

Minutes of the Parish Council Meeting  
held on Wednesday, 25 February 2004 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, L Fox,  
KA McLoughlin, JA Needham..

Also present: EA Roy (Clerk)

Apologies for absence: Cllr RT Esling, RSV Jarman and Bor. Cllr. Fox

Members of the public attending: None

Minute 99: Public Session .....	1
Minute 100: Approve and sign the Minutes of the previous Meeting .....	1
Minute 101: Declarations of interest.....	1
Minute 102: Matters arising and matters of report .....	1
Minute 103: Jubilee Cup .....	2
Minute 104: Parish Assembly .....	2
Minute 105: Planning .....	2
Minute 106: Financial Matters.....	3
Minute 107: Group Reports.....	5
Minute 108: Correspondence, bulletins and reports.....	6
Minute 109: Items for agenda of next meetings.....	6
Minute 110: Date, time and place of next Meeting .....	7

### **Minute 99: Public Session**

As there were no members of the public present, this session was not held.

### **Minute 100: Approve and sign the Minutes of the previous Meeting**

*It was proposed (CC), seconded (LF) and agreed that the Minutes of the previous meeting be signed as a true record of proceedings.*

### **Minute 101: Declarations of interest**

There were no declarations of interest in the agenda items.

### **Minute 102: Matters arising and matters of report**

**102.1 Civilian Operated Speed Cameras (58.3.4):** Confirmation has been received from Inspector Mason that investigations into the use of community speed guns are continuing.

**102.2 Speed Reduction (92):** A letter has been written to the Bagot Street residents and Mr Bekker has since spoken to the Clerk. Copies of the original enquiry and our response have been sent to County Cllr Philip Atkins with a covering letter outlining our key issues.

**102.3 Community Footpaths Initiative (94.5.3):** The Clerk has submitted the bid for funding.

**102.4 Multi-tier working with Local Strategic Partnerships (LSPs):** Cllr Elkington reported that he had attended this focus group and gave a brief summary of the workshop format. The top issue identified was communication.

- 102.5 Horn Dance day:** The Chairman reported that Mr B Macklin had indicated that he no longer felt able to host fund raising activities in his garden on Horn Dance day. The Clerk was asked to write on behalf of the Council passing on thanks for Mr Macklin's work over the years.

### **Minute 103: Jubilee Cup**

- 103.1 The Chairman introduced a note listing the previous awards and summarising the original intention and subsequent developments. He also reminded members of the nominations from the previous meeting.
- 103.2 It was agreed that the nominee for this year be asked if they would be willing to receive the cup and the Chairman offered to make contact.

### **Minute 104: Parish Assembly**

- 104.1 Additional to the previous speakers, it was agreed to invite someone from First Responders and the Under 5s Project to address the Assembly. It was noted that the contact for Neighbourhood Watch would now be Peter Jennings.
- 104.2 The Parish Assembly has been advertised in the current issue of the Bulletin. The Clerk was asked to insert an item into the Parish News and also prepare some posters for the April meeting.
- 104.3 The Clerk will provide a draft agenda for comment.
- 104.4 Agreed that refreshments will be provided as in previous years – arrangements to be finalised at the April meeting.
- 104.5 The Clerk was asked to write to K Cadman asking her to prepare a certificate for Jill Crooks.

### **Minute 105: Planning**

#### **105.1 Applications**

**314 - CU/11242/010: Bagot Arms Public House, Bagot Street:** Use of outbuilding as furniture showroom

Received: 02/02/04 Replied: 11/02/04 Response: The Parish Council raises no objection to this application.

**315 - OU/28744/001: Field 0301, Radmore Lane:** Outline application to develop 0.06 hectares of land by the erection of a farm workers dwelling, installation of septic tank and construction of vehicular access

Received: 16/02/04 Replied: 26/02/04 Response: The Parish Council does not oppose the creation of an additional dwelling in principle, but does not consider that the proposed location is suitable due to impact on the landscape and distance from the farm. There is no information supplied about any other options that were considered such as conversion of redundant buildings.

**316 - HO/01605/008: Crofts Barn, Schoolhouse Lane:** Formation of hardstanding and construction of vehicular access and 2 metre high timber gates

Received: 19/02/04 Replied: 26/02/04 Response: The Parish Council raises no objection to this application.

**317 - PA/10277/005: Daisybank and adj. Shade Elm, Goose Lane:** Conversion and extension to existing outbuilding to form ancillary accommodation to dwelling and erection of detached garage, store and utility on land adjacent to Shade Elm  
 Received: 23/02/04 Replied: 26/02/04 Response: The Parish Council raises no objection the conversion of the existing outbuildings but objects to the proposed garage on the grounds that it will significantly alter the view along Goose Lane by building close to the road edge. The proposed layout does not offer adequate visibility for egress from the garage or parking places. Additionally the proposed building is out of scale with the environment and, with the proposed parking, involves the loss of mature hedge.

**105.2 Decisions**

The following applications have been AGREED:

**306 - HO/22013/017: Thyme House, Town End Farm, Lichfield Road:**

Erection of a two storey rear extension

**309 - PA/24030/009: Breach House Farm, Pinfold Lane:** Construction of a menage and use of land for the riding of horses (Amended plans)

**311 - TN/21434/011: St Nicholas Church, Market Place:** Removal of two lombardy poplar and one birch tree

The following applications have been REFUSED.

**307 - HO/16267/004: The Radmores, Radmore Lane:** Construction of a replacement vehicular access

**308 - HO/16267/005: The Radmores, Radmore Lane:** Erection of a two storey rear extension

No applications have been DEFERRED or WITHDRAWN.

**105.3 Correspondence and other planning matters**

105.3.1 Nothing to report.

**Minute 106: Financial Matters**

**106.1 Financial report for February**

The financial report for February was introduced by the Clerk who reported that the sum of £91.41 (due last October) had now been received from ESBC. This was for interest on the deposit they held for the Recreation Fund. ***It was proposed (LF), seconded (CC) and agreed that this statement be approved.***

**106.2 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>
75/565	SPCA	55.00	Clerk's portfolio assessment	LGA 1972, s.111
76/566	Community Council	14.40	Best Kept Village competition	LGA 1972, s.137
	<b>TOTAL payments</b>	<b>69.40</b>		

**106.3 Bills to pay**

The Clerk introduced the following for payment:

<i>Vch/Chq</i>	<i>Payee</i>	<i>Amount</i>	<i>Details</i>	<i>Powers</i>
77/567	C Dunsmore	998.75	Churchyard extension	LGA 1972, s.214
78/568	P Sweetman	202.17	Village agent salary/expenses	[Vital Villages]
79/569	Studiocraft	34.43	Paper for newsletter	LGA 1972, s.142
			White & coloured copier paper	LGA 1972, s.111
80/570	P Sweetman	434.00	Village agent salary/expenses	[Vital Villages]
81/571	East Staffs Borough Council	44.65	Annual playground inspection	PHA 1961, s.52
82/572	Abbots Bromley Village Hall	56.00	Room hire	LGA 1972, s.150
83/573	Staffordshire Playing Fields Ass	15.00	Annual subscription	OSA 1906, s10
84/574	Abbots Bromley PCC	16.94	Newsletter printing	LGA 1972, s.142
85/575	E A Roy (see 106.5.2)	52.29	Salary increment (Apr-Dec)	LGA 1972, s.112(2)
	<b>TOTAL payments</b>	<b>1854.23</b>		

***It was proposed (KM), seconded (JN) and agreed that the above payments be made.***

**106.4 Section 137 requests**

The Clerk reported the requests that had been received and these were discussed. Cllr Fox reported that the RISES committee had agreed to assign all the recent payment (£281.40) to the School project. This would cover the £245 already contributed and it was agreed that the Council would add to the remainder to provide a sum of £49 for a tree to be planted in memory of Betty Robertson – a past governor of the school.

It was not clear from the information supplied by the Scouts and Guides that they needed funds at present. It was agreed to leave any decision pending the availability of more detailed information.

<i>Vch/Chq</i>	<i>From</i>	<i>Amount</i>	<i>Details</i>
86/576	Richard Clarke School	12.60	Contribution to bank planting (s.137)
		36.40	[RISES]
	<b>TOTAL payments</b>	<b>49.00</b>	

***It was proposed (DE), seconded (CC) and resolved that the Council, in accordance with its powers under Sections 137 and 139 of the Local Government Act 1972, should make the above payments which are, 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.***

**106.5 Other financial matters**

106.5.1 We have been asked if we would be willing to provide £50 to help reinstate the Top Team quiz. Agreed that the Council would be willing to offer support if there were those in the village that wanted to organise a team. Cllr McLoughlin agreed to ask and report back to the Clerk so that he could reply to the enquiry.

106.5.2 The Clerk introduced the Interim Audit report from the Mr Sullivan, the independent internal auditor. During the course of his review, it came to light that the Clerk's salary had not been reviewed at 1 April 2003 as it should have been. ***It was proposed (LF), seconded (KM) and resolved that the spinal point due on 1 April 2003 be applied and the backdated increase of £52.19 be paid with immediate effect.***

106.5.2 The Clerk introduced the Financial Regulations revised in line with the discussions at the previous meeting. ***It was proposed (AE), seconded (LF) and resolved that these be adopted with immediate effect.***

106.5.3 The Clerk introduced an updated Risk Assessment and Management paper following a meeting with Cllrs Cook, Fox and McLoughlin. ***It was proposed (JN), seconded (DE) and resolved that this paper be accepted as the basis for risk management in the coming 12 months and that the actions it recommended be carried out.***

## **Minute 107: Group Reports**

### **107.1 Recreation**

107.1.1 The Chairman and Cllr Cook reported on their attendance at a "play equipment inspection" training event. This had been very thorough event and the information gained indicated that we needed our own inspection procedures. A sample checklist for inspections had been used and appeared to offer a useful model for us to adopt.

107.1.2 The annual inspection report on the Millennium Green equipment has been received and identifies a number of potential problems some of which, if true, would appear to indicate faulty design. It is of concern that these have not been picked up in earlier years. Agreed that Clerk should ask for the ESBC Playground Officer to come to site and advise us on the actions required.

107.1.3 The Under 5s Playground project group has prepared a questionnaire to be distributed with the Bulletin to gain additional information for their planning.

### **107.2 Village Property**

107.2.1 Nothing to report.

### **107.3 Traffic, Parking, Highways**

107.3.1 The Clerk reported that he had written to County Councillor Atkins drawing his attention to the strong feelings in the village about traffic speed and asking for his support for vehicle activated signs. He had also sought his advice on the Local Transport Plan process.

107.3.2 The Clerk had also responded to Mr Gee's December letter on the Local Transport Plan, inviting him to make a more constructive response to the issues we raised with the operation of the planning process.

107.3.3 The Clerk reported that the traffic survey results should be available in time for the next meeting and enquired if the Council would like Mr Gee to come and report the results. This was confirmed and the Clerk asked to make the necessary arrangements.

107.3.4 Cllr Elkington suggested that the section of Goose Lane beyond the current end of the 30mph limit needed lighting. At this time of year there were parents and children leaving the nursery in the dark and on foot with no footway. An extension of the 30mph limit should also be considered. It was agreed that we raise this with Peter Gee next meeting and ask for his advice.

### **107.4 Competitions**

Cllr Elkington reported that we had submitted our entry to the Best Kept Village competition. Work to prepare the village is now starting.

The Clerk reported that his enquiries had confirmed that we could arrange work on milestone markers as part of the devolved maintenance agreement.

**107.5 Rural Housing**

Nothing to report – agreed to remove from future agendas for the time being.

**107.6 Newsletter**

Cllr McLoughlin reported that copies were now available for distribution.

**107.7 School Governor's Report**

Cllr Eatough reported that he had attended the recent governor's meeting where there had been minor concerns about the roll.

**107.8 Village Plan**

Cllr McLoughlin reported that a digest of the survey results had been distributed for comment.

**107.9 RISES**

Nothing to report.

**107.10 Community First Responders**

Cllr McLoughlin reported that the first part of the training was now in progress. There were no new developments on funding.

**107.11 Village Hall**

Cllr Eatough reported that there was some concern about the relative levels of income and expenditure.

**Minute 108: Correspondence, bulletins and reports**

- 108.1 We are invited by Staffordshire County Council to attend the Chairman's Informal Charity Reception on Friday 12 March at 7.30pm and/or donate a tombola prize.
- 108.2 SPCA Chief Executive's Circular 23 has been received.
- 108.3 SPCA have organised a day-long seminar on Risk Assessment for Friday 12 March at a cost of £36.00 for first place and £20 for second and subsequent places.
- 108.4 SPCA plan an evening session to support those working for their AQA certificate on Wednesday 17 March at a cost of £3.00. It was agreed that the Clerk should attend.
- 108.5 Sustainable Staffordshire are holding their AGM and a Renewable Energy Event on Monday 29 March and invite our attendance.
- 108.6 A letter from Mithra Tonking outlines the proposal to open Church House for serving teas on Sunday afternoons from April to September. The Clerk was asked to write a letter confirming the support of the Council and offering to assist with publicity.
- 108.7 A letter from the Government Office of the West Midlands invites us to complete and return a questionnaire on renewable energy. The Clerk was asked to reply.
- 108.8 The Chairman reported that he had received an invitation to the Mayor's Charity Ball which he was not taking up.

**Minute 109: Items for agenda of next meetings**

Visit from Peter Gee to present traffic survey results  
Plans for the Parish Assembly

**Minute 110: Date, time and place of next Meeting**

It was agreed that the next meeting should be held at 7.30pm on Wednesday 31 March in the Memorial Room at the Village Hall.

The Meeting concluded at 10.07 pm.

Chairman ..... Date: .....

Proposed: ..... Seconded: .....