

ABBOTS BROMLEY PARISH COUNCIL

Minutes of the Parish Council Meeting

Held on Wednesday, 24th June, 2009 at 7.30 pm

In the Village Hall, Abbots Bromley, pursuant to notice having been given

Present: Cllrs R Bell; A E Elkington; P J Charles; R S V Jarman; Mrs K M Johns;
R W Mills; Mrs C Veitch

In attendance: Mrs S Buxton (Clerk)

Members of the Public Attending: None

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36. Apologies

Cllr Mrs D L Fox and Borough Cllr A Fox

RESOLVED: to accept the apologies of Cllr Mrs Fox

37. Vacancy on the Parish Council

The clerk reported that she had received one expressing of interest from Mrs Debbie Burrows

RESOLVED: that Mrs Debbie Burrows be co-opted to the parish council. This was proposed by Cllr Bell and seconded by Cllr Mrs Johns

38. Public Session

There was no public session.

39. Minutes of the last meeting

RESOLVED: that the minutes of the meeting held on 27th May, 2009 be signed as a true and correct record

40. Declaration of Interests

None

41. Matters of Report**i. PACT Meeting – Thursday, 16th July, 2009**

Cllr Charles is unable to attend

RESOLVED: that Cllr Mrs Johns would attend in place of Cllr Charles

- ii. **SPCA East Staffs Area Committee** - the clerk reported that East Staffs only hold the annual one which is the liaison one with the County Council. The County Council regards this as an important as a means of keeping Parish Councils informed of changes occurring in the provision of services which are under their remit. Parish Councils are invited to send up to two representatives to the meetings.
RESOLVED: that the parish council should pay its subscription to the East Staffs SPCA Area Committee. This was proposed by Cllr Elkington and seconded by Cllr Mrs Johns
- iii. **Computer Systems** – the clerk reported that most councillors had informed her of the operating systems and software they were using. She stressed the importance of individuals letting her know if they receive an email with an attachment they cannot open on receipt not at the next meeting.
- iv. **Clerk’s Training – Public Purse** - the clerk tabled a report on her recent training on the “Public Purse” which dealt with the accounting and financial side of council business
RESOLVED: that the content of the Public Purse report would be considered in detail at the next meeting
- v. **Clerk’s Training – Health and Safety** – the clerk table a report on her recent training on “Health and Safety” from which she had obtained a great deal of information and points for the council to consider
RESOLVED: that the content of the Health and Safety training report would be considered in detail at the next meeting

42. Planning

- i. **Applications Received**
- 600 – PA/08499/022/EW: Abbots Bromley Scout and Guide Hut, Abbots Bromley:** Erection of a single storey rear extension and retention of roof
Response: the parish council has no objection to this application
- 601 – HO/14964/003/EW: 19 Hillside, Abbots Bromley:** Erection of a pitched roof over existing flat roofed garage and erection of a front canopy and chimney
Response: the parish council has no objection to this application, but notes that the plans do not appear to show the conservatory that is already in existence on the property
- 602 – PA/32373/002/CEH: Land to the rear of 2 Bagots Bromley Cottages, Abbots Bromley:** Change of use of land to equestrian uses, erection of stable building, including tack and feed room, driveway and formation of a new access
Response: the parish council has no objection to this application
- 603 – HO/26790/002/EW: Town End Farm, Lichfield Road, Abbots Bromley:** Erection of a single storey front extension
Response: the parish council has no objection to this application but does feel the paperwork is misleading as the application is actually for Astbury Barn rather than Town End Farm itself
RESOLVED: that the clerk will notify the above responses to East Staffordshire Borough Council
- ii. **Decisions**
- Agreed**
- 590 – PA/31915/002/AG: Land at Ashbrook Lane, Abbots Bromley:** Erection of an agricultural building to form livestock and machinery store
- 594 – LB/23886/003/EW: Church View Farm, Goose Lane, Abbots Bromley:** Installation of two internal partition walls and external door to south elevation

Refused

596 – PA/20488/019/CEH: Portfields, Port Lane, Abbots Bromley: Erection of a replacement dwelling (Amended scheme

iii. **Distribution order for planning applications**

RESOLVED: *that planning applications and other documents would be circulated in the following order: RJ/CV/RB/RM/LF/AE/KJ/PC*

iv. **Other Planning Matters – Portfields, Port Lane, Abbots Bromley** - an

appeal has been lodged against the refusal for the erection of a replacement dwelling. Views can be expressed by written representation and responses must be received by the inspector by 20th July, 2009 at the latest.

It was reported that a digger arrived on the site last week and it is being used by the three men who are working there. Last week the road had been blocked by machinery. When the gates were left open today, it could be seen that the whole building had been pulled down and the whole site has been partly excavated

RESOLVED: *that the clerk would clarify with ESBC why work is going on at the site, if the application has been refused.*

RESOLVED: *all councillors would be observant of developments at the site*

43. Financial Matters

i. **Risk Assessment** – the report circulated to councillors at the last meeting was discussed

RESOLVED: *that the following amendments be made to the previous risk assessment:-*

- **Assets** – protection of physical assets – register of assets to be reviewed annually
- **Assets play equipment** – weekly and annual checks only to be carried out with no additional monthly checks
- **Finance** – Comply with HM revenue and Customs requirements – VAT claims are now calculated manually by the clerk with some verification to spreadsheet and further verification by the internal auditor
- **Finance** – Sound budgeting to underlie annual precept – the clerk and the Finance Committee provide a detailed draft budget for review by the council, not the clerk and finance officer. Payments against budget are now reported to the council monthly rather than quarterly
- **Trees** – inspection was due Autumn 2008, arrange for Autumn 2009
- **Health and Safety Policy** – the policy needs to be reviewed at the July meeting
- **Continuity** – Arrangements in place to ensure that the council is able to continue to deliver key services – this needs to be updated following the appointment of a new clerk – clerk to prepare a copy for chairman to consider

ii. **Accounts for the year to 31st March, 2009**

The clerk presented the accounts for the year to 31st March, 2009, which showed receipts of £21,256 against payments of £22,634, giving an overspend of £1,377.

The council discussed the current loan for the Village Hall with the Public Works Loan Board, which has a fixed interest rate of 5.5%. At present PWLB rates are much lower, could a new loan be taken out at a lower rate of interest to repay the existing loan?

RESOLVED: *the clerk would investigate whether a new PWLB loan could be taken out at a more beneficial rate of interest to repay the existing PWLB loan.*

The council discussed the earmarking of any unspent balances.

RESOLVED: that the unspent budget for Millennium Green caretaking of £200 be earmarked, rather than simply being added to general reserves if unused

RESOLVED: the clerk will clarify what was included in the budget for youth projects for the years to 2008 and 2009 for youth work for the council to consider earmarking at the next meeting

The council discussed the S137 monies and noted that it had not been fully spent during the year

RESOLVED: that the clerk will re-present the accounts for approval to the July meeting with answers to the above investigations

iii. Audit Return to 31st March, 2009

The audit return completed on the basis of the draft accounts above was considered. The chairman queried the rounding of two of the figures included.

RESOLVED: that the return be presented to the next meeting for the council to consider along side the draft accounts above

The clerk reported that she had booked the internal audit visit with Mr Sullivan for Friday, 26th June, 2009

iv. Lengthsman Scheme 2009/10

The clerk reported that there was £1,387 included for works this year – that is minor highway and footpath maintenance work carried out by the parish council and then recharged to the county council

v. Clerk's Bursary Application

The clerk reported that NALC/SLCC had restarted the bursary scheme for clerks and that she had made an application in the name of Abbots Bromley Parish Council for 50% of the cost of the last two training courses. A cheque had now been received for £95.

RESOLVED: that the council pay half of the bursary fee to Kings Bromley Parish Council as the two councils had split the cost of training equally.

vi. Bank Charges

The clerk informed the council that due to a timing difference in the payment of a cheque and arrangement of a transfer bank charges had been incurred.

vii. Finance Report for May 2009

The report prepared by the clerk was considered

RESOLVED: to accept the finance report to 31st May, 2009 for signing by the chairman. This was proposed by Cllr Mrs Veitch and seconded by Cllr Bell

viii. Report on payments made since the last meeting

RESOLVED: that the following payments be approved retrospectively:-

18/003	R Blower	45.00	Repair Pinfold bench	LGA 1894 s. 8(1)
19/004	AB Village Hall	128.00	Room Hire 2009	LGA 1972 s.150
20/006	NALC	8.41	Return of QPS folder	LGA 1972 s.142
21/008	SLCC	109.24	50% of cost of two courses	LGA 1672 s.111

TOTAL payments 290.65

ix. Payments to be made

RESOLVED: that the following payments be made:-

21/009	SPCA	10.00	East Staffs Committee subs	LGA 1972.s.143
22/010	Mrs S Buxton	403.12	Salary and taxable expenses	LGA 1972 s.112(2)
22/011	SCC	105.28	Pension contributions	LGA 1972 s.112(2)
22/012	Mrs S Buxton	54.83	Other expenses	LG(FP)A n1963 s.5
23/013	Post Office Ltd	324.67	PAYE/NI Apr – Jun 09	LGA 1972 s.143
24/014	G McCulloch	305.00	Two grasscuts	OSA 1906 s.10
24/014	G McCulloch	18.00	Arrears on grasscuts to date	OSA 1906 s.10
25/015	Information Commissioner	35.00	Data registration with Information Commissioner	LGA 1972 s.111

26/016	Kings Bromley PC	47.50	Refund of half training costs due to receipt of bursary	LGA 1972 s.111
27/017	Community Council	20.00	Subscription	LGA 1972 s. 143
TOTAL		<u>1323.40</u>		

Electricity Bill – the clerk reported that the electricity for this year’s Christmas lights was £102.82 compared to £1.04 last year and she had queried this with npower. The clerk had supplied the exact data off the labels on the lights for this year’s electricity which was different to that supplied by the previous clerk.

RESOLVED: *that the clerk would investigate this matter further and seek advice if necessary from the previous clerk*

x. Receipts

RESOLVED: *to note that a £95 Bursary from NALC/SLCC towards clerk’s training*

- xi. Insurance** – Allianz had replied stating that there has been an increase in the values of the Property Insured under the Property Damage section by index linking. Some of these values have increased by 6% which was the index applying at the time of the renewal accompanied by a small increase in the other sections of the policy which they have felt are necessary in order to maintain the scheme overall. They acknowledge the constraints of finances for Parish Councils and have tried to limit these increases generally but have had to apply some increase overall on all the Parish Councils

44. Group Reports

i. Recreation

- **Youth Shelter site** – nothing to report to be carried forward
- **Youth Shelter consultation** – to be discussed later as Youth Consultation
- **Millennium Green Play Equipment** – Cllr Mrs Veitch reported on the meeting of the Recreation Group which had taken place earlier this evening. It was noted that the Recreation Group, who had been working with the Abbots Bromley 4 Youth Group (the Youth Group), would like agreement from the Parish Council to work on a project to renovate the existing play area on the Millennium Green (MG) to include a youth shelter. She advised that the project would also encompass a youth club and, in conjunction with the Village Hall Committee, new football goalposts behind the village hall. She advised that the Recreation Group would like to delegate day to day responsibility for work on this project to the Youth Group under the auspices of the Parish Council.

It was noted that the MG was held under trust and any proposals would need to comply with the trust conditions or accommodated within revised trust provisions with agreement from Natural England. A copy of the trust deed was passed to the Chairman.

RESOLVED: *that the Parish Council agreed to the proposal and authorized the Youth Group to begin consultation and work on funding opportunities.*

RESOLVED: *that the Parish Council would offer their full support and agreed the clerk would assist in completing the grant applications.*

RESOLVED: *that an insert to the Bromley Bulletin would be prepared which would be followed by a public consultation meeting and consultation with the youth of the village.*

RESOLVED: *that a competition would be organized by the Youth Group with family tickets to Alton Towers as a prize to ensure the involvement of as many of the youngsters in the village as possible.*

RESOLVED: that once the Chairman had reviewed the trust deed, he would forward a copy to the clerk for circulation to all other councillors.

- **East Staffs Sport in the Hood** – ESBC are looking to provide 4 weeks of play events in Abbots Bromley and have asked for suggestions of places they could be held, e.g. sports fields

RESOLVED: that the clerk reply to ESBC suggesting both Richard Clark First School and the Village Hall

ii. **Village Property**

- **Property Inspection Report** – Cllr Jarman, Bell, Charles, Mills and Mrs Johns had inspected the village assets and made the following recommendations for work to be undertaken:-

Item	Work required	To be auctioned by
2 trees in Churchyard	Plaques need cleaning	Done by Cllr Mrs Johns
Bus shelter – Uttoxeter Rd	Cleaning and wood treatment	Richard Blower
Millennium Green	4 benches – cleaning and wood treatment	Richard Blower
Millennium Green	2 picnic benches – cleaning and wood treatment	Richard Blower
Millennium Green	Sheep wire at top of bank to be removed altogether	Graham McCulloch
Millennium Green	Banks either side of slide to be trimmed	Graham McCulloch
Millennium Green	Steps up to slide – weeds to be removed, gaps filled in and surface levelled	Graham McCulloch
Millennium Green	Floor of wooden structure to be cleared, holes cleared or re-done as necessary to allow water to drain away	Richard Blower
Millennium Green	Graffiti to be removed from wood structure and sign hidden behind shrub as you approach the MG from the bottom of the hill	Graham McCulloch
Millennium Green	Spring on gate to MG doesn't close fully	Richard Blower
Pinfold	Bench needs cleaning and wood treatment	Richard Blower
Richard Clark First School	Bench on pavement needs cleaning and wood treatment	Richard Blower
Nuttery	Access path needs weeds clearing	Graham McCulloch
Market Square	Footpaths and information noticeboard needs clean and wood treatment	Richard Blower
Market Square	Two benches need clean and wood treatment	Richard Blower

RESOLVED: that the clerk make arrangements for the above work to be carried out

RESOLVED: that the clerk obtain quotations for replacement noticeboards on Uttoxeter Road Bus Shelter (including one for second side of bus shelter) and on the Goats Head wall. All boards to be larger than at present as discussed at the meeting

It was reported that the landlord at the Goat's Head was happy with the plan to install a replacement noticeboard on the wall

RESOLVED: to take no action with regards to the playbark even though it is quite low, pending the redevelopment of the play site at the Millennium Green

RESOLVED: to take no action with regards to the Royal Oak allotment as negotiations with the tenant are ongoing

RESOLVED: to note that the gap developing between the play surface and the edging at the Nuttery is currently being investigated

RESOLVED: the clerk will make arrangements for changes to the wording on the Nuttery signs to revise the closing time from 8.00 pm to 6.00 pm or dusk and to resolve the anomaly of it being a play area for under 5's but that the equipment is suitable for children up to 8 years of age

- **Allotment Royal Oak** – Cllr Jarman and Cllr Mills had met with the tenant and discussed the future of the site. He does want to continue using it and efforts have been made to clear the site.

RESOLVED: a new licence for 1 year be issued to Mr Chouhury at the Royal Oak to occupy the allotment from 1st April, 2009 to 31st March, 2010. This was proposed by Cllr Charles and seconded by Cllr Mrs Veitch

RESOLVED: that the charge for the allotment in the current year will be £50. This was proposed by Cllr Jarman and seconded by Cllr Charles

RESOLVED: that investigations about where the boundary between the allotment and the Royal Oak lay by the chairman who would contact a previous owner, Mr Hine, and then the clerk would obtain a quotation for fencing

- **Lichfield Road Allotment** – a discussion was held on whether the parish council would be able to sell this land. The clerk reported that if the land was sold the proceeds would have to be used for capital items not revenue.
 - **Dog bins** – the possible introduction of dog bins in the village was discussed
- RESOLVED:** the clerk would report to the next meeting with some prices

iii. Traffic, Parking and Highways

- **20 mph restrictions outside schools** – it was not clear what this proposal was

RESOLVED: the clerk would clarify with Richard Rayson where such a restriction may be put in Abbots Bromley in relation to both Richard Clarke First School and the Girsl School

- **Crown Inn Car Park** – nothing to report
- **Email from Philip Atkins on assorted highway matters** - the parish council had no comment to make
- **Community Gangs** – nothing to report
- **Cross in Hand** – there are large amounts of gravel obliterating the road markings

RESOLVED: the clerk would ask CLARENCE to clear the gravel at the Cross in Hand to uncover the road markings and make the surface safer for traffic.

- **Parking around the Goats Head** – it was reported that following the site meeting between councillors and SCC, white lines and “SLOW” painted on the carriageway are to be trialled

iv. Competitions – nothing to report

The clerk drew the council's attention to the need to consider risk assessment when volunteers are helping to tidy the village as part of the BKV competition

v. Newsletter – the next edition of the Bulletin was discussed at length

RESOLVED: the target date for publication would be 4th July

RESOLVED: Cllr Jarman will provide article on agricultural traffic

RESOLVED: Cllr Jarman will provide information on conclusion of lighting project

RESOLVED: Cllr Mrs Veitch will co-ordinate the completion of the youth flier to be included inside the Bulletin

RESOLVED: Cllr Mills will provide article on parking issues throughout the village, particularly around the Goats Head

RESOLVED: Cllr Elkington will provide an article on the school bus stop

RESOLVED: that an article on Google Street View would not be included

RESOLVED: Cllr Mills will include article acknowledging improvement in the problems of dog fouling since the last Bulletin

- vi. **Richard Clarke First School** – nothing to report
- vii. **RISES** – Cllr Mrs Fox informed the council that the £463.78 currently held in the council accounts would be used to part pay for the bench in memory of Mr Hareford, some towards bedding plants and the remainder towards the new village noticeboards
- viii. **Village Hall** – the clerk reported that she had received a copy of an email from the secretary regarding the ongoing problems of vandalism
- ix. **Millennium Green** – the AGM will take place on 29th June, 2009 in the Village Hall and all village residents are welcome.

45. Correspondence, Bulletins and Reports

- i. **SPCA newsletter** – a copy had been circulated to all members
- ii. **School Bus Stop** – correspondence expressing concern/complaint had been received from Mr Brandon-White, Mrs Froggatt, Mrs Evans and Mr Evans
RESOLVED: the clerk would reply explaining why the parish council had supported a change and informing them of the outcome of discussions with SCC over the exact location of the stop
- iii. **Abbots Bromley Bowling Club** – a letter of thanks for donation towards installation of a toilet
- iv. **ESBC Bedding plant and bulb grants**
RESOLVED: the council would think about this before the next meeting
- v. **Clerk's Training Day** - this will be held in September this year
- vi. **Clerk's Log** – nothing else to discuss

46. Horn Dance

- i. **Invitations** – the clerk asked the council if they wanted an invite to be sent to Mayor as had been done by the previous clerk, but was not done last year
RESOLVED: that an invitation would not be sent to ESBC Mayor to Horn Dance
- ii. **Stalls** – the chairman reported that he had received an enquiry re: a stall selling pagan pictures

47. Agenda Items for Next and Future Meetings

- i. **Telephone lines**
- ii. **Grasscutting Seedcroft Lane**

48. Date and Time of Next Meeting

RESOLVED: that the next meeting be held on Wednesday, 27th July, 2009 at 7.30 pm at the Village Hall, Abbots Bromley

There being no other business the chairman declared the meeting closed at 10.15 am

Signed _____

Date 29th July, 2009