

ABBOTS BROMLEY PARISH COUNCIL

Minutes of the Parish Council Meeting

Held on Wednesday, 27th May, 2009 at 7.30 pm

In the Village Hall, Abbots Bromley, pursuant to notice having been given

Present: Cllrs R Bell; A E Elkington(Part); P J Charles; Mrs D L Fox; R S V Jarman;
Mrs K M Johns; R W Mills; Mrs C Veitch

In attendance: Mrs S Buxton (Clerk)

Members of the Public Attending: None

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18. Election of Chair & Completion of Declaration of Acceptance of Office

RESOLVED: that Cllr R S V Jarman be elected chairman for the ensuing year. This was proposed by Cllr Charles and seconded by Cllr Bell.

Cllr Jarman completed the declaration of acceptance of office.

Cllr Elkington arrived

19. Election of Vice Chair & Completion of Declaration of Acceptance of Office

RESOLVED: that Cllr R Bell be elected vice chairman for the ensuing year. This was proposed by Cllr Charles and seconded by Cllr Mrs Fox.

Cllr Bell completed the declaration of acceptance of office.

20. Apologies

Borough Cllr A Fox

21. Public Session

There was no public session.

22. 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 Mrs Johns.

23. Appointment of Working Group Members and Council Representatives

RESOLVED: that the following appointments be made for the forthcoming year.

WORKING GROUPS

Recreation	Cllrs Elkington; Mrs Veitch; Charles
Village Property	Cllrs Mills; Charles; Karen
Traffic/parking/highways	Cllrs Elkington; Mrs Fox; R Mills
Finance	Cllrs Elkington; Mrs Fox and Mrs Veitch
Competitions	Cllr Mills

The Chairman and Vice Chairman are ex officio members of the above working groups

OTHER APPOINTMENTS

Newsletter	Cllr Jarman and Cllr Mrs Johns (Editors); Cllr Elkington (Distribution)
Richard Clarke School	Mr S Coxon
RISES	Cllr Mrs Fox
Village Hall	Cllr Mrs Johns
Almhouses	Cllr Jarman
Finance Officer	Cllr Mrs Veitch
MG	To be discussed at a later date
United Charities	Cllrs Charles; Elkington
Crime and Social Issues	Cllrs Charles; Mrs Johns
Planning	All councillors
Fairtrade	Cllr Charles

24. Minutes of the last meeting

RESOLVED: that the minutes of the meeting held on 29th April, 2009, be signed as a true and correct record after the correction in the spelling of Mr McCulloch's name in minute 7.ii on page 4

25. Declaration of Interests**i. Declaration of interests for this meeting**

None

ii. Review of Register of Members' Interests

The clerk reminded members that if their entry on the Register of Members' Interests changes at any time they are required to record that change to ensure that the Register remains up to date

26. Matters of Report**i. Computer operating systems of Councillors**

Some councillors had experienced difficulties in opening files sent by the clerk
RESOLVED: that all councillors would let the clerk know what operating system they are using on their own PCs and inform the clerk if they cannot open future attachments

ii. Parish Surgery

Cllrs Elkington and Charles had attended the surgery last Saturday but no members of the public dropped in

The councillors running the surgeries for the remainder of the year were confirmed as:-

25th July – Cllr Mrs Fox

26th September – Cllr Bell

21st November – Cllr Charles

RESOLVED: *that councillors running the surgeries for 2010 would be discussed at a later date*

- iii. **PACT Meeting 20th May, 2009** – this meeting focused mainly on youth matters and some problems relating to litter and the take away service available from the Royal Oak. The police had sent a letter with some ideas/suggestions/conditions relating to a possible Youth Shelter in Abbots Bromley
- iv. **School buses** – the clerk reported that SCC were now notifying parents and the change in the bus stop from the junction of Lichfield Road and Ashbrook Lane to nearer the Buttercross will be operational from 1st June, 2009
- v. **Parish Council Vacancy** – the clerk reported that the notice of the vacancy is currently on display in the village and ESBC will know on 1st June, whether an election has to be called.

RESOLVED: *that in the event of an election not being called the clerk will arrange for notices to be displayed inviting anyone interested in serving on the council to contact her prior to the June meeting when a co-option can be made*

- vi. **Parish Assembly Follow Up** – the following issues were raised at the Parish Assembly
- **HCV traffic** – Cllr A Fox had reported that this had been discussed at ESBC
 - **20 mph limit** – Cllr A Fox reported that SCC will be looking at this after the election with a view to putting 20 mph speed limits around schools
 - **Tractors** – Cllr A Fox had agreed to raise this at ESBC
 - **Timing** – for the second year running there had been confusion over the timing of this meeting

RESOLVED: *that for 2010 the Parish Assembly will commence at 7.30 pm. This was proposed by Cllr Charles and seconded by Cllr Elkington*

- **Format of Meeting** - A discussion took place on the format of the meeting and the fact that it is often so short and not well attended. An outside speaker may be one option, but Tutbury's Parish Assembly this year had had an outside speaker and the attendance was no better. A suggestion was to have someone from the local authority to speak on the relationship between parish, borough and county councils.

RESOLVED: *to discuss the Parish Assembly in the autumn to allow enough time for planning next year's meeting.*

- vii. **Cedar Cottage** - the clerk reported that ESBC has written to the solicitors for the owner and asked them to attend to the broken windows, roof repairs, repainting of the exterior and cutting back of the vegetation. Cllr Mills reported that all the downstairs windows have now been boarded up and that Mrs Manners is believed to be a key holder in the village.
- viii. **Mr Hareford bench** – the school would be happy with the installation of the bench on the Buttercross side of the road and would like to progress the project. SCC need to hold a site meeting before a licence can be issued for the installation of the bench

RESOLVED: *that the clerk arrange a site meeting between SCC, the school and some councillors to agree the final position for the bench*

27. Planning**i. Applications Received**

597 – HO/20074/007/AG: Hall Hill, Hall Hill Lane, Abbots Bromley: Erection of a replacement boundary wall. Received: 6/5/09; Due 27/5/09;

Response: the parish council has no objection to this application

598 – HO/15296/010/EW: Moors Farm Cottage, Radmore Lane, Abbots Bromley: Erection of a part two storey, part single storey side extension.

Received: 9/5/09; Due: 27/5/09

Response: the parish council has no objection to this application

599 – TN/18945/022/EW: Bromley House, Uttoxeter Road, Abbots Bromley: Crown reduction and lopping of overhanging branches and one Yew tree.

Received: 18/5/09; Due: 29/5/09.

Response: the parish council has no objection to this application

RESOLVED: that the clerk will notify the above responses to East Staffordshire Borough Council

ii. Decisions**Agreed**

534 – PA/17519/006: Radmore Fields Farm, Radmore Lane, Abbots Bromley:

Erection of an agricultural building to form livestock and machinery store

582 – CO/01511/002/AG: Overhead line, Near Birchwood House, Hoar

Cross: Proposed overhead line

592 – LB/32359/002: Mount Pleasant Farmhouse, Bromley Hurst, Abbots Bromley:

Erection of a conservatory to the rear elevation and a porch to the side elevation and erection of replacement 1.1 metre high front boundary wall and 1.4 metre high brick pillars

593 – HO/32359/001: Mount Pleasant Farmhouse, Bromley Hurst, Abbots Bromley:

Erection of a conservatory to the rear elevation and a porch to the side elevation and erection of replacement 1.1 metre high front boundary wall and 1.4 metre high brick pillars

iii. Electronic Consultation on Planning Applications – the clerk reported that there is nothing further to report on this following the last meeting and ESBC will begin operating this way shortly

iv. Other Planning Matters – Wind Farm – there was a discussion on how long it would be before the application would cease to be current, if the applicant doesn't send the requested information to the borough council

RESOLVED: that Cllr Mrs Fox will obtain an update from her husband on the current situation with regards to the Wind Farm for possible inclusion in the next Bulletin

28. Financial Matters

i. Finance Report to 30th April, 2009 – the clerk tabled a new style financial report, which has the payments and receipts of the last month, along with a budget versus actual monitoring report. She will be developing if further over the next month or so to include a summary of balances page.

RESOLVED: that the accounts to 30th April, 2009 be signed by the chairman. This was proposed by Cllr Mrs Veitch and seconded by Cllr Bell

29. Change of Order of Business

RESOLVED: that the item on parish council insurances be discussed next

30. Financial Matters Continued

- ii. **Insurance** – the council discussed the costs of insurance and the possibility of looking at other companies in the future, although it was acknowledged that parish councils were a limited market. The insurance paid in the last three years was as follows:-

1st June 2006 £1,141.57

1st June 2007 £1,434.36

1st June 2008 £1,444.36 – this is when the discount of 5% was applied for a long term undertaking

The renewal costs for 1st June, 2009 are £1,553.04

The covers included in the policy were discussed at some length

RESOLVED: to review the insurance cover in the autumn when other companies could be approached to compare to the present policy prior to renewal next year

RESOLVED: that the clerk will write to Allianz and request an explanation of the increase in costs for this year's renewal

RESOLVED: that the current policy be renewed on the same terms. This was proposed by Cllr Charles and seconded by Cllr Elkington

- iii. **Payments since last meeting**

None

- iv. **Payments to be made**

RESOLVED: that the following payments be made:-

Vch/Chq	Payee	Amount	Details	Powers
10/993	Mrs S Buxton	416.79	Salary and taxable expenses	
10/994	SCC	90.99	Pension contributions May 09	
10/995	Mrs S Buxton	43.03	Expenses	
11/996	Post Office Ltd	13.70	Outstanding PAYE/NI at 31/3/09	
12/997	CPRE	29.00	Subscription	Not paid
13/998	Allianz	1553.04	Renewal of insurance 1/6/09	
14/999	G McCulloch	296.00	2 grasscuts	
15/000	R Mills	18.00	Bulb for church floodlight	
16/001	SPCA	10.00	East Staffs Area Committee	Not paid
17/002	R Mills	16.49	Book tokens and cards for BKV	
	TOTAL	2477.04		

RESOLVED: that the council will not renew its subscription to CPRE this year and that the clerk will find out what the SPCA East Staffs subscription is for prior to consideration of the renewal.

RESOLVED: to note that the following cheques have been cancelled

Vch/Chq	From	Amount	Details
68/980	AB Youth Group	82.46	Insurance
08/991	S Buxton	15.00	BKV Book tokens
	TOTAL	97.46	

- v. **Receipts**

The following receipts have been received:-

Date	From	Amount	Details
20/4	ESBC	463.78	RISES
30/4	ESBC	10050.00	Precept
	TOTAL	10513.78	

- vi. **Clerk's Pension**

The clerk reported that the employers contribution rate had increased on 1st April, 2009 from 12.7% to 13.8%

RESOLVED: that this be noted and implemented

vii. Health and Safety Training

The clerk reported to the council that Health and Safety is one area where the council is possibly falling short of it's obligations (risk assessments for individual activities/contractors; health and safety policy) and an area in which she feels her knowledge is limited. The SLCC are running a Health and Safety and Risk Management Course locally at a cost of £95.

RESOLVED: *that the council will support the clerk's attendance at the Health and Safety and Risk Management Course and meet half of the cost of attendance*

viii. Charles Arnold Baker – Local Council Administration

The clerk reported that the council's present copy of Local Council Administration (6th edition) is now several years old and does not cover a considerable amount of new legislation. There is currently an offer available to SLCC members giving a 25% discount, making the cost £53.60

RESOLVED: *that the council purchase the 8th edition of Charles Arnold Baker's Local Council Administration at a cost of £53.60.*

ix. Risk assessment

Members had received a detailed risk assessment with the papers for the meeting, but not everyone had considered it in detail.

RESOLVED: *that the report would be discussed at the June meeting after members have had the opportunity to consider the report in detail*

RESOLVED: *that the Village Property Group and the clerk will arrange to inspect the council assets prior to the next meeting*

31. Group Reports**i. Recreation**

- **Youth Shelter site** – nothing to report to be carried forward
- **Youth Shelter consultation** – to be carried forward
- **Football Club and pitches** – Cllr A Fox has met with the Headmistress and the Bursar from the Girls School, and he is quietly hopeful of a successful outcome
- **Millennium Green Play Equipment** – Cllr Mrs Veitch has met with a representative from SCC regarding Playbuilder funding for revamping the play equipment on the Millennium Green. She has put in a Register of Intention Form for a grant and if successful a full grant application will be required before November. Playbuilder is a very specific fund of money which supports innovative and adventurous play. The officer from SCC also supplied details of other grant sources for young people. The clerk is attending a Playbuilder Conference in June for applicants to the scheme.
- **Mobile Youth Unit** – they have experienced staffing problems so a visit to the village is still awaited. Cllr Mrs Veitch has asked them to let her know when they will be visiting and where they intend to park

ii. Village Property

- **Property Lables/Signs** – the plaques are to made of composite with two thin layers of metal enclosing thin plastic. The lettering will be cut in. The plaques will have adhesive backs but can also be screwed on. They will be numbered sequentially to allow easy identification of assets. They come in a range of colours. The cost will be £145 plus VAT for 40.

RESOLVED: *the clerk will check the number of plaques required*

RESOLVED: *that the finished plaques will be "gold" coloured*

RESOLVED: *the clerk will prepare a formal order for the goods and forward this to Cllr Mills*

- **Land at Goose Lane** – the clerk reported that there had been some confusion between the council and the solicitors, but that the solicitors are now contacting the Official Solicitor to see if they have any old records relating to this land
- **Allotment Royal Oak** – Cllr Jarman has not had an opportunity to visit the tenant to discuss the use of the allotment since the last meeting. Mr Choudhury has been trying to contact Cllr A Fox, but it is not absolutely sure what his concern is – possibly the take away service and complaints regarding letter
 - **RESOLVED:** *that Cllr Jarman will discuss the use of the allotment with Choudhury and report back to the next meeting*
 - A brief discussion on the suitability of the allotment for a youth shelter and the possible problems (closeness to residential properties; closeness to a public house; access and fencing) took place
- **Church Lane Floodlights** – Cllr Mills has now completed the repairs to the lights which are now fully operational
- **Noticeboards** – the clerk reported on problems with the noticeboards at the Goose Lane bus shelter and on the wall at the rear of the Goats Head. On the bus shelter, the plastic panels on the back of the bus shelter are dirty and some are coming away from their housing and the noticeboard is so full that people are placing notices all over the bus shelter, whilst on the wall the noticeboard is always full and is so hard that it is very difficult to attach notices anyway.
 - **RESOLVED:** *that the Village Property group will look at the noticeboards when inspecting the village assets with a view to the possible installation of new noticeboards*

iii. **Traffic, Parking and Highways**

- **Weight restriction** – SCC had informed the clerk that SCC has recently undertaken a road hierarchy review to check categories of road are still correct for the size and volume of traffic they now carry. The review looked at various issues, including HCV usage, local industry and links to other areas. The review concluded that both the B5014 and B5234 in Abbots Bromley are correctly classified and will continue to be part of the 'A' and 'B' road network and as such will attract considerable volumes of HCV traffic. Weight restrictions need careful policing to ensure they are not abused and this is done by Trading Standards. SCC are also looking at a speed policy review at present and this is an opportunity for the parish council to feed their concerns into this process. This review will be completed in 2011. Richard Rayson will feed the parish council comments into this review and update the parish council as the review progresses
 - **RESOLVED:** *that Elkington and the Traffic, Parking and Highways group will meet to discuss the compilation of a portfolio of photographs, incident reports and resident views to support the council's request for action regarding traffic issues in the village*
- **Speed Review** – this was covered by the speed policy review in the previous point
- **Pedestrian Crossing** – SCC are going to carry out an assessment as to whether a pedestrian crossing is appropriate around the top of Church Lane.
 - **RESOLVED:** *the clerk to clarify that the Walking Bus is for children attended the before and after school club at the Nursery who are then walked to school. They used to cross with Mr Hareford near the Buttercross, but are*

finding this very dangerous now and feel that the top of Church Lane is a better crossing point

- **ESBC Bin Collections** – the clerk reported that ESBC will look at their bin collection schedules with a view to avoiding the area around Schoolhouse Lane between 8.30 am and 9.15 am in the morning. They will do what they can to re-arrange their schedules, but the options in Abbots Bromley are limited and problems seem to occur wherever they are emptying bins.
- **Footpath from Salter Grange to the Village Hall** – SCC has confirmed that this is private and is therefore not a public right of way nor does it fall under the maintenance obligations of SCC
- **Goose Lane Ditch** – SCC are going to arrange for this to be piped
- **Pinfold Lane** – SCC are to arrange for the potholes and verge damage to be inspected
- **Seedcroft Lane Passing Places** – SCC are going to reinstate the passing places with recycled material. Concern was expressed that this work is done on the passing places not private gateways
RESOLVED: that the clerk will speak to SCC regarding this matter and ask them to speak to Cllr Mrs Johns if there is any confusion over the location of the passing places
 The passing places also need signs installing for identification purposes
RESOLVED: that the clerk will request SCC install the necessary passing place signs too
- **Parking around the Goats Head** – SCC are happy to meet councillors to discuss this issue, but feel that the options are limited to double yellow lines. The council is concerned that double yellow lines would be applied throughout the village, not just in the vicinity of the Goats Head
RESOLVED: the clerk will clarify with SCC whether double yellow lines can be put in around the Goats Head area only
RESOLVED: that a meeting be arranged between the Traffic, Parking and Highways group and SCC to discuss parking around the Goats Head. (This can be done at the same time as the meeting over the bench in memory of Mr Hareford)
- **Seedcroft Lane lamp post** – this has now been reinstalled and is working
- **Seedcroft Lane Drains**
 - **Drain 1 by Post Box** – SCC will be arranging for one of their teams to take the verge back to unblock the drain
 - **Drain 2 on approach from Goose Lane** – there is a blocked drain which means that water floods across the road
RESOLVED: the clerk will ask SCC to attend to this drain to prevent the flooding problems currently experienced
- **Seedcroft Lane Verge by the Post Box** – SCC has agreed the parish council can keep this verge mown and then charge the mowing back to SCC as part of the annual charge (which does not cover the full cost)
RESOLVED: the clerk will obtain a quote from Mr McCulloch for the addition of this verge to the mowing schedule and then report to the next meeting with details of the allowable recharge to SCC
- **Lighting on Lichfield Road** – the clerk reported that Eon will not be doing any work on the Lichfield Road lighting within the next 8 – 10 years. Any work done will be to address specific problems such as breakdowns
- **Crown Inn Car Park** – Ms Plant had reported the nuisance caused by the location of the recycling bins and the youngsters who like to play around them and has asked what the parish council can do? This is a difficult

situation as the parish council has no jurisdiction where parents are not ensuring that their children are playing out without causing distress to others.

- **Community Gangs** – there are no new items. The metal fencing reported at the last meeting is on Ashbrook Lane at its junction with Pinfold Lane and the Hoar Cross Road, not on Lichfield Road as reported by the clerk
RESOLVED: the clerk will inform SCC of the correct location of the metal fencing which requires painting

- iv. **Competitions** – Cllr Mills reported that one tidy up day has been done and a second one is scheduled
- v. **Newsletter** – the clerk had forwarded some points to Cllr Jarman and also contacted Mr Horan to enquire about possible rural issues or any article he would like to submit for consideration
RESOLVED: that all members will give some thought to the content of the next Bulletin with a view to publishing in July 2009.
- vi. **Richard Clarke First School** – there is no report as this was covered at last week's Parish Assembly. The clerk is emailing Mr Coxon each month to remind him of the meeting if he wishes to make a report
- vii. **RISES - £463.78 has been received for the period to September 2008.** Cllr Mrs Fox has spoken to the school and offered to use the money to assist in the purchase of the bench in memory of Mr Hareford instead of the parish council. The balance of the money could then be used for the parish council asset plaques. The next cheque will be due shortly afterwards and this could be used for either new noticeboards or clearing the site behind the Royal Oak
- viii. **Village Hall – nothing to report**
- ix. **Millennium Green** – the AGM will take place on 29th June, 2009 in the Village Hall and all village residents are welcome. This is the next step in transferring the trusteeship to the parish council. The clerk will be supplying a report on the maintenance of the Millennium Green for that meeting.

32. Correspondence, Bulletins and Reports

- i. **Letter from Staffs Moorlands Community and Voluntary Services re: Voluntary Car Scheme in Uttoxeter area**
RESOLVED: that the parish council feels the scheme in Abbots Bromley works well and meets the needs of the area
- ii. **Citizens Advice Bureau** – a new advice service is opening up in Uttoxeter from 1st June, 2009. A poster will be displayed on the noticeboard
- iii. **Clerk's Log** – nothing else to discuss

33. Horn Dance

The clerk has forwarded an expression of interest in having a stall to Cllr Jarman and he agreed to co-ordinate stall requests and contact all previous stall holders

34. Agenda Items for Next and Future Meetings

- i. **Accounts to 31st March, 2009 – June**
- ii. **Annual Audit Return to 31st March, 2009 – June**
- iii. **Telephone lines**
- iv. **Risk Assessment – June**
- v. **Parish Assembly planning – autumn**
- vi. **Insurance Review – autumn**

35. Date and Time of Next Meeting

RESOLVED: *that the next meeting be held on Wednesday, 24th June, 2009 at 7.30 pm at the Village Hall, Abbots Bromley*

There being no other business the chairman declared the meeting closed at 10.00 am

Signed _____

Date 24th June, 2009