

## **MINUTES of the Meeting of Brocton Parish Council held at Village Hall, Old Acre Lane, Brocton on Wednesday 3 May 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.

**12/17 Election of Chairman** Vice Chairman, Cllr Miss J Perry, took the Chair for this item and asked for nominations. Cllr Lee proposed Cllr R Bates, seconded by Cllr Mrs L Smith. There were no other nominations. Cllr Bates was elected unanimously and took the Chair signing the declaration of acceptance of office.

**13/17 Election of Vice-Chairman** Cllr Middleton nominated Cllr Miss J Perry, seconded by Cllr Lee. There were no other nominations and Cllr Miss Perry was elected unanimously.

**14/17 APOLOGIES** Apologies for absence were received and accepted from Cllr Mrs E Learoyd.

### **15/17 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.

**16/17 DECLARATION OF INTERESTS** There were no declarations of interest.

**17/17 MINUTES** The Minutes of the Meeting held on 5 April 2017 were approved and signed as a correct record.

### **18/17 MATTERS ARISING**

**a. 123/17b – Co-op Bank change of authorised persons.** Clerk advised Council that Co-op banking arrangements were still outstanding. It was unanimously agreed to take no action with regard to a change of bank until the Co-op transfer had been completed for the new Clerk.

**b. 124/17e – Enviro-Grant Scheme – Veoila’s new funding scheme.** Clerk advised Council that application for grant had now been submitted. Contact had been received from AEDonate, wanting to support a fund raising campaign. It was unanimously agreed to wait until outcome of grant application was known before taking any further action.

**c. 07/17c – Replacement of safety tiles.** Cllr Goff advised that he had not managed to inspect the tiles but would do so shortly and provide an update for the next meeting.

**d. 09/17d – Purdah.** Clerk confirmed that Parish Councils were not subject to Purdah during local/general elections; however, Cllrs need to be aware that the County and Borough Councils are and therefore, decision making may be affected as a result. During 2019 elections Purdah will apply to Parish Councils and as such Purdah rules must be followed at this time.

**e. 10/17c – Cannock Chase AONB.** Clerk stated that Parish liaison meetings had been replaced by 4 Task & Finish Groups. Details of these are on the AONB website if anyone is interested in attending.

**f. 124/17a – September litter pick.** It was agreed to establish date for next Borough council campaign before setting any date. Clerk to contact Cllr Finlay accordingly.

**g. Civic Amenity Visits and Cannock Road update** – moved to next meeting for update from Cllr Finlay. Chairman to lodge a complaint with Highways regarding the leaves, grit and rubbish washing into the gullies, pending an update from Cllr Finlay.

**h. Payphone removal** – no response received from BT or Stafford Borough Council. Clerk to ask Cllr Finlay to speak to Mr A Welch, SBC.

**19/17 CHAIRMAN’S ANNUAL REPORT 2016/17** The meeting approved the Chairman’s Report as presented to the Annual Parish meeting on 26 April 2017.

**Minutes of Brocton Parish Council Meeting 3.5.17 cont'd 2**

**20/17 PLANNING MATTERS**

**New application to be considered:**

**17/26102/HOU** Purbeck Hill, Old Coach Lane, Brocton. Single storey rear extension.

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

**21/17 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 Clerk and Mr Sulway carried out the quarterly inspection and it was noted that a decision on the safety tiles was still pending; some cleaning of the play equipment was advised; some WD40 was needed to address some squeaking – Mr Sulway will deal with this; picnic tables and seats are still to be repainted – the Chairman requested Mr Sulway speak to Mr Steve Ward and finally, consideration may need to be given to re-seeding the area in front of the goal net. It was agreed to wait until Annual Safety Inspection had been completed by Wicksteed before deciding what action to take.

**b. Annual Safety inspection** – Clerk to arrange this.

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

1. Cllr Mrs Smith agreed to consider conducting the Risk Assessment. Clerk to send form for Cllr Mrs Smith to review.
2. Clerk raised the next edition of the Paperchase, which will have the invite to the Picnic in the Park on the front page and advised it will cost £54.93 if this was to be printed in colour, on the front page only. It was unanimously agreed that this first page be in colour.

**22/17 FINANCE**

**a. To approve the annual accounts for financial year end 31.3.2017.** Internal Auditor attended meeting and confirmed internal Audit Report for 2016/17 had been approved and signed.

**b. To complete the Annual Governance Statement 2016/17.** Clerk presented the Annual Governance Statement to Members, which was agreed and completed. Clerk to submit to external auditor as part of the Annual Return.

**c. To approve the Accounting statement 2016/17.** This was approved by all Members present.

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

<b>Paid to:</b>	<b>Details:</b>	<b>Net Amount</b>	<b>VAT</b>	<b>Total Paid</b>
White Lodge Promotions Ltd	Printing of 500 invitations for Annual Parish meeting	£65.00	Nil	£65.00
Gillian Davies	Salary from 1 – 30 April 2017, plus 4.5 hours – attendance at Colwich Parish council meeting with John Blount	£278.17	Nil	£278.17
Gillian Davies	Home working allowance	£17.33	Nil	£17.33
Gillian Davies	Mileage expenses	£27.00	Nil	£27.00
Gillian Davies	Clerks expenses	£2.84	0.42p	£3.26
Robin Bates	Reclaim of travelling expenses – attendance at seminar by Veoila on EnviroGrant funding	£5.00	Nil	£5.00
Robin Bates	Annual Parish meeting catering/refreshments	£14.73	Nil	£14.73
HMRC	PAYE due for the period 6.2.17 – 5.4.17	£148.20	Nil	£148.20
Stafford Borough council	Paper Chase, issue 46	£44.22	Nil	£44.22
Brocton Post Office & Stores	Annual Parish meeting refreshments	£65.00	Nil	£65.00
Trent Grounds Maintenance	Grass cutting No. 1 & 2	£302.50	£60.50	£363.00
Stafford Railway Building Society	Transfer of Reserves to Brocton Parish Account	£1,300.00	Nil	£1,300.00

## **Minutes of Brocton Parish Council Meeting 3.5.17 cont'd 3**

### **23/17 CORRESPONDENCE**

**a. Letter from Stafford Borough Council – Protocol for Death of Sovereign.** Clerk shared this for information. It was unanimously agreed that protocol outlined within this letter be accepted.

**b. Letter from Staffordshire County Council – Community Paths Initiative, Bids for 2017/18.**

Chairman agreed to read this letter and email Cllrs accordingly if there is any action that could be considered suitable for the village.

**c. Invitation to the Tempest.** Clerk advised that Bob Mudway will manage this and if any Cllrs are interested in attending they should contact him accordingly.

**d. Resignation.** Chairman informed Cllrs that Cllr Mrs E Learoyd had submitted her resignation, which had been reluctantly accepted and was effective immediately. Clerk to inform Stafford Borough Council of vacancy and process for filling the vacancy will follow.

### **24/17 VILLAGE MATTERS**

**a. Items raised at Annual Parish meeting.** Service Road opposite Chetwynd Arms, Chairman had advised residents to email Highways with their concerns. The road belongs to Staffordshire County Council, however they don't appear to maintain it, Cllr Bloomer did arrange for work to be carried out a while ago, however, this is now failing. Complaints from residents are likely to be more effective. Cllr Middleton felt the Parish council should support the residents and agreed to contact Land Charges, Staffordshire County Council and provide an update for next meeting.

**b. Review distribution for Paperchase.** Cllrs discussed distribution list provided by Bob Mudway, which needs to be reviewed, Cllr Mrs L Smith to discuss with Bob Mudway and provide an update for next meeting.

**c. Brook Lane – update as follows provided by Cllr Middleton.** Cllr Middleton has now met with Mr Paul Rochford. Cllr Middleton challenged original classification as bridleway with Mr Rochford, who accepted that vehicles have been using Brook Lane for over 60 years. Cllr Middleton believes the classification needs reviewing and has emailed Staffordshire County Council accordingly. Chairman enquired about speed limit signs, Cllr Middleton advised that ownership of land needs to be determined before any action can be taken. Matter is ongoing.

**d. Dogs in the children's play area – standing item.** Matter still ongoing, Cllr Lee agreed to support with this. Clerk to send legal advice established by previous Clerk to Cllr Lee.

**e. Brick Kiln Lane – standing item.** Cllr Middleton advised that surface needs to be swept before surfaced dressing applied.

#### **Other matters raised by Councillors.**

**i. Footpath outside play park – Cllr Middleton requested the Clerk write to the landowner, quoting advice from Mr. Richard Rayson, asking them to request the horse riders respect the new footpath. It was acknowledged, at the time of the meeting,**

that there was no evidence of horses using footpath since resurfacing. Letter to acknowledge this and request continued cooperation.

**ii. Parking on grass verges outside play park – Cllr Middleton raised this matter, as it is dangerous. It was agreed to monitor this for time being, to allow for consideration of any appropriate action that may be taken.**

**iii. Website – Cllr Mrs Smith enquired if the Shugborough information on the website is up to date. Cllr Lee to review this and update as necessary, it was suggested that the link to Shugborough should be added.**

There being no further business the Chairman closed the meeting at 9.17pm.