

MINUTES of the Meeting of Brocton Parish Council held at Village Hall, Old Acre Lane, Brocton on Wednesday, 6 March 2019 commencing at 7.30 pm.

Present: Cllrs: Mr R Bates (Chairman), R Middleton, L Goff, Cllr Mrs L Smith and Cllr F Finlay (SBC).

18/19 APOLOGIES Cllrs Miss J Perry, Mrs B Smith, L Lee and Cllr J Francis (SCC)

19/19 PUBLIC OPEN SESSION

The Chairman adjourned the meeting and declared the public session open. No members of the public were present

The Chairman closed the public session and resumed the meeting.

20/19 DECLARATION OF INTERESTS There were no declarations of interest.

21/19 MINUTES Minutes of the Meeting held on 12 February 2019 were approved and signed as a correct record.

22/19 MATTERS TO BE UPDATED from previous meeting

a. 17/19 ii – Clerk confirmed that contact had now been received from the management company responsible for the Dewick site and that a contractor has been instructed to attend the site more frequently to avoid the buildup of litter/rubbish in the area.

b. 7/19a – Cllr Middleton informed the Council that the site visit on 5 March 2019, was attended by himself, Chairman Robin Bates, the Clerk, Cllr John Francis, SCC Cabinet member Helen Fisher, SCC Highways Manager Richard Rayson, together with a number of residents of the Service Road. Overall the discussions were positive, however, the matter of damage to the grass verge caused by residents was disputed. Cllr Middleton advised that this verge acts as a buffer for the retaining wall and should this wall fail it will fall into the highway. Cllr Middleton requested the retaining wall be inspected by the Highways Authority.

Action – Clerk.

It was agreed that Richard Rayson will assess the cost to re-patch and surface dress the metal section of the road and for gravel to be applied on part of the grass verge. Residents to be advised of outcome once known.

Action – Clerk.

23/19 PLANNING APPLICATION

a. 19/29987/HOU – Stonecliff, Brook Lane, Brocton. Proposed side extension forming ancillary accessible accommodation. No objections made to the planning application.

However, Cllrs raised concern over the condition of Brook Lane, as a bridleway, which is already full of potholes and the negative impact construction traffic may have on the surface of the bridleway. Cllrs believe work recently carried out on the bridleway, to the front of the property, may be unsafe for horses and should therefore, be graded level. Both SBC and SCC Rights of Way to be advised of Cllrs concerns.

Action – Clerk.

24/19 PLAYING FIELD

a. Inspection report for March received. No issues identified.

25/19 DEFIBRILLATOR MONITORING

a. Item deferred to next meeting.

26/19 INSURANCE

a. Chairman provided an update regarding insurance cover for the defibrillator and phone kiosks – Public Liability cover is automatically provided for any assets owned or maintained by the Parish Council. However, if loss or damage cover was felt necessary, which would include

replacement, additional premiums may be due. After discussion, it was agreed to establish cost of phone kiosk replacement value so that the Clerk can contact insurance company for details of any additional premiums before any decisions are made. Costs of defibrillator and cabinet replacements are already known.

Action – Clerk.

27/19 CLERKS REPORT

Clerk provided an update to the report that had been previously provided to all Cllrs, as follows:

a. Replacements of damaged white marker posts in Pool Lane – Cllrs agreed to replace the damaged post's in Pool Lane.

Action – Clerk.

Discussion took place regarding the installation of any other posts within the village to deter vehicles from parking on the grass verges. Clerk reminded Cllrs of requirement to consult residents if they wished to install posts in new sites. It was agreed the Clerk will consult with residents on Pool Lane, from Brook Lane to Deer Hill regarding the installation of new posts along this section of Pool Lane. Cllrs also requested Clerk consult with residents living opposite the park on Sawpit Lane.

Action – Clerk.

b. Building material on Pool Lane – matter has been followed up with Enforcement Team at SBC, who have advised that the blue circular fuel tank is not deemed to be detrimental to the amenity of the area, in line with current legislation and will not be taking any further action. HSE advised they are only interested in work related matters and this does not fall within their scope. Contact with the Environmental Agency differentiates between business and home use and after further discussion on the matter, it was agreed that no further action be taken.

c. Community Connectors – Cllr Mrs L Smith and the Clerk to meet with Connector for Brocton and provide an update to the Council after the meeting.

d. Village Hall – item deferred to next meeting.

28/19 GREAT BRITISH SPRING CLEAN 2019

a. All Cllrs agreed to support this campaign and agreed the date of Sunday, 7 April 2019, at 9.30am. Volunteers and Streetscene at SBC to be informed. Notice to be put in Notice Boards and on website.

Action – Clerk.

29/19 ANNUAL PARISH MEETING

a. Cllrs discussed the printing and delivering of invitations for the above and agreed these would be helpful in securing attendance of residents. Clerk to discuss with Cllr Lee.

Action – Clerk.

30/19 STANDING ITEMS

a. Developing a Community Based Approach – no update.

b. Village Hall – item deferred to future meeting, when update will be provided by Chairman and Clerk.

Action – Clerk and Chairman

c. Cannock Chase – no update.

31/19 FINANCE

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

Paid to:	Details:	Net Amount	VAT	Total Paid
Gillian Davies	Salary from 1 – 28 February 2019	£330.19	Nil	£330.19

Paid to:	Details:	Net Amount	VAT	Total Paid
Gillian Davies	Home working allowance	£17.33	Nil	£17.33
Gillian Davies	Mileage expenses for February	£21.60	Nil	£21.60
Gillian Davies	Clerks expenses	£13.32	£2.66	£15.98
	Total payment			£385.10
HMRC	PAYE for the period 6.12.18 – 5.3.19	£294.20	Nil	£294.20

32/19 2019 ELECTIONS

a. Clerk provided Cllrs with election nomination pack, as requested. It was agreed by all Cllrs present to return completed nomination pack to the Chairman by no later than Tuesday, 26 March, if they wished Clerk to return nomination pack to SBC Election Team on their behalf. If not, Clerk advised Cllrs that completed packs must be returned to SBC Election Team by no later than Wednesday, 3 April 2019. Packs must be hand delivered, posted packs will not be accepted.

Action – Clerk and Cllrs.

33/19 – TO RECEIVE CORRESPONDENCE

a. **To consider contact from Shugborough Outdoor Manager** – Chairman advised Cllrs that the Clerk had been contacted by the Outdoor Manager at Shugborough, who wanted to provide the Parish Council with an update on what is happening at Shugborough – butterfly conservation work and the introduction of low-level grazing. Clerk has already agreed to include an article on the work they are doing in the May Paperchase. It was agreed to invite him to attend the next Council meeting.

Action – Clerk.

34/19 – VILLAGE MATTERS

a. Relocation of Parish Councils filing cabinet from Church vestry to Village Hall will take place on 8 March 2019.

Action – Cllr Bates and Cllr Goff.

Other items raised by Councillors

i. Cllr Middleton raised concerns about the holly hedge on Sawpit Lane, on the opposite side to the play park, which is overhanging the carriageway. Cllr Bates advised this should be reported via MyStaffs App, which Cllr Middleton agreed to do and requested the Clerk also report it to Highways, by writing to R Rayson, SCC.

Action – Cllr Middleton and Clerk.

There being no further business the Chairman closed the meeting closed at 9.20 pm