

MINUTES of the Meeting of Brocton Parish Council held at Village Hall, Old Acre Lane, Brocton on Wednesday 7 June 2017 commencing at 7.30 pm.

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

25/17 APOLOGIES Apologies for absence were received and accepted from Cllr L Lee.

26/17 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.

27/17 DECLARATION OF INTERESTS There were no declarations of interest.

28/17 MINUTES The Minutes of the Meeting held on 3 May 2017 were approved and signed as a correct record.

29/17 MATTERS ARISING

a. 124/17a – Litter pick. Stafford Borough Council are currently arranging a litter campaign – details to follow. It was unanimously agreed that Brocton would arrange a separate litter pick, to take place on 30 September 2017. Clerk to include date in next edition of the Paperchase.

b. 05/17e/11/17g – Civic Amenity Visits/Cannock Road. Civic Amenity Visits - Letter of apology received from Stafford Borough Council dated 17 May 2017, matter resolved. However, Cllr Finlay advised that this situation will occur again because of the date that full Council meets, i.e. after budget setting by Parish Councils. Cllr Finlay advised Brocton Parish Council to contact him when setting budget for 2018/19 and he will follow up and provide an update.

Cannock Road – Chairman raised with Highways, Inspector visited and advised would be passed to Streetscene for sweeping.

c. 18/17h – Payphone removal. Cllr Finlay advised that an email had been sent to all Parish Councils affected in October 2016 by Stafford Borough Council (copy of email provided). Chairman acknowledged that this must have been overlooked and duly apologised. It was unanimously agreed that the Clerk will contact BT to ask if both kiosks can be left in the village, fully operational. If the response is no, then the decision was made that both kiosks would be adopted. Clerk to follow up.

d. 18/17c – Safety tiles. Cllr Goff advised that he did not believe there was a need to replace at present. Cllr Middleton supported this view, but stated that he believed they simply needed pushing together and fixing with mastic. Cllr Middleton will carry out this repair, after the annual safety inspection by Wicksteed. Clerk to inform Cllr Middleton of date for safety inspection, once known.

e. 24/17b – Paperchase distribution. Cllr Mrs L Smith shared a proposed distribution list, which was discussed. Some amendments agreed, Cllr Mrs L Smith to send all Cllrs and Clerk a copy of the final list.

f. 24/17iii – Shugborough on website. Chairman confirmed that Cllr Lee has updated the website accordingly.

g. 24/17a – Service Road, Cannock Road. Cllr Middleton advised that matter is still ongoing and he is in discussion with Land Charges, Staffordshire County Council.

30/17 PLANNING MATTERS

No planning applications were received.

31/17 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; however, Mr Sulway informed the meeting that there was a dog in the field today, the owner was spoken to and advised that no dogs were allowed. The Chairman thanked Mr Sulway for his time.

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Clerk advised that confirmation for the date for the Annual Safety Inspection by Wicksteed has not been received.

b. Picnic in the Park 2017 – Progress for event discussed.

1. Cllr Mrs L Smith advised she had reviewed the Risk Assessment pro forma and was willing to conduct this for the Picnic in the Park event, however, advised that some criteria could not be dealt with until the actual day. This was acknowledged by all present.
2. It was agreed that an acceptable level of volunteers to attendees would be on a ratio of 1-10, based upon last year's attendance. Therefore, Cllr Mrs L Smith advised that all Cllrs would be required to attend the event.
3. Fire Service attendance – Cllr Mrs L Smith to follow up.
4. Police attendance – Clerk to follow up with PCSO.
5. Gate Steward – it was unanimously agreed that this would be done on a rota basis by all Cllrs.
6. Car parking – John & Karen Sulway to manage. Car parking in Mrs Handley's field.
7. Cllr Miss J Perry advised that she has been unable to secure attendance by the Army. It was agreed to wait until position of attendance by the Fire Service had been determined before following this up again. If Fire Service cannot attend or vehicle cannot enter park, then Clerk to follow up with MoD. Cllr Mrs L Smith to inform Clerk accordingly.
8. Chairman raised matter of dog sign in the children's play park. Cllr Finlay advised that Stafford Borough Council cover parks owned by the Borough, therefore, Brocton could not use SBC logo at present. Cllr Mrs L Smith to follow up signage. Clerk to email details shared with Cllr Lee to all Cllrs and some details of signs, found by previous Clerk.

32/17 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 – 31 May 2017	£246.24	Nil	£246.24
Gillian Davies	Home working allowance	£17.33	Nil	£17.33
Gillian Davies	Mileage expenses	£21.60	Nil	£21.60
Gillian Davies	Clerks expenses	£21.57	£1.17	£22.74
Came & Company	Insurance Renewal Premium 2017/18	£830.26	Nil	£830.26
Alan Siddons **	Internal Audit fee 2017	£75.00	Nil	£75.00
Leslie Lee	Reimbursement for website renewal	£84.99	£17.00	£101.99
Trent Grounds Maintenance	Grass cutting No. 3,4 & 5	£523.00	£104.60	£627.60

**** Contra payment. £75.00 donated back to Parish council**

b. Clerk presented an invoice received from Staffordshire Playing Fields Association and queried if this was to be paid. Clerk advised that no record of a previous payment to this association had been found. Cllr Middleton proposed the invoice should not be paid, Cllr Goff seconded this.

33/17 CORRESPONDENCE

a. Letter from Stafford Borough Council regarding Civic Amenity Visits – matter covered under 29/17b.

b. Invite to Afternoon Tea – Mayor's Charity Appeal 2017/18. Correspondence received.

c. Letter from Deer Hill Residents Association. Letter was fully considered by all present. It was unanimously agreed that a response be provided to say that the Cllrs will review the parking situation when any future developments commence and consider action at that time, if necessary. Also, it was agreed to inform the residents of Deer Hill that the Parish Council are hoping to reinstate the Speedwatch Campaign and are looking for volunteers. Parish Council to work in conjunction with Berkswich Parish Council, who are also concerned about speed limit on road from Milford into Brocton. Clerk to respond to resident's letter accordingly.

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34/17 VILLAGE MATTERS

a. Village Hall Committee. Chairman advised that there is currently no Parish Council representative on the Village Hall Committee, which needs to be addressed. Cllr Goff expressed an interest and the Chairman will send details.

b. Brook Lane. Cllr Middleton advised this is still ongoing

c. Dogs in the Children's Play area – see 31/17 no8. Cllr Middleton advised that current sign needs to be bigger. Chairman and Cllr Mrs L Smith to look into this matter, it was unanimously agreed that if a suitable sign was found that the Chairman should purchase this.

d. Brick Kiln Lane – standing item. Cllr Middleton advised that surface needs to be swept before surfaced dressing applied. Cllr Middleton advised that residents will be notified when surface dressing will take place and will need to remove their vehicles. Chairman agreed to follow this up to ensure vehicles are moved accordingly.

e. Speed limit between Brocton & Milford. It was agreed to wait for an update from Cllr Francis.

f. Foot path on Sawpit Lane. Clerk advised that matter had been raised with Richard Rayson, who advised that the action being taken by the Parish Council was very proactive, however, there was little else the County Council could do to. Richard suggested the matter be raised with the PCSO, who do have powers for anti-social matters such as this. It was agreed that the Clerk would follow this up accordingly.

Other matters raised by Councillors.

i. Cllr Finlay raised the matter of house developments in Walton & Wildwood. He expressed his concern about the impact this will have upon the south side of town – infrastructure, schools, doctor's surgery, etc. He believes the Planning Applications are currently in consultation but they are being dealt with by South Staffordshire District Council, so will not be seen by the Parish Council. Clerk to contact Berkswich Parish Council, with a view to putting together joint objections to the proposals. It is believed that the developer is Gladman Developers, Derby.

ii. Reminder that the Women's cycling tour of Britain will be coming through Stafford and Brocton on 8 June 2017, around midday.

There being no further business the Chairman closed the meeting at 8.58pm.