

MINUTES of Meeting of Brocton Parish Council held at Village Hall, Old Acre Lane, Brocton on Wednesday, 4 September 2019 commencing at 7.30 pm.

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

94/19 APOLOGIES: Cllr Mrs L Smith and Cllr J Francis (SCC).

95/19 PUBLIC OPEN SESSION

The Chairman adjourned the meeting and declared the public session open. 2 members of the public were present, no items were raised.

The Chairman closed the public session and resumed the meeting.

Cllr Cooper provided the following update from SBC – Cllr Cooper provided a hard copy of the SBC Corporate Business Plan 2018 – 2021, which the Clerk agreed to circulate to all Cllrs. A copy is also available on the SBC website.

Cllr Cooper advised, as a Councillor for SBC, he is a member of the following:

The Full Council

The **Community Wellbeing Scrutiny Committee** Includes topics such as - Environmental health/crime, business/hygiene inspections, empty homes management, household waste/recycling, vulnerable families, litter, streescene, parking & CCTV, homelessness, Social Housing, etc.

Economic Development and Planning Scrutiny Committee Includes topics such as - Local plan/housing, planning & building control, Town Centre re-development, leisure & recreation, Gypsy & traveller sites, open spaces, economic opportunities, etc.

and represents SBC on the **Allotments & Agricultural Committee** (an external body)

There are discussions ongoing regarding the refurbishment of the public toilets at Milford Common between SBC, the Viceroy Indian Restaurant and Berkswich Parish Council; debates about climate change and the challenge to become carbon neutral as well as the development of a Sports Strategy.

96/19 DECLARATION OF INTERESTS Cllr Miss Perry declared an interest in Agenda item no. 7c and took no part in the discussions for this item.

97/19 REQUESTS FOR DISPENSATIONS UNDER THE LOCALISM ACT 2011 There were no dispensation requests.

98/19 MINUTES Minutes of the Meeting held on 3 July 2019 were approved and signed as a correct record.

99/19 MATTERS TO BE UPDATED from previous meeting

a. 79/19 – bus service, route 74. Chairman advised that the Clerk had added the up to date bus timetable details onto the website and had referenced these in the August edition of the Paperchase.

b. 83/19b – 2018/19 end of year Audit. Chairman advised that the period of Public Rights ended on 8.8.19 and no requests to review the accounts had been received. The Clerk has concluded the process for 2018/19 and all of the appropriate documentation has been included on the website, and added to the Notice Boards, as required.

- c. 83/19c – disclosable pecuniary interests form.** Chairman confirmed that the completed form from Cllr Mrs B Smith has been sent to Stafford Borough Council.
- d. 86/19c – signatories on bank account.** Chairman advised that Cllrs L Goff and Mrs B Smith have been added to the list of authorised signatories on the account.
- e. 87/19b – collaborative gully cleaning.** Chairman advised that the Clerk has arranged for this item to be added to the Agenda for the next meeting of the Trent Valley Collaboration Group on 4.10.19.
- f. 89/19 – village litter pick.** Chairman reminded all Cllrs that the village litter pick will be held on Sunday, 15 September at 9.30am. Clerk has advised our volunteers and displayed a notice in the Notice Boards as well as adding this to the Parish Council website.

100/19 PLANNING APPLICATION

- a. 19/30946/TWT – Woodlands, Chase Road, Brocton.** Application to remove cypress tree.
- b. 19/31048/TWT – Coach House, Old Coach Lane, Brocton.** Application for crown reduction of unspecified species of tree.
- Above applications were considered by Parish Cllrs during the August break and no objections were raised. Comments regarding the need to remove what appeared to be a healthy tree instead of nearby dead trees were lodged with the Planning Department in respect of application 19/30946/TWT.

- c. 19/31061/HOU – 14 Brocton Heights, Brocton.** Retrospective planning application for raised external seating area. Following consideration of the plans the Cllrs requested the Clerk to inform SBC that a site visit of the affected neighbouring property, The Conifers, should be undertaken. No other comments were made.

Action – Clerk.

- d.** The Chairman commented that the Parish Council do not receive details regarding the approval/rejection of applications and Cllr Cooper agreed to look into this matter on behalf of the Parish Council.

Action – Cllr Cooper.

101/19 PLAYING FIELD

- a.** Inspection reports for July and August were received. Cllr Mrs B Smith commented that the grass is worn at the goal mouth and that there are holes in the football net. Also, the area at the top of the field, to the right of the football net is overgrown with nettles, etc and it was agreed that the Clerk should obtain a price, from TGM, to get these cut down at the end of the cutting season. It was also agreed that the holes in the football net be reviewed in October, following the park inspection to be conducted by Cllr Mrs B Smith at the end of September. Cllr Cooper suggested that the Parish Council might wish to seek advice from Staffordshire FA, who may also be able to inform about the possible availability of grants.

Action – Clerk.

- b.** Annual Inspection Report and separate Risk Assessment Report were received. It was noted that the nettles in the park had been recorded by the Inspector, as well as reference to the condition of the safety tiles.

- c.** Inspection Rota arrangements from September onwards were provided by Cllr Mrs B Smith, who confirmed these have been shared with the park volunteers. Clerk, Cllr Mrs B Smith and volunteers to meet to discuss new Draft template inspection record and once agreed will present this to full Council for approval.

Action – Clerk and Cllr Mrs B Smith.

- d.** The purchase of 2 basketball nets was approved.

Action – Chairman.

102/19 SBC 2019 PARISH FORUM

- a.** It was agreed that Cllr Mrs L Smith will attend the Forum with the Clerk. No specific items to be raised.

103/19 GRASS CUTTING WITHIN VILLAGE

a. Cllr Mrs L Smith had previously provided comments on how well TGM had cut the grass on the A34 Service Road, following the installation of the wooden bollards. All Cllrs confirmed their agreement and it was resolved that the Clerk should write to TGM and pass on the thanks of the Parish Council for the quality of their work.

Action – Clerk.

104/19 DATA PROTECTION POLICY

a. Item deferred to October meeting to allow Clerk to attend SLCC Branch meeting and receive an update on GDPR. Clerk to add to October Agenda and update Council accordingly.

Action – Clerk.

105/19 CLERKS REPORT

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

a. **Trent Valley Collaboration Group meeting** - in addition to the item of gully cleaning being added to the Agenda, the following items will also be discussed: update request from Cllr Francis regarding the inspection of work completed by Amey and the filling of grit bins.

b. **Community Connectors** – new Officer has been appointed at SBC. It was resolved that Cllr Mrs L Smith and the Clerk will continue to pursue this project with SBC and update the Council accordingly, as/when required.

c. **Printing costs for the Paperchase** – details have been received from Benhill Press, Rugeley. It was agreed that the Clerk will obtain copies of the Parish magazine from Colwich PC to allow Cllrs to consider the quality of production and that copies of previous editions of the Paperchase will be sent to Benhill Press for information and the provision of more detailed production/cost information.

Action – Clerk.

d. **August Paperchase** – Clerk has not received any comments from residents about the August version being available on line.

e. **2019 elections** – Cllrs asked to complete the survey from NALC Policy and Communications Team by 27.9.19. Clerk has completed Clerk's version.

f. **Grass cutting 2020** – current contractor costs to remain unchanged for 2020. No response received from Colwich PC to date.

106/19 MOBILE PHONE COVERAGE WITHIN VILLAGE

a. Chairman advised he had been contacted by a resident in respect of the above and all Cllrs agreed that mobile phone coverage was poor within the village. After discussion it was resolved that the Clerk write to the 3 main service providers regarding the almost non-existent coverage within the village. Cllr Mrs B Smith advised that residents can contact their mobile provider for a free booster – Clerk to produce article for next Paperchase.

Action – Clerk.

107/19 REPAIR AND INSTALLATION OF MARKER POSTS ON POOL LANE

a. Clerk informed Cllrs that enquiries are still ongoing with SCC regarding the installation of the posts. The site has been assessed and the location for posts discussed with the Highways Officer. Clerk will provide further update in due course.

Action – Clerk.

108/19 REFURISHMENT OF VILLAGE GREEN PHONE KIOSK

a. After discussion it was agreed to commence the refurbishment on 21 & 22 September and Clerk will inform affected parties accordingly – Church and residents. Chairman will take responsibility for the replacement of broken/damaged windows as well as assisting Cllr Goff and his wife with the refurbishment.

Clerk informed the Cllrs that the Insurance Company were aware of the refurbishment and had confirmed that the Parish Council were covered to undertake such work, provided PPE equipment was obtained for all of those working on the project, barriers/cones were erected to provide protection from vehicles travelling through the village and that a Risk Assessment was completed before any work commenced.

The purchase of the following PPE equipment and other sundry items was approved:
Disposable gloves and face masks,
Sandpaper; wire brushes; masking tape; paint brushes; scrapers; dust sheets; dust pan & brush;
paint.

Church and nearby residents to be advised.

Action – Clerk.

Cllr Cooper left the meeting at 9.00pm.

109/19 STANDING ITEMS

a. Community Based Approach – VAS Signs. Cllr Goff provided an update regarding the 2 new proposed sites on Pool Lane. These proposals will be shared with SCC for consideration and an update will be provided to full Council once the outcome from SCC is known. Whilst this consideration is ongoing it was resolved to proceed with the purchase of the signs and other necessary equipment for installation to be progressed at the existing sites on Sawpit Lane and Pool Lane. Clerk to contact the suppliers and order the necessary equipment and inform the affected residents accordingly.

Action – Cllr Goff and Clerk.

b. Village Hall – Chairman advised that funds within the Village Hall remain healthy.

c. Cannock Chase – Cannock Chase AONB Management Plan 2019-2024 is being circulated to all Cllrs. Clerk advised that a village resident had agreed to attend the Conference on 4 October and will provide the Council with an update for the November meeting.

110/19 PARISH COUNCILLOR VACANCIES

a. Expression of interest received from an eligible local resident, who advised the Council that he wished to provide a youthful perspective and a new face to the Council. After consideration it was resolved to co-opt the resident accordingly. Clerk arranged for Acceptance of Office form to be signed and the Chairman invited the new Cllr to join the Council meeting. Clerk to arrange for the completion of all other required forms; training; updating of website and Council paperwork and to advise SBC accordingly.

As one other vacancy remains, Clerk enquired if the Parish Council would wish to see an advert placed in the Community News section of the Staffordshire Newsletter, if this could be arranged. Cllrs confirmed their agreement to this suggestion.

Action – Clerk.

111/19 FINANCE

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

Paid to:	Details:	Net Amount	VAT	Total Paid
Salary and expenses	Period covered 1 – 31 August 2019, includes additional hours for CiLCA training	£450.40	£2.66	£453.06
Wicksteed Leisure Lte	Annual Park Inspection and Risk analysis	£60.00	£12.00	£72.00
HMRC	PAYE for the period 6.8.19 – 5.9.19	£102.00	Nil	£102.00
Trent Grounds Maintenance	Cuts 8&9. Strim Pool Ln; playing field; cut/strim A34; extra strimming at Brocton Cres; and triangle at Pool Lane.	£410.75	£82.15	£492.90
Trent Grounds Maintenance	Cuts 10&11. Strim Pool Lane; playing field; cut/strim A34; extra strimming at Brocton Cres; and triangle at Pool Lane.	£410.75	£82.15	£492.90
SLCC Cheshire	SLCC Cheshire Branch Conference 2019	£30.00	Nil	£30.00

- b. Receipt of grant from Safer Roads Partnership was noted.
- c. Investment opportunity was discussed and all Cllrs agreed that it was not appropriate to pursue this any further.
- d. It was agreed to defer this item to the October meeting to allow Cllrs more time to consider the Action Plan as drafted by the Clerk. It was resolved that the Action Plan be emailed to all Cllrs again.

Action – Clerk.

- e. Date for meeting of Resources Committee was confirmed as Weds, 25 September from 7.00pm, to be held in the Village Hall. Clerk to secure Village Hall accordingly.

Action – Clerk.

112/19 – TO RECEIVE CORRESPONDENCE

a. Community Foundation Grant. This was previously considered by Councillors in July and Cllr Miss Perry suggested it might be useful for the replacement of safety tiles in the play park, subject to the outcome of the Annual Inspection. Following the completion of the Annual Inspection, it was noted that gaps in the safety tiles had been identified, albeit of low risk, it was resolved to request a quote from Wicksteed Leisure Ltd regarding the replacement of the safety tiles. Clerk to request quotes to be provided on the basis of individual pieces of equipment and not as a whole. This would allow the Council to budget plan for the replacement over a period of time, subject to the receipt of any grant funding.

Action – Clerk.

b. Co-operative Bank correspondence. Letters were noted and it was agreed that the Clerk should request a new pass number for the account as this had not been updated since 2016.

Action – Clerk.

c. Correspondence from Stafford Railway Building Society. This was noted and required action approved

Action – Clerk.

d. Enquiry from Douglas Macmillan Hospice. This was noted and no further action agreed. Chairman requested clerk inform the Hospice accordingly.

Action – Clerk.

e. SBC Review of District and Polling Places 2019. This was considered and the Parish Council confirmed they have no representations to make. Clerk to inform SBC accordingly.

Action – Clerk.

f. Safer Communities CIC Award. Clerk advised the Council that Cllr Mrs L Smith had suggested the purchase of 'No Litter Please' signs for the village, other possible ideas suggested were; re-seed goal mouth, purchase of safety tiles. After discussion, it was resolved that Clerk should explore the submission of an application if time allowed, given the closing date of 30.9.2019.

Action – Clerk.

g. VE 75 Day on 8 May 2020. Chairman advised that he had suggested the possibility of a joint event between the Parish Council and the Village Hall Committee for the benefit of the community, but unfortunately there seemed little interest at present. It was resolved, therefore, to add this to the Agenda for October for further consideration by the Parish Council.

113/19 – AGENDA ITEMS FOR NEXT MEETING.

a. the following items will be added to the next Agenda:

- Action Plan for Internal Audit
- Data Protection
- VE Day Activity

Action – Clerk

There being no further business the Chairman closed the meeting closed at 9.30pm