

Minutes of the Parish Council Meeting
held on Wednesday, 25 April, 2001 at 7.30 p.m.
in Church House, Abbots Bromley, pursuant to notice having been given.

Present: Cllrs: PJ Charles, LG Ferguson (L Fe below), L Fox, RSV Jarman, KA McLoughlin, C Talbot, M Tonking (Chairman) and S Wilson.

Apologies: Borough Councillor AJH Fox

Also present: PJ Youngs (Clerk)

Members of the public attending: Mr WG Jeffery.

Minute 1: Public Session

The Chairman welcomed Mr Jeffery and invited him to raise any matters of concern to him. Mr Jeffery commented as follows:

- (i) Had the recent tidying of the village prior to the Best Kept Village inspection been a success? The Chairman stated that there was no way of knowing though it was clear that a number of residents had taken active steps to tidy around their properties on or about the evening 23 April, the date suggested for such an operation to take place.
- (ii) As regards the planning for the renovation of the War Memorial Mr Jeffery was made aware that attempts had been made to involve the local branch of the British Legion. He was informed that a more thorough-going scheme of renovation was being planned than the one suggested by British Legion members eighteen months ago.

The Public Session concluded at 7.40 p.m.

Minute 2: Approve and sign the Minutes of the previous Meeting - 28 March

It was proposed (L Fe), seconded (KM) and agreed that the Minutes be signed as a correct record of proceedings subject to the correction of one typographical error on page 5.

Minute 3: Matters arising and matters of report

None

Minute 4: Planning

4.1. Applications

- (i) **PA/20532/003 Radmore Wood Cottage:** erection of detached building with agricultural store and garage on ground floor and office and store on first floor (Revised scheme)

PC response: “The Parish Council does not object in principle to the use of the first floor of the garage as an office, although preferably retaining an agricultural bias, but it is concerned at the possible increase of traffic on Radmore Lane, which is already narrow, largely single track, and represents the only suitable access to the property from the village and elsewhere. Although the traffic flow prediction is for one vehicle per day, there will apparently be four staff employed and there is a total provision (including the residential provision) of seven car spaces.”

(ii) **PA/05471/006 The Cottage, Lichfield Road:** demolition of existing dwelling and erection of two dwellings and two detached garages.

PC response: “No objections in principle though a minority of councillors consider that, in a conservation area, a “cottage style” of replacement dwellings would be preferred and the use of Staffordshire Blue roofing tiles.

(iii) **HO/01789/010 Sycamore House, Radmore Lane:** erection of 2.3. metre high side boundary wall.

PC response: No objections.

4.2. Decisions

4.2.1. The following applications have been **APPROVED**, albeit subject to stated conditions

(i) **HO/06587/008 Wilversall House, Yeatsall Lane:** erection of front porch, pitched roof over existing dormer windows, garden room and loggia and alterations.

(ii) **CU/11528/014 Yeatsall Farm, Yeatsall Lane:** conversion of farm buildings to three residential units, two office units with associated parking, erection of garage block, formation of new access and formation of new field access (amended scheme)

(iii) **HO/00897/014 Grange House, Bromley Wood:** erection of rear conservatory.

(iv) **PA/05230/005 Fire Station, Goose Lane:** erection of two 3-bed semi-detached houses and four 2-bed terraced houses and construction of vehicular access.

(v) **CU/06184/007 Woodlands Cottage, Bromley Wood:** change of use from agricultural land to private garden and woodland.

(vi) **HO/05359/006 Knoyle House, High Street:** erection of a single storey rear extension.

(vii) **HO/06704/006 63 Seedcroft Lane:** erection of a two storey side extension and alterations to rear elevation to form two gables.

4.2.2. The following applications have been **REFUSED**

(i) **HO/03229/035 The Crofts, Market Place:** erection of an extension to an existing garage block.

4.3. Other Planning Matters

4.3.1. Fire Station Site (see 4.2.1.(iv) above) The Chairman reported that, notwithstanding planning approval having been granted, the problems of access to the site remain, despite attempts made by her since the last meeting to achieve a breakthrough with the owners of properties adjacent to the site.

- 4.3.2. Planning Policy Guidance The Chairman drew attention to the Department of the Environment General Policy and Principles document PPG1 (Revised) which, she stated, contained useful information regarding the guidelines used by planning authorities when reaching decisions on planning applications. Councillors were invited to request loan of the document from the Clerk.
- 4.3.3. Proposed construction of ten dwellings off Ashbrook Lane. Cllr. Fox stated that a site meeting is being arranged by the Borough of East Staffordshire on 21 May (time to be arranged and communicated via the Clerk). She stated that Borough Councillor Fox had raised objections on the following grounds:
- (i) the style of the houses is not in keeping with the character of the village,
 - (ii) there are too many houses for the site,
 - (iii) the roadway into the site is too narrow to be adopted - which will mean that refuse bins, requiring emptying, will have to be left on the highway, Ashbrook Lane, and
 - (iv) restrictions are having to be placed on the number of cars that can be parked on the site - which will almost certainly lead to an increase of parking on Ashbrook Lane.
- 4.3.4. The Clerk raised the expressed intention of Mr J Banks of Meadow View, Lichfield Road to construct a fence alongside his property. Councillors supported the Clerk in his advice, already given, that in the event of any doubt where planning permission should be at issue, the advice of the ESBC Planning Department should be sought.
- 4.3.5. Local Plan Review. It was agreed that the Chairman and the Clerk should liaise on the framing of a suitable response, given a deadline for such comments, of 16 May. The Clerk agreed to produce a draft and to discuss this with the Chairman.
- 4.3.6. Broughton Nook. The Clerk was asked to investigate whether formal approval had been sought and obtained for a conservatory to be built on to this property in Schoolhouse Lane.
- 4.3.7. New Notice Board. The Chairman announced that, following enquiries made of the Planning Department of ESBC the erection of any new notice boards would require planning permission to be given. The Clerk was asked to make two further enquiries:
- (i) would planning permission be required for a replacement notice board, and
 - (ii) would there be a requirement to pay the standard application fee of £95.00 in the case of a replacement board.

Minute 5: Finance

5.1. Finance Statement for April. The Clerk submitted the statement and explained as required. **It was proposed (CT), seconded (LF) and agreed that the Statement be accepted.**

5.2. Bills to Pay

| Payee | Sum due | Details |
|------------------------------------|----------|---|
| Public Works Loan Board | 1,661.27 | Half yearly instalment due on new village hall loan |
| SPCA | 294.00 | annual subscription |
| Cllr Tonking | 4.95 | Special mail delivery - postage re War Memorial grant application. |
| Cllr Tonking | 31.98 | Purchase of refreshments in connection with the Annual Parish Assembly (see Minute 121.7.2.) |
| K Cadman | 10.00 | Inscribing and framing of certificate for Jubilee Cup recipient (request donation in lieu to St Giles Hospice) ¹ |
| Cornhill Insurance | 427.91 | Annual Insurance from 010601. All playground equipment covered. |
| Community Council of Staffordshire | 18.00 | Annual subscription. |
| R Tough | 85.00 | Salary for 13 weeks, February - April - safety checks on Millennium Green playground. |
| PJ Youngs | 771.18 | Salary and expenses February - April 2001 |

It was proposed (L Fe), seconded (SW) and agreed that the above payments be made.

5.3. Award of gratuity to the Clerk in respect of additional duties.

The Clerk was asked to withdraw from the Meeting for the discussion of this item. **It was proposed (RJ), seconded (KM) and agreed that a sum of £150.00 be paid to the Clerk in respect of additional work undertaken in connection with administering the Council's finances relating to the construction of the New Village Hall** which was not expected or included in discussions prior to his engagement. The Clerk returned and was made aware of the decision. He expressed appreciation of the decision taken.

5.4. Approval of Parish Council Accounts for the financial year 2000 - 01

5.4.1. Parish Council Accounts. The Chairman drew attention to the accounts which had been circulated prior to the meeting. She invited questions and comments, pointing out that they completed for the year the records of income and expenditure which had been issued at meetings on a routine basis. **It was proposed (LF), seconded (CT) and agreed that the accounts be accepted.** The Chairman also signed the relevant pages of the Receipts and Payments book.

5.4.2. Parish Council Accounts: New Village Hall The New Village Hall accounts were also presented. **It was proposed (KM), seconded (CT) and agreed that these also be accepted** and the Receipts and Payments pages duly signed.

5.5. Highways and Grass Cutting Agreement with Staffordshire County Council

¹ In the light of Mrs Cadman's request this will be recorded as a section 137 payment (i.e. a donation in the record of the Council's 2001-2001 Annual Accounts

The Clerk introduced a copy of an agreement which has been drawn up under the terms of which Mr McCulloch, if willing, would cut designated areas of grass in the village for which SCC is technically responsible, and a payment of £97.00 per annum be made to the Council. The Agreement would merge the existing Highways Maintenance Agreement with a new Grass Cutting Agreement.

Councillors debated the matter at length and concluded that it had been a useful exercise to know which areas of grass were the responsibility of the County Council. However, since some of these areas form frontages to private properties and, as such, are tended well by individual residents, it could give rise to various difficulties. Furthermore, since none of the areas are known for being especially untended during the summer months it might be considered unnecessary to embark upon such an exercise. The Clerk was asked to convey these deliberations to the officer responsible.

5.6. Section 137 Requests

5.6.1. See footnote to Minute 5.2. above.

5.6.2. Request for Financial Assistance from the Abbots Bromley Pre-School Playgroup. The Chairman, in introducing a letter requesting assistance from the Treasurer of the Playgroup, stated that her researches had led her to the conclusion that there were no reasons why this body should not be granted s. 137 funding, and that, in fact, a payment for equipment had been made to it in the past. After some debate it was decided that a grant should not be made to the Playgroup directly - as had been requested, to cover the annual insurance premium - but that those responsible should make it be known that the Council would be willing to assist individuals with the payment of fees in the event of any difficulties. The Clerk was asked to stress in his letter to the organisers that any arrangements regarding such grants would be handled in circumstances of strict confidentiality.

5.7 Supply and erection of new Parish Council Notice Board.

It was decided to defer discussion on this matter until the next meeting pending clarification on some technical matters relating to whether planning permission etc. would be necessary.

5.8. War Memorial Renovation

The Chairman announced that her full submission of papers in connection with the award of a grant had been acknowledged by the Friends of War Memorials organisations and the grants advisory panel was due to meet on 26 April. Until a decision had been reached on this no further action could be taken.

5.9. Other Financial Matters

5.9.1. Annual Inspection of Millennium Green playground equipment. The Clerk announced that he had been informed by ESBC that the annual inspection of the equipment, conducted by the National Playing Fields Association, is likely to take place in late May at a cost of around £50.00.

- 5.9.2. Routine inspection of the equipment and related matters. The Chairman announced that she is now the Trustee of the Millennium Green Trust due to liaise with Mr R Tough over his regular routine inspections and will ensure that as part of that operation she will inspect the book in which Mr Tough is required to enter dates and details of his inspections.
- 5.9.3. Suitable clothing for the conduct of inspections, removal of litter etc. It was agreed that the Council shares responsibility with the Trustees of the Green to ensure that Mr Tough is duly equipped with safety clothing and equipment in order to carry out his various duties. Liaison through the County Purchasing Department should result in what is necessary and provide the means of making purchases at reasonable cost.
- 5.9.4. Tidying up the main streets under the Highways Maintenance Agreement. **It was proposed (CT), seconded (PC) and agreed that Mr McCulloch should be invited to undertake a day's work under the terms of the existing Agreement.** As indicated by Mr McCulloch, bollards need cleaning on traffic calming features and notorious areas of weeds should be pointed out to him. The hope was expressed that this work could be undertaken in time for the first inspection due as part of the Best Kept Village Competition, which could be as early as 1st May.
- 5.9.5. Best Kept Village Competition: purchase of prizes/tokens. **It was proposed (LF), seconded (L Fe) and agreed that the Chairman should be authorised to spend up to £20.00 on the purchase of prizes for the award of prizes to children producing the best anti-litter posters for display during the period of the competition.**
- 5.9.6. Recreation/Business Call Account Cllr. Charles enquired whether the transfer of a sum of money in this account with Lloyds/TSB to the Borough Council might result in a higher rate of interest being attracted. The Clerk was asked to investigate and report to the next meeting.

Minute 6 Group Reports

6.1. Recreation

- 6.1.1. Millennium Green: grounds maintenance Cllr. McLoughlin reported that Mr Kevin Mann is in discussion with the contractors regarding the precise nature of the work which they will be undertaking this summer. She will report back to the Meeting.
- 6.1.2. Foot and Mouth Disease: re-opening of footpaths The Council has been invited by Staffordshire County Council to consider whether footpaths may be re-opened if they meet certain criteria - notably that they run through areas not frequented by farm animals. Councillors agreed that there are no footpaths in the parish which accord with these criteria and therefore they should remain closed for the present.

6.1.3. Annual Inspection of Play Equipment due See Minute 5.9.1.above

6.2. Village Property

- 6.2.1. Allotment. The Chairman introduced a query raised with her by Mr Peter Male, the current tenant of the allotment off Lichfield Road who wishes to know whether the Council would be willing to allow him to suggest that the Parish Council might offer first refusal of the tenancy of the allotment with the sale of his adjacent house. After discussion councillors agreed that they could not permit a priority of consideration over any other person wishing to hire the allotment and therefore they could not accede to his request.
- 6.2.2. Litter Bin by bus shelter on the Uttoxeter Road. It was agreed that the litter bin is not well-positioned in terms of where the public wait at the bus stop. It was agreed that, after consultation with Trentforce and in anticipation of agreement, Councillors Wilson and Charles would move the bin.
- 6.2.3. Street lighting by War Memorial. The Clerk was asked to report that streetlight E.2 is not functioning properly.
- 6.2.4. St Nicholas Church: floodlight. The Clerk was asked to report, under the maintenance contract, the fact that two floodlights are not operating.
- 6.2.5. Lighting in Ashbrook Lane. The Clerk stated that he is continuing to press SCC to get hedgerows cut outside the property "Chairley"; it would appear that the reason for the lack of progress is a lack of effective communication between two departments.

6.3. Traffic and Parking

- 6.3.1. Lighting of traffic calming feature on the Uttoxeter Road. The Clerk was asked to enquire when this agreed development was likely to be carried out since its absence continues to present difficulties for motorists.
- 6.3.2. Pavement repairs - Paget Rise junction with Bagot Street and by the "Top Shop". Concerns were expressed that these repairs were taking so long to complete. At the same time it was felt that these are matters which can only be resolved in due time by the contractors.
- 6.3.3. Construction of pavement in Lichfield Road, opposite Ashbrook Lane. The Chairman reported that SCC is in consultation with six residents regarding the building of a retaining wall on the frontages to their properties in order to permit the construction of a pavement of some thirty metres in length. It was agreed that this was a long-overdue improvement.
- 6.3.4. Flooding at Mill Green. The Clerk reported that, in response to earlier expressions of concern - which had been repeated at the Annual Parish Assembly - he had asked the Highways Department of SCC to investigate this area. The officer concerned had reported that he had investigated the area

thoroughly after recent heavy rain and could not agree that there was a case for any further remedial work to be done.

- 6.3.5. Condition of the pavement outside Chestnut View, Uttoxeter Road. Cllr. Charles expressed his concern regarding this matter; the Clerk was asked to raise it with the relevant authorities.

6.4. Competitions

6.4.1. Best Kept Village Competition.

6.4.1.1. There was unanimous support for Cllr. Talbot's expression of thanks and appreciation to the Chairman for all the work which she had done in promoting awareness in the village of the Competition, in particular for the cards which had been posted to all homes reminding residents that judging was imminent.

6.4.1.2. The Chairman reported that posters, prepared by school children, are currently coming in and will be judged by herself and the Vice Chairman.

- 6.4.2. Top Team Quiz, 2001 The Clerk was asked to make contact with Mr Ron Pagel and all members of the Abbots Bromley team who had represented the village in this year's competition.

6.5. Rural Housing

Following her attempts to achieve co-operation of adjacent residents, the Chairman acknowledged that an impasse had been reached and that it was unlikely that the scheme to build low-cost housing on the Fire Station site would progress. The Clerk was asked to contact the appropriate office in charge of the Estates Department of Staffordshire County Council to enquire what options might be pursued in order to maintain the scheme's momentum.

6.6. Newsletter

Cllr. Ferguson summarized the items and material which he has for publication.

6.7. School Governor's Report

Cllr. Ferguson reported the deep concern which exists at Richard Clarke First School concerning falling numbers which, next year, are likely to dip below one hundred, with the consequent loss of staffing entitlement through budget-related formula arrangements which are in place.

£72.00 had been raised this year for Comic Relief.

Minute 7: Report upon, and matters arising from the Annual Parish Assembly on 12 April

It was agreed to defer discussion on this item until the next Meeting.

Minute 8: Village Information Leaflet

The Chairman reported that the Leaflet is now printed and Mr Malcolm Barnes, who has been closely associated with the project, will arrange for some distribution. The leaflets are to be delivered to Middleton House. It was agreed that a letter of thanks be sent to Miss Joan Meadows, not only for agreeing to make the Leaflet available in her shop, but also for selling copies of the "History of Abbots Bromley" and the Horn Dance Booklet.

Minute 9 Correspondence, etc.

Councillors discussed a copy of a ESBC letter headed "Refuse collection and Recycling", which had been circulated with the calling papers. The following points were made in the course of the discussion and the Clerk was asked to transmit these to the Borough as the Council's response to the letter:

- (i) The current normal arrangements for refuse collection on Mondays militate against this village on account of Bank Holidays and it is time that changes to the collection schedule are made so that the village is not permanently penalised.
- (ii) There is support for the principle that householders are encouraged to co-operate in the re-cycling of suitable waste materials.
- (iii) In principle again, there is support for separate receptacles for different types of household waste though the cost implications need to be carefully considered.

Lastly the Clerk was asked to enquire why Abbots Bromley is not included in the re-cycling operations which are taking place in certain known parts of the Borough especially as the village is some distance from the Waste Disposal centres. An appeal should also be made for these centres to be opened and manned on Bank Holidays.

The Chairman also drew attention to other items of correspondence which had been itemized in the Clerk's circulated list.

Minute 10 Items for the Agenda of the next Meeting

- (i) Election of Chairman, Vice Chairman
- (ii) Formation of Groups (Clerk to circulate existing members of Groups)
- (iii) Matters arising from Annual Parish Assembly.

Minute 11: Date and place of next Meeting

The next Meeting will be held at 7.30 p.m. on Wednesday 23 May in Church House.

The Meeting concluded at 10.00 p.m.

Chairman..... Date.....

Proposed Seconded.....