**MOSSLEY TOWN COUNCIL**

**1 May 2020 at 7.30pm**

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|  | **Present**  Councillor Frank Travis (Chair) (In the Chair); Councillors Dean Aylett, Jack Homer, Stephen Homer, Ruth Kerfoot, Idu Miah, Pat Mullin, and Maggie Thomas. | | | | | |
| **1942** | **Coronavirus (Covid 19 Pandemic)**  The Chair welcomed members to this first meeting of the Town Council to take place ‘vitually’ using Zoom video technology.  The Chair referred to the difficult circumstances faced by society in general as a result of the pandemic, adding that the Town Council had and proposed to continue doing everything within available powers to look after the interests of the Mossley community.  The Chair invited Councillor Jack Homer to make a statement on the significant amount of volunteer activity which had taken place in the town.  Councillor Homer advised that:   * Over 30 volunteers including Reverend David Warner and representatives of St George’s Church had assisted the Mossley Foodbank in distributing food to vulnerable people in the town; * Assistance and referral to the Foodbank had been provided to a significant number of isolated people in the town; * Demand for the Foodbank services continued. Everyone who had contacted the Foodbank had received some support.   In concluding, Councillor Homer invited members to continue to refer any vulnerable people in the town to the Foodbank.  The Chair added that the Council was also working in consultation with local medical services. | | | | | |
| **1943** | **Apologies for Absence**  An apology for absence was submitted on behalf of Councillor Martin Stimson. | | | | | |
| **1944** | **Declarations of Interest**  Councillors and officers were invited to declare any interests they had in any of the items on the agenda for the meeting.  Councillor Dean Aylett declared an interest in planning application 20/00247/FUL for demolition of existing attached garage and construction of single storey/ two storey front/side extension with extension to roof above and new external steps to front of property at 2 Lower Hey Lane Mossley (See minute 1959 (x) below). Councillor Aylett declared his interest as an adjoining neighbour to the premises.  Councillor Aylett excluded himself from the meeting during the consideration of this application. | | | | | |
| **1945** | **Public Engagement**  No members of the public present at the meeting addressed the Council. | | | | | |
| **1946** | **Minutes** | | | | | |
|  | RESOLVED: | | | That the minutes of the meeting of the Council held on Wednesday 26 February 2020 be approved as a correct record and signed by the Chair. | | |
| **1947** | **Matters Arising**  The following matters were considered: | | | | | |
|  | (i) | Proposed residential development of 21 No. family homes and associated works at Brookfields, Mossley (19/00489/FUL)  (See minute 1923 (iii))  The Chair advised members that the concerns of the Town Council about the ecological survey had been addressed to Tameside MBC.  The application was currently awaiting determination. | | | | |
|  | (ii) | Commemorative Planters (See minute 1930)  The Chair advised members that the progress of the initiative had been delayed as a result of the pandemic lock-down.  Work to progress the initiative would continue when possible. | | | | |
| **1948** | **Financial Update – to 31 March 2020**  The Clerk submitted a report (copies of which had been circulated) showing the financial position as at 31 March 2020 and including a list of invoices paid between 1 February and 31 March 2020 as follows:. | | | | | |
|  | Thomas Fattorini | | | | | 287.54 |
|  | HMRC (Jan. 2020) | | | | | 103.40 |
|  | M Iveson (Salary and Expenses Feb. 2020) | | | | | 421.39 |
|  | Cllr. M Stimson (Reimbursement of equipment costs) | | | | | 47.94 |
|  | Robertson Event Management (room hire) | | | | | 70.00 |
|  | TMBC (May 2019 election costs) | | | | | 5616.08 |
|  | HMRC (Feb 2020) | | | | | 103.20 |
|  | M Iveson (Salary and Expenses March 2020) | | | | | 417.88 |
|  | Claire Taylor (Website Oct. 2019 – March 2020) | | | | | 154.00 |
|  | TMBC (Christmas lights) | | | | | 1576.72 |
|  |  | | | | |  |
|  |  | | | | | Total £8798.15 |
|  | RESOLVED: | | | That the report and end of year financial position be noted. | | |
| **1949** | **Budget 2020/21**  The Clerk submitted a report (copies of which had been circulated) affording members a further opportunity to look at the policy options proposed for inclusion in the budget.  The report set out information to assist members in finalising the budget and included also a summary showing expenditure surpluses which would be rolled forward each year assuming that the budget as proposed was spent.  The Clerk added that the Council’s insurance policy expired on 31 May 2020. A renewal from the current insurer, Zurich had been received which amounted to £752.92. This represented a very competitive quote with only a £4.00 increase over the previous year. The Clerk requested authority to renew the Town Council’s insurance with Zurich. | | | | | |
|  | RESOLVED: | | | (1) | That 2020/21Budget be approved. | |
|  |  | | | (2) | That the Town Council’s insurance for 2020/21 be renewed with Zurich and the Clerk be authorised to settle the account. | |
|  | Members then provided updates on a number of items included within the budget as follows:   1. Global Grooves “Supporting the Missing Patch“ Initiative   Councillor Jack Homer invited members to consider allocating financial assistance to the Global Grooves “Supporting the Missing Patch” initiative.  The project invited people to respond to the Missing Patch story in three ways: designing their own patch, writing what happens next in the story and requesting a ‘batik kit’ so they can make their own batik patch at home, guided by written and video instructions from Global Grooves artists.  At the end of the project, the Global Grooves artists would print the self-designed patches onto fabric and stitch them together with the submitted batik patches, creating a giant hot air balloon that will appear at community events and carnivals when life returns to normal after the pandemic. All submitted creative writing would be edited into a digital storybook, illustrated by Global Groove artists.  To date, the project had been immensely popular and 128 batik kits had been allocated within 12 or so hours. There was now a waiting list of individuals and families who wished to participate. It was hoped to continue to offer the batik kit free of charge during this crucial time to give people the opportunity to learn and experiment with new artistic skills when families are experiencing unprecedented levels of stress and financial uncertainty.  Global Grooves had invited the Town Council to support the initiative by enabling more batik patch kits to be made available to the community.  Each kit had a unit cost of £5 and contained dyes, wax/resist, silk fabric, pattern paper, printed instructions and the return postage to enable participants to return their creations safely and without cost.  Ideally, Global Grooves would like to be able to provide another 100 patch kits to the community and so were seeking a contribution of £500 to cover this.  In considering the request, members paid tribute to the services made available to Mossley residents by Global Grooves and to the value of the “Supporting the Missing Patch” initiative, particularly during the current pandemic.  The Chair advised members that a contribution could be made from the ‘Covid 19 Community Support Fund’ budget heading. | | | | | |
|  | RESOLVED: | | | That a contribution of £500 be made to the Global Grooves “Supporting the Missing Patch” initiative and that the expenditure be met from the Covid 19 Community Support Fund budget heading.  . | | |
|  | 1. Walking Strategy   Councillor Pat Mullin updated members on discussions and activities which had taken place to date on the proposed Mossley Walking Strategy which would be funded from the Project Development Fund Budget.  A range of ideas and initiatives were under consideration and further detailed proposals would be brought to the Town Council for consideration in due course.  Members endorsed the initiative proposed by Councillor Mullin.   1. Egmont St Playing Fields – Changing Rooms   Councillor Stephen Homer advised members on preliminary discussions which had taken place regarding the changing rooms at Egmont Street being improved and brought back into use for the benefit of the community.  Some works to prevent further deterioration and vandalism had been undertaken but more substantial works were required before the premises could be used by the public.  Preliminary discussions were commencing with Tameside MBC and further updates would be provided as any proposals developed.  Members endorsed the initiative proposed by Councillor Homer.   1. Plastic Free Mossley Initiative   Councillor Maggie Thomas updated members on the ‘Plastic Free Mossley’ initiative.  Regrettably, discussions with local shops and traders were in abeyance as a result of the pandemic but would continue apace once the current restrictions were lifted. | | | | | |
| **1950** | **Annual Review of Accounts for Year Ending 31 March 2020 –**  **Annual Governance Statement 2020**  The Clerk submitted a report (copies of which had been circulated) informing the Town Council about arrangements and timetable for the Annual Review of Accounts for Year Ending 31 March 2020.  The annual return comprises two sections.  Section 1 of the Annual Return comprised the Annual Governance Statement. The statement must be approved at a meeting of the Town Council as soon as possible after the year end and in any case before section 2, the Accounting Statements. The Accounting Statements must then be submitted to the external auditor.  Following the internal audit the Town Council was invited to consider prior to submission to the external auditor (PKF Littlejohn LLP) the annual governance and accountability return.  The Annual Governance Statement comprised 8 questions (question 9 was not relevant to the Council) which if answered in the affirmative would assist the Council in confirming that to the best of their knowledge and belief, there exists a sound system of internal control.  The Clerk outlined arrangements in place to support questions 1 to 8 being answered in the affirmative  Members were of the opinion that all questions relevant to the Town Council could be responded to in the affirmative. | | | | | |
|  | RESOLVED: | | | (1) | That the Annual Governance Statement be approved. | |
|  |  | | | (2) | That the Clerk be authorised to complete the Annual Governance Statement and to respond to questions 1 to 8 in the affirmative. | |
|  |  | | | (3) | That the Clerk and the Chair be authorised to sign off the Annual Governance Statement following completion. | |
| **1951** | **Annual Review of Accounts for Year Ending 31 March 2020 –**  **Accounting Statements**  The Clerk informed members that the internal audit of the Council’s accounts for 2019/20 had taken place on during week commencing 6 April 2020.  The Clerk submitted the Accounting Statements (copies of which had been circulated) which had been completed in consultation with the internal auditor and invited the Council to consider and approve the statement for submission to the external auditor (PKF Littlejohn LLP).  Subject to approval by the Council the Accounting Statements would be issued to the external auditor, PKF LittlejohnLLP in order to enable the external audit to take place.  Public notices would subsequently be displayed informing electors about the audit and affording them the opportunity to inspect the Town Council’s accounts. | | | | | |
|  | RESOLVED: | | | (1) | That the Accounting Statements be approved for submission to the external auditors. | |
|  |  | | | (2) | That the Clerk and Responsible Financial Officer and the Chair be authorised to sign the Accounting Statements in accordance with the accounts now submitted and approved, and to forward it to the external auditor as part of the audit for 2019/20. | |
| **1952** | **Outcome of Internal Audit of the 2018/19 Accounts**  The Clerk submitted a report (copies of which had been circulated) informing members of the outcome of the internal audit of the Town Council’s accounts for 2019/20.  A number of minor actions suggested by the internal auditor were addressed in the report and members were asked to endorse the approach and actions proposed. | | | | | |
|  | RESOLVED: | | | (1) | That the outcome of the internal audit of the Council’s accounts for the period 1 April 2019 to 31 March 2020 be noted. | |
|  |  | | | (2) | That the actions proposed by the Clerk to comply with the auditor’s recommendations be endorsed. | |
|  |  | | | (3) | That the Clerk be authorised to pay the fee of £275 to Yorkshire Internal Audit Services for their work in undertaking the internal audit for 2019/20. | |
| **1953** | **Risk Assessment – Annual Review**  Members were invited to review and consider any necessary updates to the Mossley Town Council Risk Assessment 2020/21 (copies of which had been circulated). | | | | | |
|  | RESOLVED: | | | That the Mossley Town Council Risk Assessment 2020/21 be approved. | | |
| **1954** | **Statement on Internal Control**  The Clerk submitted a report (copies of which had been circulated) inviting members to consider adopting a Statement on Internal Control.  In conducting the internal audit of the Council’s accounts for 2019/20 and the Council’s governance arrangements, the internal auditor had drawn attention to the absence of a Statement on Internal Control.  The report included a draft Statement on Internal Control for consideration by members. | | | | | |
|  | RESOLVED: | | | That the draft Statement of Internal Control be approved and adopted. | | |
| **1955** | **General Data Protection Regulations (GDPR) – Review of Town Council Documents**  The Clerk submitted a report (copies of which had been circulated) inviting members to review the Council’s previously endorsed documents prepared to meet the requirements of the General Data Protection Regulations. | | | | | |
|  | RESOLVED: | | | That the documents listed below which have been prepared to ensure that the Town Council is compliant with GDPR requirements be approved and adopted without amendment:   * Information and Data Protection Policy * Document Retention and Disposal Policy and Appendix (Inventory to Personal Data Captured) * Management of Transferrable Data Policy * Consent to hold contact information form * Data Security BreaCH Reporting Form * Email Contact Privacy Notice * List of Documents for Retention or Disposal * New Councillor Privacy Notice * Social Media Policy | | |
| **1956** | **Powers and Duties of Parish (Town) Councils**  The Clerk submitted a report (copies of which had been circulated) advising members of:   * the statutory powers and duties available to them; * power to exercise expenditure under Section 137, Local Government Act 1972; and * the General Power of Competence   The report included a general list of powers and duties (courtesy of the Society of Local Council Clerks) which members were invited to retain for future reference. | | | | | |
|  | RESOLVED: | | | That the report and information be noted. | | |
| **1957** | **Review of Standing Orders and Financial Regulations**  The Clerk submitted a report (copies of which had been circulated) inviting members to:   * review the Council’s Standing Orders and Financial Regulations; and * consider adding to standing orders, provision to make urgent decisions.   The report included details of how a suggested procedure for making urgent decisions might operate. The procedure included arrangements for consulting members and recording decisions taken under the suggested procedure. | | | | | |
|  | RESOLVED: | | | (1) | That the following provisions be added to Standing Order 10 (Urgent decisions):  “Where a decision is required to be taken on grounds or urgency, the Clerk in consultation with the Chair will be authorised to take that decision on behalf of the Town Council.  The ruling of the Clerk in consultation with the Chair in determining whether a decision is ‘urgent’, shall be final.  Where practical, the Clerk will, prior to agreeing the decision in consultation with the Chair, seek the views of all members of the Town Council by any media considered appropriate and take into account the consensus view of the majority of members of the Town Council.  The Clerk will maintain a register of decisions taken under this Standing Order and report any decisions taken to the next ordinary Town Council meeting for information.” | |
|  |  | | | (2) | That subject to the inclusion in the Council’s Standing Orders of procedures to accommodate the taking of urgent decisions (see resolution (1) above), the Council’s Standing Orders and Financial Regulations be re-approved. | |
| **1958** | **Dates of Town Council Meetings in 2020/21**  The Clerk submitted a report (copies of which had been circulated) inviting members to:   * consider dates for meetings in the 2020 – 2021 Municipal Year. * consider whether to proceed with the Annual Council Meeting on 6 May 2020 and the Annual Parish Meeting (date yet to be considered).   The report pointed out that In the recently published regulations governing local authority meetings in light of the pandemic, the requirement to hold an Annual Council Meeting was removed although the Council may still hold the meeting remotely if it chose to.  The regulations provided that where an appointment would otherwise be made or is required to be made at the Annual Council Meeting, the existing appointment would continue until the next Annual Council Meeting (possibly next year) unless the Council decided to elect a replacement earlier.  Councillors Frank Travis and Idu Miah had indicated that they were willing continue serving as Chair and Vice-Chair of the Town Council respectively.  The regulations recently published concerning remote meetings included parish councils in England within the definition of “local authority”. Parish Meetings were not included within the definition and, as such, there was no provision for them to meet remotely. In the opinion of the National Association of Local Councils, the current Government guidance meant that Parish Meetings should not take place in person.  This would seem to suggest that Parish Meetings should not take place this year because there is no provision to meet remotely and physical meetings are inappropriate.  The report also invited members to consider dates for ordinary Town Council meetings during 2020/21. The meetings would take place remotely using Zoom or equivalent technology until they could return to being held conventionally, at The George Lawton Hall. | | | | | |
|  | RESOLVED: | | | (1) | That the Annual Council Meeting and Annual Parish Meeting be not held in 2020/21. | |
|  |  | | | (2) | That ordinary Town Council Meetings be held at 7.30pm on the following dates:  Wednesday 3 June 2020  Wednesday 8 July 2020  Wednesday 2 September 2020  Wednesday 21 October 2020  Wednesday 9 December 2020  Wednesday 13 January 2021  Wednesday 24 February 2021  Wednesday 7 April 2021 | |
|  |  | | | (3) | That the Annual Council Meeting in 2021 takes place on Wednesday 12 May 2021 at 7.30pm in the Community Room at The George Lawton Hall. | |
| **1959** | **Planning Issues**  The Council considered the following planning applications: | | | | | |
|  | (i) | | Conversion of single dwelling to three x 1 bed apartments including associated works at 190 Mossley Road, Ashton-Under-Lyne (20/00133/FUL) | | | |
|  | (ii) | | Felling of T1 - Lime – at Jonathan Grange Nursing Home Micklehurst Road Mossley (20/00012/TPO) | | | |
|  |  | | In connection with the application for felling of T1 - Lime – at Jonathan Grange Nursing Home Micklehurst Road Mossley (20/00012/TPO), members requested the Clerk to write to the applicant inviting him to advise of any future intentions for the future of the land and premises. | | | |
|  | (iii) | | Proposed single storey extension to side and raised platform/terrace & retaining wall to rear with associated external steps. Proposed two storey detached garage with granny annexe to rear at 1 - 3 Carrhill Road Mossley (20/00029/FUL) | | | |
|  | (iv) | | Application to vary condition no.2 (Unilateral Undertaking form) condition no.4 (Highway works) condition no.6 (wheel washing) and condition no. 9 (lighting) of approved application 09/00404/FUL (Retention of 7no. dwellings and proposed access arrangements and landscaping) at Garage Site Off Roughtown Road Mossley (20/00136/FUL) | | | |
|  | (v) | | Proposed extension to form ancillary offices at Unit E115 Manchester Road Mossley (20/00137/FUL) | | | |
|  | (vi) | | Change of use from shop (a1) to two, one bedroom flats at 10 Stockport Road Mossley (20/00141/FUL) | | | |
|  |  | | In connection with the application for change of use from shop (a1) to two, one bedroom flats at 10 Stockport Road Mossley (20/00141/FUL), members considered that the proposed development would result in the loss of a retail unit in the town centre which would detrimental to the commercial viability of the town centre.  (Note: in attempting to lodge the concerns of the Town Council with the local authority, the Clerk had received notification that the application (20/00141/FUL) had been withdrawn.) | | | |
|  | (vii) | | Discharge of condition numbers 10 (Hard & Soft Landscaping), 11 (Ecology Bat & Bird boxes) and 13 (Cycle Storage) of approved application 18/00811/FUL at Marsden Close Mossley (20/00025/PLCOND) | | | |
|  | (viii) | | Proposed single storey rear extension to dwelling at 313 Stockport Road Mossley (20/00228/CPUD) | | | |
|  | (ix) | | Erection of steel framed detached garage (retrospective) at 6 Seel Street Mossley (20/00229/FUL) | | | |
|  | (x) | | Demolition of existing attached garage and construction of single storey/ two storey front/side extension with extension to roof above and new external steps to front of property at 2 Lower Hey Lane Mossley (20/00247/FUL) | | | |
|  |  | | In connection with the application for demolition of existing attached garage and construction of single storey/ two storey front/side extension with extension to roof above and new external steps to front of property at 2 Lower Hey Lane Mossley (20/00247/FUL), members considered an objection circulated by Councillor Dean Aylett.  Members concluded that as the owner of the neighbouring premises, Councillor Aylett would be consulted by the local authority and as such would have the opportunity to comment on the application. The application would be duly considered by the local authority in light of current policies and practices and it would therefore be inappropriate to comment on the application. | | | |
|  | (xi) | | Development of two 4-bedroom bungalows and associated landscaping and car parking at land adjacent 24 Stablefold Mossley (20/00268/FUL) | | | |
|  | (xii) | | Proposed single storey rear extension at 21 Meadow Close Mossley (20/00250/FUL) | | | |
|  | (xiii) | | Proposed front porch34 Mountain Street Mossley20/00272/FUL | | | |
|  | RESOLVED: | | | That subject to the comments indicated above, the remaining applications be noted. | | |
| **1960** | **Grant Applications**  The Clerk reported that there were no applications for grant aid to be considered at this meeting. | | | | | |
| **1961** | **Correspondence**  The Clerk reported that there were no items of correspondence to report. | | | | | |
| **1962** | **General items**  Foodbank Volunteers  That a letter expressing the appreciation of the Town Council be issued to volunteers working with the Mossley Foodbank.  Drainage on Stamford Road  Councillor pat Mullin drew attention to drainage and gulley cleaning works which had taken place on Stamford Road which would hopfully result in fewer flooding incidents during future periods of heavy rainfall.  Town Council Business During the Pandemic  The Chair expressed gratitude to the Clerk for additional work undertaken to maintain the operation of town Council business during the current pandemic. | | | | | |
| **1963** | **Date of Next Meeting**  The Clerk reminded members that the next meeting of the Town Council would take place on Wednesday 3 June 2020 at 7.30pm either remotely or in the Community Room at The George Lawton Hall, depending upon further advice received in light of the Coronavirus (Covid 19) pandemic. | | | | | |

The meeting concluded at 9.08pm

Chair