

Madeley Parish Council

MINUTES OF Madeley Parish Council MEETING held on Thursday 2nd February 2023 commencing 7pm at The Madeley Centre, New Road, Madeley

Present: Councillors J. Stephenson (JS) Chair), K. Walley (KW), C. Hopkin (CH), G White (GW), T Morgan (TM), B. Ruscoe (BR), T. Nicoll (TN), J. Whitmore (JW), D. Whitmore (DW), Cecilia Cahill (CH).

In attendance: K. Howe (Locum Clerk), C. Withington (RFO), Community Police Officer, P. Northcott (arrived 7.45pm), no Members of the Public (MOP).

215.2/1 Apologies for Absence in accordance with Standing Orders received from Cllrs., S White, A. Davenport, P. Carnall.

216.2/2 Councillors' Declarations of Pecuniary Interest in items on the Agenda: None

217.2/3 Disclosures of Personal and Prejudicial Interests from Councillors on matters to be considered at the meeting - None.

218.2/4 Public Participation / Open Forum – None.

219.2/5 Confirmation of Minutes

Council **RESOLVED to approve** and for Chair to sign as a factual record the Minutes of the last **Council Meeting** held on **Thursday 5th January 2023** as a factual record of the meeting.

220.2/6 Matters Arising - None

221.2/7 a Report from Borough Councillor

Councillors **NOTED** verbal report from Borough Councillor Gary White.

- No Council meeting this month.
- Several complaints from New Rd Housing Development – contractors parking inappropriately and causing noise disruption – MD Duchy Homes has been contacted.
- 2 residents of Aspire reported concern at standard of work done on their properties. Aspire Executive called to Scrutiny at Borough Council.
- Response from MPC to Staffs Boundary Review – Parish Councillors are invited to attend Teams meeting 16th February at 6pm. MPC to defer approving a formal response to consultation to March meeting.

221.2/7 b Report from County Councillor

- Gritting team out.
- Repair crews out. 353 repairs to roads and pavements. Frosts have opened significant cracks.
- £50m cyclical programme to repair Staffs roadways.
- £9m to work on A34 between Cannock and Stafford.

- MPC councillors **NOTED** their concern re. closure of Barr Hill Rd for HS2 has caused residents to use Back Lane – impassable due to pot holes and flooding – if to be used as a diversion needs urgent repair. Back Lane is too narrow and unsuitable for diversion.
- Extra money to be invested in gully cleaning – many in Madeley.
- Grant of £4.2m from central government to introduce latest Euro diesel or electric vehicles for busy bus routes.
- Bollards that had been agreed for opposite One Stop Shop is outside his budget.

222.2/8 Police Update

Councillors **NOTED** verbal report from the Community Police Officer in attendance:

- Off road motorbike on New Rd – police established rider who had been spoken to
- Teenagers in Knowle, Pastoral Close and congregating behind Greyhound Court
- Quad bikes being ridden on Morningside.
- Motorised pushbike creating nuisance.

223.2/9 Financial Update

Councillors considered and approved actions as detailed below on Financial Matters:

- a) **NOTED** no grant applications under the Grants Programme (balance £1,659.03).
- b) **NOTED** MPC to consider buying in specific pension advice from a financial advisor for a Pension Scheme in the event the new Clerk opts in – legal topic note from NALC regarding provisions included in the model contract – see **Appendix A**
- c) JS proposed, TM seconded, Council **RESOLVED** to approve the ongoing use of BACS/internet banking and for up to 2 member signatories (Cllrs. JW, JS, TM, GW, SW) to authorise payments via the bank for Bank of Scotland and Unity Trust
- d) **NOTED** an update from RFO on the repayment of unspent Neighbourhood Plan grant of £3,194 for 21/22. There was an invoice which had not been submitted to Locality as part of the End of Grant Claim which was being dealt with by Mr Speakman, following his advice, item be included in April meeting agenda for resolution.
- e) **NOTED** the Reserves Position and **NOTED** Birchdale reflected. JS proposed, JW seconded, Council **RESOLVED** to approve the updated Reserves policy – see **Appendix B**
- f) Quotes for required/urgent tree work at Heathwood following the Tree Survey – deferred to following item on agenda under Heath Wood.
- g) GW proposed, TM seconded, Council **RESOLVED** to re-confirm the appointment of Country Ground Limited to provide grass cutting services contract until March 2025, and for a formal letter of appointment to be issued to confirm the same, as **quote circulated**. Previous agenda item / minute did not clarify length of contract. See below extract of relevant minute:
 - i. *049.02/22 Appointment of grass cutting contract.*
 - ii. *Noted that four contactors were invited to submit quotations for the grass cutting contract. There was no response from one and another declined to submit a quotation.*
 - iii. *RESOLVED to appoint Countryside Services in line with their quote as circulated.*
- h) JS proposed, CH seconded, Council **RESOLVED** to approve payments/orders, receipts and transfers as **Appendix C**.
- i) Council considered use of a PO Box for postal correspondence to the Parish Council at a cost of £114 net upfront for 3 months then £38 for every month after by Direct

Debit. JS proposed use of Madeley Centre as registered office and postal address for Madeley Parish Council (also as archive store). JS to approach Madeley Centre.

- j) Council **NOTED** the budget update **Appendix D** and bank reconciliation statement – **Appendix E**. Council **NOTED** JS had banked £423.
- k) Council **NOTED** John Quick has supplied quote but had not yet supplied a copy of his Public Liability insurance. The formal quote will be considered on the April agenda to consider/ resolve to approve the price increase.

224.2/10 Planning Matters

Council **RESOLVED** – NO COMMENT - on the following planning application on the very edge of MPC boundary:

- **Ref No. 23/00052/SCH17**
HS2 request for approval of Plans and Specifications under condition imposed by Schedule 17 to the High-Speed Rail (West Midlands - Crewe) Act 2021: Earthworks Plan (Site 323) (Sheet 1 of 1) Site 323 Earthworks Detail Large pond plans and sections Typical details Bunds Location: Area 13 Whitmore Application 23B Land In The Vicinity Of Whitmore Wood.

Council **NOTED** verbal update on Planning Decisions:

- **Ref No. 23/00006/PLDLB**
The Old House, Bar Hill, Madeley - installation of new rainwater pipes to the rear elevation, new concrete floors to incorporate underfloor heating within the lounge and former kitchen (now dining room) and re-positioning of boiler flue from east to west elevation and re-siting of the electric meter unit within the rear lean-to extension. PERMIT
- **Ref. no. 22/00977/FUL** – Chapel Cottage, Moss Lane – demolition of store, construction of extension. PERMIT
- **Ref. no 22/01053/PLD** Scots Pines, Swan Bank, Madeley Heath, Crewe, Cheshire, CW3 9LQ - Proposed use of the property as a small care home falling within use class C2 for up to three children with a maximum of three carers on-site at any time. PERMIT

225.2/11 Staffing Matters

- a) Council **NOTED** resignation of RFO and welcomed intention to continue in the role until the internal audit has been completed for the current financial year and the AGAR is finalised.
- b) JS proposed, TM seconded and **RESOLVED** to approve combining Clerk and RFO role to be advertised at 25 hrs per week.
- c) Council approved 'newly' combined role should be externally re-evaluated. Clerk advised SPCA do not provide this County Association Service but had provided details of independent assessor. CC volunteered as HR specialist to review newly appraised combined SPC against combined Clerk / RFO responsibilities.
- d) Council **RESOLVED** to approve quotations be sought for required investment in equipment / IT for new permanent Clerk/RFO to enable efficient hybrid / home working including laptop, smart phone, printer/scanner, Microsoft 365 Professional if required. Clerk will investigate current laptop and email efficiency and report. JS will ask Chris Elkes of Madeley Centre to provide IT specification. Clerk to provide quotes for Smart phone.

226.2/12 HS2

Council **NOTED** GW verbal update.

- Bar Hill Road closures - issues on access have been reported. Every night due to road closures residents being escorted into village. Some landowners frustrated by additional compulsory land purchases.

227.2/13 Play Areas

- **Birchdale Refurbishment** – Council **NOTED** Chair's verbal update on completion of works. JS has spoken with contractors, final documents supplied, site opened to public. JS in receipt of 3 keys for swings.
- **Heath Row** – GW proposed, JS seconded, Council **RESOLVED** to approve action on items 2/3/4 identified in quotations from Steve Hough and to review item 1 for remedial work (Document as circulated) £560 Total cost.

228.2/14 Events

Council **NOTED** update from Events Committee meeting. Convening further Zoom Events Team meeting. Need to get events calendar publicised as soon as dates confirmed:

- Christmas – lights and events worked well last year. For 2023 suggest Christmas meal with sherry or mulled wine and raffle 17th Dec 4-8pm. Pantomime pre-booked for 10th Dec.
- Easter – Easter Egg Hunt - JS will research if any grants available.
- Halloween party – with budget of £300.
- Coronation – rather than one big event suggest champagne breakfast, afternoon tea party and work with the club.
- 850th Borough Celebration – suggest Carnival based at Madeley Centre on 15th July (last weekend of summer term). Need to carefully manage messaging / expectation as can't afford the extravaganza arranged last year. Need to hire in portaloos and ask school for use of car park.
- Suggest need to increase Events budget by £2,500 for 2023-24.

JS proposed, GW seconded, Council **RESOLVED** to approve suggested events identified and increase to Events budget for 2023/24 to £6,500.

229.2/15 Heath Wood

- a) Council **NOTED** update on the present situation. Planning permission for extra works had been obtained through STS. CH has spoken to resident with tree on boundary and confirmed work starting within 10 days. Landowner not amenable to allowing access for contractor. Hence, trees will be cut, logged and left 'in situ' as wildlife resource.
- b) JS proposed, TM seconded, Council **RESOLVED** to approve:
 - Confirmed costs for urgent works undertaken to tree numbers 77 and 92-98 £4,500.00 plus VAT as previously resolved at January 2023 meeting.
 - additional 'non-urgent' tree works (previously quoted at £3,690.00 plus VAT plus £50 for the TPO consent) be put out for comparison quotes to 2 other specialist contractors.

- Heath Wood woodland management 'retainer' contract for the next three years (to include emergency and newly notified urgent tree maintenance contract) be put out for 3 comparison quotes.
- c) Council **NOTED** formal request submitted to the Borough for the goal posts to be re-installed.
- d) Council **RESOLVED** Wooden walkway at the Cygnet Close end needs attention. JS to chase quote requested from Steve Hough.

230.2/16 Pump Track Proposal

Council **NOTED** leaflets had been produced, QR code embedded, to be distributed within the week. Print run of 2500 cost £87, distribution £100 for whole of Madeley Parish.

231.2/17 Parish Appearance

Council **NOTED**:

- a) Staffs County Council offered additional funded pre-season grass cut before the end of March 2023 and have notified they anticipate next year's grass cutting budget with an uplift of 4%. **Document circulated.** Locum Clerk confirmed offer accepted.
- b) Bus shelter by Madeley Meadows School had now been damaged again by collision. JS will provide details of previous contractor.
- c) Allotments
 - Raised Bed – DW will contact Steve Hough to provide location. JS will check if quote for fence was received.
 - Wharf Terrace Raised Bed – JS will check if quote was received.
- d) Keep Britain Tidy– MPC wish to tie in with national litter picking campaign.

232.2/18 Madeley Pool

Council **NOTED** the update from Madeley Pool meeting and next actions on the Madeley Pool project:

- Breaking down into 'themes'.
- Checked proposal focusing on pedestrian bridge to bridge by the church. Plan to start on this section once match funding identified. Need control of the land to secure funding. Then contact Groundworks.
- GW spoke to Heritage Lottery – awaiting response. Contacted Borough Council for recommended bid writers for environmental schemes – they suggested Parish Council Association and local Clerk network.
- Dave Adams (Borough Council) has contacted officer working on land lease – this has now moved to the top of their 'to do' list.
- Response to solicitor should have gone today.

Recommended new Sub-Committee be created to focus on Lease of Pool – CH and JS to be joined by TN and GW. JS proposed, KW seconded, Council **RESOLVED**.

233.2/19 Madeley Centre

Council **NOTED** verbal update from Chair as Madeley Centre Trustee on current situation:

- Services being withdrawn by Management Company running the Centre (Everybody Health & Leisure) and Café (Taste for Life), due to cost issues. From 1st April Centre Management will change. 5 Managers being interviewed in next 2

weeks. Centre will be open on Saturdays. Opening more of the facilities on a regular basis to appeal to more diverse sections of the community. There will be General Manager, Deputy Manager, Catering Manager and opportunities for community involvement.

- Trustees considered quote from YMCA for new youth club. Waiting for outcome of a funding application.

234.2/20 College Fields

Council **NOTED** there had been no update from Staffs County Council in respect of College Fields.

235.2/21 Equality & Diversity

Council **NOTED** the Equality & Diversity Policy and their crime prevention powers for the meeting.

236.2/22 Council planned absence – Cllr. T Morgan gave her apologies for March meeting.

237.2/23 Next Meeting

Council **NOTED** the date of the next regular Council meeting as **Thursday 2nd March 2023 to commence at 7:00pm.**

Meeting Closed 9.10pm The Chair thanked councillors for their contributions.

DRAFT for approval

Approved Payments Schedule February 2023

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
261	02/02/2023		Bank of Scotland Curr		Handyman 70 hours December	David Moreton	E	1,400.00		1,400.00
264	02/02/2023		Bank of Scotland Curr		Clerks Salary Locum 71 hours	SLCC	S	2,804.50	560.90	3,365.40
265	02/02/2023	Approved Jan 23	Bank of Scotland Curr		Extra payment for Xmas Decs	All Saints Church PCC	E	45.97		45.97
266	02/02/2023		Bank of Scotland Curr		Hosting costs for Website annt	Redoko	E	60.00		60.00
267	02/02/2023		Bank of Scotland Curr		Survey monkey annual subs	MPC Clr G White	S	320.00	64.00	384.00
268	02/02/2023		Bank of Scotland Curr		Staff Salary Jan	C Withington MPC RFO	E	288.39		288.39
269	02/02/2023		Bank of Scotland Curr		Tax and NI salary Sept	HMRC	E			
270	02/02/2023		Bank of Scotland Curr		Staff Expenses	C Withington MPC RFO	E	16.48		16.48
271	02/02/2023		Bank of Scotland Curr		Staff Mileage Jan	C Withington MPC RFO	E	12.60		12.60
272	02/02/2023		Bank of Scotland Curr		Grass cutting verges	Country Grounds Ltd	S	557.00	111.40	668.40
273	02/02/2023		Bank of Scotland Curr		Grass Cutting Birchdale	Country Grounds Ltd	S	50.00	10.00	60.00
274	02/02/2023		Bank of Scotland Curr		Madeley Heath grass to Mway	Country Grounds Ltd	S	220.00	44.00	264.00
275	02/02/2023		Bank of Scotland Curr		Grass Madeley Pool	Country Grounds Ltd	S	183.70	36.74	220.44
276	02/02/2023		Bank of Scotland Curr		Handyman Jan - Invoice await	David Moreton	E			
277	02/02/2023		Bank of Scotland Curr		Swing Feb	Amy Taylor	E	72.84		72.84
278	02/02/2023		Bank of Scotland Curr		Swing Feb	Kim Gleghorn	E	72.84		72.84
279	02/02/2023		Bank of Scotland Curr		Staff Expenses Dec	SLCC	S	81.25	16.25	97.50
280	02/02/2023		Bank of Scotland Curr		Room Hire	The Madeley Centre	E	28.00		28.00
280	02/02/2023		Bank of Scotland Curr		Room Hire	The Madeley Centre	E	56.00		56.00
280	02/02/2023		Bank of Scotland Curr		Room Hire	The Madeley Centre	E	187.50		187.50
281	02/02/2023		Bank of Scotland Curr		Scribe Accountancy renewal fo	Scribe	S	561.60	112.32	673.92
282	02/02/2023		Bank of Scotland Curr		Leaflets for BMX pump track	Jamie Stephenson	E	78.99		78.99
282	02/02/2023		Bank of Scotland Curr		Leaflets for BMX pump track	Jamie Stephenson	S	6.99	1.40	8.39
283	02/02/2023		Bank of Scotland Curr		Post for College Gardens applik	Jamie Stephenson	E	8.95		8.95
284	02/02/2023		Bank of Scotland Curr		Zoho email subs Dec and Jan	Jamie Stephenson	S	15.00	3.00	18.00
285	02/02/2023		Bank of Scotland Curr		Tree work Heathwood approve	STS Contractors UK	S	500.00	100.00	600.00
286	02/02/2023		Bank of Scotland Curr		Pantomime Dec 22 final paym	The Panto Company	S	1,300.00	260.00	1,560.00
287	02/02/2023		Bank of Scotland Curr		SLCC Clerks Sept hours 15	SLCC	S	592.50	118.50	711.00
287	02/02/2023		Bank of Scotland Curr		SLCC Clerks Sept hours 15	SLCC	S	56.98	11.40	68.38
Total								9,578.08	1,449.91	11,027.99



Approved Bank Reconciliation Statement

	Bank Reconciliation at 29/01/2022		
	Cash in Hand 01/04/2021		159,866.51
	ADD Receipts 01/04/2021 - 29/01/2022		80,270.38
			240,136.89
	SUBTRACT Payments 01/04/2021 - 29/01/2022		93,859.55
A	Cash in Hand 29/01/2022 (per Cash Book)		146,277.34
	Cash in hand per Bank Statements		
	Petty Cash 14/04/2021	0.00	
	Bank of Scotland Current 29/01/2022	6,776.79	
	Bank of Scotland Deposit 29/01/2022	139,790.63	
			146,567.42
	Less unrepresented payments		290.08
			146,277.34
	Plus unrepresented receipts		
B	Adjusted Bank Balance		146,277.34
	A = B Checks out OK		

DRAFT