To all Parish Councillors

You are hereby summoned to attend a meeting of the Abbots Bromley Parish Council to be held on Wednesday 26th June 2019 at 7.00 pm in the Memorial Room at the Village Hall, Abbots Bromley when the following business will be transacted.

Mrs Sarah Meads 17th June 2019

1. Apologies for absence
   To receive and, if appropriate, accept apologies for absence.

2. Public session

3. Declarations of Interests
   • Declarations relating to this meeting

4. Minutes of Previous Meetings
   • Meeting held on 15th May 2019 Enclosed

5. Neighbourhood Plan Update
   • Presentation of Consultant’s Report
   • Update on Funding Application & Progress

6. Matters of report
   • General Powers of Competence under the Localism Act 2011
   • HS2
   • Outdoor fitness equipment
   • Footpath off School House Lane
   • Co-option of new members
   • AB School
   • War Memorial

7. Planning
   • Applications
     To agree responses to recently received planning applications:
   • Decisions
     To receive details of planning decisions as included on the enclosed planning summary

8. Financial Matters
   • Report on payments made since last meeting
     To approve the list of payments made since the last meeting
   • Payments to be made
     To receive and if considered appropriate, approve the list of payments to be made

Abbots Bromley on the internet at www.abbotsbromley.com
9. Group reports
   Unless otherwise stated, to receive a report from the relevant Working Group or Officer.
   • Recreation
   • Village Property
   • Traffic, Parking, Highways
   • Competitions
   • Newsletter – articles and confirmation on distribution plans
   • Village Hall
   • ABSA

10. Parish Council Objectives

11. Horn Dance

12. Correspondence, bulletins and reports

13. Agenda items for next meeting

14. Date, time and place of future meetings
   July Parish Council Meeting 7.00pm Wed, 31st July 2019 Village Hall
ABBOTS BROMLEY PARISH COUNCIL
Minutes of the Parish Council Meeting
Held on Wednesday 15th May 2019 at 7.00 pm
At the Village Hall, Abbots Bromley, pursuant to notice having been given

Present: Cllrs P Charles (Out-going Chair); Dr C Whorwood; Mrs K Haywood; Mr M Hobbs

In attendance: Mrs S Meads (Clerk),

Members of the Public Attending: 2

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74. Agenda items for next meeting 5
75. Date, time and place of future meetings 5

Prior to the meeting starting new Parish Councillors signed declarations of acceptance of office

The out-going Chairman, Philip Charles, conducted the start of the meeting.

59. Apologies for absence
None

60. Election of Chairman
Cllrs M Hobbs and Mrs K Haywood proposed that Cllr C Whorwood be the new Chairman,
Proposed Cllr Hobbs, seconded Cllr Mrs Haywood, Cllr Whorwood accepted the position and
took over as chair of the meeting.

61. Co-option of New Members
Two members of public said that they would like to declare their interested in being co-opted
on to the council, Mr Keith Baker and Mr Nigel Taylor-Brown. Members agreed that both
should be co-opted to join the council. Proposed Cllr Whorwood and seconded Cllr Hobbs.
Cllrs Baker and Brown signed the declaration of acceptance form.

62. Election of the Vice Chairman
Cllr C Whorwood proposed Cllr Taylor-Brown, seconded Cllr K Haywood. Cllr Taylor-Brown
accepted the office.
63. **Authority to Act Between Meetings.**  
**RESOLVED:** that the council may delegate executive powers to act between meetings to the Clerk, following consultation with the Chair and Vice Chair.

64. **Public Session**

Mr P Charles provided some advice to the councillors regarding their time as councillors and also the distribution of the Bulletin. Mr Charles said that he would also be willing to stay on as a representative for United Charities. Mr Charles left the meeting.

Councillors discussed the option of people attending the meeting being able to contribute to the meeting outside of the public session. Cllr Whorwood said it is important to keep structure and control but engage with people.

65. **Working Groups**

Working groups were discussed. It was agreed that not all positions could be filled at this point due to there only being five councillors. More positions to be filled as additional members are co-opted on to the council.

<table>
<thead>
<tr>
<th>Working Group</th>
<th>Member(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competitions</td>
<td>The Clerk, Cllr N Taylor Brown</td>
</tr>
<tr>
<td>Finance/Grants</td>
<td>Cllr K Baker</td>
</tr>
<tr>
<td>Newsletter</td>
<td>Cllr K Baker</td>
</tr>
<tr>
<td></td>
<td>The Clerk(Editor)</td>
</tr>
<tr>
<td></td>
<td>Cllr K Haywood (Distribution)</td>
</tr>
<tr>
<td>Planning</td>
<td>All Councillors</td>
</tr>
<tr>
<td>Recreation</td>
<td>Cllr Whorwood, tbc</td>
</tr>
<tr>
<td>Traffic &amp; Parking</td>
<td>Cllrs K Haywood, K Baker</td>
</tr>
<tr>
<td>Village Property</td>
<td>tbc</td>
</tr>
<tr>
<td>Neighbourhood Planning Group</td>
<td>Cllr M Hobbs</td>
</tr>
</tbody>
</table>

**Representatives**

<table>
<thead>
<tr>
<th>Representative</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Almhouses</td>
<td>Mr Jarman (offered to continue until a replacement found)</td>
</tr>
<tr>
<td>Finance Officer</td>
<td>tbc</td>
</tr>
<tr>
<td>Schools</td>
<td>Cllr K Haywood</td>
</tr>
<tr>
<td>United Charities</td>
<td>Mr Charles and Cllr N Taylor-Brown</td>
</tr>
<tr>
<td>Village Hall</td>
<td>Cllr K Baker</td>
</tr>
<tr>
<td>ABSA</td>
<td>Cllr N Taylor-Brown</td>
</tr>
</tbody>
</table>

66. **Declarations of Interests**

None

67. **Minutes of Previous Meetings**

**RESOLVED:** that the minutes of meeting held on 24\textsuperscript{th} April 2019 be signed. It was noted that none of the current councillors were on the council at the time of the meeting.

68. **Neighbourhood Development Plan Update**

Cllr Hobbs provided an update:-
- funding portal now open. The Clerk reported that she had a meeting arranged with Mrs Wheeldon to upload the application.
- group felt that the first review was not water tight
- vital to get public opinion
- questionnaires are a great way to engage with the public
- Cllr Baker commented that the group wants to look at data sources and try an establish housing needs
- new consultant has said that with limited funds the group needs to identify the policies they wish to include in the plan
- Cllr Whorwood commented that trend data is sound and robust, there are lots available from ESBC. Data underpins the plan
- Cllr Hobbs said that it is possible to write a plan that is very generic and doesn’t need to include site selection.
- Cllr Whorwood said that he was researching conservation and heritage for the group
- Cllr Whorwood asked if the group had managed to recruit any new members as it is now down to six. Cllr G Hall has now taken a step back but has offered his support.
- Cllr Whorwood said that ESBC had been asked to confirm that the current council could still be the qualifying body as currently do not have 2/3rds membership. Awaiting feedback from ESBC.
- Cllr Whorwood thanked the Neighbourhood Development Planning Group for all their work.

69. Matters of Report

i. War Memorial
   The Clerk reported that due to other commitments she had made no progress with this project.

ii. Outdoor Gym
   The Clerk reported that a contractor had been selected and a site visit of potential areas to site the equipment had taken place. Discussions now on-going with the Village Hall Committee in order to agree siting of equipment near to the Village Hall. Feedback to be provided after the next Village Hall meeting.

iii. Footpath off School House Lane
   The Clerk reported that the contractor had been selected to do this work and hopefully should be on site shortly. Before work starts notices will be put up to advise people to take an alternative route for a couple of days.

iv. Village Gateways
   Gateways now in place. Cllr K Baker commented that one of the gates on the Uttoxeter Road did not have any signage on it and therefore didn’t stand out. The Clerk explained that this could be used for temporary signage eg Best Kept Village or Horn Dance Day. Concern also raised over the grass length. The Clerk said that the village grounds man could be asked to strim around the gateways.

v. HS2
   The Clerk reported that Mr R Knight had attended the Select Committee hearing in London. The outcome of this was still awaited.

70. Planning

Applications

1203 - P/2019/00515: Froggys Farm, Ashbrook Lane, Abbots Bromley, WS15 3FA Erection of an agricultural building for the storage of fodder and machinery
Received: 14/05/19    Reply due: 04/06/19    No Objections
Decisions

Agreed

1167 - P/2018/01390: Sycamore House, Radmore Lane, Abbots Bromley, WS15 3AT  Felling of 3 leylandii trees

1188 - P/2019/00243: Abbots Bromley Village Hall, Bagot Street, Abbots Bromley, Staffordshire  Felling of 1 Field Maple tree, 1 Cherry tree and 3 Sycamore trees and crown reduction in height by 1 metre of 1 Holly tree

1200 - P/2019/00296: Proposed Barn Conversion, Ashbrook Farm, Orange Lane, Bromley Hurst, Abbots Bromley, Staffs.  Prior approval for the conversion of barn to form single dwelling (amended plans and description)

71. Finance Matters

A Record of payments made after discussion with Chairman or Vice Chairman

<table>
<thead>
<tr>
<th>Vch/Chq</th>
<th>Payee</th>
<th>Amount</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/1840</td>
<td>ABSA</td>
<td>500.00</td>
<td>Section 137 grant</td>
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<tr>
<td>10/1841</td>
<td>AB First Responders</td>
<td>850.00</td>
<td>Section 137 grant</td>
</tr>
<tr>
<td>11/1842</td>
<td>ABPCC</td>
<td>500.00</td>
<td>Section 137 grant</td>
</tr>
<tr>
<td>12/1843</td>
<td>AB Guides</td>
<td>150.00</td>
<td>Section 137 grant</td>
</tr>
</tbody>
</table>

B Record of payments for which authorisation will be sought at meeting

<table>
<thead>
<tr>
<th>Vch/Chq</th>
<th>Payee</th>
<th>Amount</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>13/1844</td>
<td>Sarah Meads</td>
<td>576.99</td>
<td>Salary for May, new pay rate of £11.22/hr</td>
</tr>
<tr>
<td>14/1845</td>
<td>SCC Pension</td>
<td>210.96</td>
<td>Pension May</td>
</tr>
<tr>
<td>15/1846</td>
<td>Sarah Meads</td>
<td>11.80</td>
<td>Expenses</td>
</tr>
<tr>
<td>16/1847</td>
<td>Reprotec</td>
<td>57.17</td>
<td>Photocopying costs</td>
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<tr>
<td>17/1848</td>
<td>Glasdon UK Ltd</td>
<td>2548.46</td>
<td>New village gateways</td>
</tr>
<tr>
<td>18/1849</td>
<td>G McCulloch</td>
<td>500.00</td>
<td>Grounds Maintenance</td>
</tr>
</tbody>
</table>

3905.38

RESOLVED: Councillors approved these payments, however, it was noted that cheque signatures had not yet been approved by the bank and therefore could not be signed at this stage.

ii. Monthly Finance Report
The Clerk reported that this is not yet available due to the meeting being much earlier in the month.

72. Group Reports

i. Recreation
The Clerk reported that the cracks were still in the Nuttery Playground and that a wetpour filler was available to purchase on line. Councillors asked it was possible to get a quote from a contractor to do the work.

RESOLVED, that the clerk would obtain a quote.

ii. Village Property
Nothing to report
iii Traffic, Parking & Highways
It was reported that road signs are covered by overgrowth, particularly on Lichfield Road. Cllr Taylor-Brown said that there is a footpath on Lichfield Road that looks like it is no longer walkable as there is a gate in front of it and the sign has fallen over.

RESOLVED: that the Clerk should report to appropriate authorities.
The condition of some of the lanes was also discussed, in particular School House Lane/Woodmill Lane. Grass verges broken down and also the road surfaces. Traffic speed around the lanes discussed. The Clerk said that in the past she had discussed the option of obtaining "Slow Horses" signage for the lanes and it may be worth asking SCC to consider this request again for lanes used by horse riders and pedestrians

iv Competitions
Best Kept Village was discussed. It was agreed to try and get more people involved in the village tidy ups. Possibly strim around the Crown Car Park. Weed killer to be applied when weather permits to highways areas. The Clerk to ask for handover notes to be passed from Mrs Appleby to Cllr Taylor-Brown.

v Newsletter
The next Bulletin would be out towards the end of June/early July. Articles to be forwarded to the Clerk for inclusion.

vi Village Hall
Nothing to report

vii ABSA
Nothing to report

73. Correspondence, bulletins and reports
- SPCA Bulletin

74. Agenda Items for the next meeting
Co-option of new councillors, Horn Dance, HS2, Neighbourhood Development Plan

75. Date, time and place of future meetings
Wednesday, 26th June, 2019, 7.00pm, Abbots Bromley Village Hall.

Signed __________________________ Date 26th June 2019
Applications

1208 - P/2019/00634: Clematis Cottage, Lichfield Road, Bromley Hurst, Abbots Bromley, Staffordshire, WS15 3BA Erection of a detached garage with attic study and new entrance gates.

Received: 07/06/19      Reply due: 28/06/19

1209 - P/2019/00022: Poplar Farm, Poplar Farm Road, Bromley Hurst, Abbots Bromley, WS15 3AY Change of use of land from agricultural to form part of domestic curtilage and erection of a detached garage

Received: 07/06/19      Reply due: 28/06/19

1210 - P/2019/00684: The Counting House, Radmore Lane, Abbots Bromley, Staffordshire, WS15 3AT Erection of a two storey front and side extension, erection of a single storey side extension and dormer extension on the west elevation.

Received: 20/06/19      Reply due: 11/07/19

1211 - P/2019/00631: Leacross, Bagot Street, Abbots Bromley, Staffordshire, WS15 3DA Erection of a single storey rear extension, installation of four conservation area rooflights on rear and replacement window on front elevation

Received: 20/06/19      Reply due: 11/07/19

1212 - P/2019/00635: Leacross, Bagot Street, Abbots Bromley, WS15 3DA Listed Building application for the demolition of existing rear single storey extension and erection of a replacement single storey rear extension, installation of four conservation area rooflights on the rear elevation, replacement window and re-pointing of brickwork on the front elevation, and internal works to include removal of stud walls and installation of bathroom

Received: 20/06/19      Reply due: 11/07/19

Decisions

Agreed

1167 - P/2018/01390: Sycamore House, Radmore Lane, Abbots Bromley, WS15 3AT Felling of 3 leylandii trees
1198 - P/2019/00322: Goats Head, Market Place, Abbots Bromley, WS15 3BP
Listed Building Consent for the refurbishment works to the premises including fixed seating in bar areas, new cubicles in toilets, external servery in existing outbuilding, block up window to ladies toilet, restoration of timber floors, and new gates

1199 - P/2019/00421: Goats Head, Market Place, Abbots Bromley, WS15 3BP
Installation of replacement gates and minor alterations

1202 - P/2019/00429: Froggys Farm, Ashbrook Lane, Abbots Bromley, WS15 3FA
Formation of a slurry store
## Abbots Bromley Parish Council

**Report on Clerk’s conduct of Parish Council Business 16\textsuperscript{th} May to 26\textsuperscript{th} June 2019**

### A  Record of payments made after discussion with Chairman or Vice Chairman

### B  Record of payments for which authorisation will be sought at meeting

<table>
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<th>Vch/Chq</th>
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<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>19/1850</td>
<td>Sarah Meads</td>
<td>576.99</td>
<td>Salary for June,</td>
</tr>
<tr>
<td>20/1851</td>
<td>SCC Pension</td>
<td>179.41</td>
<td>Pension contribution for June</td>
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<tr>
<td>21/1852</td>
<td>Sarah Meads</td>
<td>62.60</td>
<td>Expenses</td>
</tr>
<tr>
<td>23/1853</td>
<td>G McCulloch</td>
<td>1125.00</td>
<td>Grounds &amp; General Maintenance</td>
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<tr>
<td>24/1854</td>
<td>AB Village Hall</td>
<td>69.00</td>
<td>HS2 &amp; NDPG meetings</td>
</tr>
<tr>
<td>25/1855</td>
<td>SPCA</td>
<td>35.00</td>
<td>Training Course</td>
</tr>
<tr>
<td>26/1856</td>
<td>ABSA</td>
<td>25.00</td>
<td>Donation for Jubilee Cup Certificate</td>
</tr>
<tr>
<td>27/1857</td>
<td>Information Commissioner</td>
<td>40.00</td>
<td>Data protection fee</td>
</tr>
</tbody>
</table>

### C  Record of payments received

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
<th>Details</th>
</tr>
</thead>
</table>

Signed ..........................................

Chair of Parish Council

Date ............................................