

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

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

136/19 APOLOGIES: Cllr J Francis (SBC).

137/19 PUBLIC OPEN SESSION

The Chairman adjourned the meeting and declared the public session open. 3 members of the public were present and the following items were raised;

1. There appears to be some confusion as to what residents can take to the Civic Amenity bin lorry, as some items have recently been refused. It was agreed to seek clarification regarding items that can be taken and those that cannot and add this into the next edition of the Paperchase.

Action – Clerk

2. Mobile phone coverage within village – Chairman advised this will be discussed as an Agenda item – see 156/19a.

The Chairman closed the public session at 7.40pm and resumed the meeting.

138/19 DECLARATION OF INTERESTS There were no declarations of interest.

139/19 REQUESTS FOR DISPENSATIONS UNDER THE LOCALISM ACT 2011 There were no dispensation requests.

140/19 MINUTES Minutes of the Meeting held on 2 October 2019 were approved and signed as a correct record.

141/19 MATTERS TO BE UPDATED from previous meeting

a. 123/19a– moles in play park. Clerk advised that the mole catcher has now been engaged and traps have been laid. Progress update will be provided at future meetings.

Action – Clerk.

b. 101/19a – nettles in play park. Clerk confirmed that the nettles have now been cut down.

142/19 REPORT FROM BOROUGH COUNCILLOR

a. Cllr Cooper informed Council of a very useful contact if Council is interested in finding out more information about Dementia – Diane Wallace, Outreach Manager. It was resolved that the Clerk will contact her and explore possible visit either for the next Annual Parish meeting or a future normal Council meeting.

Action – Clerk.

b. If Councillors are interested a visit can be arranged to the Mayor's Parlour at SBC. All Cllrs expressed an interest in this and it was suggested that a joint event with Berkswich Council might be an option. The public are also able to attend. Clerk to follow up with Cllr Cooper and Berkswich Council.

Action – Clerk.

143/19 PLANNING APPLICATION

a. 19/31315/TWT – White Lodge, Chase Road, Brocton. Application to carry out works on TPO trees to remove dead wood, crown reduction by approx. 3 metres and remove large overhanging branches. No comments or objections were made – Clerk to inform SBC accordingly.

Action – Clerk.

144/19 PLAYING FIELD

a. No report for October was available. Cllr Mrs B Smith informed the Council that the new pro forma had now been provided to the volunteers, who had requested a copy without the pictures,

together with the inclusion of the following sentence 'this is a visual inspection only'. This request was considered and approved. Clerk will update the pro forma and provide a copy for the volunteers. Cllr Mrs B Smith will conduct an inspection shortly and again before the next Council meeting.

Action – Clerk and Cllr Mrs B Smith.

b. Chairman provided details of costs for replacement of safety tiles, as communicated by Wicksteed. After discussion, it was resolved that the replacement of the safety tiles was not a priority, as the Annual Inspection had identified these as low risk. However, the build up of moss, at this time of year, was more of a concern as this rendered the tiles slippery. It was resolved therefore, to prioritise the removal of the moss. Clerk to follow up with TGM/others to obtain costs and to keep the Council informed.

Action – Clerk.

145/19 TRENT VALLEY COLLABORATION GROUP

Clerk updated the Council as follows: the meeting was well attended by 8 Parish Councils, including Brocton, together with SCC Cllr J Francis and 4 SCC Highways Officers, including Richard Rayson and SBC Cllr Brendan McKeown. The following items were discussed:

a. Gully cleaning – there is support from the group for a collaborative approach towards this. Schedule of cleaning operated by SCC is required before any further action can be taken, this has been raised with Cllr Francis. Clerk is willing to co-ordinate a working group of interested Councils if Brocton wish to participate. All Cllrs confirmed their agreement to the Clerk establishing this working group to explore the feasibility, merits, costs, etc and to provide an update to the Council before any action is taken.

Action – Clerk.

b. Work carried out by Amey – contract with Amey is for 10 yrs and they are currently 5 yrs into the contract. If certain triggers are met, the contract will be extended for a further 10yrs. SCC Officers form part of the governance review and some of the contract is self-governing. They are currently delivering on the contract. Governance has been increased and the Cabinet member is made aware of concerns. Amey are a big company and are world class in the work they do. The approach taken to repair's is to make it safe in the first instance, then to fully complete the repair. This may appear frustrating, but priority is given to safety first.

c. Grit supply – all grit bins will be filled once a year, extra grit can be arranged which will be charged for. Cllr Francis to provide response to enquiry about SCC continuing to fill bins if Councils make a contribution before the end of the year. Colwich Parish Council would be willing to collect and deliver grit for Councils, at a cost of £31.50 p/h, which would not include the cost of the extra grit.

d. Community bus service – currently operated by Sandon/Milwich Parish Council, which is booked via the Clerk. It was resolved that the Clerk find out more information from Sandon/Milwich as to how this works and update the Council in due course.

Action – Clerk.

e. Lengthsmen from Colwich Parish Council – Councils can use the services of the Lengthsmen and the following costs will apply: £31.50 p/h for all duties, except grass cutting, which would be charged at £34.00 p/h, travel time included. Any interest in grass cutting would require a firm commitment from Parish Councils before this could be progressed.

f. Consistent approach to traffic speed reduction – discussion about speed on A51, reductions to apply once Gt Haywood development completed, Cllr Francis to fund a feasibility study in Weston. SCC Highways Officers confirmed their support for Parish Councils to install speed signs, with SCC providing the necessary approvals, despite concerns raised by Colwich Parish Council, who felt it fell outside of Parish Council powers.

Next meeting – 6 February 2020 at Hopton Village Hall. Cllr Mrs L Smith expressed an interest in attending with the Clerk.

146/19 WEIGHT RESTRICTION THROUGH VILLAGE

a. See 150/19e for details.

147/19 SPEAKER FOR ANNUAL PARISH MEETING – APRIL 2020

a. Concerns as raised by Colwich Parish Council as to the suitability of the proposed speakers were discussed and it was resolved to invite the speakers to a Parish Council meeting in February 2020 to allow Cllrs to make their own decision about suitability. It was also agreed that the Clerk will explore the attendance of the Dementia Outreach Manager – see item 142/19a, as an alternative speaker. Cllr Cooper agreed to contact Plastic Free Colwich to establish their availability to attend in February 2020.

Action – Clerk and Cllr Cooper.

148/19 ASSET REGISTER

a. Register was fully considered and the unidentified items as highlighted by the Clerk were confirmed as still being Parish Council assets, with the Refurbished steel bench at Quarry Pond, Cannock Chase being unresolved. Cllr Mrs L Smith agreed to look into this and update the Clerk accordingly. Clerk advised that once all of the assets had been identified the Register would be added to the Parish Council's website, as part of the Action Plan agreed following the internal audit.

Action – Cllr Mrs L Smith and Clerk.

149/19 EQUAL OPPORTUNITIES POLICY

a. Formal adoption of the Policy, as presented by the Clerk, was approved, subject to 2 small minor typing amendments. The Policy will be added to the Parish Council's website.

Action – Clerk.

150/19 CLERKS REPORT

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

a. **Purchase and installation of VAS signs** – proposed dates for installation are 13 and 14 November.

b. **Application for a Community Foundation Grant** – it was resolved to submit an application for the provision of a community event. It was agreed that the Clerk and Cllr Mrs B Smith will progress this and provide updates to full council where appropriate.

Action – Clerk and Cllr Mrs B Smith.

c. **Safer Communities CIC Award** – it is unlikely that the submission of an application for the purchase of 'no litter please' signs would be successful; therefore, it was resolved to explore the provision of a community event for PSE testing – see item 154/19b below.

d. **Deer on A34** – enquires are ongoing with SCC regarding the pilot deer deterrent initiative on the A513 near Shugborough to see a similar scheme could be set up for the A34. Updates will be provided when more details are available.

Action – Clerk.

e. **Weight restriction through village** – matter has been raised with Cllr Francis. An update will follow in due course.

151/19 REFURISHMENT OF VILLAGE GREEN PHONE KIOSK

a. Chairman and Cllr Goff raised their concerns about the levels of condensation in the kiosk, as it was felt this would be detrimental to the books/audio books. It was resolved that Cllr Miss Perry would visit the kiosk at Walton and Cllr Mrs B Smith would visit the kiosk at Hixon to check for any condensation. Clerk will also make enquires with other Parishes who have book swap's in phone kiosks for advice.

Action – Clerk, Cllrs Miss Perry and Mrs B Smith.

Chairman asked all Cllrs to check if the kiosk appeared to be leaking and update the Council at the next meeting.

Action – all Cllrs.

Chairman confirmed that the shelves for the kiosk had now been made and supports to install these would need to be purchased at a cost of £40.00. All Cllrs confirmed their agreement to this purchase being made.

Action – Chairman.

152/19 STANDING ITEMS

a. Community Based Approach – VAS Signs. See item 150/19a

b. Village Hall – Chairman advised that a Fire Safety inspection had been carried out which had identified a concern about the ceiling tiles, which are currently being analysed. Funds within the bank remain healthy.

Cllr Cooper left the meeting at 8.55pm.

c. Cannock Chase – resident provided a comprehensive update for the Council following attendance at the AONB Annual Conference in October 2019. The period of formal consultation on car parking strategies and visitor management plans were highlighted and the Clerk advised that details of this consultation has been included in the November Paperchase, which Cllrs will be delivering shortly. It is also already on the Parish Council's website. The Clerk will provide the update, as prepared by the resident. to all Cllrs.

Chairman thanked the resident for attending the AONB Conference and for providing the update.

Action – Clerk.

153/19 COMMUNITY EVENTS

a. Cllr Mrs B Smith suggested that a possible event could be painting of items in the park in the summer. A discussion regarding the VE Day Event being considered by the Village Hall Committee in May 2020 took place, as it was hoped that this could be delivered for the community as a joint event between the Parish Council and Village Hall Committee. The Chairman is the Lead Organiser for this event and will update the Council and the Village Hall Committee as required, as well as working with Cllr Mrs B Smith on ideas. The provision of a film event will be explored further by Cllr Mrs B Smith.

Action – Chairman and Cllr Mrs B Smith.

154/19 COUNCILLORS ITEMS

a. The establishment of a Parish Council / Brocton Village Community Facebook page was discussed and all Cllrs confirmed their agreement to this. Clerk advised that a Social Media Policy should be formally adopted by the Parish Council and it was resolved that once this Policy had been formally adopted work would commence on establishing the Facebook page. Cllr Kenny offered his support with this.

Action – Clerk.

b. Arranging a PSE test event – Cllr Goff provided an update on an event that had been delivered by the Gnosall Lions, which was very well attended and wondered if this was something the Parish Council might be interested in. All Cllrs confirmed their agreement to this and it was resolved that Cllr Goff would obtain more information for consideration. It was also resolved to explore if an application for funding support from the Safer Communities CIC Award would be more likely to succeed, as refreshments would be made available to attendees. Clerk to investigate, as well as exploring if the timing of a grant submission would be realistic.

Action – Cllr Goff and Clerk.

155/19 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 – 30 October 2019, includes additional hours for CiLCA training	£536.00	£1.33	£537.33
MP Bates Electrical	Shelving plywood and tubes for lights for phone kiosk refurb	£52.40	NII	£52.40
Stafford Borough Council	November Paperchase	£88.18	NII	£88.18
RBL Poppy Appeal	2 x Poppy Wreaths	£50.00	Nil	£50.00
Trent Grounds Maintenance	Cuts 13 & 14, annual cut of playing field hedge; cut playing field x 2, cut/strim A34, extra stim at Brocton Cres., triangle of grass at Pool Lane. and strim nettles in play park	£229.50	£45.90	£275.40

b. All Cllrs agreed to establishing a maintenance kit for the Parish Council assets, the Chairman and Cllr Goff to discuss further. It was resolved to merge the individual maintenance budget allocations into one Asset Maintenance budget allocation for the 2020/21 budget. Clerk will update the draft budget accordingly for presentation and approval at the December meeting.

Action – Chairman, Cllr Goff and Clerk.

c. It was resolved to appoint Christine Heelis as the internal auditor for 2019/20. Clerk will progress this matter.

Action – Clerk.

d. Purchase of a new Minute Book was approved. Clerk to action accordingly.

Action – Clerk.

e. Purchase of the SLCC Clerk's Manual 2019 was approved. Clerk to action accordingly.

Action – Clerk.

156/19 – TO RECEIVE CORRESPONDENCE

a. Letter from O2 responding to matter of poor mobile phone coverage within village.

Letter was considered, Cllrs confirmed their disappointment at the poor response received from O2. Cllr Kenny to look into this matter on behalf of the Parish Council and residents and provide an update to Council in due course. Clerk to provide Cllr Kenny with details of letters sent to EE and Vodafone also for the purpose of further investigation, as no response has been received to letters sent from either company.

Action – Cllr Kenny and Clerk.

b. SPCA Annual General Meeting – 2.12.2019. Invitation was noted, no Councillor available to attend. Clerk to send apologies.

Action – Clerk.

157/19 – AGENDA ITEMS FOR NEXT MEETING.

The following items will be added to the next Agenda:

- Community events and VE Day Activity
- PSE test

Action – Clerk

There being no further business the Chairman closed the meeting closed at 9.40pm