

Minutes of the Parish Council Meeting
held on Wednesday, 29 June 2005 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, RSV Jarman, J Needham

Also present: EA Roy (Clerk)

Apologies for absence: Apologies were received and accepted from Cllrs RT Esling and KA McLoughlin and also received from Borough Councillor Fox.

Members of the public attending: Andrew Bird (ESBC), Mr M Goodwin, Mrs P Massey

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Minute 24: Public Session

The Chairman welcomed Mr Bird and invited him to address the Council.

Mr Bird outlined the reason for his visit and explained that the pilot in Barton had resulted in devolution of all cleaning activities to the Parish Council in return for a payment. The public perception, after two years in operation, is of a much improved service. Despite this favourable outcome overall, some lessons have been learnt regarding the equipment they purchased which is not ideal for clearing channels. ESBC still continue to deal with fly tipping.

Future schemes will take the lessons learnt at Barton on board, and would be more of a partnership such that ESBC provides some services and others would be delivered by a parish. The initial purchase of a machine would cost around £20K with significant ongoing maintenance costs and this would not be offset fully by any payment from ESBC. In view of this, future partnerships will probably be based on mechanical sweeping services remaining with ESBC and others requiring less capital commitment handed to the parish.

There are options to make some use of a local lengths man to deliver these services.

The Chairman thanked Mr Bird for his contribution.

Mr Goodwin reminded the Council of his previous visit and went on to say that following the submission of a further application for four live work units, he had written again to the Planning Officer. He read the contents of the letter outlining the many different ways in which the development could adversely affect his business and went on to explain that his livelihood was at risk.

The Chairman thanked Mr Goodwin for his contribution. Normal business was resumed at 19:49.

Minute 25: Appointment of Members to Working Groups & Other Bodies

In view of the number of Councillors absent from the Annual Meeting, it had been agreed to defer discussion of appointments to working groups until the current meeting.

25.1 Working Groups

Chairman and Vice Chairman are entitled to serve, ex officio, on all groups.

Group	Up to June 29	June 29 onwards
Competitions	Alan Elkington Jean Needham	Alan Elkington Jean Needham
Finance	David Eatough Linda Fox	Linda Fox Alan Elkington
Newsletter	Linda Fox Kate McLoughlin	Linda Fox Kate McLoughlin
Recreation	Clive Cook Kate McLoughlin Jean Needham	Clive Cook Kate McLoughlin Jean Needham
Rural Housing	Roger Jarman	(Discontinued for present)
Traffic & Parking	Clive Cook David Eatough Linda Fox Roger Jarman	Clive Cook Linda Fox Roger Jarman
Village Property	David Eatough Roger Jarman	Roger Jarman

25.2 Other posts and representation

Office	Up to June 29	June 29 onwards
Finance Officer	Linda Fox	Linda Fox
School Governor	David Eatough	David Eatough
United Charities	Philip Charles Clive Cook	Philip Charles Clive Cook
SPCA	(none)	(none)
Village Hall	Clive Cook	Clive Cook
Vital Villages	Bob Esling	Alan Elkington
Millennium Green	Clive Cook	Clive Cook
Almshouses	Chairman – ex officio	Chairman – ex officio
First Responders	Bob Esling	Kate McLoughlin

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

RESOLVED: *That the Minutes of the previous meeting on 25 May 2005 be signed subject to correction of two typographical errors.*

Minute 27: Declarations of interest

The Clerk and Cllr Fox declared an interest in the item relating to the village hall.

Minute 28: Matters arising and matters of report

28.1 Circulated documents: No issues.

28.2 Arts Project: Cllr Eatough reported that his attempts to contact Paul Challacombe had been unsuccessful.

- 28.3 ESBC Parish Councils' Forum:** The Chairman and Clerk had attended this forum and gave a brief report back.
- 28.4 Quality Council application:** Our application was considered by the County Accreditation Panel on 7th June and we were informed later that afternoon that we had been successful. The Panel would like to visit our next meeting to make a formal presentation. Agreed that we would like the panel to visit and the Chairman and Clerk will make the necessary arrangements. The Clerk was congratulated on the work he had put in to make this possible.
- 28.4 Community Council Parish Plans:** The Chairman and Clerk had attended an event to promote the development of Parish Plans built around a presentation from a member of the Rolleston team. Key points from the overall session were:
- It is possible to create a Parish Plan purely with volunteers
 - The funding arrangements we used are no longer available
 - Parishes should consider updating or re-creating their plans periodically
- 28.5 Clerks training day:** The Clerk introduced a summary report from the day.
- 28.6 Phone box consultation:** Agreed that there was no objection to cashless use, but would welcome confirmation of the security arrangements in place to prevent fraudulent use of cardholder details. The Clerk will obtain information on kiosks.

Minute 29: Planning

29.1 Applications

412 - OU/24590/006: OS Field 5565, Heatley Lane: Outline application for erection of a detached dwelling and new vehicular access

Received: 26/05/05 Replied: 14/06/05 Response: The Parish Council raises no objection to this development and notes that any consequential reduction in unloading/loading at the Lichfield Road site will be very beneficial.

413 - LB/13574/022: Goats Head, Market Place: Minor internal alterations to include: removal of fixed seating and drinks shelves, relocation of food servery and infilling of adjoining doorway between the toilets and bar (Additional plans received 13/6/05)

Received: 26/05/05 Replied: 14/06/05 Response: The Parish Council objects to the changes to the external appearance of the front of the building which, together with the Butter Cross, comprises the image that is quintessentially Abbots Bromley. Specifically, the change to the front door opening outwards and removal of the informative notices about the history of the building and the Horn Dance will adversely affect the character of the overall street scene.

409 - PA/03983/003: Bentilee Farm, Glass Lane: Erection of an agricultural building for use as cattle, storage shed and silage store

Received: 18/05/05 Replied: 26/05/05 Response: The Parish Council opposes conversion of the existing units (see separate response) and therefore by implication, this development.

414 - LB/03983/004: Bentilee Park Farm, Glass Lane: Conversion and alteration of agricultural building to form 4 live work units

Received: 08/06/05 Replied: 30/06/05 Response: The Parish Council opposes this application due to the poor access provided by Glass Lane and believes that the additional vehicle movements generated would be unacceptable at this location. Recent applications for change of use from work units to residential have demonstrated that there is little or no demand for this type of unit in the area. The Council also questions the safety of creating such units within a working farm.

415 - PA/03983/005: Bentilee Park Farm, Glass Lane: Conversion and alteration of agricultural buildings to form 4 live work units and open fronted garage
Received: 08/06/05 Replied: 30/06/05 Response: As 414.

RESOLVED: That the Clerk communicate these responses to the local planning authority.

29.2 Decisions

The following applications have been **AGREED** subject to stated conditions

362 - HO/10600/006: The Cottage, Schoolhouse Lane: Erection of a single storey and first floor rear extension

400 - PA/29665/001: The Nuttery, Schoolhouse Lane: Erection of play equipment for Under 5s play area

401 - LB/11242/012: Bagot Arms, Bagot Street: Installation of two replacement windows to rear and rear/side of premises

403 - HO/29741/001: The Cottage, Yeatsall Road: Erection of a single storey side extension

405 - HO/06641/002: Ashlands, Lichfield Road: Erection of a single storey front and rear extension, and construction of a pitched roof over existing dormer and garage

No applications have been **REFUSED, REVISED** or **WITHDRAWN**.

29.3 Correspondence and other planning matters

29.3.1 The Clerk reported that following an enquiry he made about the difference between the description and plans for the changes to the Goat, he has received an assurance from the Planning Officer that the present application deals ONLY with internal changes.

Minute 30: Financial Matters

30.1 Financial report

The Clerk introduced the financial report for June 2005.

RESOLVED: That the statement be approved and the Chairman sign the report.

In presenting the report, the Clerk explained that he had that day received a loan repayment from the Cricket Club which had been due on 1st June. Although the agreement provided for the Council to make a small charge for interest on the late payment, it was agreed to waive this.

30.2 Report on payments made since the last meeting

The Clerk reported that no payments had been made since the last meeting.

30.3 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>
17/682	Penny Ward	249.03	Village agent salary/expenses	[Vital Villages]
18/683	Abbots Bromley PCC	34.00	Newsletter printing	LGA 1972 s.142
19/684	Steve Burgess	72.85	Supply and fit swing seats	PHA 1961 s.52
20/685	Information Commissioner	35.00	Data protection registration	LGA 1972 s.111
21/686	SPCA	37.50	Clerk's training day	LGA 1972 s.111
22/687	npower	23.73	Electricity – Christmas lights	LGA 1972 s.144
23/688	G McCulloch	247.20	Grass cutting	OSA 1906 s.10
24/689	Ian Brownhill	780.00	Footpaths notice board	LGA 1972 s.144

<i>Vch/Chq</i>	<i>Payee</i>	<i>Amount</i>	<i>Details</i>	<i>Powers</i>
25/690a	E A Roy	986.95	Clerk's salary/expenses	LG(FP)A 1963 s.5 LGA 1972 s.111
27/692a	AB Village Hall	29.50	Room hire	[Vital Villages]
	TOTAL payments	2495.76		

RESOLVED: That these payments be made.

30.4 Section 137 payments

The Clerk introduced the following proposed payments under section 137:

<i>Vch/Chq</i>	<i>Payee</i>	<i>Amount</i>	<i>Details</i>
25/690b	E A Roy	12.34	Display boards (Village Design Statement)
26/691	Mithra Tonking	39.00	Cameras for evidence capture (Village Design Statement)
27/692b	AB Village Hall	15.00	Room hire (Village Design Statement)
	TOTAL payments made	66.34	

RESOLVED: 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.

30.5 Other financial matters

- 30.5.1 Councillor expenses: The Clerk introduced a form proposed for use by members in claiming any expenses incurred. Some suggested amendments were agreed and notes on current mileage rates and the approval process will be added to the reverse of the form.
- 30.5.2 The Clerk reported that he had received a quotation of £250 + VAT for the addition of a wooden strip under the rail of the multi-play platform – required to remove the head trap identified in the 2003 inspection report. The quotation did not include plugging numerous holes classified as “finger traps” in the most recent report. Subsequent contact with the equipment supplier indicated that they could offer an on-site service that would include a check for other installation problems at lower cost and it was agreed to follow this course of action.
- 30.5.3 The Clerk reported that he had received an order from Staffordshire County Council for the sum of £410 for devolved maintenance work. This was for one third of the annual sum and, for the first time, defines areas of grass that we could reclaim the cost of cutting. Graham McCulloch has been asked to confirm which of the areas he already considers within the agreement and which he would be willing to add.
- 30.5.4 Audit: The Clerk reported that the Annual Return for the year ended 31 March 2005 had been received and the audit date was set of 5th September. A final visit from the independent internal auditor was set for 14th July so that the Annual Return could be approved at the next meeting of the Council.

Minute 31: Group Reports

31.1 Recreation

The Clerk read a letter from the ESBC solicitor, Mr Duckitt, setting a timescale for the developer to complete work on the access path to the Nuttery.

Cllr Eatough noted that the bark under the swings on the Millennium Green play area had large holes under the swings making it dangerous for smaller children. After a short discussion, it was agreed that a long-term solution to this problem was required. The Chairman offered to investigate possible options.

31.2 Village Property

The Clerk and Cllr Elkington reported on telephone conversations with Mrs Goodwin concerning the demolition of the bus shelter at Hoar Cross. She alleged that the Council had acted improperly in accepting the offer from Cllr Eatough to demolish the walls and remove the materials from the Hoar Cross junction bus shelter. Her complaint was made on the basis that she believed the bricks were valuable and should have been sold by competitive tender.

After receiving an explanation from the Clerk, Mrs Goodwin had subsequently indicated to Cllr Elkington that she did not wish to pursue her complaint. However, the Clerk and Chairman had confirmed the number of bricks as between 1300-1400 and, by inspection and reference to the original specification, that these were only common bricks. A small number had suffered frost damage and many others were defaced by graffiti. With new common bricks currently available at under 25p each in this quantity, the cost of reclaiming those that were re-usable and disposing of the surplus material would seem to be uneconomic for any business.

As Mrs Goodwin had not volunteered names of any builders who were willing to place a value on the demolition, it would be inappropriate for the Council to incur expenditure in preparing and managing a competitive tender bid.

RESOLVED: That the previous arrangements for Cllr Eatough to clear the site should stand.

31.3 Traffic, Parking, Highways

The Clerk introduced a letter from Blithfield Parish Council asking for support in addressing the safety issues at the junction into Newton Lane.

Standing Orders were suspended to allow Mrs Massey to provide additional explanation of the issues involved, and answer other questions from Councillors.

Mrs Massey explained that the problem is particularly serious when turning right when coming from the Uttoxeter direction, and outlined a number of options that had been previously discussed.

Standing Orders were resumed.

Agreed that the Chairman and Vice Chairman will meet on site with representatives from Blithfield to discuss and agree a course of action. Clerk to contact Blithfield Parish Council and invite them to suggest an evening or weekend to meet.

The Chairman asked if there were any plans to cut Narrow Lane, and the Clerk confirmed that Mr McCulloch already had instructions to cut and clear as soon as possible.

Feedback on Community Speed Watch activities was provided and revealed a significant problem in Ashbrook Lane early in the morning.

31.4 Competitions

It was noted that the announcement of the Best Kept Village results would take place in Stafford on 1st August and be attended by Cllrs Charles, Elkington and Needham.

31.5 Newsletter

Agreed to discuss delivery at the next meeting

31.6 School Governor's Report

Cllr Eatough reported that the School Fete was taking place on Friday 1st July.

31.7 Village Plan

Nothing to report.

31.8 RISES

Cllr Fox reported a cheque of received of £376.69 and outlined possible recipients for an award that would be discussed with the RISES committee.

31.9 Community First Responders

The Chairman suggested that as this was now well established and independent of the Parish Council, a monthly report was no longer required and this item could be dropped from future agendas.

31.10 Village Hall

Cllr Fox reported that at the last meeting, good progress on receiving outstanding money had been reported.

Minute 32: Correspondence, bulletins and reports

- 32.1 ESBC have written with details of a new Rural Parish Local Transport Grant Aid Scheme and advised of launch events on 8th July.
- 32.2 Staffordshire County Council have written advising that they are about to start creating the "Statement of Community Involvement" as the first component of a new Minerals and Waste Development Framework. The letter and a short introductory leaflet are being circulated to Councillors.
- 32.3 The Community Council of Staffordshire has written advising of its intention to create a business plan for the future and inviting our contribution through the completion of a short two-page questionnaire. The Chairman and Clerk will complete the questionnaire and respond.
- 32.4 DEFRA has written with additional information about the implementation of the Clean Neighbourhoods and Environment Act 2005 which permits Parish Councils to issue Fixed Penalty Notices. Further details were provided at the Clerks' training day and reported earlier in the meeting.
- 32.5 The Community Council of Staffordshire has written inviting the Council to attend the announcement of the BKV competition results in Stafford on Monday 1st August. (See above under "Competitions")

Minute 33: Jubilee Cup and Parish Assembly

- 33.1 The Chairman introduced a note outlining the original basis for the award of the Jubilee Cup and containing a list of those who had received the award. Cllr Jarman pointed out that in most cases the award was made for a contribution over many years, and not just in the previous year.
RESOLVED that the award be based on contributions to the "parish" and by someone in the "parish" rather than "village", and over any time period.
The Clerk said he would include the revised wording into the next revision of the Standing Orders.
- 33.2 Agreed that the Chairman, Vice Chairman and Clerk discuss and propose any appropriate changes in format for future Parish Assemblies.

Minute 34: Location for Future Meetings

- 34.1 A discussion took place on the noise from dancing which was audible during the first part of each Council meeting. Although not disturbing to all members, it was considered by some members to be insensitive to members of the public and guest speakers to expect them to compete with the sounds reaching the Council meeting room. Despite the issues of noise, it was noted that parking, seating and general environment at the Village Hall were good.
- 34.2 There were additional potential problems with the changes in licensing which might bring the Village Hall into the category of "licensed premises" which are to be used by a Council only as a "last resort" meeting place. Although an unintended outcome of the new act, it may disbar a number of Councils from their current meeting places.
- 34.3 A number of other options for meeting places were mentioned, but only Church House was considered viable – although it was noted that there were some issues with traffic noise and parking. To ensure disabled access was possible, meetings would need to take place in the ground floor room. The possibility of changing the meeting day to avoid the dancing was suggested but not pursued.
- 34.5 The Clerk was asked to establish whether the ground floor of Church House would be available for Council meetings on a Wednesday evening so that an informed discussion of the options could take place at the following meeting, with a view to making any change from the September meeting.

Minute 35: Items for agenda of next meeting

- Visit from County Accreditation Panel to present award and introduction to SPCA
- Possible traffic restrictions on HGVs
- Discussion of Newsletter delivery options
- Discussion on location of future meetings

Minute 36: Date, time and place of next Meeting

It was agreed that the next meeting should be held at 7.30pm on Wednesday 27 July 2005 in the Memorial Room at the Village Hall.

The Meeting concluded at 22:07 pm.

Chairman

Date: