

# SILVERDALE PARISH COUNCIL

# PUBLIC NOTICE

Silverdale Parish Council meeting (Annual) to be held remotely on Wednesday 5<sup>th</sup> May 2021 at 6.00pm  
THE PUBLIC AND PRESS ARE CORDIALLY INVITED TO BE PRESENT  
**But please note that they may be excluded for any item the Council decide should be treated as confidential**

<https://us02web.zoom.us/j/86969586869?pwd=ZDVBZUtnSjdEZkFVYlFud0NoMFVlUT09> Meeting ID: 869 6958 6869 Passcode: 785035 Dial in: 0203 901 7895, 0208 080 6591, 0208 080 6592, 0330 088 5830

Public and press are invited to register participation in the virtual meeting. Those joining the meeting should do so with their microphones muted until invited to speak. The meeting may be recorded for the purposes of producing the minutes only which will be disposed of once produced.

 C Withington

Clerk/RFO Silverdale Parish Council issued 29.04.21

## AGENDA

- 92/21 **To nominate and elect a Chair and Vice Chair, and to sign of Acceptance of Office**
- 93/21 **Public Participation: Chair**  
***This item is on the agenda to allow the public to raise issues at the Parish Council***  
The period of time designated for public participation in accordance with standing order 2 f shall not exceed 10 minutes unless directed by the chairman of the meeting. Subject to standing order 2 g. a member of the public shall not speak for more than 2 minutes
- 94/21 **To receive apologies (in writing to the Clerk) – Cllr Rout**  
**To resolve that the minutes of the SPC meeting held 8<sup>th</sup> April 2021 are correct and for the Chair to sign at the next full meeting in person (copy attached) *Please read these before the meeting as they will be taken as read***
- 95/21 **Declaration of Disclosable Pecuniary interest in any item on the agenda** (*Note member should notify Monitoring officer within 28 days if not already. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships*) **ALL to complete DPI forms and return electronically**
- 96/21 **Accounts 2020/21**  
To note the bank reconciliation statement and reserves  
To note the outcome of the Internal Auditors report in relation to the Accounts year ending March 2021– See Appendix A  
To approve the Annual Return in relation to Section 1 for the Accounts year ending March 2021 – See Appendix A1  
To approve the Annual Return in relation to Section 2 for the Accounts year ending March 2021 – See Appendix A1  
To review the Reserves Policy – see Appendix A2
- 97/21 **Insurance renewal with Zurich at a cost of £533.81 (last year £524.75) – see attached Policy Appendix B**
- 98/21 **To review the Model Standing Orders and Financial Regulations – see Appendix C**

- 99/21 **To review the Policies - H&S, Media, Social Media, Equal Opportunities, Complaints, freedom of information, data protection and employment policies and procedures – see Appendix D**
- 100/21 **To nominate representatives for outside bodies and working parties including Walleys Landfill Liaison Group, Knutton and Cross Heath LAP**
- 101/21 **Homeworks update and jobs – new jobs to include painting of Ikley Place**
- 102/21 **Update on the recruitment of the Parish Clerk/RFO – to approve the next steps to extend the recruitment and appoint an interim locum (to be sought)**
- 103/21 **Silverdale Sidings - update regarding S106 following Planning Committee meeting– Mr H Adamczuk**
- 104/21 **Mining Monument progress (HLF bid) Project end November 2021 – Sarah Bonam**
1. To receive an update on the final community engagement activities (£19,997 left to spend with £19,155 committed) mid July to November 21 (to be circulated) -SB
  2. Updating the Parish Council website with the HLF page - SB
  3. Britain in Bloom request from the Borough Council - SB
  4. Update on the installation of the electrics at the monument (10<sup>th</sup> May) and to note the Risk Assessment and Method statements - Clerk
  5. To note the outcome of the request to the Borough Council to consider asset transfer of the monument (and to allocate a budget for future maintenance every 2 years (£2k) and annual inspection/painting of railway sleepers £500)
  6. To note delegated authority used to pay any invoices received in between meetings in accordance with the approved amounts)
- 105/21 **Covid 19 – Matters – Return to physical meetings from 7<sup>th</sup> May 2021 – Venue to be Covid Secure and other measures to be in place at the Library, no option for remote meetings following High Court Appeal and to consider a scheme of delegation if required**
- 106/21 **Walley's Quarry Landfill**
- Walley's Quarry Landfill updates on Parish Council website and social media
  - Consultation on the planning '5 year review' for the restoration of the site (comments via Liaison Committee meeting by 11<sup>th</sup> May)
  - To note the Environmental Health presentation update
- 107/21 **Feasibility Study for Restored Railway Line – to consider the Parish Council's position**
- 108/21 **To consider any grant applications (SPC Grant Programme £1802.05) –**
1. To consider a request from Elim to provide funding towards a family fun day in September 2021 in memory of Paster Edwin Cotter – to follow
  2. To consider an application from St Lukes School for books – to follow
- 109/21 **GDPR (Standing Item) – INFORMATION ONLY**  
Subject Access Requests/Information Security/Data Breaches – reminder
- 110/21 **To approve the Payments schedule and to note receipts– Appendix E**
- 111/21 **To approve comments for the following Planning Applications (*please click on the link to view BEFORE the meeting*) and to approve delegated authority to deal with any urgent ones in between meetings in consultation with the Chair:**
1. Application for a lawful development certificate for a single storey side extension and rear dormer to facilitate loft conversion. 15 Poole Lane Newcastle Under Lyme Staffordshire ST5 6SY Ref. No: 21/00319/PLD
  2. Two storey extensions to existing office unit Unit 7 Brock Way Knutton Newcastle Under Lyme Staffordshire ST5 6AZ Ref. No: 21/00417/FUL
  3. Car parking and access with dropped Kerb Options House Silverdale Business Park Maries Way Newcastle Under Lyme Newcastle-Under-Lyme Staffordshire ST5 6PA Ref. No: 21/00390/FUL
  4. Change of use from commercial to residential 57 Church Street Silverdale Newcastle Under Lyme Staffordshire ST5 6JQ Ref. No: 21/00374/COU

- 112/21 **Local Plan consultation and Keele/Silverdale Growth Corridor**
1. Borough Council Plan update – Consultation on Statement of Community Involvement – 19th April 2021 – 5pm 31st May 2021 – see [https://www.newcastle-staffs.gov.uk/sites/default/files/IMCE/Planning/Planning\\_Policy/DevelopmentPlan/SCI%20Final%20-%20Consultation%20Version.pdf](https://www.newcastle-staffs.gov.uk/sites/default/files/IMCE/Planning/Planning_Policy/DevelopmentPlan/SCI%20Final%20-%20Consultation%20Version.pdf)
  2. Save Our Green Space update and to consider supporting ‘mixed recreation’ use and local cycle clubs etc – Mr H Adamczuk
- 113/21 **To note the Staffs Parish Council Assoc Bulletins and correspondence received: - See Appendix F**
- 114/21 **To consider adopting the new Model Code of Conduct Borough Council version (if available) – Appendix G**
- 115/21 **Western Communities LAP update (inc Skate Park) - Mr H Adamczuk**
- 116/21 **To note the outcome of the Allotment accounts year ending 2020 for Acres - yet to be audited**
- 117/21 **To note the written update (to be circulated in advance) from the Borough Councillors, County Councillors**

**THE NEXT SPC MONTHLY MEETING WILL TAKE PLACE ON**

**10<sup>th</sup> June 2021 at 6.30pm Silverdale Library (\*CANCELLED Thursday 13<sup>th</sup> May 2021)**

**To agree future dates include (Thursday 6.30pm Silverdale Library):**

8<sup>th</sup> July 2021, 12<sup>th</sup> August 2021, 9<sup>th</sup> September 2021, 14<sup>th</sup> October 2021, 11<sup>th</sup> November 2021, 9<sup>th</sup> December 2021, 13<sup>th</sup> January 2022, 10<sup>th</sup> February 2022, 10<sup>th</sup> March 2022, 14<sup>th</sup> April 2022, 12<sup>th</sup> May 2022

**Appendix A - Accounts year ending March 2021 (audited) - Internal Auditor Report – see separate document**

**Appendix A1 - Section 1 and 2 AGAR – see separate document**

**Appendix A2 – Reserves policy – see separate document**

<b>Bank Reconciliation as at 31.03.21</b>	
Closing balances as at 31 March 2020	<b>70603.58 (restated)</b>
<b>BANK STATEMENTS:</b>	
Natwest Current	9,371.89
Natwest savings	52,604.43
	<b>TOTAL 61,976.32</b>
Total Unpresented Cheque/s:	0.00
	0.00
Plus unpaid credits	0.00
	<b>TOTAL 61,976.32</b>
<b>CASH BOOK:</b>	
Opening Balance:	70,603.58
Add Receipts:	66,272.45
Less Payments:	74,899.71
	<b>TOTAL 61,976.32</b>
Difference	0.00

<b>Reserves as at 31.03.21</b>	<b>61,976.00</b>
<i>Earmarked reserves - Elections (assume 2 by elections per year)</i>	£ 10,000
<i>Earmarked reserves - HLF monument bid Parish Council contribution</i>	£ 3,040
<i>Earmarked reserves - HLF monument bid Remaining grant</i>	£ 9,723
<i>General Reserves - Contingency/operating costs</i>	£ 39,213
<b>Ratio of balances less earmarked reserves to precept (20/21)</b>	1.34

<b>SILVERDALE PARISH COUNCIL ACCOUNTS 2020/21</b>	
<b><u>Explanation of Significant Variations</u></b>	<b>£</b>
<b>Line 3 -Other Receipts</b>	<b>Variation - Increase of £28309</b>
NBC Rural Grant (Sec 136)	-1518.00
NBC Support Grant	0.00
Natwest Interest NEED STATEMENT	-149.32
Misc	-4000.00
Allotment rent	0.00
VAT reclaim	1571.18
Grants	32405.00
<b>Total</b>	<b>28309</b>
<b>Line 6 - Other Payments</b>	<b>Variation -Increase of £31975</b>
Office/Members Expenses	-6.15
Stationary/Office Equipment	-296.48
Subs/Insurance/Fees/Audit	-128.04
Powers/Projects	20810.02
Sec 136 (Concurrent Funding c/f from 19/20 now ended)	4941.85
Sec 137 (Grants)	2379.93
Website/News Report	-1240.72
VAT (to be reclaimed)	5514.47
<b>Total</b>	<b>31975</b>
<b>Line 9 - Fixed Assets</b>	<b>Variation - Increase of £1737</b>
<b>Disposal of Dell Lap Top</b>	-416
<b>Increase of Grit bins added x 7</b>	700
<b>Increase of Grit bins added x 5</b>	450
<b>Increase of Christmas lights</b>	1003
<b>Total</b>	<b>1737</b>

Annual Return		2019-20	2020-21	Variance £	Difference of £250 or 15%
Line 1	B/fwd	76765	70604	-6,161	
Line 2	+ Precept	27807	29206	1,400	5%
<b>Line 3</b>	<b>+ Other Receipts</b>	8757	37066	28,309	323%
<b>Line 4</b>	<b>- Staff Costs</b>	10739	10938	200	2%
<b>Line 5</b>	<b>- Loan interest</b>	0	0	0	
<b>Line 6</b>	<b>- Other payments</b>	31987	63961	31,975	100%
Line 7	= C/fwd	70604	61976	-8,627	
				0	
Line 8	Cash	70604	61976	-8,628	-12%
<b>Line 9</b>	<b>Fixed Asssets</b>	103028	104765	1,737	2%
<b>Line 10</b>	<b>Borrowings</b>	0	0	0	

SILVERDALE PARISH COUNCIL STAFFORDSHIRE							
STATEMENT OF ACCOUNTS FOR THE PERIOD 01.04.20 TO 31.03.2021							
RECEIPTS:	2019/20	2020/21	Difference	PAYMENTS:	2019/20	2020/21	Difference
<b>Balance Brought Forward</b>	<b>87,901.28</b>	<b>36,563.77</b>	<b>-51337.51</b>	Salary/PAYE	10738.59	10938.30	199.71
NBC Precept	27807	29206	1399.82	Office/Members Expenses	456.00	449.85	-6.15
NBC Rural Grant (Sec 136)	1518.00	0	-1518.00	Stationary/Office Equipment	336.68	40.20	-296.48
NBC Support Grant	1834.00	1834.00	0.00	Subs/Insurance/Fees/Audit	2121.59	1993.55	-128.04
Natwest Interest	180.27	30.95	-149.32	Powers/Projects	23873.17	44683.19	20810.02
Misc	4000.00	0	-4000.00	Sec 136 (Concurrent Funding c/f from 19/20 now ended)	50.00	4991.85	4941.85
Allotment rent	0.00	0	0.00	Sec 137 (Grants)	1486.00	3865.93	2379.93
VAT reclaim	0.00	1571.18	1571.18	Website/News Report	2091.91	851.19	-1240.72
Grants	1225.00	33630	32405.00	VAT (to be reclaimed)	1571.18	7085.65	5514.47
<b>TOTAL RECEIPTS:</b>	<b><u>36563.77</u></b>	<b><u>66272.45</u></b>	<b><u>29708.68</u></b>	<b>TOTAL PAYMENTS:</b>	<b><u>42725.12</u></b>	<b><u>74899.71</u></b>	<b><u>32174.59</u></b>
				<b>Balance as at 31.03.2021</b>	<b><u>61976.32</u></b>		

**Appendix B** - Insurance renewal with Zurich at a cost of £533.81 (last year £524.75) – see attached Policy

**Appendix C** - To review the Model Standing Orders and Financial Regulations – see separate documents

**Appendix D** - To review the Policies - H&S, Media, Social Media, Equal Opportunities, Complaints – see separate documents

**Appendix E** – Payments and Receipts

CHQ / BACS NO	PAYMENTS	Gross
Bacs 007	Viv Evans Internal Audit Invoice to follow	0.00
Bacs 008	C Withington Litter Picker reimbursment x 20	237.54
Bacs 008	Zurich insurance renewal	533.81
Bacs 008	C Withington Clerk - May salary and expenses	570.36
Bacs 008	HMRC Tax and NI May	131.60
Bacs 008	Staffordshire Pensions May	216.73
Bacs 008	Sarah Bonam Project manager HLF May Invoice needed	0.00
Bacs 008	Redoko - Website update	25.00
Bacs 008	C Withington Zoom reimbursement May	14.39
		<b>1729.43</b>

### Receipts:

Precept	£28,565.00
CTSG	£1,834.00
HMRC VAT refund	£6,988.92