

MINUTES of Meeting of Brocton Parish Council held at Village Hall, Old Acre Lane, Brocton on Wednesday, 5 June 2019 commencing at 7.30 pm.

Present: Cllrs: Mr R Bates (Chairman), Mrs L Smith, Miss J Perry, L Goff, Cllr A Cooper (SBC) and Cllr J Francis (SCC).

60/19 APOLOGIES: Cllr Mrs B Smith

61/19 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 and resumed the meeting.

62/19 DECLARATION OF INTERESTS There were no declarations of interest.

63/19 REQUESTS FOR DISPENSATIONS UNDER THE LOCALISM ACT 2011 There were no dispensation requests.

64/19 MINUTES Minutes of the Meeting held on 3 April 2019 were approved and signed as a correct record.

65/19 MINUTES Minutes of the Annual Meeting of the Council held on 15 May 2019 were approved and signed as a correct record.

66/19 MATTERS TO BE UPDATED from previous meeting

a. 36/19 (2) – A34 Service Road. Chairman advised that the resurfacing work was now complete and the holes had been dug for the posts to protect the retaining wall. Cllr Francis advised the posts were on order and should be installed very soon.

b. 36/19 (3) – Footpaths within the village. Chairman advised that following contact with Streetscene, the footpaths were cleaned the next day, however, this coincided with the bin collection, so many streets were not properly cleaned as the bins were on the pavements.

c. 39/19c – Litter pick event. Chairman advised that 33 bags of litter were collected, but there was still more that the litter pickers were unable to collect. Streetscene were very helpful and efficient in collecting the bags after the collection.

d. 43/19a – Community Connectors. Cllr Mrs L Smith updated the Council as follows: following meeting with local Community Connector, the service had been publicised in the May Paperchase and a meeting had taken place with Brocton WI to raise awareness of the Community Connectors and get the details of the service out into the community. The WI agreed to inform all their members; they also advised they put on an afternoon tea event in the village hall. Cllr Mrs L Smith will contact the local Community Connector at the end of the summer to see if any enquiries had been made. Clerk to arrange for promotion of service on website.
Action: Cllr Mrs L Smith and Clerk.

e. 46/19a – Code of Conduct. Chairman reminded all Cllrs that the Clerk had sent the Code of Conduct to all Cllrs, as agreed at the last meeting. All Cllrs confirmed receipt.

67/19 PLANNING APPLICATION

a. 19/30401/HOU – 6 Pool Lane, Brocton. Ground floor extension, extension to the roof and internal remodeling of the property. No objections or comments made; comments from Cllrs were received by email and SBC were informed 23.4.2019.

b. 19/30574/HOU – High Beech, Walton Lane, Brocton. Single story rear extension and 2nd story side extension with porch. No comments or objections made. Clerk to inform SBC.

Action: Clerk.

68/19 PLAYING FIELD

a. Inspection reports for April and May received. No issues were raised.

b. The Clerk advised that following contact with the Ranger Service, they had agreed to make a suitable donation and would remove the old rotten cycle rack. However, they were unable to confirm when this would be done. Chairman asked if this could be followed up and an update made available for the July meeting, as he believes they may need a key to gain entry to the park to deliver and remove the items.

Action: Clerk.

c. It was agreed that the Clerk arrange for the Annual Inspection to be carried out, as an unaccompanied inspection, at a cost of £45.00 per play area. In addition, the Cllrs requested a Risk Assessment be carried out. This will provide a separate report and show a detailed analysis of the Risk Assessments given in the Annual Inspection Report and how they have been calculated. This will cost £15.00 per play area. Clerk to clarify the Risk Assessment will cover all of the play equipment in the park.

Action – Clerk.

69/19 COUNCILLOR VACANCIES

a. No interested candidates attended the meeting.

b. Not applicable.

70/19 CLERKS REPORT

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

a. **Website hosting arrangements from June 2019.** Clerk advised that the hosting had now been taken over by Nigel Ferguson, who will also be investigating the new Website Accessibility Regulations on behalf of the Parish Council. We have until 2020 to ensure the website is compliant with these Regulations. Clerk will continue to liaise with Nigel Ferguson and update Cllrs in due course

Action – Clerk.

71/19 REPAIR AND INSTALLATION OF MARKER POSTS ON POOL LANE

a. Clerk advised that 7 residents out of 15 had responded to the letter regarding the above and of those 7 respondents, 6 were supportive. Suggestion of use of boulders or large stones were considered but dismissed upon the advice of Cllr Francis that to use these was illegal. Low maintenance deer proof shrubs would be unlikely to deter parking on the verges. The use of wooden posts and trips rails, with reflectors were discussed as it was felt they would be more robust and be more in keeping with the village setting. Cllr Francis agreed to discuss the installation of these with the Highways Officer on behalf of the Parish Council and provide an update to the Clerk. It was agreed no further action be taken until Cllr Francis' report was received.

Action – Cllr Francis.

72/19 PHONE KIOSK AT VILLAGE GREEN

a. Clerk provided an update about the general condition of the kiosk which is not good and if it is to become a useful resource for the community then it will need to be refurbished. This was acknowledged by all Cllrs present and it was agreed that the Clerk will investigate the process for getting the kiosk re-painted and any other associated costs and provide an update to the Council for further consideration.

Action – Clerk.

73/19 PAPERCHASE

a. The Cllrs considered the feedback that had been provided regarding the intention to publicise the August edition of the Paperchase on the website only. It was noted that feedback against the proposal had come from a minority of residents and no contact had been made with the Clerk about the proposal. After due consideration, all Cllrs agreed to continue to produce 3 hard copy

versions throughout the year and trial the August 2019 edition on the website. The Parish Councils' website provider will be asked to monitor hits on the website for the August Paperchase between August and October and this data will be considered to inform future decisions about the use of the website or not for the Paperchase. Cllr Cooper advised of a comprehensive and competitive printing service that is used by Colwich Parish Council, which may be of interest to Brocton. It was agreed that the Clerk explore the details with Colwich Parish Council and update the Cllrs in due course.

Action: Clerk.

74/19 STANDING ITEMS

a. Community Based Approach – Cllr Goff provided an update to the Council on the proposed Application for the purchase of Vehicle Activated Speed Signs for the village. The Application has been submitted and is now being considered, it is hoped that the outcome will be known by the end of the month. Cllr Francis advised that all applications submitted have been supported by Richard Rayson – SCC Strategic Communities Infrastructure Manager.

b. Village Hall – Chairman advised that the finances of the Village Hall are healthy and that they have recently applied for a grant for some refurbishment. Representation from the Parish Council remains unresolved.

Action – Clerk and Chairman

c. Cannock Chase – Clerk advised that no recent update has been provided from any source. Cllr Mrs L Smith enquired if a link to the Chase Code that is being developed by the SAC Officers can be made available on the Parish website. All Cllrs agreed that this was a good idea, the Clerk will follow this up and update the Council in due course. The Chairman also commented on the memorial for the New Zealand Rifle Brigade who were stationed on the Chase during the First World War that has been installed, which the SAC Officers made him aware of, this is very interesting and worthy of a visit.

Action: Clerk

Cllr Francis left the meeting at 8.55pm

75/19 FINANCE

a. Internal Audit Report – Clerk provided an update following the receipt of the Internal Audit Report which was shared with all Cllrs on 4 June 2019. The Chairman offered his congratulations to the Clerk for the accuracy of the budget. The content of the Internal Audit Report was noted by all Cllrs and it was acknowledged that some improvements were required. Clerk suggested the development of an Action Plan to address the matters raised, which can be fully considered by the Resources Committee with regular updates being provided to full Council. All Cllrs present confirmed their agreement to this approach. Clerk advised that the Audit arrangements for 2019/20 will need to be considered and will add this to the Agenda for a future meeting for further discussion.

Action: Clerk.

b. Approval of annual accounts for financial year end 31.3.2019. Approved.

c. Completion of the Annual Governance Statement 2018/19. Approved and certified.

Cllr Cooper left the meeting at 9.10pm.

d. Approval of the Accounting Statement 2018/19. Approved and certified.

e. Approval of insurance premium for phone kiosks. All Cllrs approved; item included in payment of accounts below.

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

Paid to:	Details:	Net Amount	VAT	Total Paid
Salary and expenses	Period covered 1 – 31 May 2019, includes additional hours for CiLCA training	£462.82	£2.98	£465.80
Robin Bates	Parish meeting expenses	£13.76	Nil	£13.76
Brocton Post Office & Stores	Parish meeting expenses	£48.93	Nil	£48.93
HMRC	PAYE for the period 6.4.19 – 5.6.19	£204.00	Nil	£204.00
Came & Company	Insurance cover 2019/20 for phone kiosks	£22.16	Nil	£22.16
John Blount	Internal Audit 2018/19 fee	£100.00	Nil	£100.00
Nigel Ferguson	2019/20 website hosting, renewal of domain name and SSL certificate	£130.00	Nil	£130.00
Trent Grounds Maintenance	Cuts 4&5. Cut/strim Brocton Cres: bank in Pool Ln; triangle of grass at Pool Ln & playing field	£415.75	£83.15	£498.90

g. Adoption of Financial Regulations. All Cllrs confirmed that these Regulations should be formally adopted by the Council. Clerk to add to Parish Council website.

Action: Clerk.

76/19 – TO RECEIVE CORRESPONDENCE

a. To note receipt of invitation to Stafford Shakespeare Festival – Merchant of Venice. This was noted.

77/19 – AGENDA ITEMS FOR NEXT MEETING.

No items were raised.

There being no further business the Chairman closed the meeting closed at 9.35pm