI only - **Application for approval of tree protection measures as required by condition 6 of planning permission 18/00714/FUL** - Brighton House Residential Home Sneyd Terrace Silverdale Newcastle Under Lyme Staffordshire ST5 6JT Ref. No: 18/00714/CN06 – **RESOLVED** to request that the removed apple tree T1 is replaced elsewhere on the site.

FYI only - 17/00223/CN08 | Application for approval of site investigation works as required by condition 8 of planning permission 17/00223/FUL - Erection of a pair of semi-detached dwellings | Land Adjacent 8 The Crescent Silverdale Newcastle Under Lyme Staffordshire – Noted.

- To note the Joint Local Plan consultation – on hold until Autumn – both policies and sites – Noted.
- Planning consultant consideration to input into the above consultation – Clerk to obtain a quote from Urban Vision for consideration at the next meeting.

**Clerk/  
Next mtg**

**To provide comments on the Keele/Silverdale Growth Corridor information as circulated on 4<sup>th</sup> March and 9<sup>th</sup> April - RESOLVED** to support Keele Parish Council’s comments.

**Clerk**

**70/20 Community Payback Ranger Service- Update on Work List and progress**

**To consider renewing the contract** - on hold due to restrictions

**71/20 To note the Staffs Parish Council Assoc Bulletins and correspondence received: - See Appendix B – Noted.**

**72/20 To note the written update (to be circulated in advance) from the Borough Councillors, County Councillors and Western Communities LAP Chair Mr H Adamczuk**

Cllr Rout provided a brief update regarding the help for the vulnerable in the Borough and also the changes with the waste collection and business grants. Grass cutting is expected to start again soon. It was **RESOLVED** to make a donation of £1000 to the Alice Charity using Section 137 LGA to help local residents in need during the Covid-19 situation. It was also agreed to consider if a donation can be made to the Silverdale Methodist Church and their community development worker at the next meeting – HA to confirm.

**Clerk  
Next  
meeting  
HA**

The LAP meeting was cancelled, but a remote meeting may be held in June.

**73/20 To approve the Payments schedule and to note receipts (Appendix C) – RESOLVED** to make the following payments.

CHQ / BACS NO	PAYMENTS	Gross
Bacs 001	C Withington Clerk -April salary and expenses	575.79
Bacs 002	HMRC Tax and NI April	142.53
Bacs 003	Staffordshire Pensions April	229.54
Bacs 004	Sarah Bonham Project manager HLF March x 3 days	600.00
Bacs 005	Perkins - Timeline 3 of 3 HLF	400.00
Bacs 007	Steve Hough - kissing gates Heritage Way part	1725.00
Bacs 008	Centrewire - 2 x gates Heritage Way	900.00
Bacs 009	Redoko - Website hosting fees 2019	84.19
Bacs 011	Sarah Bonham Project manager HLF April x 3 days	600.00
Bacs 012	Jake Wu - materials reimbursment	4.20
Bacs 013	Alice Charity	1000.00
	Monthly total	<b>6261.25</b>

**RECEIPTS**

14.04.20	Precept	£29,206.32
14.04.20	CTSG	£1,834.00

THE NEXT SPC MONTHLY MEETING WILL TAKE PLACE ON

**Thursday 14<sup>th</sup> May 2020 @ 6.00pm REMOTELY**

Future dates include (6.30pm Silverdale Library to be confirmed Thursday), 11<sup>th</sup> June 2020, 9<sup>th</sup> July 2020, 13<sup>th</sup> August 2020, 10<sup>th</sup> September 2020, 8<sup>th</sup> October 2020, 12<sup>th</sup> Nov 2020, 10<sup>th</sup> Dec 2020