

Minutes of the Parish Council Meeting
held on Wednesday, 28th May, 2008 at 7.30 pm
in the Village Hall, Abbots Bromley, pursuant to notice having been given

Present: Cllrs PJ Charles; S Coxon; D Eatough; A Elkington; Mrs L Fox; RSV Jarman;
B J Waring

In attendance: Mrs S Buxton (Clerk)

Apologies: Cllr R Mills – hospital appointment and Cllr Alec Fox
RESOLVED: to accept the apologies of Cllr Mills

Members of the public attending: None

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Minute 147: Election of Chairman and Completion of Declaration of Acceptance of Office

RESOLVED: that Cllr P Charles be elected Chairman for the forthcoming year. This was proposed by Cllr R Jarman and seconded by Cllr A Elkington. Cllr Charles completed the declaration of acceptance of office.

Minute 148: Election of Vice Chairman and Completion of Declaration of Acceptance of Office

RESOLVED: that Cllr R Jarman be elected Vice Chairman for the forthcoming year. This was proposed by Cllr D Eatough and seconded by Cllr A Elkington. Cllr Jarman completed the declaration of acceptance of office.

Minute 149: Public Session

None

Minute 150: Authority to Act Between Meetings

RESOLVED: that executive powers to act between meetings are delegated to the clerk to the council in accordance with standing order paragraph 72. This was proposed by Cllr Mrs Fox and seconded by Cllr Eatough

Minute 151: Appointment of Members to Working Groups and Council Representatives

RESOLVED: that the following appointments be made for the forthcoming year and the list be reviewed when the vacancy which begins on 1st June has been filled

<i>Recreation</i>	<i>Cllrs Coxon and Mrs Veitch</i>
<i>Village Property</i>	<i>Cllr Coxon and one other to be appointed</i>
<i>Traffic, Parking and Highways</i>	<i>Cllrs Mrs Fox, Jarman and Waring</i>
<i>Competitions</i>	<i>To be appointed</i>
<i>Newsletter</i>	<i>Cllr Jarman (Editor), Cllr Elkington (Distribution)</i>
<i>Richard Clarke First School</i>	<i>Cllr Coxon</i>
<i>RISES</i>	<i>Cllr Mrs Fox</i>
<i>Village Hall</i>	<i>Cllr Waring</i>
<i>Finance</i>	<i>Cllrs Elkington, Mrs Fox and Mrs Veitch</i>
<i>Almshouses</i>	<i>Cllr Charles</i>
<i>Finance Officer</i>	<i>Cllr Mrs Veitch</i>
<i>MG</i>	<i>Two vacancies</i>
<i>United charities</i>	<i>Cllrs Charles and Elkington</i>
<i>Crime and Social Issues Group</i>	<i>Cllr Charles and one other to be appointed</i>
<i>Planning</i>	<i>Cllr Charles (Chair); Cllrs Mrs Fox, Elkington, Coxon and Jarman (Vice Chair)</i>

Minute 152: Minutes of previous meeting

RESOLVED: that the minutes of the meeting held on 30th April, 2008, be signed as a true and correct record after amendments as follows:-

- *Minute 141.2 Allotments – deletion of the word “you” on the second line*
- *Minute 143 Horn Dance – correction of the name “Eric Bailey” to “Terry Bailey”*
- *Minute 146 Date and time of next meeting – correction of spelling of “May”*

Minute 153: Declarations of Interests

Cllr Charles – Church View Barn planning application

Cllr Eatough - Bromley house planning application

Minute 154: Matters Arising and Matters of Report

154.1 Clerk's Log

- **Forthcoming vacancy on council** – notices will go up at end of the month and then electors have 14 days in which to request ESBC call an election

RESOLVED: that if ESBC notify the clerk that an election is not to be called, notices will be put up, inviting people interested in serving as a parish council to contact the clerk prior to the June meeting

- **Lighting Scheme in AB** – the lanterns are due to be received this week and ABB expect to be on site towards the end of June
- **Land off Goose Lane** – the solicitors have received confirmation that the Land Registry will not comment on an application for possessory title until a formal application is made. If the council wishes to go ahead with an application, the solicitor would like to meet with council representatives prior to making the application
RESOLVED: that Cllrs Charles and Jarman will meet the solicitor with the clerk at Cllr Jarman's house on either Tuesday, 17th June or Thursday, 12th June, 2008, meeting at 9.30 am
- **Purchase of Microsoft Publisher 2007 software for Newsletter** – SPCA advise that there is some opportunity for purchasing through Staffordshire Purchasing, but the clerk's prior use of this service found it to be very time consuming and involved for a one off purchase. SPCA advise that Word is better for producing a newsletter as Microsoft Publisher is ideal for templates such as cards and calendars, and the Chief Executive has offered a brief training session for the clerk/councillor on the use of Word. The clerk advised that the academic version of Publisher is not a fully operational version and that the full version will cost £139.98
RESOLVED: that a copy of Microsoft Publisher 2007 be purchased at a cost of £139.98
- **Booking of Village Hall for Youth Event** – 14/7/08. This event is to be an evening with a hypnotist – who is the father of James Shaw. The licensee from the Crown will pay for the licence and run the bar. The other costs to be met are the room hire and the payment of a deposit of £100.
RESOLVED: that the council will pay the £100 deposit and meet the cost of the room hire, up to a total of £200. This was proposed by Cllr Coxon and seconded by Cllr Eatough.
- **PACT** - the first meeting is to be held during the first week in June and the police have put up posters advertising the event. It is expected the parish council will be asked to provide a representative to sit on the committee, but no formal approach has been made yet.
RESOLVED: that Cllr Charles will attend the first PACT meeting on behalf of the parish council
- **Under 5's Play equipment** – a request has been received from East Staffs B C with regards to the audit of assets and a requirement to sign to confirm assets at the Nuttery are still held. To meet the requirements of audit by Advantage West Midlands who provided funding through Uttoxeter MTI
RESOLVED: that Cllr Coxon would sign for the assets and the clerk would complete the declaration with regards to depreciation of the assets
- **East Staffs Rural Access Service** – the clerk has not had an opportunity to research further information on this topic
RESOLVED: the clerk would investigate the East Staffs Rural Access Service and report to the next meeting.

154.2 Council surgery - May 2008 – Cllr Waring attended the surgery and four residents dropped in. The subjects raised included:-

Speedwatch – new volunteers are Jim and Dawn Clay, Liz Lampard, Roger Mills, Keith Johns and it is hoped training will now be arranged

Dog fouling – this is a continuing problem

Parking on pavements – particularly around the Goat's Head is a problem. Richard Rayson is to be invited to the June meeting when this can be discussed

Agricultural vehicles – these often drive in an intimidating manner, and a discussion took place on possible courses of action

RESOLVED: that Cllr Waring will look at some form of informal sign asking tractor drivers to be aware of pedestrians and that he will also discuss the matter with the NFU

St Mary and St Anne's School, changes of vehicular access/egress – this appears to be problematic at end of the school day at the top of Ashbrook Lane

RESOLVED: the clerk write to the headteacher drawing her attention to the problems which have resulted at the Ashbrook Lane junction.

Horses – problems of horses on village roads

154.3 NALC Circular – Sub National Review – Cllr Coxon reported on his review of the document concerning sub national economic regeneration, leading to more local decision making. The intention is for local authorities to have more flexibility but greater accountability and it concentrates on a range of issues including the local economy, local social environment and environmental issues.

154.4 NALC Circular – Participatory Budgeting – no report available

154.5 Arson attack on MG litter bin – the police have visited the clerk for further information on the attack on the litter bin.

RESOLVED: the clerk supply required information to the police

154.6 Parish Assembly Follow Up

- **Signing of parish assembly minutes** – the clerk reported that the Parish Assembly Minute file had no signed minutes from 2006 and that the minutes from 2007 had not been signed. The draft minutes of the 2008 meeting were reviewed and some minor alterations suggested
RESOLVED: that Cllr Eatough sign the minutes of the 2007 meeting
RESOLVED: that for the 2009 meeting the signing of the minutes from the previous year would be included.
- **Forthcoming parish council vacancy** – one person had expressed an interest in the forthcoming vacancy
- **Cycling Proficiency at St Mary and St Anne's School** - concern had been expressed regarding children undertaking cycling proficiency training outside the school, with what appeared to be limited adult supervision and no warning signs
RESOLVED: that the clerk write to the headteacher expressing the concerns raised at Parish Assembly
- **Village Hall Committee** – a request had been made at the assembly for the parish council's assistance in publicising the need for new officers to come forward to serve on the committee at the 2009 AGM
RESOLVED: that an item be included on a future newsletter
- **Policing** – further to the presentation given by PC Richard Boulter, it was felt that his role required further police support within Abbots Bromley

RESOLVED: the clerk write to Inspector Smith asking for additional resources to be provided to support the work of PC Boulter in Abbots Bromley

- **Thanks** – the clerk reported that she had written to PC Boulter thanking him for speaking at the parish assembly and to Mrs Mills and Ms Stewart thanking them for their assistance with the refreshments.
- **Mark Koszak Report** – the clerk reported that Mr Koszak is to supply a report to be included with the final version of the Annual Report for Abbots Bromley

154.7 Bank Mandate – the clerk pointed out to the council that this needed to be updated following the resignation of Cllr Esling and the appointment of Cllr Mills, and would need further amendment when a replacement for Cllr Eatough was elected/appointed to the council

RESOLVED: that the bank mandate be updated as soon as the council had a full complement of members

Minute 155: Planning

155.1 Applications Received

559 - PA/09889/009/CEH: Hilda Cottage, Schoolhouse Lane, Abbots Bromley:

Conversion of existing dwelling to form no. 2 dwellings and the erection of a detached double garage with storage/office accommodation above. Received: 03/05/08 Due: 21/05/08 Response: the council has no objection to this application

560 - LB/27669/011/CEH: 5 High Street, Abbots Bromley: Installation of two replacement windows and one door to front elevation, installation of a wooden door surround and canopy, and pointing of the building. Received: 09/05/08 Due: 27/05/08 Response: the council has no objection to this application

561 - HO/27699/012/CEH: The Cottage, High Street, Abbots Bromley: Installation of wooden door surround and canopy. Received: 13/05/08 Due: 02/06/08 Response: the council has no objection to this application

Cllr Charles left the meeting and Cllr Jarman took the chair

562 - LB/23885/008/CEH: Church View Barn, Goose Lane, Abbots Bromley: Internal and external alterations to include the formation and alteration of window and door openings, the erection of partition walls and the construction of a glazed roof to the rear elevation. Received: 16/05/08 Due: 04/06/08. Response: the council has no objection to this application, but notes that the building of the detached double garage will block the only access to the adjacent field

563 - PA/23885/009/CEH: Church View Barn, Goose Lane, Abbots Bromley: Conversion of a redundant agricultural building to form a single dwelling and the erection of a detached double garage/store. Received: 19/05/08 Due: 06/06/08. Response: the council has no objection to this application, but notes that the building of the detached double garage will block the only access to the adjacent field.

Cllr Charles returned to the meeting

564 – LB/18908/004/CEH: Bromley House, Uttoxeter Road, Abbots Bromley:

Partial demolition of garden wall to facilitate a new vehicular access and the erection of entrance gates. Received: 27/5/08 Due: 13/6/08. Response: the parish council has no objection to this application

565 – PA/18909/003/CEH: Bromley House, Uttoxeter Road, Abbots Bromley:

Erection of a detached single dwelling and the formation of a new vehicular access with entrance gates. Received: 27/5/08. Due: 13/6/08. Response: the parish council has no objection to this application]

RESOLVED: that the clerk notify the above response to East Staffs Borough Council

155.2 Decisions

554 - HO/02495/007: Crofts Cottage, Bagot Street: Erection of a single storey side extension

555 - LB/02495/008/CEH: Crofts Cottage, Bagot Street: Erection of a single storey extension including the demolition of the existing garage

155.3 Other Planning Matters

East Staffs Site Allocations – Cllr Mrs Fox reported that the site identified adjacent to the Village Hall, may be a site that was the subject of a planning application by a local farmer a few years ago. To date the clerk had been unable to establish with ESBC exactly what the site was

RESOLVED: the clerk would continue to investigate the site identified adjacent to the Village Hall with ESBC

Minute 156: Financial Matters

156.1 Insurance – the clerk and Cllr Elkington are to review the assets of the parish council next week. The clerk reported that the only way to cut the cost of insurance with Allianz was to enter into a 3 year long term undertaking which would attract a 5% discount each year. If Allianz alter their rates, which they do most years, this represents a break in the undertaking allowing the council the opportunity to change insurers, but if the council remained with Allianz they would still continue to receive a 5% discount

RESOLVED: the council agree to a 3 year long term undertaking for insurance through Allianz which attracts a 5% discount on the cost of insurance to the council

156.2 Risk Assessment – the report based on previous risk assessments done by the council circulated by the clerk prior to the meeting was discussed. There was some discussion on the way the risks were described and recorded. It was thought that the report was based on a recommended NALC template

RESOLVED: that the clerk would speak to Eric Roy regarding the background to the format used for the risk assessment and seek advice from the SPCA prior to discussing the matter with Cllr Coxon

156.3 Accounts for the year to 31st March, 2008 and Annual Audit Return

The council considered the accounts for the year to 31st March, 2008, along with the annual audit return including the annual statement of governance

RESOLVED: that the accounts for the year to 31st March, 2008 be signed by the chairman. This was proposed by Cllr Elkington and seconded by Cllr Mrs Fox

RESOLVED: that the annual audit return and statement of governance be signed by the chairman. This was proposed by Cllr Mrs Fox and seconded by Cllr Elkington

156.4 Financial Report for April 2008 – the clerk had not had sufficient time to prepare this report and would present April and May together at the next meeting

156.5 Report on payments made since the last meeting

The clerk reported that no payments had been made

<i>Vch/Chq</i>	<i>Payee</i>	<i>Amount</i>	<i>Details</i>	<i>Powers</i>
06/898	AB Cricket Club	280.19	RISES donation	LGA 1972 s. 137
07/899	AB Junior Football Club	280.19	RISES donation	LGA 1972 s. 137
TOTAL payments		<u>560.38</u>		

RESOLVED: to authorise these payments in retrospect

156.6 Payments to be made

The Clerk introduced the following for payment:

<i>Vch/Chq</i>	<i>Payee</i>	<i>Amount</i>	<i>Details</i>	<i>Powers</i>
08/900	G C McCulloch	18.00	Removal of graffiti off play equipment	PHA 1961 s. 52
	G C McCulloch	296.00	2 grasscuts	OSA 1906 s.10
09/901	Allianz	1444.36	Renewal of insurance	LGA 1972 s.111
10/902	Community Council of Staffs	20.00	Subscription	LGA 1972 s.143
11/903	SPCA	377.00	Subscription	LGA 1972 s.143
12/904	CPRE	28.00	Subscription	LGA 1972 s.143
13/905	S Buxton	388.25	Salary and taxable expenses	LGA 1972 s. 112(2)
14/906	S Buxton	116.61	Other expenses	LG(FP)A 1963 s.5
15/907	AB Village Hall	100.00	Deposit for Youth Event on 14/7/08	LGA 1972 s.137
16/908	S Buxton	139.99	Microsoft Publisher 2007	
TOTAL payments		<u>2928.21</u>		

RESOLVED: That the above payments be made.

156.7 Receipts

None

156.8 HM Revenue and Customs Payroll Returns

The clerk reported that the annual payroll returns had been submitted on line and the council should receive a cash payment for doing so

156.9 Clerk's Pension Arrangements

The report prepared by the clerk and circulated prior to the meeting was considered.

RESOLVED: that Abbots Bromley Parish Council should apply to become a member of the Local Government Pension Scheme

RESOLVED: that Abbots Bromley Parish Council will allow all future parish clerks to become members of the Local Government Pension Scheme if they wish to do so

RESOLVED: that the entry date for the present clerk, Mrs S Buxton, be backdated to 1st April, 2008

RESOLVED: that the contract of employment for Mrs S Buxton, be amended to include provision for membership of the Local Government Pension Scheme instead of a gratuity

Minute 157: Group Reports

157.1 Recreation

Youth Initiative – Cllr Coxon reported that the second meeting of the group had taken place on 12th May, 2008. Some key people were not present so it had not been possible to finalise the committee, which now needed to be done as soon as possible. It is hoped a further meeting can be arranged in the next couple of weeks. Mark Koszak had attended and had supervised the young people completing a grant application, which had been successful in securing £2,000 for youth work in Abbots Bromley.

The clerk reported that she had not had an opportunity to write to the Village Hall to seek their written permission for the siting of a youth shelter on the bank between the Village Hall and the basketball court

RESOLVED: a letter be sent to the Village Hall Management Committee asking for their permission to site a youth shelter on the bank between the basketball court and the Village Hall

Buses to Burton – Mark Koszak is trying to bring some pressure to bear through the Uttoxeter Youth Forum to get some transport provided to college. The clerk had established through SCC that there are 29 young people in year 11 and 19 people in year 10 attending Staffordshire schools with post codes beginning WS15 3**. This did include some people from Hill Ridware and Colton and the clerk had now supplied SCC with a definitive list of Abbots Bromley post codes and is waiting for a response.

RESOVLED: the clerk write to Burton College asking them if they can look at the provision of transport from Abbots Bromley stating the number of potential students and pointing out there is no possible access using public transport

Nuttery – Cllr Coxon informed the council that a tree in the Nuttery had suffered some wind damage and required attention

RESOLVED: the clerk request Graham McCulloch attend to the wind damaged tree in the Nuttery

157.2 Village Property

Millennium Green Sign with details of donors – it was reported that graffiti has appeared on this sign

RESOLVED: the clerk contact Graham McCulloch to look at the possibilities for removal of graffiti from the sign

Millennium Green Play equipment – the clerk reported that the graffiti shield had made it possible to remove the graffiti off the play equipment, but that it had required considerable effort.

157.3 Traffic, Parking, Highways

Speedwatch – monitoring has started again. Andy Mason has the permanent signs for the village entrances and it is hoped that these will be erected shortly

Goose Lane ditch – the clerk reported that she had not had an opportunity to follow this up since the last meeting

RESOLVED: the clerk discuss with SCC whether the ditch in Goose Lane can be attended to by the parish council through the lengthsman agreement

Goats Head Parking and general highways issues – at the last meeting it was suggested that Richard Rayson be invited to the June parish council meeting to discuss general highway matters

RESOLVED: that the clerk invite Richard Rayson to the June parish council meeting

Lengthsman Scheme – the clerk reported that notification of the available money for the year to 31st March, 2009 had been received and the value was £1,360. The clerk also reported that in the previous year the full amount had not been spent and claimed back from SCC

Graffiti on pavements – this has now been painted over by Central Networks and is an improvement, although some gunge has been left in the gutter on St Nicholas Way and round the corner. The clerk reported on an email received from Mr Bennet expressing the view that although work had been done to reduce the effect of the graffiti it was still rather unsightly

RESOLVED: the clerk would draw the attention of SCC to this oversight

157.4 Competitions

Nothing to report

157.5 Newsletter

The clerk will purchase Microsoft Publisher 2007 and get it to Cllr Jarman as soon as possible.

RESOLVED: that the Newsletter due out at the end of June/early July will focus on the Youth Initiative and a summary of the annual reports

157.6 Richard Clarke First School

Cllr Coxon reported that the only slightly concerning item was a problem with the floor in the Reception classroom and this was being investigated

157.7 RISES

Cllr Mrs Fox reported that the balance in the RISES fund had been split equally between the junior football and cricket teams and cheques had been issued.

157.8 Village Hall

No report

Minute 158: Correspondence, bulletins and reports

- 158.1 ESBC Housing Renewal Assistance Policy and Homelessness Strategy** – these are both being reviewed and the deadline for comments is 20th June and 16th June respectively.
RESOLVED: the council did not wish to comment on either policy
- 158.2 Staffordshire Playing Fields Association** – invitation to become a member
RESOLVED: the parish council did not wish to take up membership of the Staffordshire Playing Fields Association
- 158.3 SCC and opportunity for mystery customer visit and audit report as part of Service Mark Awards**
RESOLVED: the parish council did not wish to take up a service mark award visit and report
- 158.4 Airtricity** – details of a trip to their closest working wind farm in Dumfries on 14th June, 2008 had been received
RESOLVED: that the parish council did not wish to take up the invitation
RESOLVED: that the parish council had no objection to the display of posters on its noticeboards
- 158.5 Electoral Mandate and Quality Parish Status** – notification has been received through the SPCA of the intention to reduce the electoral mandate requirement to 2/3rds of members. There was a query as to whether this applied at the time of election or at the time of application/re-application for quality status
RESOLVED: the clerk to clarify how the electoral mandate rules work when vacancies have occurred mid term and a council then seeks re-application as a quality parish
- 158.6 Coach and Horses** – the exterior décor is extremely tired and as the village has entered the BKV, this presents a very negative impression
RESOLVED: that the clerk write to the chairman of Punch Taverns and ask if this matter can be investigated and influence be brought to bear to seek a resolution
- 158.7 SCC Strategic Plan** – this has been circulated to members
- 158.8 SPCA Training Strategy** – this has been circulated to members
- 158.9 SPCA Website** – the SPCA has a new website
- 158.10 PACT Meeting** – this has already been dealt with under the clerk's report

Minute 159: Training

- 159.1** The report prepared by the clerk proposing three training sessions through SLCC, CPRE and SPCA
RESOLVED: to support the clerk's application for training comprising the SLCC Regional One Day Conference on 26th June, the SPCA Clerk's Training Day on 16th July and possibly a CPRE Planning Seminar on 14th June. As the costs can be shared with Kings Bromley Parish Council the maximum cost will be £57.50 plus travelling expenses of around £21
- 159.2 SPCA Training** – a list of forthcoming training had been circulated to members

Minute 160: Horn Dance

160.1 Horn Dance – the clerk had received an email from the Mayor asking whether she will be expected to attend the Horn dance this year

RESOLVED: the clerk inform the Mayor that the parish council does not issue invitations to the Horn Dance as it is not run by the parish council, but that she would be most welcome to attend if she chooses to

160.2 Arrangements for Traders – the clerk has still to forward the details to Cllr Jarman

RESOLVED: that the clerk will forward the details to Cllr Jarman who will contact everyone who has had stalls in the past and any new stall holders

Minute 161: Items for Next Meeting

- Richard Rayson re: Highway matters
- Mark Koszak re: youth initiative

Minute 162: Date, time and place of next meeting

RESOLVED: that the next meeting should be held at 7.30pm in the Memorial Room at the Village Hall on Wednesday 25th June, 2008

Prior to the closure of the meeting, Cllr Mrs Fox asked for the thanks of the council to be recorded to Cllr Eatough for his time as both councillor and chairman.

There being no other business, the chairman declared the meeting closed at 10.28 pm

Signed _____

Date 25th June, 2008