

SILVERDALE PARISH COUNCIL

Minutes of the Annual Parish Meeting and Regular Meeting on Thursday 12th May 2022
at 7.00pm at Silverdale Library

Present:

Chair – Mr H Adamczuk (HA)

Parish Cllrs - Cllr Chrissy Mrozicki (CM), Cllr Lee Leighton (LL), Cllr Celia Jarrett (CJ), Cllr A Sutcliffe.

Parish Clerk – Ms D Powell (DP)

In attendance – One member of the public attended for part of the meeting to observe.

The meeting was brought to order at 7.05 pm.

105/22	To nominate and elect the Chair and Vice Chair and to sign the Declaration of Acceptance of Office. RESOLVED to appoint Cllr H Adamczuk as the Chair. RESOLVED to appoint Cllr A Sutcliffe as the Vice Chair. Declarations of Acceptance of Office were signed. The member of the public left the meeting at 7.15pm	
106/22	Public Participation: One member of the public attended for part of the meeting to observe.	
107/22	To receive apologies (in writing to the Clerk) Apologies were received from Mr M Melvin	
108/22	To resolve that the minutes of the SPC meeting held on 21st April 2022 are correct and for the Chair to sign at the meeting. It was RESOLVED to approve the minutes which were signed by the Chair.	
109/22	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 - To note Dispensation granted to Chrissy Mrozicki to discuss (only) the Acres Allotments. Mr L Leighton declared an interest in agenda item 121/22.	
110/22	Insurance Renewal with Zurich at a cost of £545.23 (last year (£533.81)) It was RESOLVED to approve the insurance renewal.	
111/22	To review the Model Standing Orders and Financial Regulations. It was RESOLVED to approve the Standing Orders and Financial Regulations.	
112/22	To review the Policies - H&S, Media, Social Media, Equal Opportunities, Complaints, freedom of information, data protection and employment policies and procedures. It was agreed to review the policies at a future date.	
113/22	To nominate representatives for outside bodies and working parties including Walleys Landfill Liaison Group, Knutton and Cross Heath LAP. It was RESOLVED for HA and CJ to represent SPC at the Walleys Landfill Liaison Group, Knutton and Cross Heath LAP.	
114/22	Neighbourhood Development Plan. <ol style="list-style-type: none"> a. To receive a report from the Neighbourhood Planning Group meeting held in April 2022. The meeting held in April had discussed the area of Silverdale Parish and it was agreed to use those maps based on the Parish area. b. To discuss grant application. A grant application had been submitted. The previous unspent grant is to be repaid and a designation letter had been sent to NBC with a map showing alignment of Silverdale Parish and Silverdale Ward. c. To note the next meeting (Friday 20 May 8.30) The meeting is to discuss public consultation. 	

115/22	Newsletter - To discuss the next newsletter. HA asked for volunteers and the meeting discussed articles for the newsletter. To be included on the next agenda.	
116/22	FYI only Silverdale Sidings – Planning update regarding S106. The Planning committee met in March and there have been no further updates. DP to write to Jeff Upton.	DP
117/22	Mining Monument progress (HLF bid) Project a. To receive an update on outstanding matters: Management and Maintenance Agreement with NBC – HA to follow up with Becky Alan of NBC. Interpretation Panel Installation by Shelly Signs. The interpretation panel is to be installed on 24 May. b. To note delegated authority used to pay any invoices received in between meetings in accordance with the approved amounts). c. To agree a date to switch off the illumination (6 June) to save on energy. Mr M Melvin joined the meeting by Zoom at 7.45pm	HA
118/22	Homeworks update and jobs a. To consider the commission for 2022/23. A meeting is to be arranged with Homeworks, HA and AS to discuss jobs around the parish.	
119/22	Local Plan consultation and Keele/Silverdale Growth Corridor a. Borough Council Plan Consultation Issues and Strategic Options Consultation update b. Save Our Green Space update. No further updates at present.	7.35
120/22	To consider a fee quote for legal costs to extend the lease to include the additional site (plot numbers 45-80) at the Acres Allotments (note additional legal/site remediation/Knotweed costs). a. To update on the tenancy at will agreement request to NBC. Advice is to be sought form NALC relating to the tenancy at will. b. To agree in principle that if the Borough Council clears the waste material on the council’s land beyond lane 4 then Silverdale Parish Council would negotiate a new lease for the whole site (previously known and Acres Allotments Nos 1-80). c. To consider appointing a consultant regarding the remediation of waste in the legal agreement to represent the parish’s council’s interest.	
121/22	To consider any grant applications (SPC Grant Programme £2,000) a. To consider an application from St Luke’s School for books. No application has been received. b. To consider a grant application from Silverdale Methodist Church. LL left the meeting for this discussion. The meeting discussed the application at length and the matter was deferred to the next meeting to allow more time for advice to be received.	
122/22	GDPR (Standing Item) – INFORMATION ONLY Subject Access Requests/Information Security/Data Breaches. There had been no breaches reported.	
123/22	To consider a quote a. To install a new noticeboard at the library and to install (note: may need permission from SCC/Highways). b. To consider a special memorial sign for the noticeboard. This item was deferred to the next meeting	

124/22	To consider memorial benches for The Parade and Parksite This item was deferred to the next meeting.	
125/22	To receive an update regarding traffic danger outside St Luke's Primary School Pepper St AS to check if the school has included the vacancy in their newsletter	AS
126/22	To discuss the hanging baskets and quotes CJ had kindly obtained quotes from three garden centres. CJ had asked at the businesses on the Upper and Lower Parades whether wanted a hanging basket and the reception had been good. It was RESOLVED to approve the expenditure of £180 for the hanging baskets.	CJ
127/22	To consider a quote from Steve Hough to lay slabs at the Mining Monument £457 HA to ask Peter Stepien at NBC regarding the slabs.	HA
128/22	To discuss the carpark obstruction at 106 Park Road. It was noted that there had been an improvement regarding the parking issues.	
129/22	Finance <ul style="list-style-type: none"> a. To approve the Payments, receipts and transfers – Appendix A It was RESOLVED to approve the payments. It was RESOLVED to transfer £30,000 from the current to the deposit account. b. To note and approve the bank reconciliation – Appendix B c. To note and approve the final budget report 2021/22 – Appendix C d. To note the budget report for 2022/23 – Appendix D 	
130/22	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. <u>22/00367/TWA 3x Ash trees reduce to ground level - displaying signs of Ash dieback. Weakening of upper canopy vigour and epicormical stress growth appearing in lower canopy areas. 12 Pepper Street Silverdale Newcastle Under Lyme Staffordshire ST5 6QJ (newcastle-staffs.gov.uk)</u> to be reviewed by 7 June 2022. <u>22/00341/TWA T1 Oak, Crown thin by 10% to help penetrate some sun light to the property. Reduce laterals that are growing over house by 2-3 meters from branch tips, this will achieve 2-3 meter clearance form house roof, all works will be carried out to BS3998 368 Silverdale Road Newcastle Under Lyme Staffordshire ST5 6EG (newcastle-staffs.gov.uk)</u> to be reviewed by 31 May 2022 <u>20/01103/CN07 Application for approval of a landscaping scheme as required by planning permission 20/01103/FUL - Residential development 3no. 2 bed bungalows 106 Park Road Silverdale Newcastle Under Lyme Staffordshire ST5 6LP (newcastle-staffs.gov.uk)</u> No objection. <u>20/01103/CN03 Application for approval of facing and roofing materials as required by planning permission 20/01103/FUL - Residential development 3no. 2 bed bungalows 106 Park Road Silverdale Newcastle Under Lyme Staffordshire ST5 6LP (newcastle-staffs.gov.uk)</u> No objection <u>22/00266/OUT Proposed New Dwelling 300 High Street Silverdale Newcastle Under Lyme Staffordshire ST5 6JU (newcastle-staffs.gov.uk)</u> HA to prepare comments	
131/22	Walley's Quarry Ltd Landfill <ul style="list-style-type: none"> a. Walley's Quarry Liaison Meeting updates. (HA/CJ) 	

Signed Date

	The next meeting is taking place in June.	
132/22	To note the Staffs Parish Council Assoc Bulletins and correspondence received Appendix E This was noted.	
133/22	Western Communities LAP update (Miniwheels Skatepark Completion Date) – (HA/CJ) The fencing is due to be put in place week commencing 16 June 2022.	
134/22	To note the outcome of the Acres Allotment accounts year ending 2020. This was noted.	
135/22	To note the written update (to be circulated in advance) from the Borough Councillors, County Councillors. No reports had been received.	

The meeting closed at 8.55pm

Future meeting dates:
**THE NEXT MONTHLY MEETING
 WILL TAKE PLACE ON
 9th June 2022 at 6.30pm**
 To agree future dates include 14th July 2022,
 11th August 2022, 8th September 2022, 13th October 2022

Appendix A

Payment schedule May 2022 – see below

**Silverdale Parish Council
 Payment Schedule May 2022**

DATE	REF/ Chq no	PAYEE	DESCRIPTION	AMOUNT £
12/05/2022	145	Groundwork UK	Repayment of NDP grant	1313.00
12/05/2022	146	Mrs D Powell	Zoom and postage reimbursement	30.97
12/05/2022	147	VAST	HMRC month 2	32.00
12/05/2022	148	Mrs D Powell	Salary	572.09
12/05/2022	149	Business Enterprise Support Ltd	Room hire	20.00
12/05/2022	150	Zurich Municipal	Parish Council Insurance	454.23
		TOTAL		2422.29

Appendix B

Silverdale Parish Council			
<u>Bank Reconciliation for the period ending 29 March 2022</u>			
	£	£	£
Balance per Bank Statement 29 March 2022			
Current account		10,819.38	
Deposit account		<u>56,538.13</u>	
			67,357.51
Less: unpresented cheques			<u>-1,949.93</u>
Net bank balance as at 29 March 2022			<u>65,407.58</u>
Net balance reconciled to the cashbook			
Opening balance per cashbook		61,976.32	
Add: receipts in the year			
20.04.21 Precept	28,565.00		
20.04.21 CTSG	1,834.00		
07.04.21 HMRC VAT refund 2020/21	6,988.92		
18.05.21 Acres Allotment rent (3 years - 19/20, 20/21, 21/22)	3.00		
Apr-Jan 22 Interest received	8.06		
31.03.22 Groundwork UK re NDP grant	<u>1,313.00</u>		
		38,711.98	
Less: payments in the year		<u>-35,280.72</u>	
Closing Balance as per cash book for the year to 29 March 2022			<u>65,407.58</u>