

# HOPTON AND COTON PARISH COUNCIL

**Minutes of the ordinary Council meeting of 8th September 2021 held at 7pm in Hopton Village Hall.**

**Present:** Cllr. Gilbert (Chair), Cllr. Spennwyn (Vice Chair), Cllr. Miss. Brown-Bullivant, Cllr. Brindley and Cllr. Rogers.

**Also in attendance.** J. Blount (Clerk) and 5 members of the public.

**Public question time.** Questions were asked about caravan in a field in Within Lane and a litter problem.

**21/249 Apologies.** Apologies were accepted from Cllr. Lamond.

**21/250 Declarations of interest.** There were no declarations of interest.

**21/251 Requests for dispensations under the Localism Act 2011.** None.

**21/252 Minutes of the meeting of the Council of 1<sup>st</sup> September 2021.** Cllr. Mrs. Brown-Bullivant was recorded as being present but was not. With this correction the Minutes were agreed as a true record.

**21/253 Update from a Stafford Borough Councillor for the Ward.** Cllr. Mrs. Beatty said that planning delays due to Covid issues would be resolved soon. Officers were returning to their desks. Cllr. Beatty said that the Borough Council had a strong business unit built up during the pandemic. As well as major development of the town centre due to take place soon a Memorial Woodland and Local Nature Reserve were planned.

**21/254 Update from the Staffordshire County Councillor for the Division.** Cllr. Francis was not available.

**21/255 Report from a PCSO for the area.** PCSO Lyndsey Brough said how important it was to report suspicious activity either via 101 or the services social media link. She asked people to be especially vigilant for thefts from vans.

**21/256 Update about Bovis Homes estate.** Cllr. Spennwyn reported that Bayswater Square was finished. The balancing pond was the next project and then the trees in October.

**21/257 Update from the Neighbourhood Plan Working Group.** The Neighbourhood Plan consultant reported that he had had the end date for the lottery grant put back until the end of November to accommodate delays.

**21/258 Update from the New-Build Working Group.** The Group had not met. The Council confirmed that it was still intended to progress the lottery bid for £330k.

**21/259 Matters arising from recent meetings which are not otherwise on the agenda.**

**21/178 Trent Valley Collaboration Group Meeting on 21<sup>st</sup> September in Tixall Village Hall.** To report to the next ordinary meeting.

**21/212 OpenReach offer.**

**Resolved to leave this to be dealt with by local residents. Item discharged.**

**21/214 Temporary use of the land set aside as a crematorium extension as a play area.** Stafford Borough Council had decided that the land would be a flower meadow once it had been handed over by the developer.

**Resolved to discharge this item.**

**21/231 Poll cards for election of new Councillor to fill vacant seat.** Notices on notice boards, web site and in Village Voice.

**Resolved that the Clerk supply 'promotional' text to Cllr. Rogers who would post it on Hopton NextDoor.**

**21/211 Tree inspection at village hall.** Three quotes were sought but only one received after 2 weeks. A report has been commissioned. This, and the Condition Report, will inform the next Village Hall meeting so that there will be some figures for the November Village Hall budget. The Village Hall lease letters relating to the solicitor's Terms of Business and Client Care letter had not been signed. The Proper Officer was asked to correct the oversight.

**21/180 Arrangements for replacing Clerk/RFO and Assistant Clerk.** A tour of the parish is planned for Monday 27<sup>th</sup> September. Members were shown Ms Marr's article in The Clerk magazine.

**Resolved to pay Ms. Marr's expenses for the parish tour.**

**21/189 Community engagement events.** Quotes have yet to be sought for door-to-door survey because of time pressure.

**Resolved to hold public engagement events on 25<sup>th</sup> September in Hopton Village Hall and 2<sup>nd</sup> October in Bayswater Square. Local groups to be invited to join in.**

**21/183 Highways issue 4243400 (inspection of pipework between two gullies)** Awaiting response from County Council.

**21/260 Project to put forward for a Stafford Borough Council Community Award.**

**Resolved not to put any project forward. Item discharged.**

**21/261 Provision of defibrillator in Hopton village.**

**Resolved that RFO include 2 x defibrillators in the forthcoming budget.**

**21/262 Comments on the following planning applications and appeals:**

**App. 21/34822/FUL Redesign of existing fire station facilities & disposal of land.**

**Resolved to ask for the provision of community facilities to be included by condition. Disappointed at the lack of provision of car chargers and solar panels. Clerk to arrange visit to Stafford Fire Station.**

**App. 21/34437/FUL Construction of rural worker's dwelling at Stable Park.**

**Resolved to object on the grounds that it was outside a settlement boundary. Any development to include details of insulation, grey water reuse and foul sewage disposal.**

**App. 21/34737/HOU Replacement of barn to include workshop, storage and solar panels. Heathfields Barn, Weston Bank.**

**Resolved that there was no objection to this application.**

**21/263 Caravan dumped in field in Within Lane.**

**Resolved Clerk report this to Stafford Borough Council.**

**21/264 Compliance issues with the General Data Protection Regulations.**

The Department for Digital, Culture, Media & Sport ('DCMS') announced, on 9 September 2021, that the Government had launched a public consultation, proposing reform to the UK's data protection regime, aiming to deliver Mission 2 of the National Data Strategy to secure a pro-growth and trusted data regime.

**Resolved that this item be revisited when the government's new General Data Protection Regulations come out.**

**21/265 Formal decision and draft Business Plan for new bank account.**

**Resolved that:**

- The Council accept Unity's Terms and Conditions and appoint them as our Bankers.**
- The Council acknowledge that Unity's Terms and Conditions may vary from time to time and agree to be bound by them.**
- The Council will provide Unity with instructions and changes in line with the mandate.**
- Unity should rely on this Mandate until the Council send future amends.**
- The Council will send Unity a copy of the Memorandum and Articles of Association, a copy of the Company's Rules, our Trust Deeds or our registration documents. The Council will inform Unity of any changes to these in writing.**
- The Council will also notify Unity in writing of any change in Directors/Trustees/Officers and membership.**

**Resolved that the draft Business Plan be accepted for the purpose of opening the Unity Trust account. To be revised as part of the budget process.**

**21/266 Revision of Financial Regs.**

**Resolved that Section 3 of the Financial Regulations be revised by the RFO to encompass the practical preparation for the annual precept submission.**

**21/267 Resolved to authorise the following payments:**

| <b>Items</b>  | <b>Net</b> | <b>VAT</b> | <b>Gross</b> |
|---|------------|------------|--------------|
| Salaries and expenses                                       | 1026.17    | 00         | 1026.17      |
| Mazars, External audit                                      | 300.00     | 60.00      | 360.00       |
| Staffs. County Council, Remove tree branches and make safe. | 229.98     | 00         | 229.98       |
| Trent Grounds Maintenance, August mowing.                   | 408.00     | 81.60      | 489.60       |
| Hopton Village Hall, Transfer hire payment                  | 18.00      | 00         | 18.00        |

New folder for Minutes, envelopes and paper purchased. Safety work commissioned to fix loose slab on village green. (Fin Regs 4.5)

**21/268 Bank reconciliation.**

Noted that paper statements were going to former clerk and being redirected. The early meeting date and late delivery of statements meant that there was no time to produce a bank reconciliation but the Council did review the bank statements to be reassured that funds were intact.

**21/269 Correspondence.**

**Resolved to note the correspondence.**

**21/270 Resolved to exclude the press and public during consideration of item 21/271 under the Public Bodies (Admission to Meetings) Act 1960 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.**

**21/271 Historic employment issues.**

Awaiting response from claimant.

**21/272 Next meeting. Next ordinary Parish Council meeting 7pm on Wednesday 13<sup>th</sup> October in Hopton Village Hall.**