

ABBOTS BROMLEY PARISH COUNCIL  
 Minutes of the Parish Council Meeting  
 Held on Wednesday, 29<sup>th</sup> July, 2009 at 7.30 pm  
 In the Village Hall, Abbots Bromley, pursuant to notice having been given

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

**In attendance:** Mrs S Buxton (Clerk)

**Members of the Public Attending:** 1

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53. **Apologies**  
 Cllr R Mills  
***RESOLVED:** to accept the apologies of Cllr Mills*

54. **Public Session**  
 No issues raised

The meeting resumed at 7.35 pm

55. **Minutes of the Previous Meetings**  
***RESOLVED:** that the minutes of the meeting held on 24<sup>th</sup> June, 2009 be signed as a true and correct record*  
***RESOLVED:** that the minutes of the meeting held on 22<sup>nd</sup> July, 2009 be signed as a true and correct record*

56. **Declarations of Interest**  
 None

57. **Matters of Report**  
 i. **PACT meeting – 16<sup>th</sup> July, 2009** - the discussions focussed on the MG and the Youth Shelter, and issues surrounding it raised by the public. The Police support a shelter and youth club for the young people. There had been a few objections to a youth shelter – perhaps the Buttercross could be used as by previous generations, but the roof does leak and it is very close to a public house. The meeting was well attended by young people. Anti social behaviour

was briefly discussed and the Police were pleased to report that no real problems have been experienced since the last meeting, which is much better. It was felt that this could be referred to in the next Bulletin.

Other issues raised were:-

- Agricultural traffic,
- The absence of a lollipop man
- The missing letter on the zebra crossing sign
- NHW is now up and running through OWL

The next meeting is planned for 8<sup>th</sup> October, 2009

**ii. Parish Council Surgery** – Cllr Fox reported on the issues raised:-

- Lillian Williams concerned re: bins from houses on Bagot Street are left out on the pavement of Alfred Lyons Close

**RESOLVED:** *the clerk will raise this issue with ESBC*

- Dawn Clay expressed concern over lorries in early morning
- A report was received re: the lime trees which overhang Schoolhouse Lane very badly. They are situated in a private garden.

**RESOLVED:** *that Cllr Mills could speak to the resident and ask if the trees could be cut back*

**iii. Room bookings at Village Hall for youth activities** - the clerk reported that she had received a schedule from the Village Hall of meetings held this year by the youth group, totalling 7 meetings which presumably the council will be billed for at some point in the future

**iv. Clerk's Training - Public Purse** – councillors had considered the report tabled at the last meeting prepared following the clerk's attendance at this training event. Three action points were identified:-

- **asset register** – the current review needs to be completed so that the register is up to date. This is in hand and should be completed shortly
  - **internal audit** – the council should review the role of the independent internal audit and its effectiveness and this should be formally minuted.
- RESOLVED:** *that the council would review internal audit annually and that Cllr Mrs Veitch and the clerk would refer to the Governance and Accountability for Local Councils – A Practitioners' Guide to ensure best practice is being followed*

- **balances over £10K** – the accounts in which these are held should be reviewed annually.

**RESOLVED:** *that the council will review where its funds are held on an annual basis*

**RESOLVED:** *that for the forthcoming year the council would continue its banking arrangements with Lloyds TSB*

**v. Clerk's Training – Safe and Sound** – councillors had considered the report tabled at the last meeting prepared following the clerk's attendance at this training event. This is an area where the council needs to address several issues:-

- Council Health and Safety Policy – the clerk tabled a draft policy which she had drawn up at another parish council
- Instructions issued to contractors prior to commencement of work
- Involvement of volunteers
- Hand tools, storage and usage
- CDM regulations relating to larger projects, e.g. play equipment
- Fire Safety Risk Assessment
- Erection of Christmas Tree and lights
- Continuity policy in event of clerk unavailability

- Risk assessment of specific activities, e.g Horn Dance and erection of Christmas Lights  
**RESOLVED:** *the clerk would put together a Health and Safety file for circulation during the early part of September ready for consideration at the September meeting, comprising the proposed Health and Safety Policy and other supporting documents required*  
 The council briefly discussed risk assessment with regards to Horn Dance Day, the erection of the Christmas tree and appointment of one man small contractors.  
**RESOLVED:** *that as far as the Horn Dance was concerned the event had gone on for many years and with no parish council meeting prior to this year's event, no action on Health and Safety and Risk assessment would be undertaken.*  
 It was felt that great care had to be taken to ensure a balance was achieved between taking due care and allowing the council to operate.
- vi. **Tractors on Rural Roads** – the clerk reported that she had circulated copies of the last Bulletin with a covering letter to all adjacent parish councils asking for any assistance they could give with publicity. She had also contacted the SPCA and ESBC with a view to having an article included in the SPCA Newsletter and the ES News, the latter which is delivered to every home in East Staffs
- vii. **Mr Hareford bench** – SCC have confirmed that the Marmax bench as installed outside the doctors is acceptable and they will put down the base for it and fit the bench. The school have raised £228 towards the total cost of £285 plus delivery. The clerk is hoping that Cllr Mills will accept delivery and then it will be a simple task for SCC to collect the bench when they are ready to install it.  
**RESOLVED:** *the clerk would order the bench along with the plaque*
- viii. **School bus** – the clerk reported that SCC have now undertaken to move the bus stop to the road where the zebra crossing is and this should be implemented in September

## 57. Planning

- i. **Applications Received**  
None
- ii. **Applications Agreed**  
None
- iii. **Applications Refused**  
None
- iv. **Applications Withdrawn**  
None
- v. **Other Planning Matters**
  - **Portfields** -  
 There was a lorry there last week blocking the road. When asked about how long he would be there the driver was very threatening and said he would be 3 to 4 hours unloading. The police were called and they went out. A discussion took place on the part of the road is concrete, which was originally an access road which would have been privately owned, by SSW and whether it is still privately owned or not.
  - **ESBC Draft Open Spaces & Play Strategy** – details of the consultation on the strategy had been forwarded to councillors prior to the meeting. It is a very wide ranging consultation for the whole county and looking at all open space facilities, including schools, playing fields, churchyards, village

greens etc and asking whether any of those currently not open to the public could be opened up. It fits in with the current government push on sport and outdoor activity

**RESOLVED:** *that the council would make no comment on the Draft Open Spaces and Play Strategy*

- **Junior FC** – Mr Bennet has written to the council thanking them for their help in making arrangements for the Junior FC to play football in AB next season.

**RESOLVED:** *the clerk would write to Mr Fisher, the deputy head at the Girls School and thank him for his assistance in this matter once the chairman had confirmed the letter could be sent*

- **Electronic Planning Applications** - as suggested at the last meeting a dongle can be purchased from BT for a one off price of £49.99 which would give up to 1GB of mobile download . All councillors stated that they can access planning applications, with the exception of Cllr Charles who was experiencing some problems, but being able to access them at parish council meetings would allow more effective discussion and for large applications with the use of a projector would allow them to be displayed on the wall. Two councillors indicated that they could provide a projector on most occasions

**RESOLVED:** *that the parish council will purchase a dongle at a one off cost of £49.99*

## 58. Financial Matters

- i. **PWLB Loan for Village Hall** – the clerk reported that the rates being offered by the PWLB were the same as the rate the council was paying on its current loan. She had also sought advice from the SPCA who thought the PWLB would be unlikely to release a loan to repay an earlier loan simply to reduce the amount of interest paid

- ii. **Report of the Independent Internal Auditor** - this had been circulated amongst the members prior to the meeting. The auditor had suggested that the role of the Finance Officer should be reconsidered. The clerk explained that she did at times feel very isolated. This linked in with the issues raised following the public

**RESOLVED:** *that at the same time as Cllr Mrs Veitch and the clerk refer to the Governance and Accountability for Local Councils – A Practitioners' Guide to ensure best practice is being followed, they would review the role of the Council's Finance Officer*

- iii. **Accounts for the Year to 31<sup>st</sup> March, 2009**

During the budgeting process for 2009/10 a sum of £4,000 has been doubled counted. In the previous year's budget it was allocated for a Youth Project but was unspent at the year end and should have been carried forward to the next year, but wasn't. Instead it was included in the balances carried forward at the year end and used to support the budget for the next year, thus ultimately reducing the precept raised in AB.

ABC4 Youth have proceeded with grant applications on the basis that the £4,000 from last year was still available along with the £1,000 in the current year's budget, and without this £5,000 the grant applications will fail.

At present ABC4 Youth are concentrating on the revamp of the MG play equipment and have put the Youth Shelter on temporary hold.

At the present time the Recreation account has a balance of £9,984 which includes a number of specific items:-

- £1,326 is the balance of funding left from the development of the Nuttery and this money could be used for development of further play facilities at the MG
- £165 raised by the young people at Horn Dance Day in 2008 and they are happy for this to be used for the revamp of the MG play equipment
- £1,738 is the balance from the previous youth club and this can be used for general youth initiatives which could include the revamp of the MG play equipment
- £2,000 grant from the Youth Bank for a shelter which **cannot** be used for the revamp of the MG play equipment

Together this gives £3,229 plus £1,000 in this year's budget, a total of £4,229 against a required figure of £8,903

It was confirmed at the meeting that there are no conditions on previous monies held in the Recreation Fund, except that they are used for recreation purposes. It was noted that the clerk had reported a transfer of £750 from the Recreation Account to the Current Account in June which she had not requested the bank to action. She has written to the bank querying the authority for this transaction.

**RESOLVED:** that the ABC4 Youth can use the above monies from the Recreation Fund plus a figure of £XXXX to make up the balance of match funding of £XXXX required for the grant applications. This was proposed by Cllr Mrs Veitch and seconded by Cllr Elkington

**RESOLVED:** that the clerk should transfer £1,000 from the current account as included in this year's budget to the Recreation account

**RESOLVED:** that the accounts for the year to 31<sup>st</sup> March, 2009 be approved and signed by the chairman. This was proposed by Cllr Charles and seconded by Cllr Bell

**RESOLVED:** that no further balances other than the MG Caretaker reserve of £200 agreed at the last meeting be carried forward as an earmarked reserve-

**iv Annual Audit Return to 31<sup>st</sup> March, 2009** – the council considered the Annual Return which had been amended since the last meeting

**RESOLVED:** that the chairman should sign the Annual Audit Return Statement of Accounts for the year to 31<sup>st</sup> March, 2009. This was proposed by Cllr Mrs Fox and seconded by Cllr Mrs Johns.

The council considered each of the questions in the Annual Governance Statement

**RESOLVED:** that the chairman should sign the Annual Governance Statement of the Annual Audit Return. This was proposed by Cllr Mrs Johns and seconded by Cllr Charles

**iv Finance Report to 30<sup>th</sup> June, 2009**

**RESOLVED:** that the report to 30<sup>th</sup> June, 2009 incorporating a review of the first quarter of the financial year and that the chairman should sign the same. This was proposed by Cllr Mrs Veitch and seconded by Cllr Charles

**v Report on payments since the last meeting**

**RESOLVED:** that the following payments be approved in retrospect.

1018	Spoilt		
1019	Spoilt		
28/1020	SLCC	55.60	Charles Arnold Baker – Local Council administration
001021	Spoilt		
29/1022	Hawksworth graphics	244.95	Village asset plaques
30/1023	Abbots Bromley PCC	585.00	Contribution to churchyard grasscutting
31/1024	C McCulloch	305.00	Grasscutting
31/1024	G McCulloch	90.00	Narrow Lane clearance

31/1024	G McCulloch	45.00	MG strimming, fence removal
32/1025	LCR	40.50	Renewal of subscription to Local Council Reveiw

**TOTAL payments**      1310.45

**vi Payments to be made**

**RESOLVED:** *that the following payments be made. This was proposed by Cllr Mrs Veitch and seconded by Cllr Mrs Johns*

33/1026	S Buxton	431.74	Salary and exps
33/1027	SCC	105.28	Pension
33/1028	S Buxton	97.83	Expenses
34/1029	XMA	271.38	Toner for printer
35/1030	B Sullivan	35.00	Internal audit
36/1031	L Fox	23.00	Bedding plants for war memorial

**TOTAL**      964.23

**vii Receipts**

None

**viii Bank Mandate**

**RESOLVED:** *that Barrie Waring be removed from the bank mandate and Cllr Mrs Debbie Burrows be added as a signatory on the council bank accounts*

**59. Group Reports**

**i. Recreation**

**Consultation on youth shelter** – this has not taken place as the project is on temporary hold but a public meeting on revamp of MG has taken place. There were 3 key objections raised:-

- Provision of a shelter
- Noise from the slide
- Request for the area to be fenced

As a result of this meeting a shelter will not be included on the MG and this project is temporarily on hold whilst efforts are concentrated on the revamp of the MG play equipment. The slide can be coated with a rubberised paint for the underside to cut the noise and all visiting suppliers and the young people all want to see the slide retained. A question was asked about if the gap between the slide and the soil beneath was filled in would this reduce the noise further. Cllr Mrs Veitch undertook to arrange for this to be looked at. The fencing of the area is also being investigated.

**Staffordshire Environmental Fund** – this grant application will be sent off tomorrow. They can fund up to 75% of the costs of projects totalling £50,000, and the outcome will be known in the autumn.

**Criminal Justice Scheme** – an application has been made and this has now been accepted and needs as many votes as possible to be successful

**RESOLVED:** *that the clerk would forward the email she had received about it to all councillors so that everyone could register a vote.*

**Community Development Capital Fund Rural Village Halls** – this application has to be completed and sent in by next week.

**Requests for donations** - in addition to these application several begging letters have been sent out.

**Playbuilder** - the group still has an expression of interest in for Playbuilder and will need to complete the final application for November.

**Financial Regulations** - The clerk reminded the council that quotations must be kept to show that the council has followed an appropriate method of sourcing the equipment, even if not totally in line with the council's Financial Regulations,

but the reasons for this can be minuted when the order is placed. The order must also be issued by the parish council and the invoice must be address to the parish council if VAT is to be reclaimed.

**Competition for ideas** - there has been a phenomenal response to the competition for ideas from the community, particularly from the children and the results will be announced in September. The response from adults been small but the quality has been excellent.

Cllr Mrs Veitch reported that the Young People are very involved in this project and taking a position attitude.

The council expressed its thanks to the Youth Group for all their hard work on this project.

**Youth Bus** – SCC informed the clerk last Friday afternoon that the bus would be in AB at the Village Hall for the next four Monday afternoons. It has been well received by the young people. The clerk had put notices on the noticeboards last Friday evening and Cllr Mrs Johns took further notices to display from this meeting.

**Sport in the Hood** - this initiative from ESBC will be in AB over four days during the summer at the Village Hall. The clerk has posted some notices and Cllr Mrs Johns took further publicity.

**Wildplay** – this is another ESBC initiative throughout the borough and the clerk will supply details to Cllr Mrs Johns to display in the village

**ii. Village Property**

Property plaques – these have been received and Cllrs Mills and Charles will be arranging for these to be put up.

Noticeboards – a quotation has been received from Mr Blower for the construction and installation of three new noticeboards on the Goats Head Wall and two at the Uttoxeter Road bus shelter. The price is much less than any off the shelf board can be purchased for

**RESOLVED:** *that the clerk instruct Mr Blower to undertake the construction of the three noticeboards and then put them up. This was proposed by Cllr Charles and seconded by Cllr Mrs Fox*

**RESOLVED:** *that the clerk discuss with Mr Blower the possibility of putting some extra wood be placed at the top of the Goats Head wall noticeboard to prevent water running down over the noticeboard. The board is to be placed so that any lip of wood which sticks out should be above head height, that means the top of the board must be around 7' from the ground which would still allow people to put notices on without much trouble*

**RESOLVED:** *that the clerk should send a copy of the council's draft Health and Safety Policy and ask for an acknowledgement of receipt of the information*

**Noticeboard by Cedar Cottage** this is seriously out of date

**RESOLVED:** *the clerk would report this to ESBC*

**Nuttery signage** – the amendment of the sign was discussed

**RESOLVED:** *that only the closing times would be amended and that the council would accept Mr Coxon's kind offer of installing the new signage*

**Nuttery maintenance/caretaking** – the extensive voluntary work undertaken by Mr Coxon in relation to the Nuttery was noted

**RESOLVED:** *the clerk would write and express the council's thanks to Mr Coxon for all the work that he does on a voluntary basis and would enclose a copy of the council's draft Health and Safety Policy, with an acknowledgement slip for Mr Coxon to sign to say that he has seen the Health and Safety Policy.*

**Tree works** – during the risk assessment it had been noted that the periodic inspection of trees should have been completed last year.

**RESOLVED:** that the clerk will request Mr Helliwell to carry out an inspection of the trees and prepare a report to the parish council

**RESOLVED:** that urgent work will be attended to this year but less urgent works may be carried forward to the next financial year.

**Fencing of allotment** – Cllr Jarman had not had an opportunity to speak to a previous owner of the Royal Oak to clarify exactly where the boundary lies

**Lichfield Road Allotment-** Cllr Mrs Fox reminded the council that this allotment had been retained by the parish council as it was the access to land to the rear of this plot. The clerk asked if anyone knew Ms Morris who has the use of the allotment as she had not paid her invoice for this year despite a reminder being sent

**RESOLVED:** that the licence for the Lichfield Road allotment be considered at the next meeting

### iii. **Traffic, Parking and Highways**

**Meeting re: Ashbrook Lane fence** – Cllr Elkington reported that the Highways group had met this week to discuss the fence of Spring View Cottage and recommend asking Highways to meet with councillors and the owner to look at options for the area. The group advised the owner not to repair the fence until after it has been looked at by SCC so an urgent meeting is required. The owner's household insurance will not pay for any further repairs to the fence.

**RESOLVED:** the clerk would contact Richard Rayson and ask him to contact Cllr Elkington to arrange a meeting

**Goats Head** – white lines and SLOW have been painted on the carriageway close to the Goats Head as an attempt to improve parking issues in the area

**Community Gangs** – nothing to report

**Uttoxeter Road traffic** – the clerk reported that Mrs Kirkland from Harley Farm had contacted the council re: the problems of early morning heavy traffic, shaking furniture and houses.

**RESOLVED:** the clerk will reply stating that the council is aware of the very serious problem of traffic and the parish council has tried to get a weight limit installed or the road down graded but at present without success.

**Seedcroft Lane drain** – a query had been received about when this would be dug out by SCC

**RESOLVED:** the clerk would contact SCC to see when this work will be undertaken

**Speed of tractors on Goose Lane/Port Lane** – one councillor had received a report about the speed of agricultural traffic on Goose Lane and Port Lane. The council feels this is probably more the perception of speed due to the size of the vehicles but does acknowledge that they can be very intimidating

**Pedestrian Crossing close to Church House** – a query was raised as to what progress is being made with regards to the possible installation of a crossing. The clerk reported that SCC are investigating the proposal

**RESOLVED:** the clerk will chase SCC for progress on the proposal for an additional pedestrian crossing close to Church Lane

**Events at the Sailing Club** – last weekend there was some form of triathlon event taking place and very little advance warning was given, which causes particular problems for residents in Seedcroft Lane, particularly as many vehicles parked on Seedcroft Lane and in the passing places. In addition a condition of the sailing club planning permission is that traffic must access it from Lichfield Road, not Goose Lane, but this being ignored by large numbers of vehicles



A letter had been received from Adam and Amy Burrows about the traffic on Seedcroft Lane

**RESOLVED:** *the clerk should make enquiries as to what event was taking place last week end*

**RESOLVED:** *that the clerk should write to the Sailing Club and remind them of the conditions for access to the site.*

**RESOLVED:** *the clerk would write to Adam and Amy Burrows and acknowledge their letter about traffic.*

**RESOLVED:** *the clerk should chase SCC about the reinstatement of the passing places and the necessary signage on Seedcroft Lane and that Cllr Charles will meet with the SCC staff to confirm exactly which are passing places and which are gateways*

**iv. Competitions**

The results of the BKV competition will be announce on Monday, 3<sup>rd</sup> August, 2009

**v. Newsletter**

**RESOLVED:** *that the target date of the next edition would be late October so councillors would need to consider articles prior to the September meeting*

**RESOLVED:** *that Cllr Mrs Fox will put together an article on the reduced anti social behaviour in the villlage*

**RESOLVED:** *Cllr Elkington will review distribution for next meeting as with the appointment of several new councillors the current list is not sensible*

**vi. Richard Clarke First School**

No report

**vii. RISES**

The council currently has £463.78 from RISES to spend. This will be used to fund the bedding plants for the War Memorial if the clerk is unable to make a claim against the bedding plants and bulbs grants, the balance of the bench in memory of Mr Hareford and then the rest will be used to replace the three noticeboards on the Goats Head Wall and Uttoxeter Road bus shelter

**viii. Village Hall**

The Village Hall committee has asked how long it will be before the parish council gets the dead tree attended to?

**RESOLVED:** *that the Village Hall Trees adjacent to the Bowling Green will be looked at as part of the inspection and any work carried out by the council.*

**RESOLVED:** *that Cllr Mrs Johns will remind the Village Hall secretary that she needs to give formal permission to the parish clerk to get their trees attended to*

**ix. Millennium Green**

It was reported that since the last meeting the chairman and vice chairman have signed the Deed of Appointment and the chairman and clerk have signed the Completion Authority for Natural England to complete the Deed of Amendment in respect of the transfer of the Millennium Green from the trustees to the parish council

**60. Correspondence, bulletins and reports**

- i. Abbots Bromley Royal British Legion** – the clerk had received the order form for poppy wreaths this year.

**RESOLVED:** *that a wreath with an open centre and ribbon with the parish council name on be ordered with delivery to Cllr Jarman. The cost will be £21.50*

- ii. **Highway survey** – SCC are taking part in a national survey to find out more about how they can improve the service they provide to the people in Staffordshire and they wish to involve parish councils  
*RESOLVED: the clerk will forward the email to Cllr Elkington who will complete the survey on behalf of the parish council*
- iii. **Yeatsall Farm air show** – the clerk had received a request as to whether there is to be an air show at Yeatsall Farm this year. An air show is planned and it is advertised in Aircraft Magazine  
*RESOLVED: the clerk would reply to the enquiry*
- iv. **Review of Clerk's log** – no other items to consider

**61. Horn Dance**

Cllrs Charles and Elkington volunteered to assist on Horn Dance Day and it was expected Cllr Mills would be available too.

At present around 21 stalls are expected with a large number wanting to be under the Buttercross

**62. Agenda items for next meeting**

- i. Telephone lines
- ii. Lichfield Rd allotment

**63. Date and Time of Next Meeting**

*RESOLVED: that the next meeting be held on Wednesday, 30<sup>th</sup> September, 2009, in the Memorial Room at the Village Hall*

There being no other business the chairman declared the meeting closed at 10.07 pm

Signed \_\_\_\_\_

Date 30<sup>th</sup> September, 2009