

Minutes of the Parish Council Meeting  
held on Wednesday, 31 July, 2002 at 7.30 p.m.  
in the Village Hall, Abbots Bromley, pursuant to notice having been given.

Present: Cllrs: PJ Charles (Vice Chairman and acting Chairman for this meeting), L Fox, RSV Jarman, KA McLoughlin and S Wilson.

Also present: EA Roy (Clerk), Rachel Gibbs & Jo Shanks (ESBC Waste Services), Borough Councillor AJH Fox

Apologies for absence: LG Ferguson (L Fe below) and Kay Nevison (Richard Clarke School)

Members of the public attending: Fiona Kelly, Jean Needham

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### **Minute 43: Rachel Gibbs – ESBC Waste Services**

The Chairman welcomed Rachel Gibbs and Jo Shanks from ESBC Waste Services. Rachel outlined the recycling scheme that was being proposed as one aid to raising the level of recycling to the statutory targets.

This would be based on “bring sites” only, as not all parishes have a kerbside collection. A steering group to promote the scheme and oversee the distribution of the money is a requirement of getting the scheme going. For Abbots Bromley we could have additional banks for cans and textiles subject to local approval from the landowner. Some signage could be provided - although Councillors thought this unnecessary. Based on recent recycling performance, the village would expect to achieve a cash benefit in excess of £400 and considerably more if recycling rates could be improved.

Rachel then invited comments and questions:

- The paper bank does seem to fill up and this is a turn off for those who arrive loaded with paper to dispose of. Although this is not currently a problem, if it recurs one possible solution would be to provide a second bin.
- At present the scheme does not include garden waste but this might be included in the new contract starting up in 2003.
- In answer to a question about the cost to ESBC of the incentives scheme, it was revealed that there are county-wide incentives that fund the scheme at no cost to ESBC.
- Additional sites could be added – contact Jo Shanks with any ideas so these can be assessed for suitability.
- The steps required to initiate the provision of additional bins for cans and textiles will be taken by Rachel.

- It would be possible for an existing committee to take on the role of the steering group, if this is considered suitable by the village and it meets the scheme requirements.
- There are currently no ways of getting cardboard recycled and there is currently only a single pilot for plastic in the Borough. Rachel will find out more about this and can provide additional information as and when it becomes available.

A response to Rachel from the Parish Council on whether and how they would like to participate in the scheme is a key next step.

The Chairman thanked Rachel and Jo for their visit and contribution.

#### **Minute 44: Public Session**

The Chairman welcomed the members of the public present and invited them to raise their topics of interest. There being no questions to raise, normal business was resumed at 8.02 pm.

#### **Minute 45: Approve and sign the Minutes of the previous Meeting**

*It was proposed (KM), seconded (RJ) and agreed that the Minutes be signed as a true record of proceedings.*

#### **Minute 46: Matters arising and matters of report**

- 46.1 Police (Minute 30):** Clerk received from Inspector Mason some brief notes on the new arrangements coming into effect from 5<sup>th</sup> August, and a copy was distributed.
- 46.2 Local transport (Minute 33.5):** A reply was received from Ian Allred in response to our request for a Saturday service to Burton. He advises utilisation of existing mid-week services is so low that additions cannot be considered.
- 46.3 Previous Clerk's gratuity (Minute 35.5.2):** Confirmation was received from the Inland Revenue that the payment can be made free of tax, and a cheque was sent to Peter Youngs. A copy of his letter of acknowledgement was distributed.
- 46.4 Accounts software (Minute 35.5.3):** No new information was available from those attending the annual training day but the information from SCRIBE confirmed that they supported the new audit reporting requirements. A visit was made to Shenstone to see the software in operation before placing an order. The software is now in use with the first three months data entered and fully reconciled with the bank statements. Reports from the new software will be introduced under "Finance".
- 46.5 Clerk's contract (Minute 35.5.4):** The work on the contract was completed and a proposed form has been distributed.
- 46.6 Vacancies (Minute 37.2):** For discussion as agenda item 9 (Minute 50).
- 46.7 New audit arrangements (Minute 39.2):** Guidance was forthcoming at the recent SPCA training day, and the Clerk will report back under agenda item 11 (Minute 52).
- 46.8 Villages Plan:** Borough Councillor Fox was invited to give an update on the Villages Plan. He advised that following interviews, Paul Sweetman is appointed as Village Agent with effect from the start of September. He also suggested that the Parish Council might also wish to consider the nature of it's future representation on the Steering Group.

#### **Minute 47: Planning**

##### **47.1 Applications**

- (i) **202 - HO/12436/005: 19 Lintake Drive:** Erection of two-storey extension  
PC response: No objections
- (ii) **203 - HO/23193/002: Rose Cottage, Uttoxeter Road:** Erection of single storey rear extension  
PC response: No objections

- (iii) **204 - PC/05230/007: Fire Station Site, Goose Lane:** Erection of new dwellings without complying with conditions relating to use of cast iron/aluminium external drainage and rainwater goods  
PC response: No objections
- (iv) **205 - RM/25481/005: Port Lane Farm:** Erection of farmworkers dwelling, installation of septic tank and alterations to vehicular access  
PC response: No objections
- (v) **206 - TP/05471/008: The Bungalow, Lichfield Road:** Crown raise 3 pine trees (T1-3 of Tree Preservation Order No 179)  
PC response: No objections
- (vi) **207 - HO/04068/014: Oaklands Farm, Pinfold Lane, Bromley Hayes:** Erection of first floor and single storey extensions, replacement conservatory and pitched roof over existing flat roof (Amended scheme)  
PC response: No objections
- (vii) **208 - CU/19842/005: Bromley Park Farm:** Conversion of agricultural building into two dwellings and installation of septic tank  
PC response: No objections

#### 47.2 Decisions

The following applications have been *AGREED*:

- (i) **HO/15905/010: The Cottage, Uttoxeter Road:** Removal of staircase and erection of two storey side extension
- (ii) **HO/25284/005: Springview Cottage, Ashbrook Lane:** Erection of two storey side extension
- (iii) **HO/01302/009: The Orchard, Market Place:** Construction of external brick skin to dwelling, erection of single storey extension and pitched roof over existing detached garage

No applications have been *REFUSED* or *DEFERRED*.

#### 47.3 Correspondence and other planning matters

Cllr Wilson reported that recent information in the press indicated that naming of the new Walton Homes estate off Ashbrook Lane as Heywood Croft had been agreed after a competition at St Mary and St Anne, and without any regard for previous agreements between the Parish Council and ESBC on naming of new roads. Borough Councillor Fox offered to take this matter up with ESBC Planning and report back.

### Minute 48: Financial Matters

#### 48.1 Financial Statements for June/July

The financial statements for June and July were introduced by the Clerk. ***It was proposed (LF), seconded (RJ) and agreed that the statements be approved.*** The Clerk also introduced a quarterly budget review statement and a proposed new format for the monthly finance statement based on the output from SCRIBE. ***It was proposed (RJ), seconded (LF) and agreed that the new statements be approved for use from next meeting subject to the addition of gridlines on the monthly statement.***

#### 48.2 Report on payments made since the last Meeting:

The following payments had been made with the approval of the Chairman and Vice Chairman:

<b>Voucher no/ Cheque no</b>	<b>Payee</b>	<b>Sum due</b>	<b>Details</b>
21/429	Studiocraft	14.86	
22/430	Abbots Bromley PCC	34.00	

<b>Voucher no/ Cheque no</b>	<b>Payee</b>	<b>Sum due</b>	<b>Details</b>
23/431	Peter Youngs	444.03	Gratuity as agreed on 24 <sup>th</sup> April 2002
24-6/432	G McCulloch	336.00	Grass cutting & devolved maintenance
	<b>TOTAL payments made</b>	<b>828.89</b>	

### 48.3 Bills to pay

The Clerk introduced the following for payment:

<b>Voucher no/ Cheque no</b>	<b>Payee</b>	<b>Sum due</b>	<b>Details</b>
27/433	Scribe	195.00	First year s/w licence and support
28/434	Eric Roy	584.35	Clerk's salary and expenses (May/Jun)
	<b>TOTAL payments</b>	<b>779.35</b>	

#### ***New Village Hall***

VV/050	TrentForce – acoustic panels	9435.91	Materials and installation
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***It was proposed (SW), seconded (KM) and agreed that the above payments be made.***

**48.4 Section 137 payments:** There were no requests outstanding.

### 48.5 Other financial matters

48.5.1 **Bulb planting:** Agreed that we should make the purchase before the next meeting ready for planting along the Uttoxeter Road. We should buy from ESBC at Stapenhill. Clerk was asked to follow up and Borough Councillor Fox offered to collect. Planting would be planned at the next meeting.

48.5.2 **Clerk's contract:** The finalised proposal was distributed before the meeting and the Clerk drew attention to the main changes from the previous contract. ***It was proposed (LF), seconded (KM) and agreed that the contract be adopted.***

48.5.3 **Horn Dance Street Trader's licences:** Cllr Wilson confirmed that he would be willing to issue these again if the Clerk can provide new copies. Current charges are £17.50 a stall for visiting traders and £12.50 for village organisation. These have been the same for three years. Food vendors pay a commission. ***It was proposed (LF), seconded (KM) and agreed that the rates for this year be changed to £20 for commercial traders and ask charities for a donation.***

48.5.4 **Christmas lights:** The budget included a provision of £300 for replacement of the Christmas lights. Cllr Wilson offered to obtain some quotes. The Clerk was asked to obtain quotes from suitable contractors for testing of the permanent parts of the installation.

48.5.5 **Audit:** The Clerk introduced the new style audit return and reported that the audit date had been set for 23<sup>rd</sup> September. The accounts would be open to public inspection between 19<sup>th</sup> August and 10<sup>th</sup> September. He invited comments on the entries he had completed on behalf of the Council. Discussion of the fixed assets led to agreement that the list be amended to include:

- The notice boards at Goats Head and Butter Cross valued at £300 each
- The three bus shelters with Hoar Cross valued at £3000 and the other two at £4000 each
- An electric typewriter written down to zero value.

***It was proposed (LF), seconded (KM) and agreed that the return be approved and signed by the Chairman subject to the agreed changes.***

## **Minute 49: Group Reports**

### **49.1 Recreation**

There is still no progress on the Schoolhouse Lane path. Clerk to write to the developer and ask for date. (If none forthcoming, proposal is that we carry out the work it and bill them.)

### **49.2 Village Property**

Conditional approval for the repairs to the Butter Cross has been granted but SCC still await written confirmation. A contractor has been appointed and is able to start work next week subject to getting an order. Cllr Charles and the Clerk attended an on-site meeting Tuesday morning to discuss the working arrangements. In addition to repairing the accident damage, remedial work on the roof will include repositioning/replacing of slipped/missing tiles and replacement of the leadwork.

There is no current funding to permit the lighting work to be carried out concurrently.

### **49.3 Traffic, Parking, Highways**

Work in Mires Brook Lane is nearing completion but with no firm prediction on when it will re-open.

One of the crossing beacons is not working. This can be reported to the SCC lighting engineers at Lichfield quoting the number on the post.

### **49.5 Competitions**

Announcement of the BKV results will be at Whittington on Monday 5<sup>th</sup> August. Cllr Charles will be in attendance.

### **49.6 Rural Housing**

The housing association has re-applied for planning permission for the development on the Fire Station site, with reduced cost materials.

### **49.6 Newsletter**

The Bulletin went out in June. Distribution needs to be revisited before the next issue to deal with property changes.

### **49.7 School Governor's Report**

Nothing to report.

## **Minute 50: Council Vacancies**

50.1 The Clerk reported that there had been four expressions of interest in the vacancies. After a short discussion, a secret ballot was held to select the three who would be co-opted to serve as Councillors for the remaining months of this Council. Those who were to be co-opted were Clive Cook, Bob Esling and Jean Needham. The Clerk was asked to inform all those who had expressed an interest, of the outcome.

## **Minute 51: New Race Relations Act**

51.1 In view of the time taken for earlier items, the Clerk requested that this item be held over until the September meeting.

## **Minute 52: New Audit Arrangements**

52.1 The Clerk outlined three options that had been suggested for Parish Councils to consider:

- Employ professional firm (high cost and only necessary for largest councils)
- Employ Clerk from another Parish (but not in reciprocal arrangement)

- Ask a local person to carry out on voluntary basis (needs LG knowledge)
- 52.2 Of these he personally favoured the use of another Clerk as a good compromise between cost and experience. A possibility existed of a three-way arrangement with similar sized councils in other districts. These would be Hixon in Stafford and Heath Hayes/Wimblebury in Cannock.
- 52.3 The estimated cost of this type of arrangements was around £100 per annum based on a "through the year" involvement. This would be in addition to the fixed costs of the external auditor at £110. (Compares to previous cost of around £250 pa)
- 52.4 ***It was proposed (LF), seconded (SW) and agreed that the Clerk proceed with setting up arrangements to appoint the Clerk from another Parish as independent internal auditor for the year ending 31 March 2003.***

### **Minute 53: Correspondence, bulletins and reports**

- 53.1 Dove Catchment Abstraction Management Strategy:** We have received an invitation to be kept informed of work on the new strategy. Considered of no relevance to Abbots Bromley.
- 53.2 Lichfield Mercury** is looking for a village correspondent: No recommendations were made.
- 53.3 Electoral review:** We are informed that this is now starting for Staffordshire County Council and proposals are thought to be for a much larger area in our locality. We may wish to watch developments on this.
- 53.4 SPCA:** We have been notified of the AGM on Saturday 19<sup>th</sup> October and invited to attend, nominate new committee members and submit resolutions for discussion. – no-one wanting to go.
- 53.5 Flood Defence Fair:** An invitation to attend a forthcoming event on flood defence solutions was noted, but considered irrelevant to Abbots Bromley.
- 53.6 Jubilee Cup:** (*Councillor Fox declared a personal interest in this item.*) A letter had been received from Mrs M Crooks making observations about the award of the Cup, and suggesting that the original principles precluded it being awarded to a Parish Councillor. It was agreed that the Chairman and Vice Chairman should reply on behalf of the Council outlining the actual situation and reaffirming the basis on which the award had been made.

### **Minute 54: Items for agenda of next meeting**

Acceptance of office for new councillors  
New Race Relations (Amendment) Act 2000  
Distribution of newsletter  
Bulb planting  
Re-cycling scheme  
Representation on the working groups  
Village Plan (Visit from Borough Councillor Fox, Mithra Tonking and Paul Sweetman)

### **Minute 55: Date, time and place of next Meeting**

It was agreed that the next meeting should be held on Wednesday 25 September 2002 at 7.30 p.m. in the Memorial Room of the Village Hall. The Meeting concluded at 10.05 pm.

Chairman ..... Date: .....

Proposed: ..... Seconded: .....