

**MINUTES of the Meeting of Brocton Parish Council held at Village Hall, Old Acre Lane, Brocton on Wednesday, 7 February 2018 commencing at 7.30 pm.**

**Present:** Cllr R Bates (Chairman), Cllrs: R Middleton, Mrs L Smith, L Lee, Miss J Perry and Cllr F Finlay (SBC).

**8/18 APOLOGIES** Apologies for absence were received and accepted from Cllr J Francis (SCC).

**9/18 PUBLIC OPEN SESSION**

The Chairman adjourned the meeting and declared the public session open. 1 member of the public was present, no matters were raised.

The Chairman closed the public session.

**10/18 DECLARATION OF INTERESTS** There were no declarations of interest.

**11/18 MINUTES** Minutes of the Special Meeting held on 9 January 2018 were approved and signed as a correct record.

**12/18 MATTERS ARISING FROM MEETING HELD ON 6 DECEMBER 2017**

**a. 89/17 b & 60/17 a** – speed signs for Brook Lane are now with SCC who have advised they are unable to install at present, due to lack of resources. It was agreed by all present that installation is best carried out by SCC and therefore, this can wait until resources are available. Clerk to inform Steve Archer at SCC accordingly.

**b. 89/17 c & 64/17 a** – Chairman advised of AEDdonate campaign to raise funds for installation of defibrillator in phone kiosk at junction of Cannock Road and Sawpit Lane. Details will be added to website and included in Paperchase. AEDdonate have provided a flyer, which will be inserted into Paperchase, this provides details of campaign and how residents can donate. Clerk has included reminder in Paperchase regarding other kiosk on Pool Lane calling for interested parties to get in touch – 2 residents have expressed interest to date. Clerk to continue to pursue this.

**c. 95/17 b** – The Fundraiser at Katherine House Hospice has confirmed his agreement to be the guest speaker at the Annual Parish Meeting – Clerk to progress.

**13/18 MATTERS ARISING FROM MEETING HELD ON 9 JANUARY 2018**

**a. iii – Broadband. Items raised by Councillors** – superfast broadband is now fully installed in the village.

**14/18 PLANNING APPLICATION**

**a. 18/27849/ful – Development on site of Old Police HQ, Cannock Road.** No papers provided, as Brocton Parish Council is not a statutory consultee, however, Councillors expressed their concerns regarding this development, in relation to strain on doctors' surgery, education facilities and increased traffic volumes. Cllr Middleton provided a verbal update on the traffic management process and stated that there would be no value in commenting on increased traffic volumes. Cllr Middleton's comments were noted. Following further discussion, it was agreed that the Clerk draft a letter outlining the concerns of the Parish Council for submission to Stafford Borough Council, Planning Department. The concerns are: strain on GP surgery – already struggling to cope; strain on local schools and impact upon increased traffic volumes.

**15/18 PLAYING FIELD**

a. The meeting received a written report of routine visits to the playing field by Mr J Sulway. The Chairman thanked Mr Sulway for his time.

b. **Agenda Item 16 b discussed.** The number of moles in the playing field was discussed, Mr Sulway advised he had counted 90 molehills in one area of the field. Cllr Middleton commented that the problem appeared to be on the increase. It was proposed by Cllr Middleton that the mole catcher be employed for a 2-week period, at a one-off cost of £150.00, to deal with the problem. This was seconded by Cllr Mrs L Smith. Clerk to progress. Mr Sulway advised that the Parish Council could consider the use of a mole deterrent SORK to keep the moles away. It was agreed to review this after the mole catcher had finished.

c. **Grass cutting contract 2018** – Chairman advised that TGM had accepted the contract for the 2018 season.

**16/18 COMMUNITY BASED APPROACH**

a. Attendance at a meeting with SCC Officer was discussed and Cllr Middleton, Cllr Lee and Chairman confirmed their availability to attend meeting on Wednesday, 21 February at 10.00am. Clerk to progress. Purpose of meeting was to discuss concerns of Councillors as raised with Officers of SCC in January 2018 (details contained with Minutes of 6 December 2017, as approved on 9 January 2018).

**17/18 VILLAGE HALL**

a. Chairman advised that the financial concerns of the Village Hall, as raised in November 2017, now seem to be less urgent, as there has been a number of successful events and the finances are improving. It was agreed, however, that the Governance arrangements of the Village Hall need to be updated. Clerk will continue to progress this with other Parish Council's and the SPCA in order to identify best practice. This advice can then be offered to the Village Hall Committee. Cllr Lee suggested visiting the Charities Commission website for further guidance.

**18/18 CANNOCK CHASE**

a. Chairman referred to update as provided by the Clerk on 31 January 2018 to all Councillors from Sarah Bentley, SCC Environmental Advice Manager. This update has been inserted into the February edition of the Paperchase. It was noted that this update made no reference to grazing or workshops. It was agreed that this item to remain on the Agenda for the foreseeable future and Clerk to continue to monitor situation.

**19/18 COUNCIL MEETING DATES 2018/19**

a. Dates for 2018/19 meetings were agreed as follows:

**2018**

4 April; 25 April – Annual Parish Meeting; 2 May – Annual General Meeting; 6 June; 4 July; 5 September; 3 October; 7 November and 5 December.

No meeting in August.

**2019**

6 February and 6 March.

No meeting in January, unless deemed necessary for budget purposes.

**20/18 FINANCE**

**a. 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>
Gillian Davies	Salary from 1 – 31 January 2018	£246.04	Nil	£246.04
Gillian Davies	Home working allowance	£17.33	Nil	£17.33
Gillian Davies	Mileage expenses for January	£16.20	Nil	£16.20
Gillian Davies	Clerks expenses	£17.28	£3.45	£20.73
	<b>Total payment</b>			<b>£305.70</b>
Stafford Borough Council	Civic Amenity Visits – Oct, Nov 2017 & Jan 2018	£312.50	£62.50	£375.00
Society of Local Council Clerks	Membership renewal	£84.00	Nil	£84.00
Brocton Village Hall	Hire of Village Hall 2017/18	£220.00	Nil	£220.00
Berkswich Parochial Church Council	Donation towards restoration of Church Notice Boards	£50.00	Nil	£50.00
Nigel Ferguson	Creation of new Parish Council website	£400.00	Nil	£400.00
SPCA	Audit training course invoice – 15.1.2018	£35.00	Nil	£35.00

**b. On line banking** – Clerk advised that this has now been set up and access is available to the Clerk, Cllr Mrs L Smith and Cllr Miss J Perry. Clerk advised that access will be removed if not activated and maintained after a 6 month period.

**c. Audit update** – Clerk confirmed Internal Auditor details. Risk Assessment for the Parish Council should be reviewed. Cllr Mrs L Smith and the Clerk to progress this and report back to the Parish Council when completed for discussion and agreement.

**d. Internal Audit controls for 2018/19** – Clerk advised these need to be reviewed and Cllr Mrs L Smith agreed to progress this with the Clerk. Full details will be provided to the Parish Council for discussion and agreement.

**e. Standing Orders** – All Councillors confirmed they are in possession of these, with the exception of Cllr Mrs B Smith and Cllr L Goff. Clerk advised these should be reviewed and Cllr Mrs L Smith will progress this with the Clerk. Full details will be provided to the Parish Council for discussion and agreement.

**21/18 – DATA PROTECTION CHANGES FROM MAY 2018**

**a.** Clerk advised that the Parish Council will have to comply with changes to the Data Protection arrangements that will come into force on 25 May 2018. Details are still emerging and the SPCA are advising accordingly, SCC may well offer Parish Council's access to a comprehensive Data Protection Officer service for member councils. Clerk to keep Parish Council updated.

**22/18 – TO RECEIVE CORRESPONDENCE**

**a. Letter from South Staffs Council – A34 Planning Application.**

Clerk advised that confirmation had been received of the refusal to grant outline planning permission to application 17/00505/OUT for the erection of up to 155 dwellings and 55 apartments with care.

**b. Letter from Staffordshire County Council – Public Consultation on Libraries.**

Clerk advised that it would appear the mobile library that visits the village will not be affected by this consultation. Details have been added to the website and the Paperchase encouraging residents to respond to the consultation and to continue to use the mobile library service.

**23/18 – VILLAGE MATTERS**

**a. Grass verge damage on Sawpit Lane** – complaint received from resident, details discussed.

Clerk advised that Stafford Borough Council had been informed accordingly. Clerk to inform resident.

**b. Moles in children's play park on Sawpit Lane** – see item 15/18b.

**c. Parish meeting 2018** – Cllr Lee to arrange invitations. Clerk to confirm arrangements with guest speaker. Refreshments to be finalised at March meeting.

**Other items raised by Councillors**

**i.** Cllr Middleton raised matter of building works to property in Old Coach Lane, substantial damage is being caused to verges by lorries between Old Coach Lane and Walton Lane. Builder is S Clift Building Contractors from Walsall. Chairman to visit area and provide an update.

**ii.** Cllr Mrs L Smith enquired about poop bags being available at the Post Office and were these still being provided by SBC. Cllr Finlay to investigate and advise the Clerk.

**iii.** Cllr Middleton advised that the Post Office owner had enquired if the broadband box on Pool Lane, by the Post Office, could be marked with chevrons. It was noted that the position of the box is right at the back of the footpath and this would have been agreed with the County Council.

**iv.** Cllr Bates advised that the footpath from the playing field to Oldacre Lane is becoming very overgrown. Cllr Bates to confirm landowner and inform the Clerk, who will write and request footpath is cleared.

**v.** Cllr Finlay commented on the potholes in Bracken View, as these appear to be an issue.

**vi.** Paperchase deliveries – Cllr Mrs L Smith provided an updated distribution list to all Cllrs. Cllr Lee advised there were some areas he could no longer cover, Cllr L Smith to update list. Cllr Bates to collect Paperchase.

**vii.** Future litter pick date agreed as Saturday, 24 March 2018, to cover Milford end of village. Meet at Village Hall at 10am. Clerk to advertise nearer time, on website and in Notice boards.

**viii.** Cllr Bates advised litter at Dewick site on A34 is still an issue, Clerk to write to First City again regarding this.

**ix.** Cllr Miss Perry advised there is no bin at the bus stop on A34. Cllr Finlay advised Clerk to put a request to Streetscene for a bin to be located there.

There being no further business the Chairman closed the meeting closed at 9.10pm