

ABBOTS BROMLEY PARISH COUNCIL  
Minutes of the Parish Council Meeting  
Held on Wednesday, 21<sup>st</sup> October, 2009 at 7.00 pm  
In the Village Hall, Abbots Bromley, pursuant to notice having been given

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

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

**Members of the Public Attending:** None

**Contents:-**

<b>76. Apologies for absence</b>	<b>1</b>
<b>77. Public session</b>	<b>1</b>
<b>78. Declaration of interests</b>	<b>1</b>
<b>79. Recruitment of New Clerk</b>	<b>1</b>
<b>80. Millennium Green and Youth Initiative</b>	<b>2</b>
<b>81. Date, time and place of future meetings</b>	<b>3</b>

**76. Apologies for absence**  
None

**77. Public session**  
None

**78. Declaration of interests**  
None

**79. Recruitment of New Clerk**

**RESOLVED:** that the timetable for the recruitment of the new clerk would be as follows:-

*Advertise through SPCA, village website and village noticeboards with a closing date of 9<sup>th</sup> November, 2009*

*Shortlist during week beginning 9<sup>th</sup> November, 2009*

*Interview during week beginning 16<sup>th</sup> November, 2009*

*Successful applicant notified by 20<sup>th</sup> November, 2009*

*Successful applicant attends the meeting on 25<sup>th</sup> November 2009 as an observer*

*Successful applicant to attend the budget working party meeting to be held in December 2009*

*Formal handover 31<sup>st</sup> December, 2009*

*Former clerk attends the budget parish council meeting on 6<sup>th</sup> January, 2010 as an observer to assist the new clerk where necessary and explain any budgetary issues*

*New clerk attends to all matters relating to the meeting on 27<sup>th</sup> January 2010*

**RESOLVED:** that advertising will be through the SPCA, village website and village noticeboards in the first instance and this will be reviewed at the parish council meeting on 28<sup>th</sup> October, 2009

**RESOLVED:** that the shortlisting and interview panel will be the Cllr Jarman and Cllr Mrs Veitch assisted by the clerk and Cllr Bell would be approached too

**RESOLVED:** that the panel will agree the dates for shortlisting and interview amongst themselves within the above timetable

**RESOLVED:** will ask the SPCA for any tips and information on the interviewing of a new clerk

## 80. Millennium Green and Youth Initiative

Cllr Mrs Veitch outlined progress to date with regards to grants, preparations for the revamp of the Millennium Green, work on the football pitch and the starting of a Youth Club

### - Risk assessment

The supplier, Playdale, has submitted a Risk Assessment and COSHH Assessment Sheet for the ready mix concrete to be used in the installation of the play equipment. These have been seen by all councillors

**RESOLVED:** that the council considers the Risk Assessment and COSHH Assessment on ready mixed concrete to be acceptable.

### - Removal of existing play equipment

An agreement has been reached with H R J Gould Ltd a firm of tree surgeons and landscape gardeners from Stockwell Heath to remove the swings and play house. They have supplied their risk assessment, a copy of their insurance details and a method statement

**RESOLVED:** that the clerk would make further enquiries with H R J Gould Ltd as to the level of excess on their insurance, to ensure that it was reasonable and that their insurance as Tree Surgeons and Landscape Gardeners will cover them for the removal of the play equipment for private use, and that this information would be requested in writing

**RESOLVED:** the clerk would draw up a "bought as seen declaration", with advice from the SPCA, which would also include a statement to the effect that once the equipment has left the site, it is no longer the responsibility of the parish council, to be signed by H R J Gould Ltd prior to any work commencing

**RESOLVED:** that the parish council supply a copy of the latest Wicksteed inspection to H R J Gould Ltd

**RESOLVED:** that once the insurance details were clarified and the "bought as seen declaration" agreed, that the clerk would notify Mr Ryan so that he can make arrangements for the removal of the equipment to begin

### - Grant Monies

The contract from the Staffordshire Environmental Fund (SEF) is still awaited. Once signed SEF provide the parish council with a cheque for 25% of the cost and then when the invoice is received from Playdale, the invoice is forwarded to SEF who settle the remaining 75% of the cost direct

It was clarified with Mrs V Evans from the SPCA at the meeting that the parish council is still able to claim the VAT back, where applicable, on the full cost of the Millennium Green revamp as they are still parish council funds and as long as all work is invoiced to the parish council it is still a parish council contract.

The successful completion of the grant application to SEF is essential to the completion of this project. The Chairman advised that the parish council should seek legal advice on the SEF contract prior to signing.

**RESOLVED:** *that the clerk will seek legal advice on the SEF contract through the SPCA when it is received prior to it being signed and any of the monies committed to ensure that there will be no problems*

ESBC has provided a grant of £12,500 from their Community Development Capital Fund and require an invoice from the parish council to release this money. This grant will be used for site clearance, signage and levelling and turfing of the football pitch

**RESOLVED:** *the clerk would write to ESBC thanking for them for the grant and enclosing an invoice for the grant. Cllr Mrs Veitch will assist with the wording to be used*

**RESOLVED:** *that the parish council will meet the cost of small items of equipment/work necessary to complete the project from the monies already identified within the Recreation Fund.*

Unfortunately, the application for a Criminal Justice Grant was unsuccessful.

- **Youth Club**

The young people are very keen to see this begin and SCC are willing to provide support. The Village Hall Management Committee has agreed that the Marcia Rice room can be used and that the main hall will be available to the Youth Club too.

SCC will provide a flyer to distribute to all households in the parish in November regarding the Youth Club. This will be funded by SCC but will have to be paid for by the parish council initially and then an invoice sent to SCC

**RESOLVED:** *the parish council will meet the cost of the flyer initially from the Recreation Fund and then send an invoice to SCC for reimbursement.*

There will be some purchases of equipment necessary to get the Youth Club up and running and the monies held within the Recreation Fund of the parish council will be needed by the Abbots Bromley 4 Youth Group for this purpose

**RESOLVED:** *that Cllr Mrs Veitch will liaise with the clerk over the amounts of money to be transferred from the parish council accounts to the Abbots Bromley 4 Youth Group account by cheque payment, and the clerk would arrange for these to be paid, authorised and minuted through the council's normal payment system*

**81. Date, time and place of future meetings**

**REOLVED:** *that the next meeting of the parish council be held at 7.30 pm on Wednesday, 28<sup>th</sup> October, 2009, in the Memorial Room at the Village Hall*

There being no other business the chairman closed the meeting at 7.55 pm

Signed \_\_\_\_\_

Date 28<sup>th</sup> October, 2009