

HOPTON AND COTON PARISH COUNCIL

NOTICE OF MEETING

WEDNESDAY 15 NOVEMBER 2023

Email: hoptonandcotonparishclerk@gmail.com

Website: www.hoptonandcotonparishcouncil.org.uk

To: **Members of Hopton and Coton Parish Council**

Dear Councillors,

You are summoned to attend a meeting of **Hopton and Coton Parish Council** which will be held on **Wednesday 15 November 2023** at **Tixall and Ingestre Village Hall, Tixall Village Road, Tixall, Staffordshire, ST18 0XT.**

Members are asked to inform the Clerk if they are unable to attend.

Yours sincerely

A. Mclean

Angela Mclean

Parish Clerk

Date of Notice: 4 November 2023

AGENDA

PUBLIC PARTICIPATION TIME

- 07.1 Welcome and introduction by the Chairman
- 07.2 Matters raised by the members of the public; up to a collective maximum of 20 minutes in duration; a member of the public may only speak for a maximum of 3 minutes
- 07.3 Close of Public Participation Time

PARISH COUNCIL MEETING

- 07.4 To receive and approve apologies
- 07.5 Record declarations of interest from Councillors
- 07.6 To consider the minutes from the Parish Council Meeting held on Wednesday 13th September 2023
- 07.7 To receive a further update with regard to the CIO
- 07.8 To receive a further update with regard to HS2
- 07.9 To consider any planning matters
- 07.10 Financial Matters
 - 07.10.1 To consider the schedule of payments
 - 07.10.2 To provide an update on the change of Parish Council banking provider for the Current Account and Reserve Account from Natwest Bank to Unity Trust Bank and complete and obtain signatures for the submission form to support the final application for the change
 - 07.10.3 To discuss budget preparation for the financial year 2024-25
- 07.11 To confirm the date of the next planned public meeting

CLOSE OF PARISH COUNCIL MEETING TO PUBLIC

- 07.12 To review and approve the Council policies and GDPR policy
- 07.13 To receive an update of bank reconciliation to 31st October 2023
- 07.14 To receive an update with regard to the CIO in detail

END

HOPTON AND COTON PARISH COUNCIL

MINUTES OF PARISH COUNCIL MEETING HELD ON WEDNESDAY 15 NOVEMBER at 7:00PM HELD AT TIXALL VILLAGE HALL

Present :	Councillors	Cllr S Spennewyn Cllr A Elkin Cllr C Rider Cllr P Cunningham Cllr S Mead Cllr M Notman Cllr J Watkins
	Parish Clerk	A Mclean
Members of the Public		Several members of the public present
Not in Attendance:	Borough Councillors	Cllr F Beatty Cllr K Aspin

PUBLIC PARTICIPATION TIME

07.1 Welcome and introduction by the Chairman

The meeting was opened by the Chairman, Cllr S Spennewyn, in which several members of the public were in attendance.

07.2 Matters raised by the members of the public; up to a collective maximum of 20 minutes in duration; a member of the public may only speak for a maximum of 3 minutes

Several members of the public were present at the meeting and the following questions asked:

Q: A resident asked if some Parish Council members are of the opinion that they are against a defibrillator to be situated at Hopton Church.

A: The council all agreed this wasn't the case and any site within the parish area could be nominated and considered.

Q: Another resident spoke in relation to a defibrillator being sited at Hopton Village Hall grounds due to the number of people who can access this including the football teams.

A: The council restated the above answer.

Q: A resident raised a question in relation to the HS2 community funding offer given the recent HS2 announcement.

A: The chairman confirmed he had been in communication with HS2 representatives and that they have been invited to a Council meeting to deliver their findings. Programmes CEF/BLEF are being cancelled. HCPC had placed a bid with the HS2 SCC Road Safety Fund in respect of Tixall Road, unfortunately this has now been cancelled. Further updates will be communicated should we have any.

Q: A resident asked for an update on SERCO.

A: The chairman attended the regular SERCO liaison meeting and to date the lease for the site has not been agreed between SERCO and the site owners.

07.3 Close of Public Participation Time

Cllr S Spennewyn closed the Public Participation Time to enable the Parish Council Meeting to commence.

PARISH COUNCIL MEETING

07.4 To receive and approve apologies

Apologies were received for Borough Cllr; Cllr F Beatty and Cllr K Aspin.

07.5 Record declarations of interest from Councillors

Cllr P Cunningham made a declaration of interest in relation to HS2 in which he disclosed he had received compensation from HS2.

07.6 To consider the minutes from the Parish Council Meeting held on Wednesday 13th September 2023

The minutes of the Parish Meeting on Wednesday 13th September 2023 were considered, approved and duly signed as a correct record of the meeting.

07.7 To receive a further update with regard to the CIO

Cllr S Spennewyn spoke in relation to the CIO (Hopton Community Hub) and confirmed HCPC would undertake a vote on how to move forward with the CIO. He also gave an overview of the history between HCPC and the CIO.

Two proposals were put forward for councillors to vote on:

Proposal 1

HCPC takes back full control running of the Village Hall.

Proposal 2

HCPC continues to attempt to negotiate with the CIO.

Proposal 1 and 2 were put to vote and the outcome is as follows

Cllr S Spennewyn	Proposal 1
Cllr P Cunningham	Proposal 2
Cllr C Rider	Proposal 1
Cllr S Mead	Proposal 1
Cllr M Notman	Proposal 2
Cllr A Elkin	Proposal 1
Cllr J Watkins	Proposal 1

Proposal 1- 5 in Favour

Proposal 2- 2 in Favour

Cllr S Spennewyn confirmed that HCPC would proceed with Proposal 1 based on the outcome of the vote, and a conclusion has now been reached.

07.8 To receive a further update with regard to HS2

Cllr S Spennewyn spoke to confirm that this matter was raised in the Public Participation Time and would be followed up when more information is provided.

07.9 To consider any planning matters

No planning applications were made to consider.

Cllr S Spennewyn spoke to confirm that the MOD4 site had not yet gone to planning and that the Council need to follow this up at a further meeting.

Cllr C Rider suggested a working party meeting to discuss this.

07.10 Financial Matters

07.10.1 To consider the schedule of payments

The schedule of payments report, together with the supporting documents were reviewed and approved, please refer to the addendum 1.

07.10.2 To provide an update on the change of Parish Council banking provider for the Current Account and Reserve Account from Natwest Bank to Unity Trust Bank and complete and obtain signatures for the submission form to support the final application for the change

A Mclean provided an update that the application had been made to Unity Trust Bank to switch the two accounts, current and reserve account.

A Mclean presented the final application requirement to obtain signatures for the submission form to support this.

Signatures were obtained by Cllr S Spennwyn, Cllr C Rider, Cllr M Notman and A Mclean.

07.10.3 To discuss budget preparation for the financial year 2024-25

A Mclean stated that the budget preparation for the financial year 2024-25 needs to be commenced as priority.

It was agreed by all Councillors that this would take priority and the next meeting would a closed meeting in order for the Council to work on this ahead of the scheduled deadline.

Cllr S Spennwyn confirmed he would send out a budget document for all Councillors to complete with their budget forecasts in order for this to be discussed and brought together.

07.11 To confirm the date of the next planned public meeting

The next planned meeting was confirmed as this would be closed working group meeting to be held on 13th December 2023 at Hopton Village Hall to commence at 7:00pm.

The next meeting date after this would be 11th January 2024.

CLOSE OF PARISH COUNCIL MEETING TO PUBLIC

07.12 To review and approve the Council policies and GDPR policy

The council agreed that the policies need to be a priority once again and would be reviewed at working party meetings.

A Mclean spoke to confirm that the SCC Gap Analysis review was to be scheduled and further updates on the GDPR policy and requirements would be given at a further meeting.

07.13 To receive an update of bank reconciliation to 31st October 2023

A Mclean presented the updated bank reconciliation to 31st October 2023.

07.14 To receive an update with regard to the CIO in detail

A discussion between Councillors took place and views shared.

The Parish Council meeting was closed.

END

Signed: **Dated:**
Chairman

**Angela Mclean
Parish Clerk
January 2024**

ADDENDUM 1

Date	Beneficiary	Detail	Amount
30.09.2023	Mazars	Audit 2022-23	£252.00
30.09.2023	Trent GM	Grass Cutting- September 2023	£456.00
17.10.2023	SPCA	Training Course	£36.00
17.10.2023	SPCA	Training Course	£36.00
17.10.2023	SPCA	Training Course	£36.00
17.10.2023	SPCA	Training Course	£36.00
31.10.2023	Mike Ali	Expenses	£52.63
31.10.2023	Trent GM	Grass Cutting- October 2023	£228.00
09.11.2023	Netwise	Hosting / Support / Domain Renewal	£354.00
28.10.2023	Parish Clerk and Caretaker Salary- October 2023	Salary- October 2023	£382.45
28.11.2023	Parish Clerk and Caretaker Salary- November 2023	Salary- November 2023	£382.45