

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

Present: Cllrs: Mr R Bates (Chairman), Miss J Perry, Mrs B Smith and Cllr A Cooper (SBC). Mrs L Smith (Vice Chairman) arrived at 8pm.

158/19 APOLOGIES: Cllrs L Goff, A Kenny and Cllr J Francis (SCC).

159/19 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 at 7.33pm and resumed the meeting.

160/19 DECLARATION OF INTERESTS There were no declarations of interest.

161/19 REQUESTS FOR DISPENSATIONS UNDER THE LOCALISM ACT 2011 There were no dispensation requests.

162/19 MINUTES Minutes of the Meeting held on 6 November 2019 were approved and signed as a correct record.

163/19 MATTERS TO BE UPDATED from previous meeting

a. 142/19a – talk from Choices Housing Association. Clerk advised that company can deliver a talk on 'Living with Dementia'. Talk can be for a maximum of 1 hour or less if required.

Donation of £40.00 requested. It was resolved to wait until February 2020 meeting to decide if these would be the preferred speaker for the Annual Parish meeting in April 2020.

b. 145/19 – attendance at TVCG meeting. Chairman agreed to attend with Clerk.

c. 150/19d – deer on A34. Deer signs on A34 and Sawpit Lane are now in place.

d. 155/19c – internal Audit arrangements for 2019/20. Clerk has met with internal auditor, who has produced an interim report advising all appropriate arrangements are in place and no concerns were raised.

164/19 REPORT FROM BOROUGH COUNCILLOR

a. Cllr Cooper advised he has recently attended SBC Scrutiny Committee and full Council meetings, where tree planting across the Borough is high priority. A Tree Strategy is being developed and interested parties will be able to comment in the New Year. Brown bin charges will be introduced next year, along with increases in car parking charges as SBC work towards balancing their budget, without an increase in council tax above the rate of inflation.

b. Date to visit the Mayor's Parlour at SBC was agreed as Wednesday, 22 January 2020. Cllr Cooper will update Clerk with final arrangements.

Action – Cllr Cooper.

165/19 PLANNING APPLICATION

a. 19/31449/HOU – Pincroft, Walton Lane Brocton. Two storey side extension and alterations.

b. 19/31400/HOU – Crosswinds, Chase Road, Brocton. Extensions to front elevation and porch, conversion of existing garage into utility and wet room. Replacement detached garage.

c. 19/31530/HOU – 32A Pool Lane, Brocton. Proposed balcony over existing flat roof to rear of dwelling.

No comments or objections were made to any of the above applications. Clerk to inform SBC accordingly.

Action – Clerk.

166/19 PLAYING FIELD

a. Inspection for November has been carried out by Cllr Mrs B Smith, who will provide report to Clerk.

Action – Cllr Mrs B Smith.

Action – Clerk and Cllr Mrs B Smith.

b. Cleaning of safety tiles in park was discussed and all Cllrs present expressed their approval for the work that was carried out by Ratcliffe Cleaning Contractors. Clerk advised that quotes for the work in the future have been received from Ratcliffe Cleaning and TGM and that we are still awaiting receipt of a quote from SBC Streetscene. It was resolved to write to Ratcliffe Cleaning to thank them for the work done, as well as providing a comment on their website and to discuss the matter further in the New Year, when the final quote should have been received. It was noted that residents had commented on how clean the tiles looked.

Action – Clerk.

167/19 GRASS CUTTING FOR 2020

a. After consideration of an expression of interest in providing grass cutting for the village, it was resolved to remain with current contractor, on the basis of quality of workmanship and confirmation of no increase in cost for 2020. Clerk to inform new interested party accordingly.

Action – Clerk.

168/19 SPEAKER FOR ANNUAL PARISH MEETING – APRIL 2020

a. It was resolved to invite Plastic Colwich to attend the Public session of the Council meeting in February 2020, to allow Cllrs opportunity to make an informed decision about the preferred speaker for the Annual Parish meeting in April 2020.

Action – Clerk.

169/19 MOBILE PHONE COVERAGE WITHIN VILLAGE

a. Cllr Kenny was not present. It was resolved that item be added to February 2020 Agenda.

Action – Clerk.

170/19 CLERKS REPORT

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

a. Moles in play park – one mole has been caught and traps now removed.

b. Asset Register – the update of this Register is now complete and will be added to the website by the end of the year, as per the Action Plan.

Action – Clerk.

c. Paperchase printing – new style printing drafts were shared with all Cllrs present, which were very well received. It was agreed to discuss these further with absent Cllrs in February 2020, as budget for 2019/20 would not cover the new style costs. As there would be initial set up costs of £25-£30 per page, it would be appropriate to determine if the number of editions per year was still feasible or whether this should be reviewed.

Action – Clerk.

d. Community bus service – Clerk provided details of service that is operating in Sandon/Milwich, which is subsidised by the Parish Councils. Service operates once a month and costs users £2.50 per return visit to Stafford. As the level of interest within Brocton is not currently known, it was resolved that the Clerk will make enquires with Acton Trussell/Bednall regarding any service they may offer and to explore if they would be interested in a joint venture. Clerk to update the Council when more details are available.

Action – Clerk.

e. Application for a Grant from The Community Foundation – item 173/19a refers.

171/19 REFURISHMENT OF VILLAGE GREEN PHONE KIOSK

a. Chairman advised that the refurbishment is still ongoing, as he is waiting for a dry day to replace the leaking seals on the panels. Cllrs Miss Perry and Mrs B Smith commented that other phone kiosks have been viewed, none seem to have similar issues and books appear to remain dry. However, it was noted that some books may be being stolen, but this is unclear, as books will be taken for reading. It was resolved to review the situation in the New Year, when Chairman will provide a further update.

Action – Chairman.

172/19 STANDING ITEMS

a. Community Based Approach – VAS Signs. Signs are now operational on Sawpit Lane and Pool Lane. The update previously provided by Cllr Goff was noted and after due consideration, it was resolved to request the 2nd ground screw be installed near to the donated bench at the Parish Council Notice Board, on Pool Lane. Clerk to contact ground screw company accordingly, as well as advising the residents living in the vicinity. It was noted that a successful installation will be dependent upon the services that are located in the area and all of this service information will be made available to the ground screw company by the Clerk. It was resolved to contact residents living near to sign on Sawpit Lane to request the tree, which is on their land, be cut back, as this is obscuring the sign.

Action – Clerk.

b. Village Hall – Chairman advised that funds within the bank remain healthy. There is still a concern about the safety of the ceiling tiles.

c. Cannock Chase – No update at present.

173/19 COMMUNITY EVENTS

a. Cllr Mrs B Smith provided an update regarding costs for the provision of an outdoor cinema event, as a celebration of VE Day in May 2020, for the community to come together and enjoy. The company that appears to offer the best service, technical support, at the best price, is based in Derbys. It was resolved to discuss the matter further at the February 2020 meeting and for the Clerk to progress with the application for a grant from The Community Foundation of Staffordshire towards the cost of providing a community event, with the support of Cllr Mrs B Smith. The suggestion of a joint event with Berkswich Parish Council was made and it was agreed that the Clerk will explore any interest in this idea with the Berkswich Clerk and keep the Council updated. Chairman will update the VH Committee accordingly, who have agreed to keep the VH free for 8 May 2020, as an alternative location to the play park.

Clerk to enquire about required insurance to cover such an event.

Action – Clerk, Chairman and Cllr Mrs B Smith.

174/19 COUNCILLORS ITEMS

a. The Chairman advised the Council that a resident had brought the current surface condition of Brook Lane to his attention. Photographs taken by the Chairman were provided to Cllrs. It was agreed the current condition is very poor and it was resolved to progress the matter with SCC, to see if the surface can be levelled, as it is not currently safe for horses to use.

Action – Clerk.

175/19 FINANCE

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

Paid to:	Details:	Net Amount	VAT	Total Paid
Clerks salary and expenses	Period covered 1 – 30 November 2019 Includes additional hours for CiLCA training	£479.96	£1.33	£481.29
Clerks salary and expenses	Period covered 1 – 31 December 2019 Includes additional for CiLCA training	£455.30	Nil	£455.30
Shaw & Sons Ltd	Minute Book	£121.50	£24.30	£145.80
SLCC	Clerks Manual 2019	£51.50	£0.80	£52.30
W Galt (Mole catcher)	Mole catching for play park	£70.00	Nil	£70.00
HMRC	PAYE for the period 6.10.19 – 5.12.19	£216.00	Nil	£216.00
Robin Bates	Shelving equipment and sealant for phone kiosk refurb	£27.74	£5.53	£33.27
TWM Traffic Control Systems Ltd	2 x Speed signs, Data collection unit, USB cable, battery charger, battery and installation	£4323.60	£864.72	£5188.32

Paid to:	Details:	Net Amount	VAT	Total Paid
Rejuvo JPCS Ltd	Ground screw installation and supply of 2 posts	£1905.12	£381.02	£2286.14
Brocton Village Hall	Hire of hall 2019/20	£250.00	Nil	£250.00

b. The draft budget for the financial year 2020/21 was approved. In consideration of the budget, the Cllrs noted:

- The uncertainty of the grant payment from SCC towards the grass cutting within the village and therefore, it was resolved to fully cover this cost within the budget
- An increase in the tax base from 548.17 to 554.11
- Increased assets of the Parish Council and the need to ensure sufficient funds are allocated to maintain these assets
- Modernisation of the village Paperchase, in order to improve communication with the community.

The precept required to cover the approved budget would be £13,400, which includes the Government Grant of £235.76. This represents an annual increase to residents of £2.30, based upon an average Band D property.

Clerk to inform SBC accordingly.

Action – Clerk.

c. It was resolved to delay the transfer of funds from the bank to the building society until details of the 2019 election charges had been received from SBC. Clerk to monitor expenditure accordingly and provide update to Council in February 2020.

Action – Clerk.

176/19 – TO RECEIVE CORRESPONDENCE

a. **Invitation to Mayor's Charity Ball on 7 February 2020.** This was noted.

b. **Invitation to Pantomime on 17 December 2019.** This was noted.

c. **FoSSA's Staffordshire Tithe Map Digitisation Project.** This was a project that was previously sponsored by the Parish Council and as a result, the Council is entitled to receive copies of the sponsored maps. All Cllrs agreed that these should be requested.

Action – Clerk.

177/19 – AGENDA ITEMS FOR NEXT MEETING.

The following items will be added to the next Agenda:

- Community events – Clerk and Cllr Mrs B Smith
- PSA test – Cllr L Goff
- Mobile phone coverage – Cllr A Kenny
- Brook Lane – all Cllrs
- Paperchase - all Cllrs

Action – Clerk

There being no further business the Chairman closed the meeting closed at 9.07pm