

# DRAYCOTT IN THE MOORS PARISH COUNCIL

A meeting of Draycott Parish Council held on Monday 8<sup>th</sup> June 2020,  
7.30pm, using Zoom remote meeting software

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## MINUTES

**Present:** Chairman Cllr. P. McLaughlin, Vice-Chairman Cllr. Winfield, Cllr. Myatt, Cllr. Holdcroft, Cllr. Bradshaw, Dist. Cllr. Hulme and Dist. Cllr Wilkinson

Also present were five members of the public.

Minutes recorded by the Clerk Mrs D. Wheat.

1. **Welcome:** The Chairman Cllr. P. McLaughlin opened the meeting at 7.30pm.
2. **Apologies:** Cllr. S McLaughlin and County Cllr. Deaville
3. **Declaration of interests:** Cllr. Hulme and Cllr. Wilkinson declared members of the SMDC Planning Committee.
4. **The Minutes of the Meeting of the Parish Council on 11<sup>th</sup> May 2020.** The minutes were resolved as a true record. The Chairman signed the file copy of the minutes. GW/RH
5. **Public Participation:** The Chairman suspended Standing Orders to allow members of the public to address the meeting.
  - a) A Cresswell resident has some winter equipment in their garage which belongs to the Council – a snow shovel, gritter spreader and a couple of boxes of grit which need relocating or returning.
  - b) A Cresswell resident asked if the Council has any plans for VJ Day 15<sup>th</sup> August 2020? A piper has been provisionally booked by a member of the public.
  - c) A Draycott resident asked if the footway from the Draycott Arms along Cheadle Road adjacent to the gully, could be cleared of nettles and the posts be mended as it is difficult to walk along.
6. **Actions and Updates from the last meeting:**
  - a) Vehicle Activated Signs update from the Clerk: Unipart Dorman are unable to travel to Draycott to fit the signs because of closure of public toilets due to Covid-19 restrictions, therefore making working long distance not possible for their staff until 4<sup>th</sup> July when it is proposed to lift this rule.
  - b) Lengthsman update: The Lengthsman has cleared some more pavement in-between Totmonslow and Draycott. Contractors Amey have cleared another stretch of pavement in the same area so Clerk asked to find out from SCC. plans for pavement clearance before any more is done by Lengthsman. Following the resident request the next task to set is for the clearance of nettles on Cheadle Road and to chop the balsam down in the gully before it goes to seed.
  - c) Planters Update: The Council thanked Draycott College students for planting out the flowers from Draycott Nurseries. The invoice was higher than expected. The Clerk explained the misunderstanding with the compost. A discussion was then had about the Planters and how to move the project forward. In retrospect it could have been done differently. Cllr. Bradshaw proposed that as the Draycott Support Group had applied for the Covid-19 grant of £250.00 towards the planters, so the group could retrospectively apply to cover the additional cost of the compost from the Solar Array fund. The Council agreed. PMcL/EM

Certificates of thanks are to be presented to the Students and the Councillors want to thank the other community volunteers for coming forward to water the planters. Cllr. Myatt commented that they do look gorgeous. Sponsorship was then discussed. The Clerk mentioned Cheadle in Bloom for a good example of a Planter committee/charity. It was decided to put this on the next Agenda.
  - d) Church Lane Posts – Clerk checked the need for a Permit to Dig. A discussion was had around the ownership of the verge and it was confirmed that it is not owned by Staffordshire County Council. The water main pipes were discussed. The Council agreed to go ahead with the project. GW/ PMcL

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- e) Red Telephone Box at Draycott – A discussion was had about the Kiosk being a potential place to house a defibrillator. Red Phone Boxes are iconic symbols of life saving devices and as more become adopted and used for defibrillators, they are becoming renowned across the UK for this new purpose. The location of the kiosk was then discussed and the good accessibility due to the layby adjacent to it. Maintenance of a defibrillator was then discussed, and a maintenance person will need to be nominated to be responsible. Mr Johnson from the Cresswell Community Kiosk Committee was asked to speak to inform the Council about defibrillator maintenance. A debate ensued as Cllr. Wilkinson reported on how Hollington Councillors manage the defibrillator in the Phone Box at Hollington Village Hall. Training and clarification on this are required from AED donate.

The Clerk reported some advice that must be followed when handling lead based red paint before Cllr. Myatt commences with any cleaning, sanding, or repainting. The Clerk was asked to write to The Draycott Arms to inform them of the change of plan for the defibrillator location as they had kindly supported the original idea to raise funds to have a defibrillator on the outside wall of The Draycott Arms.

- f) **Additional waste bin for Draycott** – The Clerk has researched bins and has consulted with Mr. Price - Litter picker for advice on the best design, size and material. A metal design with a conical top to prevent water collecting was his choice. The Council logo can be added at an extra cost, plus fixings. The Clerk was asked to get an accurate quotation for the next meeting. Location was then decided for the bottom of Church Lane area. **EM/GW**

7) **New Item:**

Village Gateways – had been requested by Cllr Deaville, so in his absence it can be moved to the next meeting Agenda.

8) **Finance:**

a) **Grant Report Statements**

- i. **Covid-19 Emergency - Community Grant** – £250.00 is held in reserve by Draycott Parish Council on behalf of Draycott Support Group and needs to be spent by 30<sup>th</sup> June 2020 on the Planter project for the Community.
- ii. **Solar Array Fund Statement 2019/2020 Statement** prepared for RES who request each year a report on the Community Projects that the fund has been used for.
- iii. **Staffordshire Safer Roads Partnership Grant** - Project Statement. To be finalised when the VAS signage has been fitted.
- iv. **Neighbourhood Plan – Locality Grant Statement** – End of grant period – Refund requested by Groundwork UK. Covid-19 restrictions have prevented public engagement events and delayed the Neighbourhood plan project. Aecom have requested more photographs for the Design Code document. Urban Vision are not submitting an invoice until the policy writing gets underway.
- v. **Transparency Fund** – Quotations for Scanner. Clerk presented quotations. The Council agreed to the purchase of a scanner. **EM/PMcL**
- vi. **Zoom** – There is no date proposed in the Covid-19 recovery plan for the resuming of Public meetings, so the Council decided to subscribe to Zoom for another month to enable remote meetings **EM/RH**

Cllr. Bradshaw left the meeting due to technical difficulties at 8.32pm

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### b) Policies

- i. **Financial Regulations** – review of the policy. Cllr. Holdcroft has done a thorough review. He mentioned several items which need amending, but felt a remote meeting is not the place to do this. The Chairman asked if the Council were happy to adopt the Financial Regulations as they are knowing that there are still some amendments to be made. The Council agreed if a review is done as soon as normal meetings resume.
- ii. **Risk Assessment** review. A discussion was had regarding the number of benches in the Parish. It was decided that five are the responsibility of the Parish. Litter bins can be removed from the risk assessment as these are the responsibility of SMDC until Draycott PC purchase one. The Planters need to be included and the VAS signs when erected.

### 9) The Annual Governance and Accountability Return (AGAR)

- a. **Bank Reconciliation** - the Council checked the statement for the financial year ending 31<sup>st</sup> March 2020.
- b. **Certificate of Exemption** – the Council resolved to sign the Certificate of Exemption.
- c. **Internal Audit Report** - The annual Accounts for 2019/20 have been returned from internal Auditor Mrs M Corbishley. The Council resolved to sign the Annual Internal Audit report.
- d. **Annual Governance Statement** – the Council read and resolved to sign the Annual Governance Statement
- e. **Accounting Statement 2019/2020.** The figures were approved by the Council and signed by the Chairman to then be collected and signed by the Responsible Financial Officer (Clerk) and submitted to Mazars. The Clerk will publish the date of commencement for the period of public rights to access the accounts as soon as the AGAR has been submitted.

### 10) Declaration of the Bank Balance (see table below)

| RECEIPTS                         |   | Bank                            | Chq. No.         |                 |
|----------------------------------|---|---------------------------------|------------------|-----------------|
| <b>1<sup>st</sup> May 2020</b>   | <b>Balance b/ forward</b>   | <b>£26,655.14</b>               |                  |                 |
| PAYMENTS in May                  |   | £925.10                         |                  |                 |
|                                  | <b>Nat West Statement</b>   |                                 |                  | <b>Page 292</b> |
| <b>1st June 2020</b>             | <b>Bank Balance</b>   | <b>£25,730.04</b>               |                  |                 |
| Solar Array Fund Total           |   | <b>£5,982.47</b>                |                  |                 |
| Earmarked Funds from Solar Array | Speed Gun for Draycott Church Lane Repair<br>WT Riley & Son (chq not clear) | £350.00<br>£1,000.00<br>£180.00 | 001571           | Ringfenced      |
| Solar Array Fund available       |   | £4,452.47                       |                  | Designated      |
| Transparency Fund available      |   | <b>£414.05</b>                  |                  | Designated      |
| Neighbourhood Plan Grant         |   | <b>£3,395.00</b>                |                  | Designated      |
| Covid-19 Emergency Grant         |   | <b>£250.00</b>                  |                  | Designated      |
| Election Fund                    |   | <b>£2,518.47</b>                |                  | Designated      |
| Staffs Safer Roads Grant         |   | <b>£0.00</b>                    |                  |                 |
| Lengthsman Budget 2020/2021      |   | <b>£1,427.00</b>                |                  | Designated      |
| Defibrillator Fund               |   | <b>£400.00</b>                  |                  | Designated      |
| Uncleared Cheques at 01.06.20    | St Mary's RC Church<br>Draycott Church Hall                                 | <b>£10.00</b><br><b>£25.50</b>  | 001531<br>001559 |                 |
| Current Account Available        |   | <b>£11,307.55</b>               |                  |                 |
| Reserve Account                  |   | £0.01                           |                  |                 |
| <b>Total Available</b>           |   | <b>£11,307.56</b>               |                  |                 |

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### 11) To authorise payments:

| <b>Payee</b>  | <b>Goods/Services</b>   | <b>Sub-Total</b>   | <b>Chq no</b> | <b>Total</b>     |
|---|---|--|---------------|------------------|
| Mr M.S. Price   | May 2020<br>Litter picking 10 hours @ £8.72 p/h<br>Mileage 32 @ 50p p/m<br>Telephone £1.00  | £87.20<br>£16.00<br>£1.00  | 001577        | <b>£104.20</b>   |
| Mrs D. Wheat  | Clerk Salary May/June 2020<br>20 hrs @ £12.50 p/h £250.00   | Net amount<br>£200.00  | 001578        | <b>£200.00</b>   |
| HMRC PAYE and NI  | Tax payable from Clerk Salary Apr/ May<br>Ni Payable  | £50.00<br>£0.00  | 001579        | <b>£50.00</b>    |
| Mrs. D. Wheat   | Clerks Expenses (Mileage @ 50p p/m)<br>notice boards, delivery of cheques and minutes,<br>collection of audited accounts - 9 miles<br>1-month subscription to Zoom            | £4.50<br>£14.39  | 001580        | <b>£18.89</b>    |
| Mrs M Corbishley  | Internal Audit & report   | £35.00   | 001581        | <b>£35.00</b>    |
| Mr S. Clarke<br>Steve's Reliable Garden Services                                    | Lengthsman Duties in October and May<br>Strimming, Grass cutting and Pavement<br>Clearance 20.5hrs @ £15 p/h  | £307.50  | 001582        | <b>£307.50</b>   |
| Draycott Nurseries  | Supply of Plants for 8 planters<br>(3 large rectangles, 5 square)<br>Labour 2hrs @ £15 p/h<br>Compost x32 @ £5.50<br>Topsoil x12 @£4.16<br>Replaced Planter Draycott Old Road | £286.92+vat £57.38<br>£30.00+vat £6.00<br>£176.00+vat £35.20<br>£49.92+vat £9.98<br>F.O.C. | 001583        | <b>£651.41</b>   |
| Groundwork UK   | Underspend of Neighbourhood Plan –<br>Locality Grant (second application)   | £3,395.00  | 001584        | <b>£3,395.00</b> |
| The above payments were proposed .....PMCL..... and Cheques duly signed.....GW..... |   |  |               |                  |

### 12) Planning applications:

|                     |  |  |   |
|---------------------|--|--|---|
| Appeal notification | Land to the East of Cheadle Road Forsbrook | Appeal against the refusal of Planning permission                                | The Parish Council are in support of this application and these comments will already be considered by the Planning inspector at Bristol.   |
| SMD/2020/0265       | Isaac Walton Farm, Cresswell, Lane         | Retrospective application for retention of access track from Cresswell Old Road. | The Council discussed the Cresswell Old Lane gateway and a decision was made to maintain support for this application due to the gateway always been there when it was a working farm and the issue of visibility and turning danger from the alternative exit. |

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### 13) Correspondence - Any questions received by email or post will be read out by the Clerk.

- a. The Clerk reported that Helen Bickerton of the Blythe Centre has offered to hold copies of Draycott Parish Council minutes for community reference in the Library. Following the Covid-19 newsletters and Draycott Scarecrow festival the Blythe Centre would like Draycott Parish Council to work with them in the future with other partnership opportunities for the Community.
- b. A road sign "Draycott-in -the-Moors" has disappeared behind a hedgerow entering the village from Totmonslow. The Council requested that the Lengthsman clear the overgrowth. PMcL/GW
- c. Now that the Council has adopted the Old Post Office telephone kiosk, what plans does it have for it? This question was answered in item 6e.
- d. Complaint received regarding Speeding traffic on Uttoxeter Road. Idea for a cycle lane and traffic calming. The Council discussed different types of traffic calming including central refuges and cycle lanes. Item to be on next Agenda.
- e. Question to Clerk and Cllr. Winfield regarding the Climate Emergency lecture at SMDC. Please could a report of their impressions and whether there were any suggestions for what a council such as Draycott could undertake? Council decided to invite Cllr. Joe Porter the District Councillor leading the Climate Emergency plans from SMDC to attend a meeting to speak on the issue.
- f. It would be good to see a record on the Councils website of the tasks undertaken by the Lengthsman – the locations and the type of task, so that we can all see what work has been done. Is this possible? Clerk asked to record jobs done and if possible, take photographs
- g. A Caravan with residents living in a field on private land has been reported on the border of Upper Tean. This item has been resolved as it was in Checkley Parish.

### 14) To receive oral reports from District Councillors

Cllr. Wilkinson reported that virtual Cabinet meetings are starting at SMDC on 16<sup>th</sup> June, and Planning applications committee will be on 25<sup>th</sup> June. Site visits will be done by video instead of the Councillors visiting the sites in person. Members of the public will still be able to speak. SMDC are using Microsoft Teams software. High Streets are opening again 15<sup>th</sup> June for non-essential shops, public facilities like libraries, car parks are beginning to open with Covid-19 risk assessments in place.

Cllr. Hulme said the District are trialing the software and they will not start with controversial applications. They need to make sure the meetings are conducted in the correct manner.

### 15) Matters pertaining to issues in the Parish or for the next Agenda

Cllr Holdcroft asked for it to be minted how wonderful it was, that bells were ringing when the community came out to 'Clap for the NHS'. The Council agreed that the members of the St. Margaret's Church Bell Ringers should be congratulated.

To note items raised in public participation to be discussed at the next Council meeting:

- a) Winter Equipment return or relocate.
- b) VJ Day – 15<sup>th</sup> August 2020 - Ideas for a Parish event if a public event is possible.
- c) Cheadle Road gully - nettle clearance.
- d) Village Gateways

**MEETING ENDED 9.10pm**

**Next Meeting date 13<sup>th</sup> July 2020**

Closing date for correspondence, written submissions, e-mails to [draycottparishcouncil@gmail.com](mailto:draycottparishcouncil@gmail.com) - 7 days before next meeting please.

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