

**Minutes of Berkswich Parish Council Meeting held on
Tuesday 7 February 2023 at 7.30 pm at Walton (Berkswich) Village Hall**

Present: Cllr Sue Francis (Chairman), Cllr Malcolm Millichap (Vice Chairman), Cllr Ann Millichap, Cllr Alan Taylor, Cllr Tim Luker, Cllr Graham Kilford, Cllr Caroline Pearson and Cllr Ben Rowell.

In attendance: Two members of the public and Mrs Sue Fullwood as Clerk.

Cllr Francis welcomed everyone to the meeting.

1 Public session

Kitlings Lane

The gentleman from Kitlings Lane who attended the Parish Council meeting on 6 December 2022 asked if the Parish Council had written to any Kitlings Lane residents regarding parking. Cllr Francis asked the Clerk to read the relevant sections from the minutes aloud and then confirmed that no-one had been written to. As it was a neighbour dispute it was felt that the Parish Council should not get involved. Cllr M Millichap suggested that if the gentleman were to also contact Highways at the County Council it would amplify the message.

The gentleman left the meeting at 7.35 pm.

23/1 To note apologies for absence – Cllr Margaret Crossland as her dog was due to have an operation on 8 February – apologies were noted; and Cllr Andy Cooper as he was at an SBC meeting - apologies accepted.

23/2 To record Declarations of Interest regarding items on the agenda – None.

23/3 To approve minutes of the Council meeting held on 6 December 2023 – **Resolved:** agreed as a true record.

23/4 Update on matters arising which are not agenda items

School Lane – Keyzor's had commissioned another company to apply for road closure for the works and because of the notice period of 12 weeks, work was due to happen on 19 and 20 April. **Resolved:** Clerk to write to residents of School Lane in March to make them aware. **Action: Clerk.**

Parking – Cllr Luker had attended a meeting where it was mentioned that the Methodist Church on The Rise were looking at closing off their car park which could cause more parking issues around Walton High School. It was also noted that the garage at the bottom of The Rise seemed to be offloading cars from transporters on a regular basis. This could be reported to SBC Planning department if it continued.

23/5 Funding opportunities for local landscape projects – The Environment Group had met with Colin Manning from SCC on 17 January regarding grants for landowners. They met with one project in mind, but then asked if the hedgerow at Walton Coppice would be eligible. Colin had confirmed that the coppice was close enough to the AONB and encouraged the Council to apply before the panel meeting at the start of February. The application had been successful and the

Council had been awarded enough funds to complete the hedgerow. **Resolved:** Council agreed to accept the grant and that the Clerk could sign and return the agreement. **Action: Clerk.** Colin Manning to be invited to the March meeting. **Action: Clerk** Cllr Francis thanked Cllr Taylor, Cllr Luker and the Clerk for their work on the grant application.

Cllr M Millichap added that there were many grant schemes available to the Council for developing safe and inclusive community spaces, such as the Asda Foundation and the B&Q Foundation.

- 23/6 Arrangements for planting a tree for Queen Elizabeth II** – The tree and guard were at the Clerk’s home and were due to be planted on 9 February. **Resolved:** memorial plaque to be unveiled on 19 February at 2.30pm and the Mayor to be invited. **Action: Cllr M Millichap.** Event to be publicised on Facebook and noticeboards. **Action: Clerk**
- 23/7 Clean Air Campaign** – Cllr Luker had met with contacts from Walton High School and Berkswich Methodist Church and they had received 6 packs of materials from SCC. Discussions took place regarding the best places to put the material.
- 23/8 Telephone Box** – Cllr Francis had met with a gentleman from TGM and asked him to give three separate quotes for painting the outside, painting the inside and putting up a new shelf inside. Discussions were held around making the telephone box a larger project for the future to include replacing windows and then applying for grant funding. **Resolved:** an additional shelf to be put up by TGM. **Action: Clerk**
- 23/9 Plans for Picnic for Coronation of King Charles III** – The Clerk had booked a face-painter but had not been able to book an ice cream van. **Resolved:** Cllr M Millichap to invite Lord-Lieutenant of Staffordshire or the High Sheriff to the event. **Action Cllr M Millichap Resolved:** Cllr Pearson and the Clerk to work on the event planning. **Action: Clerk**
- 23/10 Retained EU Law (Bulldozer) Bill** – Staffordshire Wildlife Trust were running a campaign to stop the Government from scrapping all the EU environmental laws at the end of 2023 without reviewing them. **Resolved:** Cllr Luker to draft a letter to the relevant MP and bring it back to the March meeting.
- 23/11 SCC’s Consultation on Division Boundaries** – Discussions took place about the comparative size of urban and rural divisions. **Resolved:** Berkswich Parish Council would not respond to the consultation.
- 23/12 Additional Grass cut in March 2023** – SCC had offered funding for an extra grass cut in March 2023 for a nominal amount. **Resolved:** Council agreed to accept the offer and to ask TGM to do the extra cut. **Action: Clerk**
- 23/13 Financial Matters**
- i. **Bank Reconciliation and expenditure for November and December 2022 and January 2023** – **Resolved:** Agreed unanimously.

Bank Reconciliation as at 30 November 2022

Receipts			
Company	Description	Amount	Date Received
Total Receipts		£0.00	

Payments						
Paid to	Description	Invoice date	Cheque #	Gross Incl. VAT	VAT	Net
TGM	Maintenance October 2022	28/10/2022	722	£683.40	£113.90	£569.50
Mr Alan Taylor	Reimbursement for Oak Tree from Grasslands Nurseries	14/11/2022	723	£165.00	£33.00	£132.00
Powa Pak Cleaners t/a Midland Masonry	Repairs to War Memorial after vehicle damage (AJG to reimburse)	07/11/2022	725	£5,862.00	£977.00	£4,885.00
Powa Pak Cleaners t/a Midland Masonry	Repairs to War Memorial wear and tear	07/11/2022	726	£1,500.00	£250.00	£1,250.00
TGM	Maintenance November 2022	22/11/2022	727	£790.50	£131.75	£658.75
Mrs Susan Fullwood	Salary inc pay award wef 1.4.22 and expenses November 2022	30/11/2022	728	£1,407.68	£0.00	£1,407.68
HMRC	Empee tax + emper and empee NI November 2022	30/11/2022	729	£193.61	£0.00	£193.61
Staffs Pension Fund	Empee and emper pension cont.s November 2022	30/11/2022	730	£440.93	£0.00	£440.93
Walton (Berkswich) Village Hall	Village Hall hire 1/11/22	26/11/2022	731	£30.00	£0.00	£30.00
Total Payments				£11,073.12	£1,505.65	£9,567.47

Cashbook

Opening Balance at 01.11.2022	27,116.17
Add:	
Receipts 01.11.2022 to 30.11.2022	0.00
Less	
Payments 01.11.2022 to 30.11.2022	11,073.12
Cashbook Balance at 30.11.2022	16,043.05

Current Account

Bank statement Balance at 20.10.2022	29,184.95
Less payments made	2,662.18

Less: Unpresented Cheques

Chq No.s	Amount
687	£30.00
721	£60.00
723	£165.00
725	£5,862.00
726	£1,500.00
727	£790.50
728	£1,407.68
729	£193.61
730	£440.93
731	£30.00

10,479.72

Add: receipts	0.00
Add: Unpresented Receipts	0.00
C/A balance 18.11.2022 carried forward	26522.77
Available funds in C/A	16043.05
Reconciles to Cash Book (check zero)	0.00

Total Funds	
Teachers Building Society	£61,822.20
Hampshire Trust Bank	£25,905.29
Stafford Railway Building Society	£61,822.20
Funds in C/A after receipts & payments	£16,043.05
Total Funds Available	£165,592.74

Bank Reconciliation as at 31 December 2022

Receipts			
Company	Description	Amount	Date Received
AXA Insurance UK	Reimbursement for repairs to War Memorial	£4,485.00	
Total Receipts		£4,485.00	

Payments						
Paid to	Description	Invoice date	Cheque #	Gross Incl. VAT	VAT	Net
Staffs Pension Fund	Empee and emper pension cont.s December 2022	03/01/2023	732	£305.17	£0.00	£305.17
Mrs Susan Fullwood	Salary for December 2022	31/12/2022	733	£977.47	£0.00	£977.47
HMRC	Emper and empee NI December 2022	03/01/2023	734	£6.61	£0.00	£6.61
DM Payroll Services Ltd	Payroll admin Oct 22 - Mar 23	17/11/2022	736	£60.00	£0.00	£60.00
SLCC Enterprises Ltd	Clerk's Job Evaluation report	30/11/2022	737	£603.00	£100.50	£502.50
Total Payments				£1,952.25	£100.50	£1,851.75

Cashbook

Opening Balance at 20.11.2022	16,043.05
Add:	
Receipts 20.11.2022 to 19.12.2022	4,485.00
Less	
Payments 20.11.2022 to 19.12.2022	1,952.25
Cashbook Balance at 19.12.2022	18,575.80

Current Account

Bank statement Balance at 19.11.2022	26,522.77
Less payments made	2,894.11

Chq no.s
721, 723, 727, 728, 730, 731

Less: Unpresented Cheques	Chq No.s	Amount	
	687	£30.00	
	725	£5,862.00	
	726	£1,500.00	
	729	£193.61	
	732	£305.17	
	733	£977.47	
	734	£6.61	
	736	£60.00	
	737	£603.00	
			9537.86
Add: receipts			4485.00
Add: Unpresented Receipts			0.00
C/A balance 20.12.2022 carried forward			£ 28,113.66
Available funds in C/A			£ 18,575.80
Reconciles to Cash Book (check zero)			0.00

Total Funds	
Teachers Building Society	£61,822.20
Hampshire Trust Bank	£25,905.29
Stafford Railway Building Society	£61,822.20
Funds in C/A after receipts & payments	£18,575.80
Total Funds Available	£168,125.49

Bank Reconciliation as at 31 January 2023

Receipts			
Company	Description	Amount	Date Received
Teachers' Building Society	Interest (assumed)	£374.83	30/12/2022
Stafford Railway Building Society	Interest	£591.74	17/01/2023
Total Receipts		£374.83	

*Still in SRBS acc so not included in bank reconciliation

Payments						
Paid to	Description	Invoice date	Cheque #	Gross Incl. VAT	VAT	Net
Walton (Berkswich) Village Hall	Room Hire 6 December	26/12/2022	738	£30.00	£0.00	£30.00
ArB (Tree Care Specialists) Ltd	Work at Walton Coppice - PO SF0003 items 1-4 inc	12/01/2023	739	£5,520.00	£920.00	£4,600.00
Trent Grounds Maintenance	Clearance of Main Road pathway	20/01/2023	740	£522.00	£87.00	£435.00
Staffs Pension Fund	Empee and emper pension cont.s January 2023	31/01/2023	741	£305.17	£0.00	£305.17
HMRC	Emp and emper in January 2023	31/01/2023	742	£6.61	£0.00	£6.61
S Fullwood	Salary & expenses January 2023	31/01/2023	743	£1,370.50	£0.00	£1,370.50
Total Payments				£7,754.28	£1,007.00	£6,747.28

Cashbook

Opening Balance at 20.12.2022	18,575.80
Add:	
Receipts 20.12.2022 to 20.01.2023	374.83
Less	
Payments 20.12.2022 to 20.01.2023	7,754.28
Cashbook Balance at 20.01.2023	<u>11,196.35</u>

Current Account

Bank statement Balance at 20.12.2022	28,113.66
Less payments made	Chq no.s 725, 726, 736, 733, 737 9,002.47

Less: Unpresented Cheques

Chq No.s	Amount
687	£30.00
729	£193.61
732	£305.17
734	£6.61
738	£30.00
739	£5,520.00
740	£522.00
741	£305.17
742	£6.61
743	£1,370.50

8289.67

Add: receipts	374.83
Add: Unpresented Receipts	0.00
C/A balance 31.01.23 carried forward	<u>19486.02</u>
Available funds in C/A	<u>11196.35</u>
Reconciles to Cash Book (check zero)	0.00

Total Funds	
Teachers Building Society	£61,822.20
Hampshire Trust Bank	£25,905.29
Stafford Railway Building Society	£62,413.94 *
Funds in C/A after receipts & payments	<u>£11,196.35</u>
Total Funds Available	£161,337.78

- ii. **Budget reports for December 2022 and January 2023 – Resolved:** unanimously approved.

Budget Report December 2022

RECEIPTS	Total	Budget	Outturn
Precept	25,799	25,523	276
Council tax support grant	1,231	1,231	0
SBC (Concurrent Function Allowance)	1,507	1,507	0
SCC Minor Highways Agreement	5,094	1,500	3,594
Interest Stafford Railway BS A/c	0	185	-185
Interest Teachers A/c	0	125	-125
Interest Hampshire Trust	0	85	-85
Misc. Receipts (e.g. wayleave payments)	40,972	50	40,922
Total income	£77,327	£35,206	£42,121

PAYMENTS	Total	Budget	Outturn
Staff costs	13,308	14,700	1,392
Office costs	4,550	4,082	- 468
Maintenance costs	16,084	14,300	- 1,784
Additional maintenance	875	2,300	1,425
Play Area	29,446	21,100	- 8,346
Capital purchases	-	-	-
Community support	1,345	4,500	3,155
Projects	-	33,200	33,200
Total Expenditure	£65,608	£94,182	£28,574

Budget Report January 2023

RECEIPTS	Total	Budget	Outturn
Precept	25,799	25,523	276
Council tax support grant	1,231	1,231	0
SBC (Concurrent Function Allowance)	1,507	1,507	0
SCC Minor Highways Agreement	5,094	1,500	3,594
Interest Stafford Railway BS A/c	0	185	-185
Interest Teachers A/c	375	125	250
Interest Hampshire Trust	0	85	-85
Misc. Receipts (e.g. wayleave payments)	40,972	50	40,922
Total income	£77,702	£35,206	£42,496

PAYMENTS	Total	Budget	Outturn
Staff costs	14,595	14,700	105
Office costs	4,641	4,082	- 559
Maintenance costs	16,519	14,300	- 2,219
Additional maintenance	875	2,300	1,425
Play Area	29,446	21,100	- 8,346
Capital purchases	-	-	-
Community support	1,636	4,500	2,864
Projects	4,610	33,200	28,590
Total Expenditure	£72,322	£94,182	£21,860

Earmarked Funds Allocation

Elections	£10,000
Playground Equipment	£0
Crime Prevention Measures	£24,000
Walton Coppice Maintenance Fund	£12,500
Hollybush Coppice Maintenance Fund	£10,000
Asset Replacement Fund	£45,000
Environmental Care	£35,000
General Reserve	£24,838
Total funds	£161,338

23/14 Planning – the Parish Council response to the amended application for 40 dwellings at Old Croft Road had been submitted in January and planning committee was on 23 February for this application.

23/15 Other Meetings

- i. **Environment Group** – Covered in items 23/5, 23/7 and 23/10 above.
- ii. **Village Hall Council of Management** – Cllr Kilford confirmed that he had stepped down as Treasurer of the VHCM in January. Cllr Pearson said that VHCM were still keen for the Parish Council to clear the cupboard. **Action: Clerk**

23/16 Agenda items for the next meeting

The next Berkswich Parish Council Meeting would take place on Tuesday 7 March 2023 at 7.30 pm at Walton (Berkswich) Village Hall. Agenda items agreed were: Local Landscape Projects Funding Opportunities (guest to be invited).

Meeting closed at 8.40 pm.