

MINUTES of the Meeting of Brocton Parish Council held at Village Hall, Old Acre Lane, Brocton on Wednesday 5 April 2017 commencing at 7.30 pm.

Present: Cllr R Bates (Chairman), Cllrs Miss J Perry, R Middleton, L Goff, L Lee, Cllr Mrs L Smith, Borough Cllr F Finlay and County Cllr L Bloomer.

01/17 APOLOGIES Apologies for absence were received and accepted from Cllr Mrs E Learoyd.

02/17 PUBLIC OPEN SESSION

The Chairman adjourned the meeting and declared the public session open. Two members of the public were present. No matters raised and the Chairman closed the public session and resumed the meeting.

03/17 DECLARATION OF INTERESTS There were no declarations of interest.

04/17 MINUTES The Minutes of the Meeting held on 1 March 2017 were approved and signed as a correct record.

05/17 MATTERS ARISING

a. 120/17a – Training for new Clerk. Update provided by the Clerk, training is ongoing and John Blount has been arranging for the Clerk to attend meetings of other Parish Councils.

b. 123/17b – Co-op Bank change of authorised persons. Clerk advised that no response had been received yet from the Co-op Bank and that they would not discuss matters relating to the accounts, nor would they confirm if the change of persons form had been received. Cllr Lee suggested considering changing banks. It was agreed that the Clerk would make enquiries of other Parish Councils to see what Banks they used and if they would recommend them.

c. 124/17e – Enviro-Grant Scheme – Veolia’s new funding scheme. The Chairman and his wife attended the launch event on 16 March 2017 and suggested that the Parish Council apply for a grant. This was unanimously agreed. Cllr Middleton challenged the need to replace the safety tiles in the children’s play park. It was unanimously agreed, therefore, that the grant application be made for the cost of purchasing a defibrillator for the benefit of the village and that improvements to the playground be subject to further review.

d. 127/17a – Great British Spring Clean. Chairman advised that there was a shortage of litter pickers/jackets on the village event in March. Cllr Finlay agreed to ensure that for the next event sufficient quantities will be provided, he also informed the Council that across the Borough 4 tonnes of litter was collected. Date for next event in the village to be agreed at the next meeting.

e. 114/17b – Civic Amenity Visits. Cllr Finlay requested details of contact within Stafford Borough Council whom Clerk spoke to so that he can follow this matter up directly. Clerk to email Cllr Finlay accordingly.

f. 111/17a – Brook Lane. Cllr Middleton is due to meet with Paul Rochford, Staffordshire County Council and will keep the Parish council informed of discussions.

06/17 PLANNING MATTERS

New applications to be considered:

17/25788/HOU Brackenwood, Brook Lane, Brocton

Minor material amendment on planning permission **16/24275/HOU**. External wall of guest bedroom relocated.

The above application proposal was reviewed and considered. No objections or concerns were raised.

17/25973/HOU Bank Farmhouse, Sawpit Lane, Brocton

Replacement conservatory to rear and side.

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The above application was received after the formal agenda had been issued; however, it was reviewed at the meeting in line with agreed processes. No objections or concerns were raised.

07/17 PLAYING FIELD

a. Regular Inspection Visits – The meeting received a written report of routine visits to the playing field by Mr J Sulway. No problems were identified and the Chairman thanked Mr Sulway for his time. The Chairman advised that Mr Sulway had agreed to re-paint the picnic table and that Mr & Mrs Ward have agreed to re-paint the benches. The Clerk advised that the quarterly inspection of the park is due at the end of April and will agree a date with Mr Sulway for this to be carried out.

Cllr Lee requested that the planting of daffodils over a number of years within the village, by the Parish Council, be recognised and formally minuted.

b. Picnic in the Park 2017 – Progress for event discussed. The Clerk advised of the following:

1. Face Painting would cost £70 +VAT for 2 hours; £80 + VAT for 2.5 hours or ££90 + VAT for 3 hours. It was unanimously agreed to arrange for Face Painting to be offered for 2 hours, Clerk to arrange.
2. Bouncy Castle will cost £196.80, including VAT. It was unanimously agreed to book the bouncy castle. Clerk to arrange.
3. Brocton Football Club – Clerk advised that contact had been made however; they were unable to definitely confirm availability. Clerk to remind them nearer the date.
4. Brownies – still outstanding, awaiting an update from Cllr Mrs Learoyd.
5. PCSO – Clerk advised that he had been advised of event by email.
6. First Aider – Cllr Miss Perry agreed to act as first aider for the event.
7. Car parking – Phyllis Handley had offered the use of the field next to Bank Farm.
8. Toilet Facilities – Clerk to make a suitable sign directing people to the Village Hall. Clerk to arrange with Bob Mudway to ensure Village Hall will be open for the event.
9. Risk Assessment – Clerk to clarify if Cllr Mrs Learoyd is still willing to undertake this and send the pro forma to her.
10. Crowd control – Cllr Lee to take on responsibility for this.
11. Music – Chairman advised this will be provided by Derek Sharpe and will provide Clerk with contact details so that arrangements can be made.
12. Gazeboes – Chairman to follow up.
13. Attendance by the Army – Cllr Lee to follow up.
14. Chairman asked Clerk to inform Trent Grounds Maintenance of event and request grass is cut and hedges trimmed in time for event.

c. Replacement of Safety tiles. As outlined in 124/17e Cllr Middleton challenged the need to replace the safety tiles, so Cllr Goff agreed to inspect these and offer an assessment. No further action to be taken until this has been carried out.

08/17 FINANCE

a. Accounts for Payment - The meeting approved payment of the following accounts:

Paid to:	Details:	Net Amount	VAT	Total Paid
Wicksteed Leisure Ltd	Replacement of universal joint assembly and labour costs	£992.00	£198.40	£1,190.40
Gillian Davies	Salary from 1 – 31 March 2017, plus additional hours, training support provided by John Blount, 9 hours	£304.64	Nil	£304.64
Gillian Davies	Home working allowance	£17.33	Nil	£17.33
Gillian Davies	Purchase of McAfee Internet security	£12.00	£3.00	£15.00
Gillian Davies	Mileage expenses	£49.95	Nil	£49.95
Gillian Davies	Clerks expenses	£2.08	0.42p	£2.50
Staffordshire Parish Councils' Association	SPCA Annual subscription 2017/18	£204.00	Nil	£204.00
Brocton Village Hall Management Committee	Annual payment	£220.00	Nil	£220.00
Society for Local Council Clerks	Annual membership - £78.00 & joining fee - £8.00	£86.00	Nil	£86.00

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b. Membership of Society for Local Council Clerks. Membership was agreed for the Clerk.

c. Website/Social Media. Cllr Goff advised that the current website does not work well on smartphones and tablets. Cllr Lee to look into this. Clerk and Cllr Goff to work on development of Social Media.

09/17 CORRESPONDENCE

a. Letters from Co-op Bank. Clerk advised of an amendment to interest rates from the Co-op Bank, however, will not affect Parish accounts. Clerk requested completion of paperwork for Stafford Railway Building Society by counter-signatories so that address details for the new Clerk can be updated.

b. Letter from Stafford Borough Council – Planning and Compulsory Purchase Act . Clerk shared this for information. Cllr Finlay confirmed that Plan has been approved.

c. NALC – Policy Consultation, Housing White Paper. The Clerk had previously provided details consultation document. No comments were made.

d. NALC – legal briefing on Purdah. The Clerk had previously provided details for information. Cllr Lee commented that this did not apply to Parish Councils. Clerk to clarify.

e. Developing a Community Based Approach – The Next Steps. The Clerk had previously provided details and asked if any of the Cllrs wished to join the task and finish group referred to in the document. Cllr Goff expressed an interest and the Clerk will follow this up.

10/17 UNRESOLVED ITEMS FROM PREVIOUS MINUTES

a. Transfer of funds relating to CLP reserve – from meeting held on 4 January 2017. CLP reserve to be transferred and earmarked as follows: £250 for 2019 election costs and £40 to the bus shelter service. This had been previously proposed by the Chairman and seconded by Cllr Goff but never actioned. Clerk to action for the 2017/18 budget.

b. Brook Lane – road signs – from meeting held on 7 December 2016. Clerk advised that Steve Archer had recently confirmed that the signs had been received but was awaiting the receipt of the posts to support the signs. Once received he will inform the Clerk accordingly. Cllr Middleton to discuss with Paul Rochford where to erect the signs in order for Steve Archer to be advised accordingly. Cllr Middleton to progress this once the supports have been received.

c. Cannock Chase AONB – from meeting held on 7 December 2016. Cannock Chase Management options review and stakeholder engagement – First Phase reports – from meeting held on 7 December 2016. Cllrs requested Clerk follow this up with Anne Walker from Staffordshire County Council for clarification.

Cllr Bloomer left the meeting at 8.50pm.

11/17 VILLAGE MATTERS

a. Brook Lane – standing item. Matter still ongoing, no update available.

b. Dogs in the children's play area – standing item. Matter still ongoing, Cllr Middleton following up suitable signage.

c. Brick Kiln Lane – standing item. Pot holes now filled in, surface dressing to be applied sometime over summer period.

d. Payphone removal – Chairman advised of a funding scheme through the Police & Crime Commissioner – People Power Fund. Chairman to follow up. Clerk to contact BT and request no action be taken regarding removal of kiosks pending further considerations of the Parish council and to enquire if kiosks can remain as they are. Clerk to follow up with Alistair Welch - Stafford Borough Council why not consulted on removal of kiosks following letter from BT in October 2016.

e. Annual Parish meeting – final arrangements agreed. Cllr Lee has invites for village and Cllrs to distribute. Cllr Lee, Cllrs Mrs Smith and Miss Perry to arrange food for the meeting.

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f. Parish Council Archive records – Cllr Goff still dealing with this matter. Clerk advised that some detail has been received regarding archiving arrangements within other Parish councils; however, this does not cover historical papers. Cllr Goff to review the website for the Archive service at Staffordshire County council.

g. Neighbourhood Highways Team. Cllrs suggested that the signs in the village could be cleaned. Chairman commented on the state of the footpaths between Sawpit Lane, the children's play park and the golf club and asked the Clerk to contact Mick Bailey, Stafford Borough Council to see if anything can be done. The Chairman also raised the state of the Cannock Road, in particular the leaves, grit and rubbish from the roadside gutters that is washing into the gullies and blocking them, Cllr Finlay agreed to investigate.

h. Complaint from resident, regarding horses regularly using the footpaths between Sawpit Lane and Walton Lane. Chairman to contact paddock owner. Cllr Middleton suggested Clerk write to the County Council to see if any assistance can be offered with signage following completion of current repair to Sawpit Lane footpath.

Other matters raised by Councillors.

i. Cllr Middleton raised the speed of traffic coming into the village from Milford, would it be possible for the County Council to review this? It was agreed that the Clerk would approach Berkswich Clerk to enquire if Berkswich Parish council would support a review of the speed limit from the Milford island through to the Cannock Road.

ii. Cllr Lee advised that there is currently no speed watch coordinator within the village.

Cllr Finlay left meeting at 9.35pm.

iii. Cllr Mrs Smith enquired if the Parish council can do anything about the appalling state of some of the fencing within the village, concerned that high winds could cause damage to passersby, if the fences were to fall over. Nothing the Parish council can do as the fences are not owned by Parish council and are on private land.

iv. Cllr Middleton raised a concern about an overgrown holly hedge that is encroaching onto the footpath and will speak with the County Council about this to investigate boundaries

There being no further business the Chairman closed the meeting at 9.45pm.