

**MINUTES of Meeting of Brocton Parish Council held at Village Hall, Old Acre Lane, Brocton on Wednesday, 5 February 2020 commencing at 7.30 pm.**

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

**1/20 APOLOGIES:** Cllr Mrs L Smith.

**2/20 PUBLIC OPEN SESSION**

The Chairman adjourned the meeting and declared the public session open. 3 members of the public were present. The Council received a presentation from Colwich Plastic from 2 representatives. The other member of the public raised the following items:

1. Marker posts on Pool Lane – these were supplied with red reflectors on both sides, they should have red reflectors on the left (near) side and white reflectors on the right (off) side. Request made that SCC remove the red offside reflectors immediately and replace with white ones. The Cllrs discussed this request and it was acknowledged that the posts should not have red reflectors on both sides, it was resolved therefore, to request SCC remove the red offside reflectors and replace with white ones. If no white reflectors are available then removal to happen anyway with the white reflectors being installed at a later date.

**Clerk to contact SCC and arrange.**

2. Grass verges on Pool Lane – top soil should be purchased to make good the verges now the posts have been installed, verges should be re-profiled and re-seeded. The Cllrs discussed this request and it was resolved that a quote for this work to be completed from current grass cutting contractor.

**Clerk to action.**

3. Parking on Heather Close, at the Nursery, No.5 – the staff working at the Nursery appear to believe the turning head at the top of Heather Close can be used as a parking area, which is impacting upon the residents living in Heather Close, resulting in the drives of 3 properties often being used as turning points, where parents are dropping off/collecting children. It is irresponsible to park in a turning head. It is acknowledged that parents need to drop off/collect children and there will be times of the day when activity is increased, which the residents are willing to accept, however, the parking in the turning head is creating a situation where residents cannot gain access to their own drives. Request made for the Parish Council to write to the owners of the Nursery to ask their staff not to park in the turning head at the top of Heather Close.

The Cllrs considered this request and commented that this may simply move the problem elsewhere, however, it was resolved to write to the Nursery owners accordingly and monitor the situation.

**Clerk to action.**

The Chairman thanked the representatives from Colwich Plastic for their presentation and the resident for raising the matters above and closed the public session at 8.00pm and resumed the meeting.

**3/20 DECLARATION OF INTERESTS** Cllr Miss J Perry declared an interest in item 9a and did not participate in discussions regarding this item.

**4/20 REQUESTS FOR DISPENSATIONS UNDER THE LOCALISM ACT 2011** There were no dispensation requests.

**5/20 MINUTES** Minutes of the Meeting held on 4 December 2019 were approved and signed as a correct record.

**6/20 MATTERS TO BE UPDATED from previous meeting**

**a. 172/19a – ground screw installation in Pool Lane** – Chairman advised that the final ground screw is scheduled to be installed in Pool Lane on 12 February 2020. Unfortunately, this has incurred an additional cost of almost £1034.00, due to the discovery of congested services when the previous installation was conducted, which will have to be met by the Parish Council. This

means the total cost to the Parish Council for the purchase and installation of the speed signs will be just over £2477.00

**b. 164/19b** – the Chairman expressed his thanks, on behalf of the Parish Council, to Cllr Cooper for organising the enjoyable visit to the Mayors Parlour in January 2020.

#### **7/20 REPORT FROM COUNTY COUNCILLOR**

**a.** The Clerk raised the matter of a weight restriction for the village. Cllr Francis advised this problem will continue and will potentially get worse. It is an issue for a number of villages and finding an acceptable solution will not be easy. SCC Highways will be carrying out feasibility studies. It was resolved to bring this item to the Trent Valley Collaboration Group meeting, where Highways Officers will be present.

**Action – Clerk.**

#### **8/20 REPORT FROM BOROUGH COUNCILLOR**

Cllr Cooper provided the following update:

**a.** The Council is currently conducting a number of finance meetings with regard to its budget; blue caddies will be replaced across the Borough by blue bags from mid-March 2020, information leaflets will follow; a number of consultations are on-going at present – Local Plan, Biodiversity Plan and new/revised PSPO arrangements.

**b.** Milford Hall Cricket Club are hosting a VE Day event on Friday, 8 May 2020 and there will be a march through the town centre on Saturday, 9 May 2020.

#### **9/20 PLANNING APPLICATION**

**a. 19/31671/HOU – 14 Brocton Heights, Brocton.** Retrospective planning application for, including alterations to, raised external seating area.

It was noted that this application had been previously considered by the Parish Council in September 2019, when a request for a site visit by SBC Planning Department was made. The Cllrs considered the additional paperwork and commented that it was not clear if the issues identified with the previous application had been addressed, therefore a request for a further site visit will be made. It was also noted that the affected neighbour remains unhappy and has raised concerns for potential drainage problems. Clerk to inform SBC accordingly.

**Action – Clerk.**

#### **10/20 PLAYING FIELD**

**a.** Inspections for December 2019 and January 2020 have been carried out. It was noted that the baby cradle seat appears perished. Cllrs resolved that Clerk will obtain a quote from Wicksteed for replacement and installation and for supply only. Cllr Mrs B Smith has obtained a cost from another manufacturer, which is for supply only. All costs to be reviewed once quote from Wicksteed received.

**Action – Clerk.**

#### **11/20 NEW STYLE PAPERCHASE**

**a.** Following an update from the Clerk that costs details had not been received as expected, this item will be added to the March agenda for further consideration. Costs to be followed up by Clerk.

**Action – Clerk.**

#### **12/20 REVISED FINANCIAL REGULATIONS**

**a.** Item deferred to a future meeting, as concern was raised about the use of personal credit/debit cards for Parish Council business. Clerk to investigate how other Parish Councils conduct their financial transactions and to explore if the Council's own bank could provide the use of a debit card for Council purchases. Clerk will provide an update to full Council when possible.

**Action – Clerk.**

**13/20 DEMENTIA FRIENDLY COUNCIL**

a. After consideration, it was resolved that the Clerk arrange to meet with the Dementia Outreach Manager to explore exactly what this means and how it might be of benefit to Brocton. Clerk will update the Council at a future meeting.

**Action – Clerk.**

**14/20 MOBILE PHONE COVERAGE**

a. Cllr Kenny advised the Council that he has established that there are no immediate plans for another mast in the area, as the current mast is working correctly. Brocton is at a cross over point, which may affect coverage, but there are no direct changes planned for the immediate future. It was resolved that it would be useful to speak with the SCC Broadband Manager to see if SCC had any knowledge of a mobile network upgrade within the area.

**Action – Chairman.**

**15/20 ANNUAL PARISH MEETING 2020**

a. It was resolved that Colwich Plastic be invited to speak at the Annual Parish meeting. Small item to be included in February Paperchase and invitations to be ordered from Benhill Press at a cost of £40.00.

**Clerk – Action.**

**16/20 CIVIC AMENITY VISITS 2020/21**

a. The following dates were agreed: 4 April; 6 June; 25 July; 12 September; 7 November and 16 January 2021. Clerk to inform SBC and publicise in Notice Boards, website and next Paperchase once dates confirmed.

**Action – Clerk.**

**17/20 CLERKS REPORT**

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

a. Paperchase printing costs were not received from Benhill Press in time to share at the meeting. Item to be added to March meeting.

**Action – Clerk.**

b. Website Accessibility – meeting has not taken place with website provider, due to illness. Council will be updated when work has been completed. Cllr Mrs L Smith is involved with this work.

**Action – Clerk.**

c. Community bus service – it was resolved to explore if any interest for such a service exists within the village, via a request in the Paperchase for an expression of interest to be sent to the Clerk or Cllrs.

**Action – Clerk.**

d. Grant for VE Day event – Community Foundation Grant application has been successful, with an award of £465.50 being made for the outdoor cinema event. Provision of an afternoon tea event will be met by the Parish Council.

e. Grant from Safer Communities CIC Award – no funding is currently available, but Parish Councils' details have been retained on file and should further funding become available, we will be informed.

f. FoSSA's Tithe Map – details of maps sponsored by the Parish Council have been received, on a memory stick. These will be viewed by all Cllrs and memory stick returned to Clerk for safe keeping.

**Action – Cllrs and Clerk.**

**18/20 REFURISHMENT OF VILLAGE GREEN PHONE KIOSK**

a. Chairman advised that kiosk appears to be dry and shelves will be installed over next few weeks.

**Action – Chairman.**

### **19/20 STANDING ITEMS**

**a. Community Based Approach – VAS Signs.** Cllr Goff advised the Council that he and his wife had been changing the batteries every 2 weeks since the signs had been installed. They are willing to continue to do this, however, it would be advisable if 2 other Cllrs knew how to do it, in case they were unavailable. Rotation of the signs will also need to be agreed, once the final ground screw has been installed. Cllr Goff will review the software for the downloading of data and bring an update to the next meeting

**Action – Cllr Goff.**

**b. Village Hall** – Chairman advised that there are no financial concerns to report. It was resolved that the Parish Council becomes a member of Support Staffordshire, as this organisation can provide advice to the Council about the obligations of Trustees of a Village Hall. Annual membership is £25.00 and can be met from the contingency budget. The Village Hall can also become members, free of charge. Details to be provided to the VH Committee for their consideration.

**Action – Clerk.**

**c. Cannock Chase** – Latest updates from SCC, on options being considered, as received in December 2019, and on woodland management at Brocton Coppice, as received in January 2020, have been uploaded onto the Parish Council website.

### **20/20 COMMUNITY EVENTS**

**a.** After much discussion, it was resolved to cancel plans for the outdoor cinema event, as other celebration activities being arranged locally may affect attendance. It was proposed to hold a Family Afternoon Tea event instead in the Village Hall on Saturday, 9 May 2020. If possible, a family film will be shown, activities arranged for children, food to be provided by Parish Council and it was resolved to offer the opportunity to the Village Hall Committee to open the bar and any profit made can go to the Village Hall fund. The Parish Council will meet all costs, including publicity, film licence, temporary event licence, food & soft drinks, room decorations, activities for children with the exception of alcohol purchases.

Clerk advised the Council that the grant award, as covered in item 17/20d is likely to be affected by this decision and it will be necessary to inform the Community Foundation, who awarded the grant, accordingly. It was noted that should the grant be withdrawn or reduced further discussions about the provision of the event will take place. Clerk to establish if the grant will be affected by the decision to cancel the outdoor cinema and update the Council accordingly. Cllr Mrs B Smith agreed to make enquiries about suitable children's activities and bring an update to the next meeting.

**Action – Clerk and Cllr Mrs B Smith.**

**Cllr A Cooper left the meeting at 9.40pm.**

### **21/20 COUNCILLORS ITEMS**

**a & b** – items for March Agenda.

**Action – Clerk.**

### **22/20 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>
Clerks salary and expenses	Period covered 1 – 31 January 2020 Includes additional hours for CiLCA training	£487.26	£2.66	£489.92
SLCC	Membership renewal for 2020	£109.00	Nil	£109.00
HMRC	PAYE for the period 6.12.19 – 5.1.2020 PAYE for the period 6.1.2020 – 5.2.2020	£217.40	Nil	£217.40

- b. It was noted that the precept request for 2020/21 has been submitted to SBC.
- c. The details of expenditure up to 31 December 2019 was received and approved. No further variances were advised, other than the item covered at 6/20a.
- d. The bank reconciliation as presented by the Clerk was received and approved.
- e. The Annual renewal of the Clerk's membership of the SLCC was approved.
- f. Cllr Kenny's attendance at the Local Councillors training course on 26 February 2020 was approved.

**23/20 – TO RECEIVE CORRESPONDENCE**

- a. **Request to support Local Electricity Bill.** This was noted. Not suitable for support from Parish Council.
  - b. **Lifest details from Stafford Borough Council.** This was noted.
  - c. **Invitation from SBC to Local Plan 2020-2040. Issues and Options consultations.** Details of Drop-in sessions were provided by Clerk and Cllrs will make their own arrangements to attend. No decision about response from Parish Council was made.
  - d. **Consultation from SBC on PSPO's.** Cllrs to respond on an individual basis.
- Action – Cllrs.**

**24/20 – AGENDA ITEMS FOR NEXT MEETING.**

**The following items will be added to the next Agenda:**

- Brook Lane
- PSA test
- VE Day
- Litter Pick
- Rotation of speed signs, changing of batteries, downloading of software
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**Action – Clerk**

There being no further business the Chairman closed the meeting closed at 10.00pm