

Minutes of the Parish Council Meeting
held on Wednesday, 25 June, 2003 at 7.30 p.m.
in the Village Hall, Abbots Bromley, pursuant to notice having been given.

Present: Cllrs: PJ Charles (Chairman), C Cook, DT Eatough, AE Elkington, RT Esling, KA McLoughlin and JA Needham.

Also present: EA Roy (Clerk)

Apologies for absence: Cllrs L Fox, RSV Jarman, Borough Councillor A Fox

Members of the public attending: None

Minute 25: Public Session	1
Minute 26: Approve and sign the Minutes of the previous Meeting.....	1
Minute 27: Matters arising and matters of report.....	1
Minute 28: Quality Parish Status	2
Minute 29: Horn Dance.....	3
Minute 30: Planning	3
Minute 31: Financial Matters.....	6
Minute 32: Group Reports	7
Minute 33: Correspondence, bulletins and reports.....	8
Minute 34: Items for agenda of next meeting	9
Minute 35: Date, time and place of next Meeting	9

Minute 25: Public Session

The Chairman welcomed Cllr Elkington as a member of the Council and confirmed that Cllr Elkington had signed the declaration of acceptance of office in the presence of himself and the Clerk.

There being no members of the public present, there was no public session.

Minute 26: Approve and sign the Minutes of the previous Meeting

A replacement front page for the distributed minutes were supplied to correct errors in the table of working group members. ***It was proposed (CC), seconded (JN) and agreed that the Minutes of the previous meeting be signed as a true record of proceedings.***

Minute 27: Matters arising and matters of report

- 27.1 ESBC Parish Councils Forum:** The Chairman and Clerk attended the twice yearly forum at Burton on 12 June 2003. Issues affecting Abbots Bromley included:
- It is proposed to develop a "Rural Affairs Strategy" for ESBC.
 - A street cleaning schedule will be published in next 6-8 weeks.
 - We should receive additional recycling bins for tin cans and textiles. No explanation was forthcoming as to why the tin bin we were promised last Autumn did not arrive.
- 27.2 Appointment of Members to Groups (Minute 14):** The membership and representation were reviewed again with Cllrs Elkington and McLoughlin now present and the following agreed:

Group/Officer/Representative	Members
Recreation	Clive Cook, Kate McLoughlin, Jean Needham

Village Property	David Eatough, Roger Jarman
Traffic & Parking	Clive Cook, David Eatough Linda Fox, Roger Jarman
Competitions	Alan Elkington, Jean Needham
Rural Housing	Roger Jarman
Newsletter	Linda Fox, Kate McLoughlin
Finance	David Eatough, Linda Fox
Finance Officer	Linda Fox
School Governor	David Eatough
United Charities	Philip Charles, Clive Cook
SPCA	Roger Jarman
Village Hall	David Eatough
Vital Villages	Bob Esling
Millennium Green	Clive Cook
Almshouses	Chairman – ex officio

27.4 Community First Responders (Minute 16.2): A stall at the Village Show resulted in over 20 names being collected of people with some interest. These may not all necessarily commit themselves - but have at least expressed some level of interest. Further personal encouragement is needed to build the complete team. In parallel with this we can start formulating ideas on how to move the scheme forward.

27.5 Annual Risk Assessment (Minute 128): The Clerk reported that, subject to a satisfactory outcome of the agenda item on the insurance review, the actions identified in the annual risk assessment were now complete. In addition to a thorough review of the insurance cover against the inventory list, key conditions relating to the fidelity guarantee were now being met, a backup disc of all Parish Council computer records was kept with the Chairman, Data Protection registration with the Information Commissioner initiated and members reminded of their obligations under the Code of Conduct for declaration of interests and gifts.

Minute 28: Quality Parish Status

(Cllr Esling joined the meeting during this item)

- 28.1 The Clerk introduced documents on the subject and reminded the Council that, like Vital Villages, Quality Councils was one of the outcomes from the Rural White Paper. Both the National Association of Local Councils and the Society of Local Council Clerks were joining the government in promoting the scheme as being "best practice" to which Councils should aspire.
- 28.2 Recent announcements had made the requirements for being recognised as a Quality Council much clearer but the tangible benefits of joining the scheme were still poorly defined. These requirements take the form of seven tests defined in the documents supplied before the meeting.
- 28.3 Unless the Council decided not to seek quality status, there were a number of actions that needed to be carried out:

- Train or replace the Clerk to comply with the definition of “competent” – a note from NALC just received offers additional guidance on this issue
- Review all the qualifying criteria to see what changes are required
- Plan any necessary preparatory work and when to apply

28.4 After a discussion of some of the implications of seeking/not seeking quality accreditation **it was proposed (DE), seconded (AE) and agreed that the Clerk should carry out the required training.** Also that the Clerk and Cllr Elkington would attend the SLCC conference on Quality Councils to explore the matter in more detail and determine what happens if a qualified clerk resigns from a Quality Council – does it lose the accreditation?

Minute 29: Horn Dance

- 29.1 After a discussion of the benefits to be gained from providing additional entertainment on Horn Dance day, it was agreed that these were very limited unless they became the basis for wider advertising and promotion. No additional entertainment would therefore be booked for the current year. Promotion this year would be limited to distributing leaflets locally. The possibility of initiating formation of a Horn Dance promotion group through an item in the Bulletin was noted.
- 29.3 The Clerk was asked to invite the Mayor to attend the Horn Dance at the usual time in the afternoon.
- 29.4 It was agreed that history books could be sold at Uttoxeter Road and Lichfield Road shops to supplement the restricted opening hours at Meadows.

Minute 30: Planning

30.1 Applications

260 - PA/25107/007: Ash Farm, Glass Lane: Retention of caravan and installation of 2 containers for agricultural storage for a temporary 12 month period
Received: 19/05/03 Replied: 30/05/03 Response: The Parish Council raises no objection to this application.

261 - PA/25107/008: Ash Farm, Glass Lane: Erection of farm building for on-site facilities in connection with the farm and erection of portal framed sheep/cattle shed
Received: 19/05/03 Replied: 30/05/03 Response: The Parish Council raises no objection to the portal framed sheep/cattle shed but is concerned that the building proposed for on-site facilities could lend itself to permanent occupation. This has previously been considered inappropriate for this site. (Recent appeal decision)

262 - CN/01967/051: Latham House, High Street: Removal of 2 detached outbuildings, rear centre wing and removal to ground level of western wing
Received: 19/05/03 Replied: 30/05/03 Response: The Parish Council raises no objection to this application but will be sorry to see these old buildings disappear.

263 - HO/04068/018: Oaklands Farm, Pinfold Lane, Bromley Hayes: Erection of first floor and single storey rear extensions, replacement conservatory and pitched roof over existing flat roof (revised scheme)
Received: 20/05/03 Replied: 30/05/03 Response: The Parish Council raises no objections to this application.

264 - HO/23104/003: Kerrera, Ashbrook Lane: Erection of two storey side and rear extensions and attached double garage to front with accommodation above

Received: 20/05/03 Replied: 30/05/03 Response: The Parish Council raises no objection to this application but two Councillors have observed that the proposed development may crowd the site.

265 - HO/18567/004: 6A Friary Avenue: Erection of single storey side extension and first floor extension above existing double garage

Received: 27/05/03 Replied: 09/06/03 Response: The Parish Council raises no objections to this application.

266 - HO/13228/006: St Helens House, Uttoxeter Road: Construction of 1.8m high gates within existing opening in boundary wall

Received: 27/05/03 Replied: 09/06/03 Response: The Parish Council raises no objections to this application.

267 - LB/13228/007: St Helens House, Uttoxeter Road: Construction of 1.8m high gates within existing opening

Received: 27/05/03 Replied: 09/06/03 Response: The Parish Council raises no objections to this application.

268 - HO/28159/001: 1 Walnut Grange, Schoolhouse Lane: Retention of mini satellite dish on side elevation

Received: 29/05/03 Replied: 09/06/03 Response: The Parish Council raises no objections to this application.

269 - PA/25107/010: Ash Farm, Glass Lane: Erection of portal framed sheep/cattle shed and open sheep and lambing pen

Received: 02/06/03 Replied: 18/06/03 Response: The Parish Council raises no objections to this application.

270 - PA/28176/001: High Elms, Port Lane: Erection of stables and formation of access

Received: 04/06/03 Replied: 19/06/03 Response: Although the majority of the Parish Councillors raised no objections, two had strong reservations.

(1) The proposed site is visible over a wider area and the use of concrete blocks is not in keeping with the area.

(2) Approving this type of construction would set a highly undesirable precedent.

(3) The proposed position for access on the bend creates an unnecessary hazard.

Also, in the answer to question 5(b) on the Planning Application Form, the applicant has indicated that this development is for a dwelling. Is this an error?

271 - HO/04068/017: Oaklands Farm, Pinfold Lane: Erection of an outbuilding and detached garage block with storage above (Amended Plans)

Received: 02/06/03 Replied: 19/06/03 Response: The Parish Council raises no objections to the revised plans.

272 - HO/27699/002: The Cottage, 5 High Street: Erection of a single storey rear extension

Received: 13/06/03 Replied: 27/06/03 Response: No objections.

273 - PA/05471/012: The Bungalow, Lichfield Road: Erection of detached dwelling with garage and formation of new vehicular access

Received: 16/06/03 Replied: 27/06/03 Response: The previous comments made about an earlier application for this site for two properties on the plot still apply. A development of this nature is a major departure from the existing character of this part of

the village and would set a highly undesirable precedent. (The Clerk was asked to enquire about a relaxation of the TPOs on the centrally placed trees.)

274 - TN/06203/011: Sycamore House, High Street: Crown raise and thinning of one sycamore tree and removal of a further two sycamore trees
Received: 20/06/03 Replied: 27/06/03 Response: No objection.

275 - HO/23730/003: 11 Salter Grange: Raise height of existing garage roof to form store room including rooflights and external staircase
Received: 23/06/03 Replied: 27/06/03 Response: No objection.

276 - PF/28223/001: Harley Lane Farm, Harley Lane: Erection of an agricultural building for the storage of implements and equipment
Received: 25/06/03 Replied: 27/06/03 Response: No objection.

30.2 Decisions

The following applications have been AGREED:

249 - PA/05471/011: The Bungalow, Lichfield Road: Erection of a detached dwelling, detached double garage and alterations to the existing vehicular access (AMENDED PLANS)

251 - HO/03559/003: 3 High Street: Erection of detached double garage

254 - LB/13229/042 & 255 - HO/13229/041: Crofts House, Market Place: Erection of a single storey extension to link existing garage to house

256 - LB/16330/006: 8 High Street: Replacement of one existing window and two sets of existing doors, retiling of part of roof and internal alterations including installation of a new staircase and rebuilding of chimney breast

The following application has been REFUSED.

259 - HO/22013/016: Thyme House, Town End Farm, Lichfield Road: Erection of part single storey, part two storey rear extension

No applications have been DEFERRED or WITHDRAWN.

30.3 Correspondence and other planning matters

- 30.3.1 A letter has been received from Mrs Garfield confirming that permission has been granted for development of the rear plot at "The Bungalow", Lichfield Road. She writes "The Parish Council's objection was noted by the Members, however they were of the opinion that, as the whole site had now been included within the red line and a condition imposed to require significant planting on the site frontage, then they were able to support the development."
- 30.3.2 The Clerk reported that he had written to ESBC requesting lamination of all notices and received an acknowledgement, but was awaiting a further reply advising of the action they propose to take.
- 30.3.3 Powergen have contacted the Clerk following the distribution of letters in the area by objectors to the proposed wind farm. They advise that no proposal will be made before September and that it will be modified from that shown in December to address the issues raised by protestors. Work is still in progress with the RSPB and English Nature to try and show that there will be no impact on wildlife.

Minute 31: Financial Matters**31.1 Financial reports for May and June**

A revised financial report for May and the report for June were introduced by the Clerk who reported that the revised May report now included details of some significant transactions not to hand when the earlier version was created. ***It was proposed (CC), seconded (KM) and agreed that these statements be approved.***

31.2 Report on payments made since the last Meeting:

The following payments had been made with the approval of the Chairman and Vice Chairman:

<i>Vch/Chq</i>	<i>Payee</i>	<i>Amount</i>	<i>Details</i>	<i>Powers</i>
016/505	Allianz Cornhill	612.40	Insurance	LGA 1972 s.111
017/506	Paul Sweetman	557.56	Village agent salary/expenses	[Vital Villages]
018/507	AB Scouts	240.12	Grant from RISES fund	[RISES]
019/508	Npower	84.59	Electricity for floodlights	PCA 1957 s.3
020/509	G C McCulloch	226.00	Grass cutting - village sites and Millennium Green	OSA 1906 s.10 PHA 1961 s.52
021/510	Studiocraft	11.63	Paper for newsletter	LGA 1972 s.142
022/511	Abbots Bromley PCC	17.00	Printing of newsletter	LGA 1972 s.142
TOTAL payments made		<u>1749.30</u>		

31.3 Bills to pay

In introducing the following for payment, the Clerk pointed out that he was recommending the one-off purchase of QuickBooks, as an alternative to the higher annual licence fee for the current accounts package:

<i>Vch/Chq</i>	<i>Payee</i>	<i>Amount</i>	<i>Details</i>	<i>Powers</i>
023/512	Paul Sweetman	399.48	Village Agent salary/expenses	[Vital Villages]
024/513	W B Sullivan	80.00	Independent internal audit	LGA 1972 s.111
025/514	Information Commissioner	35.00	Annual registration fee	LGA 1972 s.111
026/515	OfficeWorld	102.94	Stationery	LGA 1972 s.111
027/516	SPCA	26.00	Clerk's annual training day	LGA 1972 s.111
028/517	E A Roy	123.18	QuickBooks software	LGA 1972 s.111
029/518	SLCC	45.00	Quality Council conference	LGA 1972 s.111
030/519	Abbots Bromley PCC	276.00	Churchyard maintenance	LGA 1972 s.214
TOTAL payments		<u>1087.60</u>		

It was proposed (RE), seconded (AE) and agreed that the above payments be made.

31.4 Section 137 requests

Requests for support had been received from the Donna Louise Trust (new hospice for children) and the Abbots Bromley Evergreens. Agreed that further information should be obtained on the Donna Louise Trust before making a decision. Cllr Cook agreed to make contact and report back.

Although supportive of their work, based on previous practice, it was felt inappropriate to provide general funding to the Evergreens. Clerk to write and suggest that they may like to ask for a more specific purpose and also consider contacting United Charities.

<i>Vch/Chq</i>	<i>From</i>	<i>Amount</i>	<i>Details</i>
31/520	Air Ambulance	200.00	Budget includes provision for gift re use of toilets at Goat
TOTAL payments		<u>200.00</u>	

It was proposed (AE), seconded (KM) and agreed that the Council, in accordance with its powers under sections 137 and 139 of the Local Government Act 1972, should make the above payment which is, in the opinion of the Council, in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure.

31.5 Other financial matters

- 31.5.1 The Clerk introduced notes from the review of insurance by the Finance Working Group. In particular attention was drawn to those items for which no insurance would be carried and for which the Council would now carry the risk. After a short discussion it was ***proposed (CC), seconded (DE) and agreed that the inventory list and valuations be approved.*** The Clerk was asked to write to the insurers to put the agreed changes into effect.
- 31.5.2 The Clerk reported that attempts to obtain a valuation of the War Memorial for insurance purposes had so far been unsuccessful. Both Mr Eastham (who carried out the recent restoration) and Friends of War Memorials had recommended Linford-Bridgeman of Lichfield as the most suitable source for a valuation. He was awaiting a response from them.
- 31.5.3 The Clerk introduced the final report from the Independent Internal Auditor and the Annual Return and invited comments and questions. ***It was proposed (RE), seconded (KM) and agreed that the statement of assurance on the Annual Return be approved.***
- 31.5.4 The Clerk reported that a Lloyds TSB bank mandate update form reflecting the changes in membership of the Council was available for signature. ***It was proposed (CC), seconded (RE) that bank accounts be continued with Lloyds TSB and that in the operation of the accounts, Lloyds TSB be empowered to honour cheques, orders for payment and to act on any instruction given by any three of the persons so authorised.***

Minute 32: Group Reports

32.1 Recreation

- 32.1.1 We have been advised that new rules under the Disability Discrimination Act may affect the operation of the Millennium Green and need to be complied with by October 2004. Clerk to seek advice from ESBC.
- 32.1.2 The Chairman reported that the slide does get hot in sunny weather but it was not considered to constitute a risk. The Clerk reported that the dog prohibition signs were now in place on the Millennium Green. A solution to the gate is recommended based on a new spring. Permission for this and a restraining post should be sought from the Millennium Green Trust.
- 32.1.3 The Clerk reported a discussion with Lynne Kelly of ESBC on the subject of the transfer of the access strip land at Schoolhouse Lane. Since then he had been informed that the developer's solicitor was going to provide ESBC with details needed for the legal services team to draw up the necessary transfer. In the meantime it was agreed that no work would be carried out on this strip and that, if appropriate, ESBC would raise an enforcement order for maintenance work to be carried out. Clerk to advise Mr McCulloch accordingly.

32.2 Village Property

32.2.1 The Clerk reported that the bench seats at Pinfold and Schoolhouse Lane were each missing one slat. Agreed that Clerk should ask Richard Blower for an estimate to do this work.

32.2.2 Clerk asked to investigate costs and frequency of a tree inspection.

32.3 Traffic, Parking, Highways

32.3.1 The Clerk reported that Richard Rayson had visited the site of the new development on Goose Lane and agreed that SCC would provide kerbing when budget permitted.

32.3.3 The lack of bridges across the Tad Brook on Footpath 66 and Footpath 68 (a bridle path which is going to be part of the Sabrena Way) and plant being stored have been reported to Glynn Chapman of SCC Rights of Way. An inspection has been arranged and this should lead to bridges being provided. (Development of the Sabrena Way is being overseen by Brian Smith of the Bridleways Association.)

32.3.4 The Clerk was requested to ask Mr McCulloch to clear round road signs.

32.3.5 Cllr Cook reported further complaints about parking on the pavement by the Almshouses and down Church Lane. This has been passed onto PC Boulter.

32.3.6 Cllr Elkington asked if it were true that civilians could be trained to use a speed gun and for warning letters to be issued. Agreed that Traffic Working Group could look into the possibilities.

32.4 Competitions

32.4.1 Information has been received from Britain in Bloom.

32.4.2 Clerk asked to raise again the issue of uncollected signage after resurfacing work.

32.5 Rural Housing

Nothing to report.

32.6 Newsletter

32.6.1 The quantities for distribution were discussed briefly.

32.7 School Governor's Report

Nothing to report.

32.8 Village Plan

32.8.1 Cllr Esling reported that survey return is above 50% and the first part of the analysis (numeric) has started. The collation of the textual responses will take longer and has not yet begun. A target publication date of September has been proposed.

Minute 33: Correspondence, bulletins and reports

33.1 SPCA Advisory Notes issue 99 received.

33.2 A letter from Ken Birch invited nominations for the local Standards Board by 27 June. Existing nominees were willing to continue, and after discussion with Chairman, it was decided not to offer alternatives.

33.3 A letter from D Duckitt of ESBC Legal Section outlines Standards Board recommendations for "dual-hatted" members who sit on Parish Council and also on the District planning committee. This reinforces what Cllr Jarman said at the last meeting.

- 33.4 We are invited by SPCA to propose resolutions for consideration at the AGM on 8th November and also to make nominations for the committee.
- 33.5 A letter from Mike King (Chairman Village Hall Management Committee) requests action on lighting between Salter Grange and Bowls Green/Scout hut. After a short discussion it was agreed to make this an agenda item for the next meeting.
- 33.6 A covering letter and summary report on "Best Value Review of Social Inclusion" has been distributed to Councillors.
- 33.7 A copy of a letter from Mrs Barrett Cook to Mr Peter Jennings has been received, outlining her reasons for resigning from her role with Neighbourhood Watch. Cllr Cook offered further explanation and suggested that for the next Parish Assembly we should invite Peter Jennings to report back.
- 33.8 A letter from ABB outlines new arrangements for maintenance of street lights and requiring us to notify them if we do not wish them to provide service on parish lighting.
- 33.9 SPCA is offering an "Information Event for New Councillors" on the evening of Monday 14th July at a cost of £15 per person.
- 33.10 An invitation to attend an informal party on Saturday 26th July to raise funds for the Mayor's Charity (SARAC) has been received from Borough Councillor Ann White.

Minute 34: Items for agenda of next meeting

Speed reduction in the village
Request from Village Hall for lighting in Salter Grange cut through
Review of standing orders

Minute 35: Date, time and place of next Meeting

It was agreed that the next meeting should be held at 7.30pm on Wednesday 30 July 2003 in the Memorial Room at the Village Hall.

The Meeting concluded at 10.42 pm.

Chairman Date:

Proposed: Seconded: