

Minutes of the Parish Council Meeting
held on Wednesday, 28th January, 2009 at 7.30 pm
in the Village Hall, Abbots Bromley, pursuant to notice having been given

Present: Cllrs PJ Charles; R Bell; A Elkington; Mrs L Fox; R Mills; Mrs C Veitch (part);
B Waring

In attendance: Mrs S Buxton (Clerk); County Cllr Philip Atkins; Borough Cllr Alex Fox; Steve Bradbury – SCC; Martin Beavis - Eon

Members of the public attending: 4

Apologies: Cllr RSV Jarman – prior engagement
RESOLVED: to accept the apologies of Cllr Jarman

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Minute 244: Public Session

Since the last meeting held to discuss the lights last November Eon has put the first round of shielding on two light fittings. This consists of a 1” band, which has not affected the light readings but has also made no difference to the light shining into the houses. Eon will be trying a second 1” band to see what effect that has next week.

There was a query about some sodium lights which appear to have been installed on the lane approaching the Church but these were confirmed to be unrelated to the present lighting scheme. Mr Wilkinson has emailed Mrs Ray, stating that he had emailed Martin Beavis, but he has not received a reply, but Mr Beavis has not received any email from Mr Wilkinson.

Cllr Fox raised the issue of the lamp standards around the Crown Bank area. The rear lights have been switched off and this has worked. The remaining issue is the height of the posts. The appraisal of the Conservation Area, has commented on the lighting in the Conservation Area, which suggests the area could be enhanced if the style of the lamp standards were changed to something more suitable. Cllr Fox feels that talking to people in the village that generally, with the exception of the shielding issues, the majority of people in the village are happy with the new lighting, and the remaining issue is the lamp standards.

Steve Bradbury from SCC said that if the height of the lamp standards is reduced then more shorter columns would be required.

Cllr Atkins summed up that the choice is four tall lamp standards or more smaller ones, as SCC cannot agree to any further reduction in lighting level on the highway, although the lamp fittings can be changed to a uniform agreed design.

A resident asked a question about what the purpose of the rear lights which have been switched off was, and surely if 8 lamps were installed originally and can be replaced by 4 lamps, isn't the technical information being provided on the scheme open to question?

Cllr Waring pointed out that there were 3 members of the public objecting to the lights at this meeting whilst there are 1800 people in the village.

A resident raised the issue of a street light that was sawn down by someone with a chain saw after they had illegally disconnected the electricity supply three years ago in Seedcroft Lane. Martin Beavis assured the meeting that the light would be replaced shortly at a cost of around £7,000.

Some examples of light fittings were circulated with different fittings for the council to select the chosen fitting for the Crown Green lights

Cllr Fox reported on the Millennium Green

He has received guidance from the Planners, they would be predisposed to giving planning permission but the design would obviously be important.

The MG was set up with a significant grant from CA, and the grant to the area, is for a green for everyone and in particular for young people to enjoy.

The trustees would need to approve it and then get permission from the English Partnership to put any structure up, exceeding 300m², including what is already there (play equipment, benches and path ways.

The MG and the Village Hall were built after extensive consultations and with public money, there would have to be village consultation as to whether the village wants a youth shelter on the MG.

Cllr Fox reported on the PACT meeting which took place last week. He asked the parish council to think about it as it is a police initiative supported by local authorities and major funding agencies, and a way of working with local communities. If it is not supported then it may be lost and then there would be no opportunity to restart the scheme.

Normal business resumed at 8.12pm

Minute 245: Minutes of the Previous Meetings

RESOLVED: that the minutes of the meeting held on 26th November, 2008 be signed as a true and correct record after the addition of the words "in" and "and" into minute 227.7 "RISESThe Clerk reported that the cheque issued to the Junior Football Club earlier in the year and had never been presented"

RESOLVED: that the minutes of the meeting held on 7th January, 2009 be signed as a true and correct record

Minute 245: Declaration of Interests

None

Minute 246: Matters arising and matters of report

246.1 Junior Football Club – Cllr Jarman had reported to the clerk that the meeting with the school had gone well and the main focus from the Football Club was for the 16+ team but the under 8's, under 9's and under 12's would also be part of any initiative. If successful an arrangement could be in place for next season. Cllr Alex Fox is investigating whether planning permission for change of use would be required

246.2 Provision of coffee at meetings – this was a suggestion put forward by Cllr Elkington at the last meeting for consideration.

RESOLVED: Cllr Mrs Veitch will investigate the feasibility of providing coffee at meetings and report back

- 246.3 Conservation Area Appraisal** – the Abbots Bromley Conservation Area Appraisal has recently been undertaken by consultants on behalf of ESBC. All councillors had received details of the link to access the document on the borough council website. Concern was expressed that the display on the appraisal of the Conservation Area had made no reference to the proposed Wind Farm, but that the press has picked up from the appraisal that the consultants had endorsed the Wind Farm.
RESOLVED: that the clerk will investigate why this has happened as the council believes it to be inappropriate reporting.
- 246.4 Update on electronic planning applications** – it is now a year since ESBC first asked parish councils to consider this, during which time the clerk has notified councillors of the link to access planning applications once they are received. Councillors have found it useful to receive a link to planning applications and generally have been able to look up everything they have needed for planning applications.
- 246.5 PACT Meeting** – the last meeting took place on 20th January, 2009, Cllr Charles confirmed that it was a poorly attended meeting although the publicity had been rather confusing about the date
- 246.6 School Bus** – SCC had been asked to investigate the problems being encountered when the school bus from Uttoxeter stops close to the junction of Lichfield Road and Ashbrook Lane in an afternoon. Cllr Elkington did not appear to have received the emails from the clerk on this matter.
RESOLVED: the clerk will contact SCC. The problem is that the bus stops between the bend of the Coach and Horses and the top shop on the shop side and several children are getting off and having to cross the road, which is very busy and quite dangerous in order to walk home. The problem is heightened by the fact that the bus stops close to the junction of Ashbrook Lane and the exit from the Girls School. An alternative would be for the bus to stop close to the Girls School Chapel where the children could use the zebra crossing to cross the road.
- 246.7 Christmas Tree**
RESOLVED: the clerk to write to Mr Brandrick and thank him for the Christmas Tree and for assisting with putting up the tree
- 246.8 MIND** – Cllr Mrs Fox has spoken to a representative of MIND about the AB group. It is very much a viable group in the village and the cheque can be sent asking for it to be used to support work in Abbots Bromley.
- 246.9 Clerk's log** – no other matters to discuss

Minute 247: Planning

247.1 Applications

587 - PA/20488/017/CEH: Port Fields, Port Lane, Abbots Bromley: Erection of a replacement dwelling

Received: 14/01/09 Due: 12/02/09

Parish council response: the size of the development is excessive; access to basement is only external: the supporting papers make reference to a main sewer which the council does not believe runs close to the property; there is inadequate access off the lane for the traffic which a development of this size will generate and poor visibility as the access is close to a bend. Could the development be a commercial rather than domestic one? Has adequate provision for foul water drainage been made? If this was an existing dwelling would planning permission have been granted as a straight replacement?

RESOLVED: the clerk to notify the above response to East Staffordshire Borough Council

247.2 Decisions

Agreed

547 - LE/01349/007: Radmore House, Radmore Wood: Application for a certificate of lawfulness for the continued use of land for domestic garden and the retention of the

access and entrance gates

556 - RM/24590/008/CEH: Woodland Barn Nurseries, Heatley Lane, AB: Reserved matters application for the erection of a detached agricultural workers dwelling, including details of siting, design, scale, access and landscaping

583 - HO/01695/014/AG: York House, Radmore Wood, Abbots Bromley: Alteration of existing detached garage for use as additional living accommodation

584 - LB/23886/002/CEH: Church View Farm, Goose Lane, Abbots Bromley: Re-pointing of the gable ends on the north and west elevation and chimney

Refused

581 - PA/18382/012/CEH: Woodland Barn, Lichfield Road, Abbots Bromley: Erection of two detached dwellings

247.3 Other Planning Matters

Wind Farm – the clerk reported that at present ESBC are waiting for further information from the applicant, which was expected by the end of December and is now due by the end of January. The report in the Lichfield Mercury on 22nd January, 2009 referring to consultants employed by ESBC which mentions the wind farm, is not directly related to the application for a wind farm, but is related to the appraisal of the conservation area in Abbots Bromley. The appraisal of the conservation area is dealt with elsewhere on the agenda.

Minute 248: Financial Matters

248.1 Finance Report 1st November, to 31st December, 2008

RESOLVED: that the report prepared by the clerk be signed by the chairman

248.2 Payments made since the last meeting

None

248.3 Payments to be made

RESOLVED: that the following payments be made:-

<i>Vch/Chq</i>	<i>Payee</i>	<i>Amount</i>	<i>Details</i>	<i>Powers</i>
59/967	Mrs S Buxton	409.06	Salary and taxable exps	LGA 1972 s.112(2)
59/968	SCC	91.10	Pension contributions	LGA 1972 s.112(2)
59/969	Mrs S Buxton	51.40	Other expenses	LG(FP)A 1963 s.5
TOTAL		551.56		

248.4 Receipts

RESOLVED: to note the following receipts

<i>From</i>	<i>Amount</i>	<i>Details</i>
SCC	375.00	Grant towards new walk leaflet

248.5 Completion of Audit to 31st March, 2008

An unqualified audit report has been received from the Audit Commission and the clerk will now make arrangements to advertise the completion of the audit in line with the Accounts and Audit Regulations 2003

248.6 Horn Dance Books

RESOLVED: that the clerk will make arrangements to order 500 copies of the Horn Dance book from Mattprint in Rugeley at a cost of £226.00 for 250 copies

Minute 249: Group Reports**249.1 Recreation**

- **Site for Youth Shelter** – Cllr Mrs Veitch reported that those involved in the youth project now needed to explore a site for the shelter within constraints laid down by trustees and to settle on a suitable design
- **Consultation on the provision of a shelter** – this will need to be done as it is a condition of the grants which provided the Millennium Green
RESOLVED: that the parish council would consult residents on the provision of a youth shelter through the next edition of the newsletter
- **East Staffs Play Committee** – the clerk reported on an approach she had received from the East Staffs Play Committee to attend a parish council meeting, and an invitation which was being sent for a play conference early in March.
RESOLVED: the clerk will seek more information on the work of the East Staffs Play Committee and the forthcoming conference as there is no point them attending a parish council meeting if their work is not relevant to Abbots Bromley

249.2 Village Property

- **Streetlighting** - the issues surrounding the lights had been discussed at some length during the public part of the meeting. The parish council had received replies from both English Heritage and CPRE. The first referred the council to their publications which had been circulated to members and CPRE enclosed copies of correspondence with the county council. They also referred to their campaign some years ago to get all telephone wires above ground removed from the village centre, which are still there!
RESOLVED: that the four lamp standards on and around Crown Bank will be fitted with single headed Cascade fittings, like the one in front of The Crofts at present and that the cost of this will be met by SCC. In addition, the ongoing shielding experiment will continue and SCC and Eon will report back to the parish council in due course. This is being funded by a grant of £922 from the Local Members' Initiative through Cllr Atkins
- **Telephone lines** – much of the correspondence from CPRE refers to their “successful” campaign some years ago to get the overhead telephone wires put underground. However, overground cables still exist around the Crown Green
RESOLVED: the clerk will approach BT to see if it would be possible to have all the cables in the village centre put underground.
- **Property Labels/signs** – the clerk reported that she had approached three companies for quotes but had only received one reply by the deadline. It has proved to be more expensive than first thought. An alternative material of plastic which looks like metal was considered.
RESOLVED: that Cllr Mills will enquire about plastic plaques as an alternative and that the clerk will supply details of the specification so that he any quote will be on the same basis
- **Goose Lane land** – the clerk has instructed the solicitor to make further enquiries regarding the possibility of registering the title of the land
- **Christmas tree** - the chairman reminded members that at some point in the future the council would need to consider if they wished to use the existing planted tree for the lights and not put up a temporary tree
- **Church floodlights** – the chairman reported that two of the floodlights (through the Church gate immediately on the right, lights one and three) have failed and they need to be inspected and a quote obtained for their repair.
RESOLVED: the clerk will contact Bromley Electrical to advise on the lights and provide a quote for their repair.

- **Cedar Cottage** – it was reported that the property and its surrounds are in a very poor state. It is believed that ESBC has successfully prosecuted someone for an untidy garden, but it is not known if this was a privately owned property or not
RESOLVED: *the clerk to speak to ESBC if there is any action which can be taken to get the condition of this property improved.*

249.2 Traffic, Parking and Highways

- **Buttercross** – the clerk has reported this to SCC for their attention
- **A boards on Crown Bank** – the clerk reported that the A boards were removed by SCC as they were causing a nuisance. The owners can put them out as long as they are on the pavement, against the wall of their property and they leave 1.5m of clear footway for pedestrians
- **Pinfold Lane** – the clerk reported that she had received a complaint regarding the state of Pinfold Lane, both pot holes and damage to the verges
RESOLVED: *that the clerk discuss this matter with Cllr Philip Atkins*
- **Road Name** – there is no name plate for Glass Lane at the Hoar Cross end
RESOLVED: *the clerk to contact ESBC to request that a road name sign be installed at the Hoar Cross end of Glass Lane*
- **Nursery in Goose Lane** – they take the children to and from school each day and find that it is very difficult to cross the road. The Nursery has asked if there might be any possibility of having a zebra crossing installed, close to Church Lane
RESOLVED: *the clerk to speak to SCC re: the recruitment of a new lollipop man and possible advertising in the next edition of the Bromley Bulletin*
RESOLVED: *the clerk to speak to SCC as to the viability of another zebra crossing in Abbots Bromley close to Church House*
- **Commercial vehicles** – it was report that HCVs can only get out of Lichfield Road into Ashbrook Lane by crossing over on to the other side of the road and traversing the pavement.
- **Speedwatch** – it was reported that the scheme is now up and running again, although a few more volunteers would make it easier to organise regular monitoring
- **Community Gangs** – no additional items to report this month

249.3 Competitions

- **BKV Competition** – Cllr Mills took the details for this year's competition

249.4 Newsletter

Cllr Jarman had reported to the clerk that he believes that due to the lack of articles at present the end of February is a realistic date to aim for. He suggests that he include an article on waste collection from the Crown car park, particularly with the arrival of the new blue bins for recycling and an update on the wind farm application following the report in the Lichfield Mercury which indicates that consultants employed by ESBC support the building of a wind farm. The clerk reported she had an article from the headteacher at the Richard Clarke First School. Other articles to be provided were as follows:- the Youth group – Cllr Mrs Veitch and the clerk; PACT – Cllr Mrs Fox; RISES – Cllr Mrs Fox; Parish Assembly – the clerk; Speedwatch – Cllr Waring; the Village Hall – an approach to be made to Mr King.

RESOLVED: *that the deadline for articles be set at 15th February, 2009 to allow for distribution at the end of the month.*

249.5 Richard Clarke First School – the clerk has received an article for the next bulletin

249.6 RISES – concern was expressed that the bins always seem to be full

RESOLVED: *that Cllr Mrs Fox will try to arrange for more frequent emptying of the bins.*

Cllr Mrs Fox reported the following:-

- a new cheque had been issued to the Junior Football Club, but to date no acknowledgement had been received

- ESBC have not sent out the last round of RISES cheques due to a re-organisation within their office
- A letter has been received from Mrs Ferguson suggesting that the area around the skips on the Crown Car Park be cleaned up. Cllr Mrs Fox has spoken to Mrs Ferguson and explained that the parish council has no jurisdiction over the area as it is private land
- The Scouts have sent a card to say "thank you" for the donation towards the works on the Scout Hut

249.7 Village Hall – Cllr Mrs Fox reported that a good profit is being made and the hall is well used, and the most immediate issue is to find a chairman to take over at the AGM

249.8 Millennium Green – the clerk reported that the seeking of legal advice from NALC is still ongoing and she is waiting to hear from ESBC regarding the sealing of documents

Minute 250: Correspondence, Bulletins and Reports

250.1 SCC – Local Education Authority Governor for Richard Clarke First School

RESOLVED: that the council did not wish to make a nomination for an LEA governor at Richard Clarke First School

250.2 SCC – Consultation on Local Bus Service –no change is planned to the buses through Abbots Bromley

250.3 SPCA Power of Wellbeing – the clerk reported that this came into force on the 1st January, 2009 although it has not yet been launched. There are a number of conditions attached to its use including the need for 80% of councillors to be trained

250.4 ESBC – Add an event form

RESOLVED: that the clerk should include the Horn Dance on the ESBC Add an event form

250.5 ESBC – Recycling developments- blue bins for the recycling of plastic, tins, glass and cardboard are currently being introduced and there will be changes to the arrangements for collection of domestic waste from 1st April. The clerk has forwarded details of a series of roadshows to councillors

250.6 Community Council – Diary of Village Events and Festivals

RESOLVED: that the clerk should include the Horn Dance for the Diary of Village Events and Festivals

250.7 Training – details of SPCA training had been circulated to members

250.8 Enquiry from Mr Moffatt who has a series of documentaries – In Search of Ancient Britain which include reference to the Horn Dance, asking if the parish council would include a link on their website to acquire copies of the DVD

RESOLVED: that the parish council did not wish to include a link to the In Search of Ancient Britain website

Minute 251: Freedom of Information Act and Publication Scheme

The report prepared by the clerk was considered

RESOLVED: that the parish council adopt the model publication scheme

RESOLVED: the council approve the guide to information for the publication scheme as prepared by the clerk and attached to these minutes

RESOLVED: that the charges for information requests should remain the same at 50p per sheet and £5 for non-routine enquiries taking longer than 15 mins

Minute 252: Jubilee Cup

The council discussed nominations for the Jubilee Cup.

RESOVLED: the chairman would approach the two people nominated to ensure their willingness to be awarded the cup

Minute 253: Co-Option to Parish Council Vacancy

The clerk reported that two enquiries had been received regarding the vacancy but only one applicant had followed this up with a written expression of interest. A secret ballot was held.

RESOLVED: that Mrs Karen Johns be co-opted on to the parish council and the clerk would make the necessary arrangements

RESOLVED: the clerk would write to Mr David Eatough and thank him for expressing an interest in the council

Minute 254: Agenda Items for Next Meeting

- Lengthsman scheme
- Arrangements for Parish Assembly
- PACT

Minute 255: Date and Time of Next Meeting

RESOLVED: that the next meeting of the parish council be held on Wednesday, 25th February, 2009 at 7.30pm at the Village Hall

There being no other business the chairman closed the meeting at 10.10 pm

Signed _____

Date 25th February, 2009

Abbots Bromley Parish Council: Publication Scheme – Guide to Information

Introduction

The Freedom of Information Act 2000 gives a general right of access to all types of recorded information held by public authorities including Parish Councils. The act sets out exemptions from that right and places a number of obligations on public authorities. Any person who makes a request to a public authority for information must be informed whether it holds that information and, subject to exemptions, supplied with that information.

The act adds to existing rights under the Data Protection Act 1998 which gave individuals the right of access to information about themselves. For Parish Councils, the Freedom of Information Act extended this right to allow public access to all types of information held.

On 1st January, 2009 a new model publication scheme came into force which applies to all public authorities. Abbots Bromley Parish Council adopted this model publication scheme. The purpose of this document is to describe the classes of document available and the costs for providing them. Items marked * are available on the web pages and can be reached starting from the Parish Council introduction page at www.abbotsbromley.com/pc

Requests for information

Requests for information must be made by email to:- parish.council@abbotsbromley.com or in writing and should be sent to:- The Parish Clerk, Abbots Bromley Parish Council, Four Oaks Farm, Hadley End, Yoxall, BURTON ON TRENT, DE13 8PF

Options

Where documents are not already freely accessible on the web pages, copies may be purchased or original documents viewed by appointment

Charges

The following charges have been set:

- 50p per A4 sheet for paper copies
- £5 enquiry fee for any non-routine enquiry taking longer than 15 minutes

Information available

The remainder of this document outlines the classes of information covered by the scheme.

CORE CLASSES OF INFORMATION FROM THE MODEL SCHEME

1: Who are we and what do we do?

- Members' of the parish council*
- Contact details for the Parish Clerk, including location of Council premises and accessibility*
- Contact details for Council Members
- Staffing structure

2: What we spend and how we spend it?

- Audit Commission Annual Return – *limited to the last financial year*
- Precept Request and finalised budget – *limited to the last financial year*
- Borrowing approval
- Financial Regulations*
- Grants given and received
- Current contracts awarded
- Business Risk Assessment

3: What are our priorities?

- Current contracts awarded
- Parish Plan*
- Annual Report* - *limited to current and previous year*
- Quality Status

4: How we make decisions?

- Timetable of Council Meetings*
- Agendas of Council Meetings* - *limited to the forthcoming/immediate meeting*
- Minutes of Council Meetings* – *limited to the last 2 years and excluding information that is properly regarded as confidential to the meeting*
- Responses to Planning Applications
Exclusions – Copies of planning consultations, the Development Plan, Structure Plan, Local Plan and Rights of Way/Footpath maps, all of which are available from the local planning and/or highway authority respectively
- Responses to Consultation Papers

5: Our policies and procedures

- Procedural Standing Orders*
- Delegated authority – *contained in Procedural Standing Orders*
- Code of Conduct
- Policies and Procedures – to include Equality and Diversity Policy; Health and Safety Policy; Recruitment Policies; Policies/procedures for requests for information; Complaints Procedure; Information security/data protection policy; Records management policies

6: Lists and Registers

- Any publicly available register or list
- Asset register
- Register of Members' Interests
- Register of gifts and hospitality

7: The services we offer

- Provision of play equipment
- Maintenance of Millennium Green
- Open spaces
- Seating, litter bins, bus shelter
- War Memorial

Exclusions – all commercially sensitive information e.g. quotations and tenders, loan documentation and insurance policies. With regard to quotations and tenders, this information is treated as confidential to ensure that the whole tender process is fair i.e. if tender information is released to a third party prior to the end of the tender period those who initially submitted tenders could be undercut and/or unfairly disadvantaged.