

**MINUTES OF THE SWYNNERTON PARISH COUNCIL MEETING  
HELD ON THURSDAY 17 SEPTEMBER 2020 IN SWYNNERTON VILLAGE HALL**

**Present:** Cllr D Butler (Chairman)  
Cllr (Mrs) N Adams  
Cllr F Cheadle  
Cllr (Mrs) J Malkin  
Cllr E Mateu

**In attendance** Mrs Liz Harrington-Jones (Parish Clerk)

**Apologies:** Cllr (Mrs) K Ong (Chairman)  
Cllr P Bickerstaffe  
Cllr N Leeson  
Cllr B Price  
Cllr J Pert, SCC  
Cllr R James, Stafford Borough Council (SBC)  
Cllr J Nixon, SBC

**20/68 Welcome and Public Participation Time**

As Cllr Ong was unwell Cllr Butler welcomed everyone to the meeting and took the chair.

**20/69 Reports of County Councillors and Borough Councillors**

Cllr Pert SCC had earlier informed the Clerk that the public consultation on yellow lines (Tittensor) and build outs (Swynnerton) had taken place earlier in the year in May or June. No Swynnerton Ward Councillor had received any correspondence and it was agreed that the Clerk should contact Cllr Pert to ask for details of the consultation.

**Action: Clerk**

**20/70 Apologies for absence** had been received from Cllrs Ong, Bickerstaffe, Leeson and Price, and these were accepted. Cllrs Pert (SCC), Nixon and James (SBC) had sent their apologies,

**20/71 Declarations of Interest and to consider written requests from Councillors to grant a dispensation (S33 of the Localism Act 2011)**

No Declarations of interest had been received.

**20/72 To approve the minutes of the meeting held on 27 August 2020**

**RESOLVED** That the minutes of the Swynnerton Parish Council meeting held on 27 August 2020 should be approved and signed by the Chairman.

**20/73 Clerk's Report, Items not on the agenda**

The Clerk reported that the issues raised by Tittensor residents at the previous meeting had been forwarded to Unity Care, who in their response had offered to meet residents. The response had been posted to the residents' representative, but no reply had yet been received from them.

The Clerk would obtain a spare set of keys to enable Mr Challinor to inspect the notice boards.

**20/74 Financial matters**

**2074.i September accounts for payment**

The following accounts were considered –

Clerk's salary and expenses	449.04
HMRC, PAYE/NI	303.40
E Challinor, moving sign	35.00
fJ Green, grass cutting	288.00
<b>Total payments for September 2020</b>	<b>£1,075.44</b>

**RESOLVED** – That the accounts for September 2020 should be approved for payment.

**20/75 Traffic issues in the Parish**

**20/75.i Update on installation of solar powered speed signs**

The flashing speed signs are not expected to be delivered until well into October. The Clerk will contact SCC to confirm the installation of posts.

**Action: Clerk**

The flashing speed sign would be moved to a different site on the following Monday.

**20/76 Ward matters Swynnerton, Tittensor, Trentham**

A resident of Frobisher Drive, Swynnerton, had asked to plant bulbs at the entrance to the Drive, and this was agreed. Cllr Malkin reported that Gilders lorries were again travelling through Tittensor.

Date .....

Cll K Ong, Chairman .....

**20/77 To confirm and adopt the Accessibility Statement for Swynnerton PC**

**REOLVED** That the Accessibility Statement for Swynnerton PC should be confirmed and adopted.

**20/78 Neighbourhood Plan, progress on submission of Plan**

After discussion Councillors agreed that the Clerk should contact Urban Vision to obtain an estimate for completing and submitting the Neighbourhood Plan. The Clerk reported that approximately £7,000 funding should be available, with opportunities to apply for further funding if appropriate.

**20/79 HS2, update on project**

Councillors were reminded of a briefing by HS2 the following day via Zoom on the archaeological discoveries that had been made since work started on the project.

**20/80 Recruitment process for new Clerk**

SPCA has provided an information pack, not all of it relevant, which the Clerk would edit and circulate to Councillors. The Clerk would prepare a draft advertisement and job description and circulate them to Councillors.

**20/81 Correspondence and circulars received by the Clerk**

Bank statements had been received by post. All relevant email correspondence had been forwarded to Councillors. Councillors were reminded that the SBC Parish Forum would be held the following Thursday by Zoom.

**20/82 Date of next meeting**

The next meeting would be held in Tittensor Village Hall on Thursday 29 October 2020 at 7.15 pm. There being no other business the Chairman thanked everyone for attending, and declared the meeting closed.

Date .....

Cll K Ong, Chairman .....