

**Minutes of No Man's Heath & District
Parish Council Meeting
held using the ZOOM Platform
at 7.00 pm on Thursday 10th September 2020**

PRESENT

Chairman:	Cllr Trevor Parker	
Cllr Jan Birch	Cllr Tony Day	Cllr Carolyn Day
Cllr Keith Done	Cllr Peter Guildford	Cllr Tim Harrop
Cllr David Lithgow Smith	Cllr Paul Roberts	Cllr Michael Voisey

Clerk - Mrs Ruth Shackleton

Members of the Public and Parish – 1.

1. APOLOGIES

There were no apologies.

2. DECLARATIONS OF INTEREST

None were declared.

3. PUBLIC PARTICIPATION

The following matters were raised:-

- Resident, Mr Crossland, suggested the possibility of creating a footpath from between No Mans Heath to and Malpas. The Council are to set up a working group consisting of Cllrs Done, Voisey and Birch and Mr Crossland to progress the options.
- Concerns regarding the lack of verges and footpaths.
- Flooding of Tilston Road and homes on Tilston Road and drainage concerns on Tilston Road were raised by Cllr Birch.

4. MINUTES

RESOLVED:- that the minutes of the Parish Council meeting held Thursday 9th July 2020 be accepted as a true and proper record. The Chairman is to sign the minutes.

Proposed by Cllr Lithgow Smith and seconded by Cllr C Day.

For :- Cllrs Parker, Birch, T Day, C Day, Done, Guildford, Harrop, Lithgow Smith, Roberts, Voisey

Against:- None

Abstained:- None

5. ANNUAL REPORT

The Annual Report has been circulated. My Village News have quoted a rate of £160.00 to publish two pages at £160.00

RESOLVED:- that the Council approve the Annual Report and agree to reduce the copy to two pages which are to be printed in My Village News at a cost of £160.00.

Proposed by Cllr Harrop and seconded by Cllr C Roberts.

For :- Cllrs Parker, Birch, T Day, C Day, Done, Guildford, Harrop, Lithgow Smith, Roberts, Voisey

Against:- None

Abstained:- None

6. CASUAL VACANCY

There is one casual vacancy on the Council. Mr Stephen Roberts has applied to be co-opted. A letter of introduction had been previously circulated to Councillors.

RESOLVED:- that the Council co-opt Mr Stephen Roberts onto the Council, He is to sign the Declaration of Acceptance of Office.

Proposed by Cllr Roberts and seconded by Cllr Done.

**For :- Cllrs Parker, Birch, T Day, C Day, Done, Guildford, Harrop, Lithgow
Smith, Roberts, Voisey**

Against:- None

Abstained:- None

7. POLICE

The police report has been circulated.

8. ACCOUNTS AND PAYMENTS

8.1 Payments:-

Chq No	Payee	Amount
855	HMRC (PAYE for Jul – Sep 2020)	£ 201.03
856	Running Costs / Backdated pay	£ 107.38
857	Community Heartbeat Trust	£ 162.00
DD	ICO	£ 35.00
858	Wheelie Bin Stickers	£ 279.50

The Clerk was paid by standing order.

Receipts:-

None have been received.

Bank Account:-

Reconciled balance of the Current Bank Account as at 30 August 2020:-

£ 5,570.37.

Balance of the Deposit Bank Account as at 30 August 2020:- £ 10,656.37

RESOLVED:- that the Council accept the above payments and accounts circulated.

Proposed by Cllr Harrop and seconded by Cllr Roberts.

**For :- Cllrs Parker, Birch, T Day, C Day, Done, Guildford, Harrop, Lithgow
Smith, Roberts, Voisey**

Against:- None

Abstained:- None

8.2 Poppy Wreath:-

RESOLVED:- That the Council contribute £100.00 towards the cost of the poppy wreath for Remembrance Sunday.

Proposed by Cllr Parker and seconded by Cllr Voisey.

**For :- Cllrs Parker, Birch, T Day, C Day, Done, Guildford, Harrop, Lithgow
Smith, Roberts, Voisey**

Against:- None

Abstained:- None

9. ANNUAL AUDIT FOR FINANCIAL YEAR 2019 - 20

The Council formally acknowledged receipt of the following email from the external auditors, PKF Littlejohn, which states the following:-

“CH0148: Receipt of documents – notification of exempt status, 2020

This is an automated message to notify you that we have received and logged the notification of exempt status for the year ended 31 March 2020 submitted to us for No Mans Heath and District Parish Council. By notifying us that No Mans Heath and District Parish Council has claimed exemption there is no review to be performed and consequently no auditor certificate and report, or any other closure documentation, will be issued by us for this reporting year.”

In accordance with the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities the Council has published the following documents on the website:-

- (i) Certificate of Exemption (page 3 of the AGAR);
- (ii) Annual Internal Audit Report 2019 – 20 (page 4 of the AGAR);
- (iii) Section 1 – Annual Governance Statement 2019 – 20 (page 5 of the AGAR);
- (iv) Section 2 – Accounting Statements 2019 – 20 (page 6 of the AGAR);
- (v) Analysis of Variances;
- (vi) Bank Reconciliation;

(vii) Notice of the period for the exercise of public rights and other information required by Regulation 15 (2) Accounts and Audit Regulations 2015.

10. POLICIES

To consider adopting the following policies which have been previously circulated:-

- Email & Address Contact Privacy Notice
- Information Available from Publication Policy
- Information and Data Protection Policy
- Equality & Diversity Policy
- Health & Safety Policy
- Grievance & Disciplinary Procedure
- Complaints Procedure
- Financial Risk Assessment

RESOLVED:- That the Council adopts the above policies.

Proposed by Cllr Harrop and seconded by Cllr Guildford.

For :- Cllrs Parker, Birch, T Day, C Day, Done, Guildford, Harrop, Lithgow Smith, Roberts, Voisey

Against:- None

Abstained:- None

11. PLANNING

Planning Register:-

The Council noted the planning register and the observations as circulated.

12. BUS SHELTER

The Council received the following update regarding request made to CW&C for a bus shelter to be reinstated in NMH:-

(i) Style of Bus Shelter:-

An email was sent to councillors to request their preference regarding plastic or a wooden bus shelter. It was 3 votes for each.

(ii) Cost of Bus Shelter:-

Costings for both a plastic and a wooden bus shelter were circulated.

(iii) Planning Permission:-

If the PC were to go with a bespoke wooden bus shelter the plans would have to be approved by CW&C and planning permission would be required.

(iv) Road Safety Assessment:-

A Road Safety Assessment is required for the proposed bus shelter. This has been carried out and the report circulated. The cost is £74.00 plus VAT.

RESOLVED:- That the Council purchase a plastic bus shelter at a cost of £2,700.00 plus VAT in the same location as the previous bus shelter. The Clerk is to place the order and to apply for a Highways Licence.

Proposed by Cllr T Day and seconded by Cllr C Day.

For :- Cllrs Parker, Birch, T Day, C Day, Done, Guildford, Harrop, Lithgow Smith, Roberts, Voisey

Against:- None

Abstained:- None

13. TELEPHONE BOX

13.1 Defibrillator:-

There is a problem with the electricity supply to the defibrillator located in Hampton Heath. This has been reported to Community Heartbeat Trust who are due to send an electrician to look at the fault.

13.2 Telephone Box:-

The Council considered a request received from HJ Lea Oakes to replace the modern phone box outside their entrance at Hampton to a traditional red style. The phone box is owned by No Mans Heath and District Parish Council and houses the defibrillator.

The Clerk has made enquires with BT regarding the electricity supply and CHALC regarding the legalities.

RESOLVED:- The Clerk is to contact HJ Lea Oakes to thank them for their kind offer to replace the modern phone box outside their entrance at Hampton with a traditional red style phone box and to advise that the Council considered the request and decided to decline the offer.

Proposed by Cllr T Day and seconded by Cllr C Day.

For :- Cllrs Parker, Birch, T Day, C Day, Done, Guildford, Harrop, Lithgow Smith, Roberts, Voisey

Against:- None

Abstained:- None

14. CHAT BENCH

The Highways Licence was submitted in July. CW&C have advised there is a significant backlog.

As soon as the Highways Licence has been granted the Clerk will then place the order for the 'chat bench' with CW&C as previously agreed by the Council.

15. VILLAGE APPEARANCE

Cllr C Day raised concerns about deadly nightshade growing in the village of NMH. This has been reported to CW&C who have sent someone to destroy the plant. Concerns were raised that a systematic weedkiller needs to be applied to the roots of the plant so as to prevent re-growth next year. A watch party are to keep an eye on the situation.

There are molehills at the Celia Fiennes monument. The Clerk is to instruct Phil Evans to take care of the matter.

16. WEBSITE

NALC have launched guidance on website accessibility. The current website needs to be updated. The Clerk is to contact a local providers for a quote to carry out the work.

17. COMMUNITY SPEEDWATCH

Cllr Harrop circulated a report detailing the three Community Speedwatch sessions that have taken place. After each session the log sheets were sent in to CW&C and PCSO Jon Hurst.

There was positive feedback after sessions both verbally and on social media, however there were also one or two very negative comments made.

Cllr Harrop is trying to arrange a further training session with the team from CW&C but as yet they are not allowed to organise anything. Cllrs Done and Birch volunteered to attend the training session.

18. COMMUNITY HELP

Cllr Parker is to contact the volunteers to confirm they still wish to be kept on the database.

19. STICKERS FOR WHEELIE BINS

The Council considered purchasing 20 MPH stickers for wheelie bins.

RESOLVED:- The agreed to purchase 500 stickers at a cost of £279.50 which are to be distributed to residents living in the 20 MPH zones.

Proposed by Cllr T Day and seconded by Cllr Harrop.

For :- Cllrs Parker, Birch, T Day, C Day, Done, Guildford, Harrop, Lithgow Smith, Roberts, Voisey

Against:- None

Abstained:- None

20. FACEBOOK

Cllr T Day updated the meeting about the Facebook page. Posts include parish council information and CW&C updates. The page is growing in numbers.

21. CLERK'S REPORT

21.1 Larkton Noticeboard:- Cllr Roberts has ordered some cork and Perspex to repair the noticeboard.

21.2 Edge Noticeboard:- the Clerk is to contact the Edge Village Hall committee with regards to reinstating the noticeboard.

22. DATES FOR 2021 MEETINGS

Meetings take place on the second Thursday of every other month,
Meetings will continue to take place virtually until such time it is deemed to safe to hold an actual meeting.

The Council are to hold meetings on the following dates:-

14 th January 2021	11 th March 2021	13 th May 2021
8 th July 2021	9 th September 2021	11 th November 2021

23. CORRESPONDENCE

A list of correspondence received has been previously circulated.

Signed Dated

Next Scheduled Parish Council Meeting

Thursday 12th November 2020 (venue to be confirmed)

DATES FOR 2020 MEETINGS

14 th May 2020 -	Bishop Heber High School - CANCELLED
21 st May 2020 -	Annual Parish Meeting at Bickley Coronation Hall - CANCELLED
9 th July 2020 -	Virtual Meeting (Zoom)
10 th September 2020 -	Virtual Meeting (Zoom)
12 th November 2020 -	venue to be confirmed