

ABBOTS BROMLEY PARISH COUNCIL
Minutes of the Parish Council Meeting
Held on Wednesday, 25th November, 2009 at 7.00 pm
In the Village Hall, Abbots Bromley, pursuant to notice having been given

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

In attendance: Mrs S Buxton (Clerk); Mrs S Meads – clerk appointed from 1st January, 2010

Members of the Public Attending: 1

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98. Apologies for absence
Borough Cllr A Fox

99. Public session
There was no public session

100. Declarations of Interests
None

***RESOLVED:** that the council would discuss item 10 from the agenda at this point in the meeting - Appointment of New Clerk*

101. Appointment of New Clerk

The chairman welcomed Mrs Sarah Meads to the meeting who had been offered the post of clerk to the parish council following interviews earlier this week.

***RESOLVED:** that the council accept the interviewing panel's recommendation that Mrs Meads be appointed clerk with effect from 1st January, 2010, and that the clerk*

and the chairman would make arrangements for the obtaining of references and issue of a contract of employment

Mrs Meads introduced herself to the meeting and gave a brief details of her background

The chairman thanked Mrs Buxton for all her work at the council during the last two years and wished her well for the future

102. Minutes of Previous Meetings

RESOLVED: *that the minutes of meeting held on 28th October, 2009 be signed as a true and correct record after two corrections as follows:- Minute 88 xii – removal of the word “be” on the third line from the end and Minute 90 iv the addition of Cllr A Fox’s name alongside Mr King’s with reference to discussions on the village hall grant application for the boiler*

103. Matters of report

- i. **School buses** – the clerk reported that SCC sent out letters on 19th November, 2009 advising parents that they are looking at adding an additional stop at the Girls School in Abbots Bromley to establish who would be interested in moving to that stop. The operator has been informed of the plan and the response of the parents is currently awaited.
- ii. **Mr Hareford bench** – the clerk reported that the bench and plaque have been ordered and SCC informed. The bench is to be delivered to The Crofts and then SCC will install it.
- iii. **Sailing club** – the clerk reported she had written to South Staffs Water who had allowed the area to be used for a triathlon back in July and asked that when future events are held, it would be much appreciated if local residents and the parish council could be informed in advance
- iv. **Watery Lane** – the clerk reported that SCC has confirmed that Watery Lane is part of the adopted highway. It was noted that the road is once again in a terrible mess. The clerk suggested that everyone should take advantage of the freephone Clarence number and report it to SCC as often as possible. Cllr Mrs Johns reported that she had spoken to the police regarding the parking and obstructions.
- v. **Complaint re: Village Hall and access for meetings** – the clerk reported that a reply has been received from the secretary of the Village Hall Management Committee following the council’s complaint re: access for meetings, which was circulated to members. On the date in question the booking clerk had no booking recorded and a booking form had not been sent in, although the clerk informed the council she had spoken to Mrs Maidstone. It was reported that following discussions with a member of the Village Hall Management Committee they are considering issuing the parish council with a master key after the new clerk is appointed.

RESOLVED: *that the chairman will speak to Mr Willson, chairman of the management committee to see if this matter can be progressed.*

At present there appears to be much confusion over the booking arrangements as Cllr Mrs Johns reported that when she booked the village hall for a Youth Club meeting she was told that a booking form was not required, but then the clerk was subsequently asked to complete a form.

vi. Council surgery

Cllr Charles reported that two residents had visited the surgery

- Mrs Shutler wishes to thank the clerk for her work in trying to resolve the issues regarding the mowing of the grass on the corner in Seedcroft Lane and getting the drain dug out. She did express concern regarding water across the road on Goose Lane before the triangle and on Seedcroft Lane. There are also many potholes on both Seedcroft Lane and Goose Lane
RESOLVED: *the clerk will report these highway matters to SCC and ask for them to be looked at as a matter of urgency*
Mrs Shutler also mentioned that the passing places on Seedcroft Lane have still not been reinstated
 - Mrs Rea raised an issue regarding a four wheel drive vehicle which appears to be parking on the Goats Head corner in a rather dangerous manner. No one on the council could recall noticing this parking problem
RESOLVED: *that all councillors would take notice of parking practices around the Goats Head corner*
She also reported that one of the school buses parks on the Lichfield Road by the Coach and Horses corner which is not the safest place to park. This appears to be one of a number of issues with regards to school buses in the village at present
RESOLVED: *that the council ask SCC if there would be any possibility of reducing the width of the pavement on Bagot Street to provide a "layby" where the school buses could pull in*
- vii. **Parish Council Filing** - the clerk reported that she had been into the Local Archive held in the Village Hall to archive three more boxes of records prior to the handover and noted that there are 5 boxes of Village Design Statements in the cupboard

104. **Planning Applications Received**

634 - HO/11168/007/AG: Bagots Bromley Farm, Bagots Bromley, Abbots Bromley: Erection of a single storey side extension to form garden room, part single and one and a half storey side extension to form double garage and utility with dressing room above, single storey front extension to form porch and wc, dormer extensions to front, side and rear and external brick skin
Received: 06/11/09 Due: 27/11/09 Response: The parish council has no objection to this application

635 - CU/32245/003/AG: Marlborough House, Market Place, Abbots Bromley: Change of use of part of ground floor from office and store to domestic use
Received: 29/10/09 Replied: 20/11/09 Response: The parish council has no objection to this application

636 - HO/00897/026/AG: Grange House, Bromley Wood, Abbots Bromley: Erection of a two storey and single storey side extension, one and a half storey rear extension and front porch
Received: 18/11/09 Due: 09/12/09 Response: the parish council did not feel able to comment on this application as there are no before drawings included on the website, and that a paper copy should be requested from ESBC

637 - TN/27210/003/JI: Eastmans Croft, Bagot Street, Abbots Bromley: Removal of two sycamore trees, crown lift one sycamore tree and removal of branches from one ash tree

Received: 18/11/09 Due: 01/12/09 Response: the parish council has no objection to this application

638 - HO/24638/008/EW: Waterside, Miresbrook Lane, Abbots Bromley: Retention of existing satellite dish and installation of 4 rooflights in south west elevation

Received: 09/11/09 Due: 30/11/09 Response: the parish council has no objection to the retention of a satellite dish and installation of 4 roof lights on the south west elevation

639 – LB/27699/013/AG: The Cottage, 5 High Street, Abbots Bromley: installation of rooflight on rear elevation, removal of brick skin to chimney breast and repointing of rear elevation

Received: 12/11/09 Due: 03/12/09 Response: the parish council has no objection to this application

640 – HO/10277/011/EW: Daisy Bank Cottage, Goose Lane, Abbots Bromley: Erection of a single storey side extension

Received: 25/11/09 Due: 16/12/09 A decision could not be made as ESBC has not yet posted the drawings and supporting documents on the website

RESOLVED: *that the clerk will notify East Staffs Borough Council of the councils views on the above applications*

i. Decisions

AGREED

613 - PA/08254/01//EW: Dunstall Hall Farm, Abbots Bromley: Installation of slurry tank

614 - HO/11528/038/AG: Foxwater Barn, Yeatsall Lane, Abbots Bromley: Installation of raised timber decking to the east elevation and three new windows to the west elevation

616 - PA/03577/007/AG: Farm buildings at Marlpit House Farm, Hobb Lane, Marchington Woodlands: Conversion of barns to form four dwellings and garaging including the provision of car parking, garden areas and a septic tank

617 - HO/32490/001/CEH: Pengwern, Ashbrook Lane, Abbots Bromley: Erection of a two storey side extension and rear conservatory

618 - PA/30424/007/AG: Glenolden, Ashbrook Lane, Abbots Bromley: Demolition of existing dwelling and erection of a new detached dwelling

619 - HO/12563/011/CEH: Mount Pleasant, Uttoxeter Road, Abbots Bromley: Conversion of existing detached coach house to form family accommodation, single storey rear extension, rear conservatory, erection of front and rear second floor gables, first floor front roof alterations, porch to the side, front bay window and a detached double garage

623 - TN/17684/003/EW: Northwood House, Bagot Street, Abbots Bromley: Tree works to 22 trees

624 - TN/12816/003/EW: Abbots Bromley SPSO, High Street, Abbots Bromley: Pruning of 1 damson tree to hedge level, laburnum, fir and 2 holly trees and felling of 1 ash tree

627 - TN/16273/004/EW: 2 Bagots Court, Bagot Street, Abbots Bromley: Crown reduction of one ash tree

ii. Withdrawn

None

iii. Other planning matters

- **Portfields** – the clerk reported that the Enforcement Officer from ESBC had been out to the site and observed that the work underway at present appears to be as detailed in the approved planning application and that they will investigate the two summer house type structures on the site. A discussion took place on the development of this site and whether it really is viable as a single occupancy residential dwelling?
- **Ivy House** – the comments of the reply from Mr T Furnell, Head of Development at ESBC following complaint to the Chief Executive of ESBC were noted particularly where the number of proposed dwellings was stated differently to the planning application received!
- **Complaint to the Chief Executive of ESBC** - a copy of the reply from ESBC was tabled at the meeting. It was felt that the reply was rather unhelpful and did not allow the parish council to progress the concerns it has.
RESOLVED: that Cllr Mrs Fox would ask advice from Cllr A Fox on the best way forward for the parish council on these issues and that the clerk would forward a copy of her original letter to Cllr Fox for his information
- **Outstanding Planning Comments** – the clerk reminded the council that at the last meeting they declined to comment on a four applications due to lack of information and clarity in the application documents. Some further information had been supplied by ESBC since then
RESOLVED: that the parish council did not wish to change the responses already sent to ESBC in respect of the following applications:-
 - 629: Ivy House – PA/02885/030/AG - Erection of terrace of 3 dwellings, realignment of front boundary wall, construction of vehicular access and demolition of Ivy House
 - 630: Cedar Cottage – HO/32403/004/AG - Erection of a first floor rear extension, glazed entrance porch and realignment of boundary wall
 - 631: Cedar Cottage – LB/32403/005/AG - Internal and external alterations to include the erection of a first floor rear extension, glazed entrance porch, repositioning of staircase, replacement windows, conversion of roof space to bedroom and ensuite including the installation of velux windows, demolition of existing single storey extension and realignment of rear boundary wall
 - 632: Ashberry Barn – HO/26790/004/EW - Erection of a single storey front extension.
 - 633: Ash Farm – PAS/25107/017/CEH - Continued use of agricultural barn as dwelling house and erection of an agricultural building for the storage of hay

105. Financial Matters

i. Report on payments made since last meeting

RESOLVED: that the following payments be approved in retrospect

Vch/Chq	Payee	Amount	Details	Powers
45/1054	AB Royal British Legion	21.50	Poppy Wreath	LGA 1972 s.137
46/1055	SPCA	15.00	Advertising for parish clerk	
47/1056	Npower	78.46	Electricity for Christmas lights Apr 08 to Mar 09	LGA 1972 s.214
48/1057	Audit Commission	327.75	External audit to 31/1/09	ACA 1988 s.7
49/1058	Marmax Products	442.75	Bench in memory of Mr Hareford	PCA 1957 s.1
TOTAL payments		885.46		

ii. Payments to be made**RESOLVED:** that the following payments be made:-

Vch/Chq	Payee	Amount	Details	Powers
50/1059	S Buxton	433.39	Salary and taxable expenses	LGA 1972 s.112(2)
50/1060	SCC	106.33	Pension contributions	LGA 1972 s.112(2)
50/1061	S Buxton	77.03	Expenses	LG(FP)A 1963 s.5
51/1062	SPCA	10.00	Lunch for P Charles at SPCA AGM	LGA 1972 S.111
52/1063	R Maidstone	25.00	Delivery of Youth Flyers	LGA Misc Provsn 1976 s.19
53/1064	ESBC	175.00	Planning application fee re: football pitch	LGA Misc Provsn 1976 s.19
54/1065	Alton Towers	243.00	3 x family tickets for Youth Ideas competition	LGA Misc Provsn 1976 s.19
55/1066	P Ryan	22.51	Site plans from ESBC for football pitch	LGA Misc Provsn 1976 s.19
56/1067	Axis	201.25	Football pitch plans	LGA Misc Provsn 1976 s.19
57/1068	AB Village Hall	95.00	Room hire – extra mtgs and youth mtgs	
TOTAL payments		1388.51		

iii. Receipts**RESOLVED:** to note the following receipts

From	Amount	Details
Richard Clark School	238.00	Donation to Mr Hareford's bench
Jelly Tots	5.00	Horn Dance Stall
TOTAL	243.00	

iv. Grasscutting Contract 2010 – 2012

Two quotations have been received for the grass cutting, the cheapest quote is from the existing contractor, Mr McCulloch. The chairman has spoken to Mr McCulloch regarding the cutting of the grass on the Millennium Green and the removal of the clippings. He said that he does remove the grass and that the grass cutting after the revamp of the play area will require more hand mowing rather than using a sit on mower. He has agreed to keep to his contract price in the first instance and come back to the council if he feels that this is not viable long term. The price has gone up this year more than inflation, as the area on the corner in Seedcroft Lane has been added

RESOLVED: that the tender from Mr McCulloch be accepted for grass cutting for the season 2010 through to 2012 inclusive

v. Finance Report to 31st October, 2009

RESOLVED: that the contents of the finance report to 31st October, 2009 be noted and signed by the chairman

106. Group reports

i. Recreation – to include:-

2009 Youth Project Group meeting 18/11/09

RESOLVED: to ratify the following recommendations from the 2009 Youth Group:-

- The SEF contract be signed on behalf of the parish council by Roger Jarman, Ray Bell, Sue Buxton and Caroline Veitch and witnessed by Cllr A Fox prior to posting by the clerk
- The clerk to copy the signed parts of the contract to all councillors
- Playdale be asked to undertake the post installation inspection at a cost of £195
- On the order to Playdale for the new play equipment the additional information will include reference to the Julia Nicholson email which confirms the removal of clause 6.2 and details of the delivery for the Harras fencing on the Thursday/Friday prior to installation.
- The clerk will complete the Playdale order and send an accompanying letter
- The insurance arrangements and excess on the policy held by Goulds have been checked and are considered appropriate
- The clerk will send a “bought as seen” letter to Goulds with the last play inspection and ask them to sign a second copy and return it to the parish council
- Phil Ryan will notify the clerk of the appropriate time for the work by Goulds to be done, it will be a Friday, Saturday and Sunday immediately prior to installation
- The MG site preparation work will be undertaken by C Dunmore and the clerk will request a risk assessment and evidence of public liability insurance and will forward a copy of the council’s Health and Safety Policy
- The clerk will inform the other 5 quotees that their quotations for the MG preparation work only have been unsuccessful
- The clerk to order three bins from ESBC as despite the fact the two quotations are not like for like, the new bins will be in keeping with existing village bins and they attract free emptying by ESBC for life
- The two existing bins on the MG are to be removed and taken off the asset register. One will be donated to the Scouts and one to the Bowling Club
- The signs for the MG are to be obtained from Estate Signs at a cost of under £300
- The wording for the signs has to be presented to the parish council for approval before the order is placed
- The council will pay for the three sets of family tickets for Alton Towers which were a prize in the competition at a cost of £243
- The parish council agrees to be the applicant on the planning application to ESBC for the works on the football pitch behind the Village Hall
- The before and after elevation drawings for the Football Pitch will be drawn up by Axis and GS Design respectively
- The site plan will be paid for from the Recreation monies at a cost of £22.51

It was noted at the meeting that the post installation inspection by Playdale will be £295 not £195 but this is still considerably cheaper than other companies There has been a complaint by the young people that basket ball cannot be played at various times due to parked cars. The Village Hall Management

Committee are going to approach all organisations and ask that there be no parking on the pitch during day light hours and a sign is to be put up to this effect.

ii. **Village Property**

- **Tree inspection** – Mr Helliwell has a number of days available in December
RESOLVED: the clerk will arrange the inspection for one morning and supply details of the council trees to Cllr Charles who will meet Mr Helliwell with the new clerk.
- **Goose Lane Land** – the clerk reported on information she had received from Hand Morgan and Owen. The official solicitor does not feel able to transfer the land to the parish council without further information, but may be persuaded if additional evidence that the land is not owned elsewhere can be provided
RESOLVED: that Cllr Charles and Cllr Mrs Fox will make further enquiries from relatives and former owners respectively, to see if any further documentary evidence can be obtained
- **Show Committee staffs and tables** – it was reported that storage for these has to be found and Mrs Meads agreed to discuss this with the council

iii. **Traffic, Parking, Highways**

- **Ashbrook Lane Spring Cottage** – SCC are awaiting feedback from the parish council as it is not simply as straight forward as moving the traffic calmer
RESOLVED: that the clerk will arrange a meeting with Richard Rayson to be attended by Cllrs Elkington, Mrs Fox, Mills and Charles
- **Pedestrian crossing close to Church Lane** – the clerk reported that this project is being looked at as part of a county wide review of highway projects as they are so expensive and can only be installed where it is felt they will give real benefit
RESOLVED: that when the meeting with Richard Rayson is arranged the proposal for a pedestrian crossing can be looked at as well
- **Seedcroft Lane drain** – the clerk reported that Richard Rayson will arrange for this to be done as soon as possible
- **Seedcroft Lane passing places** – the clerk reported that Richard Rayson has agreed to meet Cllr Charles and the clerk passed Richard's mobile number to Cllr Charles to make the necessary arrangements
- **Lodge Lane** – SCC have replied that they are looking to reduce signage on the highway and feel that if agricultural traffic warning signs are put up around Lodge Lane it will set a precedent and then other requests will be made
- **Community gangs** – a query was raised as to whether the Cheshire fencing on the Burton Road can be done by the Community gangs or the village lengthsman

iv. **Competitions**

Cllr Elkington requested that consideration be given to the provision of planters which can be maintained by village organisations when the budget is discussed Cllr Mills is hoping to get a meeting of representatives from village organisations together in January to draw up a plan of action for the BKV competition.

RESOLVED: that Cllr Mrs Burrows will make contact with both schools in the village with regards to running a poster competition

RESOLVED: that Cllr Mills will continue as the BKV co-ordinator

v. **Newsletter**

RESOLVED: that the target publication date should be March and the next edition in Jun/July to include the annual report

vi. **Richard Clarke First School** - nothing to report

vii. **RISES** - Cllr Mrs Fox now has copy invoices to make the return to ESBC so that the next instalment of the money is received

viii. **Village Hall** – nothing to report

ix. **Millennium Green**

The clerk reported that she has received an email from Cllr Alex Fox to confirm that he will be transferring the records and balance of funds to the parish council in due course

107. Correspondence, bulletins and reports

- **A Boards on Crown Bank** - the clerk informed the council that she had reported these to SCC as they have re-appeared following earlier removal
- **Clerks Log** - no items to discuss in detail

RESOLVED: that the council will take the agenda item on Fire and Police Liaison next

108. Fire and Police Liaison

This initiative launched jointly by the police and fire services aims to highlight what concerns communities most and try to tackle it. They want to arrange to meet with community representatives to get feedback. They would like to meet in January and then feedback to the parish assembly in May. The police would like to use a parish council logo on the publicity material and they will assist with the distribution.

RESOLVED: that the council has some concerns over this liaison as it seems very like PACT which is not overly well supported, but that the council will support the initiative and that the Buttercross off the Bulletin should be used as the council log

109. Recruitment of Clerk and Handover

RESOLVED: that following the offer of the post to Mrs Sarah Meads, the clerk will take up references

RESOLVED: that the unsuccessful applicants be notified by the clerk

RESOLVED: that the contract of employment be approved by the chairman prior to issue

RESOLVED: that the new clerk be appointed from 1st January, 2010 and the retiring clerk will attend the budget meeting as an observer

RESOLVED: that the new clerk should attend a short one to one training session with Viv Evans from the SPCA before Christmas at a cost of £40

RESOLVED: that the council pay the retiring clerk for the outstanding 2 weeks leave which will be untaken as at 31st December, 2009 (22 hours) with her December salary. This was proposed by Cllr Bell and seconded by Cllr Mrs Johns

RESOLVED: that the council pay the retiring clerk 25 additional hours in respect of work undertaken relating to the Youth Project and the recruitment of a new clerk with her December salary. This was proposed by Cllr Bell and seconded by Cllr Mrs Johns

RESOLVED: that the council confirms the appointment of Mrs Meads on SCP 17 with an increase to SCP 19 on successful completion of her probationary period on 1st April, 2010

RESOLVED: that the council will pay Mrs Meads for any additional hours undertaken in December with her January salary payment

RESOLVED: that Cllrs Mills and Charles will show Mrs Meads the various village assets when they are putting up the plaques

110. Review of Parish Council Representatives

The chairman suggested to the council that it seems inappropriate for the chairman to be the Almshouses representative, because if he/she only serves one term of office, he/she is only just getting to grips with the job when it is time to move on. It would

seem much more sensible to appoint someone after each election to serve for four years. Cllr Charles informed the meeting that this change needs to be proposed by the trustees and approved by the Charity Commission and it is currently being looked into by the trustees.

111.Christmas Tree

It is hoped that this will be erected before 4th December, 2009

RESOLVED: *the clerk reported that Bromley Electrical will check the lights and issue the necessary certificate*

The clerk reminded the council about the need to carry out a risk assessment

112.Risk Assessment Form

RESOLVED: *to carry forward the consideration of the form prepared by the clerk to the next meeting*

113. Horn Dance

RESOVLED: *that Cllr Jarman will present his report to the meeting at the end of January*

114.Annual Parish Meeting 2010

A discussion took place on possible options for the Parish Assembly, which could include:-

The Police/Fire Service; Reports from Village Organisations (if no external speakers); Highways; Youth Club; MG revamp; Football pitch; Trading Standards – talk on scams; Richard Clarke Headteacher

115.Agenda items for next meeting

- Telephone lines
- Almshouse Parish Council Representative
- Goose Lane – adjacent to Mr Phillips - pedestrian warning
- Residents Pack

116.Date, time and place of future meetings

Budget Working Party – 7.00 pm – Wed 2nd December, 2009 – Cllr Bell's house

Full Parish Council Budget Meeting – 7.00 pm – Wed 6th January, 2010 – Village Hall

January Parish Council Meeting – 7.00 pm – Wed 27th January, 2010 – Village Hall

There being no other business the chairman declared the meeting closed at 9.35 pm

Signed _____

Date 27th January, 2010