

**MINUTES of Meeting of Brocton Parish Council held at Village Hall, Old Acre Lane, Brocton on Wednesday, 2 October 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, Cllr A Cooper (SBC) and Cllr J Francis (SCC).

**114/19 APOLOGIES:** None received.

**115/19 PUBLIC OPEN SESSION**

The Chairman adjourned the meeting and declared the public session open. 1 member of the public was present, no items were raised.

The Chairman closed the public session and resumed the meeting.

**116/19 DECLARATION OF INTERESTS** There were no declarations of interest.

**117/19 REQUESTS FOR DISPENSATIONS UNDER THE LOCALISM ACT 2011** There were no dispensation requests.

**118/19 MINUTES** Minutes of the Meeting held on 4 September 2019 were approved and signed as a correct record.

**119/19 MATTERS TO BE UPDATED from previous meeting**

**a. 99/19f – village litter pick.** Chairman expressed his thanks to all those who attended the litter pick. 20 bags of rubbish were collected, along with a toilet seat and a dead deer on the A34 was reported to Streetscene.

**b. 100/19b – update on planning applications.** Chairman advised that Cllr Cooper has investigated this on behalf of the Parish Council. The advice from the Planning Department at SBC is that updates cannot be provided on individual cases and that the Parish Council/residents should visit the public access website for updates. It is also possible to register to receive notification by email when the status of a planning application changes.

**c. 101/19a – advice from Staffordshire FA.** Clerk informed Cllrs that there is little that can be done regarding the worn grass at the goal mouth on the playing field other than regular rotation of the goal posts or the purchase of a portable goal net. After further consideration it was resolved that the Clerk will make further enquiries with Staffordshire FA about the use of fake grass and update the Council in due course. Clerk also informed Cllrs that TGM had provided a cost of £45.00, plus VAT, for the removal of the nettles in the play park. It was resolved to arrange for TGM to cut down the nettles at the end of the current season.

**Action – Clerk.**

**d. 103a/19c – grass cutting with village.** Chairman informed Cllrs that TGM had expressed their thanks for the comments made regarding the quality of their work and have confirmed this will be passed onto the team accordingly.

**120/19 REPORT FROM COUNTY COUNCILLOR**

**a.** No update received.

**121/19 REPORT FROM BOROUGH COUNCILLOR**

**a.** Cllr Cooper advised that he had spoken with Planning Officers regarding planning application 19/31061/HOU but had not received any feedback as yet.

**b.** SBC have approved a reduction in single use plastic and are keen to encourage communities to do the same. Cllr Cooper commented that Colwich Parish Council are working with local businesses to promote the reduction of single use plastics. Cllrs were interested in this and it was resolved to invite representatives from Plastic Free Colwich to present at the Annual Parish Meeting in April 2020 to help promote and support this project – see item 126/19a.

**Action – Clerk.**

**122/19 PLANNING APPLICATION**

None received.

**123/19 PLAYING FIELD**

a. Cllr Mrs B Smith provided inspection report for September. It was noted that the moles had returned to the park and it was resolved to arrange for the mole catcher to attend again. Clerk to confirm cost is still £70.00 for laying traps and the first mole caught and any subsequent moles caught charged at £10.00 per mole caught.

**Action – Clerk.**

b. Cllr Mrs B Smith informed the Council that photos had now been taken of all the equipment in the park and inserted into the new inspection template. This has been shared with the volunteers for future use.

**124/19 SBC 2019 PARISH FORUM**

a. Cllr Mrs L Smith updated the Council on the following items that were discussed at the Parish Forum: Local Plan is being updated and will cover the period 2020-2040, this will be consulted on in early 2020, adoption scheduled for October 2022; rules affecting applications for Section 106 money were provided – PC's can contact SBC if they believe they can deliver a s106 project; Public Space Protection Orders first introduced in 2014, plans to introduce more for the town centre, subject to consultation – pedal cycles, scooters, skateboards, roller skates, cars, tents and feeding pigeons. Concerns were raised about policing; CCTV is being used and communications will be necessary to get message out there, it will be a partnership with the public reporting issues. Questions about fly tipping – if on SCC land, then SCC will remove, ultimately it is the responsibility of the landowner; flooding – these will be referred to SCC and is there a link between SBC Local Plan and SCC Infrastructure Plan – meetings take place.

**125/19 MEETING DATES 2020/21**

a. The following dates were agreed:

1.4.2020;

22.4.2020 (Annual Parish meeting);

6.5.2020 (Annual Meeting of the Council), followed by Parish Council meeting;

3.6.2020;

1.7.2020;

August 2020 – no meeting;

2.9.2020;

7.10.2020;

4.11.2020;

2.12.2020

13.1.2021 – if meeting required for budget purposes;

3.2.2021 and

3.3.2021.

Dates to be included in the next edition of the Paperchase and added to the website.

**Action – Clerk.**

**126/19 SPEAKER FOR ANNUAL PARISH MEETING**

a. After discussion it was resolved that the Clerk will contact the independent group from Colwich to present to the community on how to become plastic free – see item 121/19a.

**Action – Clerk.**

**127/19 DEPLOYMENT OF 5G AND MOBILE PHONE COVERAGE**

a. Cllrs noted the communications previously provided by the Clerk on the Government consultation. It was resolved that no comments would be provided by the Parish Council.

**128/19 DATA PROTECTION POLICY**

a. Clerk informed Cllrs that the current Policy has been reviewed and no amendments were required. Clerk did remind all Cllrs of their requirement to ensure they adhered to the Policy when using their own personal email addresses and devices. There are 6 lawful bases which Councils can legitimately process/share information, all of which are covered in the Policy. Clerk referred all Cllrs to the Factsheet provided by email on 30.9.19, which has been written by the ICO, on the use of personal email addresses and devices. All Cllrs confirmed their understanding of this requirement.

**129/19 CLERKS REPORT**

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

- a. **Printing costs for Paperchase** – further information has been received from Benhill Press, however, as the actual cost information provided appears unclear it was resolved that the Clerk will explore the possibility of getting exact costs for a previous edition of the Paperchase, before any decisions are made.
- b. **Grass cutting for 2020/21** – still awaiting receipt of information from SCC. This has been chased several times. Clerk will continue to chase.
- c. **Play park** – Wicksteed visited the park on 2.10.19 to inspect the safety tiles. Options and costs will be available for the November meeting.
- d. **Applying for a Community Foundation Grant** – it was resolved to wait until costs on replacement safety tiles options were received from Wicksteed in November, before considering further. Clerk advised the closing date for applications was 18.2.2020.
- e. **Safer Communities CIC Award** – Clerk advised that a further round of funding will open from October, with a submission date of January 2020. Cllrs were interested in 'no litter' signs for the village and on A34. Cllr Francis suggested contacting SCC Highways Officer for advice.

**Action – Clerk.**

**130/19 REFURISHMENT OF VILLAGE GREEN PHONE KIOSK**

a. Chairman and Cllr Goff provided an update on the work completed to date – external painting now complete; interior needs further cleaning; perspex windows being cleaned and will be replaced; back board is being prepared. Council would like to see the Book Swop operational by Christmas, with an inclusion of audio books, if possible. Clerk to contact volunteer.

**Action – Clerk.**

**131/19 STANDING ITEMS**

a. **Community Based Approach – VAS Signs.** Clerk updated the Cllrs as follows: contact has been made with companies providing the ground screws and the signs. SCC have approved the new sites proposed, with the offer of an alternative location. Still waiting for receipt of permit to dig and services information from SCC, cannot progress without this. It was resolved that the Clerk will update residents once sites are actually finalised and installation period known.

**Action – Clerk.**

**Cllr Cooper and Cllr Francis left the meeting at 9.10pm.**

b. **Village Hall** – Chairman advised that funds within the Village Hall remain healthy. The Committee is applying for a funding grant for ceiling insulation.

c. **Cannock Chase** – No update at present. Cllr Miss Perry commented on the number of Facebook posters around the village.

**132/19 COMMUNITY EVENTS**

a. Cllr Mrs B Smith informed the Council that she had been looking into the possibility of hosting a Film Night for residents next year. All Cllrs confirmed their interest in this and Cllr Goff suggested the inclusion of other vendors, e.g., ice cream. Cllr Mrs B Smith to explore further and provide updates when possible.

**Action – Cllr Mrs B Smith.**

**133/19 FINANCE**

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

<b>Paid to:</b>	<b>Details:</b>	<b>Net Amount</b>	<b>VAT</b>	<b>Total Paid</b>
Salary and expenses	Period covered 1 – 30 September 2019, includes additional hours for CiLCA training	£511.54	£9.44	£520.98
Robin Bates	Paint products for phone kiosk refurb	£32.67	£6.53	£39.20
Robin Bates	Trade seal for phone kiosk	£7.15	£1.43	£8.58
Robin Bates	Netball net	£8.32	£1.66	£9.98
HMRC	PAYE for the period 6.7.19 – 5.8.19	£102.00	Nil	£102.00
HMRC	PAYE for the period 6.9.19 – 5.10.19	£102.00	Nil	£102.00
Trent Grounds Maintenance	Cut no.12. strim bank in Pool Ln; playing field and triangle of grass at Pool Lane.	£229.50	£45.90	£275.40

b. Clerk presented Cllrs with half yearly budget update and variances against the budget: Clerks salary due to the inclusion of 13 salary payments instead of the 12 budgeted for, which was a requirement of the 2018/19 internal audit and underspend on Amenity waste vehicle costs as gross cost was budgeted for in error. Remainder of budget remains on target.

c. Action Plan, as drafted by the Clerk, following the internal audit was formally accepted by the Council.

**The following 2 items were CONFIDENTIAL and the public left the meeting during discussions.**

d. The Chairman referred to the DRAFT budget, as provided by the Clerk, that had been drawn up by the Resources Committee. Some minor amendments were made, which would be updated by the Clerk. It was resolved that no further action could be taken regarding the budget, at present as details of grass cutting payments from SCC and tax base information from SBC were required. Clerk to follow up, as necessary and keep Council updated.

**Action – Clerk.**

e. The Chairman advised that the Performance Review for the Clerk had been completed. That the Clerk had passed CiLCA and an increase in salary to the next point was being recommended. All Cllrs confirmed their agreement to this salary from 1 October 2019.

**134/19 – TO RECEIVE CORRESPONDENCE**

a. **Invitation to Remembrance Sunday Parade** – invitation was noted, no Councillor available to attend. Clerk to send apologies.

**Action – Clerk.**

**135/19 – AGENDA ITEMS FOR NEXT MEETING.**

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

- Weight restriction through village
- Community events
- Deer signs on A34 Cannock Road
- VE Day Activity

**Action – Clerk**

There being no further business the Chairman closed the meeting closed at 9.55pm