

SILVERDALE PARISH COUNCIL
MINUTES OF PARISH COUNCIL MEETING (ANNUAL) held on
Wednesday 5th May 2021 held remotely by Zoom at 6.00pm

Present:

Chair – Mr H Adamczuk (HA)

Parish Cllrs - Mr J Wu (JW), Mrs C Jarratt (CJ), Mrs C Mrozowski (CM), Cllr A Rout (AR)

Clerk – Mrs C Withington

The meeting was brought to order at 6.02pm.

There were no members of public present.

92/21	To nominate and elect a Chair and Vice Chair, and to sign of Acceptance of Office RESOLVED to appoint HA as Chair. RESOLVED to appoint CS as Vice Chair. Form to be signed outside of this meeting.	
93/21	Public Participation: Chair -None.	
94/21	To receive apologies (in writing to the Clerk) – Mr A Sutcliffe (AS), Mr M Melvin (MM)	
	To resolve that the minutes of the SPC meeting held 8th April 2021 are correct and for the Chair to sign at the next full meeting in person (copy attached) – RESOLVED to approve and the minutes were signed outside of the meeting by the Chair.	
95/21	Declaration of Disclosable Pecuniary interest in any item on the agenda – None.	
96/21	Accounts 2020/21 1. To note the bank reconciliation statement and reserves – Noted and agreed. 2. To note the outcome of the Internal Auditors report in relation to the Accounts year ending March 2021– See Appendix A – The report was noted and the items were taken on board. Noted that the insurance fidelity guarantee is in place and adequate. The bank reconciliation statements will remain as quarterly as RESOLVED , although this will be reviewed. 3. To approve the Annual Return in relation to Section 1 for the Accounts year ending March 2021 – See Appendix A1 RESOLVED to approve Section1 in accordance with the AGAR. The Chair and Clerk will sign outside of the meeting. 4. To approve the Annual Return in relation to Section 2 for the Accounts year ending March 2021 – See Appendix A1 – RESOLVED to approve Section 2 in accordance with the AGAR. The Chair and Clerk will sign outside of the meeting. 5. To review the Reserves Policy – see Appendix A2 – RESOLVED to adopt the policy as circulated and the earmarked reserves.	Clerk Clerk Clerk
97/21	Insurance renewal with Zurich at a cost of £533.81 (last year £524.75) – see attached Policy Appendix B – RESOLVED to approve.	Clerk
98/21	To review the Model Standing Orders and Financial Regulations – see Appendix C – RESOLVED to leave them unchanged.	
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 – Noted to review the Social Media and Media policy to be considered at the next meeting. RESOLVED to note the others unless there are any other concerns raised before the next meeting.	Next agenda
100/21	To nominate representatives for outside bodies and working parties including Walleys Landfill Liaison Group, Knutton and Cross Heath LAP JW and HA (CJ as substitute) to be the reps on Walleys Quarry Liaison committee along with the Borough Councillors Jones and Rout. Western Communities LAP – HA and CJ to be the minute taker.	

101/21	Homeworks update and jobs – new jobs to include painting of Ikley Place All to provide jobs that are required to be done. HA and CS to meet to write a specification for Ikley Place painting and to work out which areas need to be prioritised.	ALL HA CS
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) Noted that as there was only one applicant it was agreed to extend the deadline for further applications to be invited. Agreed to extend the request to end of May and circulate to all as much as possible. A Locum to be explored with SLCC and other opportunities.	ALL Clerk
103/21	Silverdale Sidings – update regarding S106 following Planning Committee meeting– Mr H Adamczuk The Planning Committee meeting was held by Newcastle Borough Council recently which is available online. It was noted that NBC staff are still trying to retrieve the Section 106 funding from the developer. All residents affected will be written to by NBC to explain the position. HA stated that the Planning Committee Councillors should be approached in future to make them fully aware and to ask questions on behalf of Silverdale PC.	
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 A full report was circulated outside of the meeting and was noted. 2. Updating the Parish Council website with the HLF page – SB – This will be carried out in May. 3. Britain in Bloom request from the Borough Council – SB – This is being provided for the deadline on 28 th of May. 4. Update on the installation of the electrics at the monument (10 th May) and to note the Risk Assessment and Method statements – Clerk – Noted that the RAMS were still outstanding but the Borough Council being the commissioners and owners would approve these. It was agreed to hold off the lighting until the lantern parade. Clerk to confirm with the Ibstocks that the lights can stay off until end of October. To ensure they do work in the meantime and are tested. Lights are expected to be installed w/c 10 th May. 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) – A response is awaited, but it is looking favorable. 6. To note delegated authority used to pay any invoices received in between meetings in accordance with the approved amounts) – None.	Clerk Next agenda
105/21	Covid 19 – Matters – Return to physical meetings from 7th 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 RESOLVED to move the next meeting from 10 th June to 23 rd June 2021 at Library 6.30pm Wednesday – Jan Simpson to attend. RESOLVED to move things forward under delegation in between. Following this meetings will revert back to 2 nd Thursday of the month in July at the Library at 6.30pm.	Clerk
106/21	Walley's Quarry Landfill <ul style="list-style-type: none"> Walley's Quarry Landfill updates on Parish Council website and social media - Noted this is being updated as we go along. CS has been asked to include info on Facebook when it is possible. Links to the other agencies have been included on the website. The Parish Council wished to formally note how grateful they are for the 'Stop the Stink' campaign and also the others for their hard work in raising the profile of this issue in a way we were unable to. Consultation on the planning '5 year review' for the restoration of the site (comments via Liaison Committee meeting by 11th May) – Noted that a drawing has been issued to 	ALL

	<p>some of the Liaison Committee members for comment if there has been any changes. It was concerning that only a few had been contacted. HA has circulated the drawing to the Parish Council and all to respond by end of the week. There was concern over how high this was going to be in the end. There was no detail provided which provides enough context. HA to draft a submission for all to agree before sending into RED.</p> <ul style="list-style-type: none"> To note the Environmental Health presentation update – This was not discussed. 	
107/21	<p>Feasibility Study for Restored Railway Line – to consider the Parish Council’s position</p> <p>It was felt that until there are assurances that houses will not be affected by the railway, the Parish Council will not support it. We are generally in support of sustainable travel however there isn’t an infrastructure plan in place for Newcastle, therefore a station in the proposed location would not make much sense, particularly if it follows the route suggested as it would need a bridge over Silverdale Road and excavation of 2 Victorian tunnels as well. HA to speak to Madeley LAP and also Keele regarding their views.</p>	HA
108/21	<p>To consider any grant applications (SPC Grant Programme £1802.05) –</p> <p>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</p> <p>To consider an application from St Lukes School for books – to follow</p>	Next agenda
109/21	<p>GDPR (Standing Item) – INFORMATION ONLY</p> <p>Subject Access Requests/Information Security/Data Breaches – reminder – Noted. DPO contract to be brought to the next meeting.</p>	June - next agenda
110/21	<p>To approve the Payments schedule and to note receipts– Appendix E</p> <p>RESOLVED to approve the payments as per the attached schedule.</p>	
111/21	<p>To approve comments for the following Planning Applications:</p> <ol style="list-style-type: none"> <u>Application for a lawful development certificate for a single storey side extension and rear dormer to facilitate loft conversion.</u> 15 Poole Lane Newcastle Under Lyme Staffordshire ST5 6SY Ref. No: 21/00319/PLD - RESOLVED to submit that we hope that some solution can be put in regarding the overlooking of next door property (19 Poole Lane) and the property (51 Sutton Avenue) at the rear. <u>Two storey extensions to existing office unit</u> Unit 7 Brock Way Knutton Newcastle Under Lyme Staffordshire ST5 6AZ Ref. No: 21/00417/FUL - No comments. <u>Car parking and access with dropped Kerb</u> Options House Silverdale Business Park Maries Way Newcastle Under Lyme Newcastle-Under-Lyme Staffordshire ST5 6PA Ref. No: 21/00390/FUL - No comments. <u>Change of use from commercial to residential</u> 57 Church Street Silverdale Newcastle Under Lyme Staffordshire ST5 6JQ Ref. No: 21/00374/COU – No comment. 	
112/21	<p>Local Plan consultation and Keele/Silverdale Growth Corridor</p> <p>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 - No comments were raised.</p> <p>Save Our Green Space update and to consider supporting ‘mixed recreation’ use and local cycle clubs etc – Mr H Adamczuk – Noted that a future alternative vision for the area had been circulated explaining many possible recreational uses within the green belt and that Silverdale Common is used as a name fitting the new vision.</p>	
113/21	<p>To note the Staffs Parish Council Assoc Bulletins and correspondence received: - See Appendix F – These were noted.</p>	
114/21	<p>To consider adopting the new Model Code of Conduct Borough Council version (if available) – Appendix G This will not be available yet until after next year’s elections as confirmed by Newcastle Borough Council – therefore it is suggested that we wait until that is adopted before the Parish move over to the new one.</p>	
115/21	<p>Western Communities LAP update (inc Skate Park) - Mr H Adamczuk – No update as yet but it is expected that this will be started very soon.</p>	

Signed..... Dated

116/21	To note the outcome of the Allotment accounts year ending 2020 for Acres - yet to be audited – Not yet provided.	
117/21	To note the written update (to be circulated in advance) from the Borough Councillors, County Councillors – No update from Borough Councillors.	

THE NEXT SPC MONTHLY MEETING WILL TAKE PLACE ON

Wednesday 23rd June 2021 at 6.30pm Silverdale Library (10th June is cancelled)

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

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

Approved Payments and Receipts

CHQ / BACS NO	PAYMENTS	Gross
Bacs 007	Viv Evans Internal Audit Invoice to follow	45.00
Bacs 008	C Withington Litter Picker reimbursement x 20	237.54
Bacs 009	Zurich insurance renewal	533.81
Bacs 010	C Withington Clerk - May salary and expenses	570.36
Bacs 011	HMRC Tax and NI May	131.60
Bacs 012	Staffordshire Pensions May	216.73
Bacs 013	Sarah Bonam Project manager HLF May Invoice needed	200.00
Bacs 014	Redoko - Website update	25.00
Bacs 015	C Withington Zoom reimbursement May	14.39
		1974.43

Receipts:

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

Appendix A - Accounts year ending March 2021 (audited)

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

Reserves as at 31.03.21	61,976.00
<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
Ratio of balances less earmarked reserves to precept (20/21)	1.34

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%
Line 3	+ Other Receipts	8757	37066	28,309	323%
Line 4	- Staff Costs	10739	10938	200	2%
Line 5	- Loan interest	0	0	0	
Line 6	- Other payments	31987	63961	31,975	100%
Line 7	= C/fwd	70604	61976	-8,627	
				0	
Line 8	Cash	70604	61976	-8,628	-12%
Line 9	Fixed Asssets	103028	104765	1,737	2%
Line 10	Borrowings	0	0	0	

SILVERDALE PARISH COUNCIL ACCOUNTS 2020/21		
<u>Explanation of Significant Variations</u>		£
Line 3 -Other Receipts	Variation - Increase of £28309	
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
	Total	28309
Line 6 - Other Payments	Variation -Increase of £31975	
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
	Total	31975
Line 9 - Fixed Assets	Variation - Increase of £1737	
Disposal of Dell Lap Top		-416
Increase of Grit bins added x 7		700
Increase of Grit bins added x 5		450
Increase of Christmas lights		1003
	Total	1737

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
Balance Brought Forward	87,901.28	36,563.77	-51337.51	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
TOTAL RECEIPTS:	36563.77	66272.45	29708.68	TOTAL PAYMENTS:	42725.12	74899.71	32174.59
				Balance as at 31.03.2021	61976.32		