

MINUTES of the Meeting of Brocton Parish Council held at Village Hall, Old Acre Lane, Brocton on Wednesday, 5 December 2018 commencing at 7.30 pm.

Present: Cllrs: Mr R Bates (Chairman), Miss J Perry (Vice Chairman), R Middleton, L Lee, L Goff, Mrs L Smith.

136/18 APOLOGIES Cllr Mrs B Smith, Cllr F Finlay (SBC) and Cllr J Francis (SCC)

137/18 PUBLIC OPEN SESSION

4 members of the public were present and the following items were raised:

1. Concern was raised about the content of the presentation delivered by the SCC SAC Officer at the October meeting. The resident felt the Officer presented a very lopsided view of what is happening to Cannock Chase and that it appeared management wanted to keep visitors away. It is a country park, people will visit it, people enjoy it and it is a great place for people to come to. The residents' concerns were noted by the Parish Council and the Chairman suggested the resident attends the Annual Parish meeting, where the SAC Officer will be the guest speaker, where these concerns can be put to the Officer directly.

2. A resident asked if the Parish Council have received an email from SCC regarding the latest fencing proposals on Cannock Chase? The original plans for fencing have been changed and fencing has now been moved, has this been done to appease the residents of Brocton? However, there will still be fencing around the Chase. Cllr Goff commented that he felt progress would be slow and any approach would be on an incremental basis, it is also likely to be many years before any significant work will happen and its very unlikely to be in the current 10-year plan. The proposals that were outlined by the SCC SAC Officer are likely to happen more quickly, as there is funding available to the SAC Partnership. It was noted there is a concern about the trialled use of invisible fencing, because if there is no funding available will this be replaced with conventional fencing? Does the Parish Council have access to the E-forum? Clerk to look into this.

Action – Clerk.

3. A resident raised concern about the footpaths within village, particularly Pool Lane and Brook Lane and the corner of Sawpit Lane by the golf club – can the Parish Council contact Streetscene about these? Cllr Mrs L Smith stated that she believes they have been working in the village today. No further action required at this stage.

138/18 DECLARATION OF INTERESTS There were no declarations of interest.

139/18 MINUTES Minutes of the Meeting held on 7 November 2018 were approved and signed as a correct record.

140/18 MATTERS ARISING

a. 126/18a, 111/18a, 97/18a – Signage within the village. Item deferred, Cllr Francis to follow up with SCC Officer.

Action – Cllr Francis.

b. 126/18b, 108/18a – A34 Service Road/Old A34. Cllr Middleton provided an update on the above, following the completion of a site visit. SCC Officers attended the site and discussed the condition of the surface of the road. 3 suggestions were made by the SCC Officers and it was agreed by the Cllrs that all the residents of the A34 Service Road be written to and advised of these suggestions.

Action – Clerk.

c. 128/18a – Clerk advised the wooden pole, (correct name is Log Run) has been checked and appears to be operating correctly. Wicksteed have been contacted to confirm it is operating as it should, awaiting a reply. Clerk will update Cllrs accordingly when reply received.

Action – Clerk.

d. 132/18a – Chairman advised that the Parish Council has 4 volunteers who are walking the paths around the village and informing the SCC Rangers of their findings. To date, some stiles

have been repaired and the hedge in Old Acre Lane has been cut. The arrangement appears to be working well and the Rangers are responding promptly to deal with matters being reported.

141/18 PLANNING APPLICATION

No Planning Applications were received.

142/18 PLAYING FIELD

a. No Report for November received. Clerk to follow this up.

Action – Clerk.

143/18 DEFIBRILLATOR TRAINING

a. Training date has been agreed, this will take place on Wednesday, 27 February 2019 and be delivered by AEDdonate. Details to be included in the February Paperchase, the Parish Council website and Notice Boards.

Action – Clerk.

144/18 CLERKS REPORT

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

1. Application for Road Safety Grant – the Clerk and Cllr Goff met with an SCC Highways Officer regarding the submission of an application by the Parish Council for the purchase of 2 Vehicle Activated Speed signs. The Officer provided the necessary details to proceed with this, subject to the receipt of an 'in principle' from SCC Highways Authority. All Cllrs confirmed their agreement to this application being progressed. Clerk advised that evidence of community support is necessary and it was agreed to include a loose-leaf voting slip within the February Paperchase for residents to complete and return. Cllr Lee agreed to provide an example.

Action – Clerk and Cllr Lee.

2. Fencing behind Sawpit Lane – an SBC Enforcement Officer has confirmed there has been a breach of planning control and the owner has been advised of the required action that has to be taken. The Officer also has noted that some lattice woodwork has been installed that appears to extend into the brook, this is of concern to the Planning Authority as it may cause problems with waterflow in the future. This should be raised with the landowner, who is responsible for the maintenance of the brook up to the center. All Cllrs agreed that the Clerk should write and inform the owner of the concerns raised by the Enforcement Officer and request removal of the lattice woodwork.

Action – Clerk.

3. Arriva bus service from Cannock to Stafford – Clerk advised that no response has been received from Arriva, despite the matter being raised with them on 3 separate occasions. Cllr Miss Perry advised that no further complaints had been received from the residents and it was agreed, by all Cllrs present, that no further action be taken.

4. Brook Lane – Cllr Middleton queried the request for resurfacing/surface dressing. Clerk to clarify.

Action – Clerk.

Cllr Middleton provided update on the reclassification of Brook Lane as a BOAT (Bye way Open to All Traffic) following a recent response from SCC. It was agreed that the full details of this response be added to the Parish Council's website and a short article be inserted in the February Paperchase directing residents to the website.

Action – Clerk.

145/18 PARISH COUNCIL POLICY DOCUMENTS

a. **Standing Orders** – these were discussed and all Cllrs agreed a 7.30pm start for the Annual Meeting of the Council. Adoption of the updated Standing Orders was proposed by Cllr Mrs L Smith and seconded by Cllr Lee.

b. **Complaints Procedure** – adoption proposed by Cllr Goff and seconded by Cllr Lee.

146/18 COLLABORATION MEETING

- a. **Gully cleaning within village** – Clerk provided the following update. The schedule of gully cleaning for Brocton has been provided by SCC Highways Officer and is as follows;
- A34 will be cleaned annually, between June 2016 and May 2019. New annual schedule to commence from May 2020 and continue annually.
 - Walton Lane will be cleaned biennially between April 2020 and May 2020. New biennial schedule will commence from April 2022.
 - All other roads within the village will be cleaned on a triennial basis between November 2019 and December 2019. New triennial schedule will commence from November 2022.

Cllr Middleton queried the triennial basis for all other roads within the village, in particular Sawpit Lane and Pool Lane as it was felt these were being cleaned/should be cleaned on a biennial basis. Clerk to clarify.

Action – Clerk.

147/18 PARISH COUNCIL EMAIL ADDRESSES

a. Clerk reminded all Cllrs that personal email addresses will no longer be used for Parish Council business from the end of December 2018. All Cllrs will need to ensure they regularly check their Parish Council email addresses. All Cllrs agreed to the removal of personal telephone numbers from the website and Paperchase.

148/18 STANDING ITEMS

a. **Developing a Community Based Approach** – item covered in Matters Arising at 140/18d.

b. **Village Hall** – all Cllrs confirmed their agreement for the Clerk to write to the Village Hall Committee requesting the following:

- update on Cllrs attendance at Village Hall Committee meetings;
- update on the amendment of the Constitution;
- details of governance arrangements that are in place and
- provision of an annual financial update, together with details of plans for the forthcoming year

Action – Clerk

c. **Cannock Chase** – no update at present.

149/18 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 – 30 November 2018, plus part payment for website	£517.86	Nil	£517.86
Gillian Davies	Home working allowance	£17.33	Nil	£17.33
Gillian Davies	Mileage expenses for November	£17.10	Nil	£17.10
Gillian Davies	Clerks expenses	£44.12	£8.82	£52.94
	Total payment			£605.23
Gillian Davies	Salary from 1 – 31 December 2018	£330.19	Nil	£330.19
Gillian Davies	Home working allowance	£17.33	Nil	£17.33
Gillian Davies	Mileage expenses for December	£11.7a0	Nil	£11.70

Paid to:	Details:	Net Amount	VAT	Total Paid
Gillian Davies	Clerks expenses	£13.92	Nil	£13.92
	Total payment			£373.14
HMRC	PAYE 6.10.18 – 5.12.18	£211.80	Nil	£211.80
Information Commissioner	Data Protection Registration fee for the period 8.1.2018 – 8.1.2020	£40.00	Nil	£40.00

b. Budget 2019/20 – the Cllrs considered the Draft budget papers as provided by the Clerk and agreed further discussions were required before the 2019/20 budget could be finalised and agreed.

Action – Clerk.

150/18 – TO RECEIVE CORRESPONDENCE

a. RDPE bid for Marquis Drive – Clerk advised a request for a letter of support had been received from Emma Beaman, SCC Officer, who is developing a bid for the Rural Development Programme for England, to improve 4 countryside sites, which includes Cannock Chase. The project will include a new play area, gym area, barbecue areas and interpretation at Marquis Drive, with the overall aim to improve the recreational offer at the 4 sites. Cllrs are willing to support the Marquis Drive project if more details can be provided. Clerk to request more information.

Action – Clerk.

151/18 – VILLAGE MATTERS

None.

Other items raised by Councillors

i. Cllr Lee enquired if drain cleaning within the village could be followed up. Chairman advised him to report any issues via the MyStaffs website.

Action – Cllr Lee.

ii. Cllr Lee requested an article be included in the February Paperchase advising of the May elections. Cllr Lee to write a short article for inclusion and provide this to the Clerk.

Action – Cllr Lee.

iii. Chairman advised that broadband speed in Old Acre Lane has now been upgraded.

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