

# KINGS BROMLEY PARISH COUNCIL

Minutes of the meeting held on

Wednesday 7<sup>th</sup> December 2011 commencing at 7.30pm at Kings Bromley Village Hall.

**Present:** Cllr. G. C. Seddon (Chairman); Cllr. S. R. Browne; Cllr. Mrs. M. K. Gair;  
Cllr. S. Holland; Cllr. I. M. P. Pritchard; Cllr. P. Rothery.  
County Cllr. Mrs. J. Eagland.

**In attendance:** Mr. I. Colclough (Clerk)  
Members of the public: Anne Anderson; Bernard Baker; Wayne Bull;  
Roy Bull; Julia Allsopp; Ray Griffiths.

**1. Apologies for absence.**

Cllr. W. Taylor had another engagement.

**2. Declarations of Interest.**

Cllr. S. Browne declared an interest in any future discussion involving the link footway between Leofric Close and Alrewas Road.

**3. Chairman's Opening Remarks.**

The chairman welcomed everyone to the meeting and apologised for the last minute change of room. This was out of his control, as it appeared the room had been double booked. He advised that, after consultation with the new clerk, that there would be a change in format for future meetings with the public forum being incorporated in the meeting agenda to enable minutes to be recorded.

**4. Public Forum.**

Mr Baker said that the hedge on Yoxall Road outside his house was nothing to do with anyone else. He said he has asked SCC to cut it three times and that the experts say that the hedge does not stop traffic noise. It had never been cut for 29 years and that it was nothing to do with LDC. The chairman advised Mr. Baker that this matter was not a parish council concern and that he ought to contact SCC Highways. Mr. Baker then made reference to the burst water main in Crawley Lane. The chairman said that he should direct his comments to Severn Trent Water, as this was not a parish council concern either.

County Cllr. J. Eagland arrived at 7.40pm

**5. Minutes of the General Meeting held on 9<sup>th</sup> November 2011.**

These had been distributed previously. One amendment was made – item 1 Apologies for absence – Cllr. P. Rothery was at a cricket club AGM not on holiday. This amendment was made to the minutes and initialled by the chairman. It was proposed by Cllr. Browne and seconded by Cllr. Holland that the minutes be signed as a true record. All were in favour.

**6. Clerks Report.**

a) Correspondence received / sent.

i) RWE Willington Power Station Gas Pipeline – Environmental Statement #

ii) Public Voice and Confidence in Social Care Services #

iii) Council Tax decisions #

iv) Communities and Local Government – Neighbourhood Planning # - Cllr. Browne asked if there would be any changes regarding local development. Cllr. Pritchard said that the parish council would be able to advise LDC but that the Local

Development Framework would still exist but that the presumption will now be that applications gain approval.

- v) Staffs District Integrated Transport Strategy Consultation #
- vi) War Memorials # - Cllr. Browne thought that the local British Legion ought to be made aware of this communication. The chairman asked the clerk to look into the web site and report back to the next meeting when a decision as to who should be contacted could be made. **Action: Clerk.**
- vii) Came and Company – our insurers – change of address noted.
- viii) Staffs getting even safer – email from Police – circulated previously #
- ix) NHS re Any Qualified Provider #
- x) LDC – Premises Licenses #
- xi) SCC Highways re recent traffic surveys. The chairman said he now has the results to hand of the recent traffic survey and that the average speed recorded on Alrewas Road was 48mph in the 30mph zone.
- xii) SCC re capital funding to support short breaks for disabled children #
- xiii) NALC – Localism Act – #.
- xiv) LDC – Shape Districts Carbon Reduction Plan #
- xv) SCC to Staffs Police re highways winter operations and theft of salt.
- xvi) Communities and Local Government – A plain English Guide to the Localism Act #
- xvii) LDC Play Equipment Inspection Report. The report highlighted that there were two broken bolts at the top of the centre support on the Wickstead swing. The report also recommended that a hole be drilled in the bottom of this support to allow water to flow out. Cllr. Pritchard said he thought this unwise, as it would actually allow weeds to grow. No decision was reached as to whether to make the repair to the bolts.

Late post items received:

- a) LDC – Form to apply for precept by 21st Jan 12. Added to agenda for Jan meeting.
- b) SCC Archive Service – receipt for latest documents to be archived.
- c) Information Commissioners Office – Change of register entry.
- d) SCC NHS / Social Care – extended deadline for the consultation – now 16/1/12 #
- e) Horticultural Society – walk leaflets. The clerk said he would arrange to collect these.

**Action: Clerk.**

Items marked # were then placed in the circulation file.

Post Sent:

- i) Co-op Bank – notifying change of clerk.
- ii) Residents of 2 to 16 Yoxall Road re highway hedge.

iii) Residents of Leofric Close re dangerous manhole. Cllr. Browne asked for a copy of the letter written to Renew Holdings requesting they take action to repair the manhole.

**Action: Clerk.**

iv) Chairman of Yoxall Parish Council re meeting to discuss traffic issues.

b) Gravel Extraction Update.

Parishioner, Mrs. Anne Anderson said that there was not much to report since last time. She said that Lafarge had put in an application to extend extraction at Pipe Moor Hay and that there were four more years of material to be removed. It was almost certain that there would also be an extension at the quarry near the arboretum but this will not be known until 2013. Cllr. Eagland said she would be in touch with SCC for updates. The chairman thanked both Cllr. Eagland and Mrs. Anderson for their reports and comments. Mrs. Anderson left the meeting at 7.50pm.

c) Parish online mapping.

The clerk said that the Parish Council is now signed up to this Internet service at a first year cost of £40 plus VAT. Subsequent years will be £20 plus VAT. See the clerk for login details. The facility is only for use by parish councillors and the clerk for official parish work. A demo of the functionality can be arranged. Example is to capture and maintain parish assets or undertake mail shots and plan production.

d) Neighbourhood Watch.

Mr. Gilmour sent his apologies as he had another meeting to attend. Cllr. Browne said he found the circulation of the reports very useful so that council knew what was going on locally. Comment was made that PC Andy Browne would be forced to retire shortly and that his presence would be greatly missed.

e) Meeting dates 2012.

The clerk said that the assumption was that parish council meetings for 2012 would all be held on the second Wednesday of each month at the Village Hall at 7.45pm. The Open Meeting would be on the last Wednesday of April at the same venue and time. Clerk to confirm with Julie Bamber.

**Action: Clerk.**

f) Finances.

i) Financial statement as at 25<sup>th</sup> Nov 2011: See attached for estimated expenditure to 31/3/12.

Current a/c £3,769.61 Reserve a/c £17,911.05

ii) Payments received: 51p in interest.

iii) Payments to be made:

1. 300371. Parish Online - £48 inc. VAT
2. 300372. Sue Buxton (Nov salary) - £377.02
3. 300373. Cancelled cheque.
4. 300374. SCC (Sue Buxton pension) - £81.11
5. 300375. MH&S Buxton (copying Nov) - £11.95
6. 300376. I. Colclough (clerks sal & exps Nov) - £423.18
7. 300377. Sue Buxton (Nov expenses) - £43.97
8. 300378. Kings Bromley Parish News subs - £5.00

Total Expenditure for November 2011 - £990.23 inc VAT

It was proposed by Cllr. Gair and seconded by Cllr. Pritchard that the above accounts be paid. All in favour.

g) Future projects / budget 2012/13.

A revised budget estimate had previously been circulated. Note that the clerks' salary shows a small decrease whereas expenses are greatly increased. This is mainly to do with the reallocation of main headings under which items are summed. There was also a considerable cost involved in copying records before being archived. The chairman pointed out that November saw two sets of payments to the clerk, one for the new clerk and one for the outgoing clerk. Other significant changes are – grass cutting and maintenance at the war memorial. The clerk said that the expected income over expenditure would be around £1,800 and that this was mainly due to a large VAT refund.

The clerk concluded by saying that thought should be given to the budget required for 2012 / 13. An item will be included on the January agenda to discuss this and a form from LDC is to hand ready to make a precept claim.

h) Suggested 'new way of working'. The chairman briefly explained that he had met previously with the clerk to discuss possible new ways of working. The clerk had already sent a document with these suggested changes to all councillors.

1. Meeting administration.

Approx 2 weeks before a meeting a 'summons to attend' is sent out by post, setting out the date and time of the meeting. A request for 'items for the next agenda' are also made and should be submitted to the clerk by the date stipulated on the summons.

At least 3 clear working days before the meeting, the draft minutes of the last meeting and agenda for the forthcoming meeting are sent out by post. There will also be a 'Clerks Report' – a summary of post items, financial statement, planning applications / refusals / approved and reminders for councillors attention.

At this time an agenda will be placed on the village notice board but minutes of the last meeting, as they have not been approved, will not be placed. Access to approved minutes will be available to parishioners via the web site or by hard copy from the clerk for a fee to be agreed.

Relevant post will be summarised by the clerk and read out at the meeting.

2. Public Forum

This to become an integral part of the meeting with its own agenda item number and will be the first item following 'Chairman's Opening Remarks'. By doing this comments made by the public will be included in the formal minutes and can then be actioned.

After some discussion it was proposed by Cllr. Gair and seconded by Cllr. Browne that the public forum should remain as it had been with this taking place before the official council meeting commences. A show of hands revealed four in favour.

### 3. Post items.

The clerk explained that with so many central government initiatives coming to the fore, there has been a huge increase in the amount of letters and e-mails received by him. The previous clerk meticulously listed these and printed many of them off for councillors' consideration prior to meetings. The clerk suggested the following solution;

- a) That he reads all incoming mail (for mail include e-mail).
- b) Items that are deemed to be vitally important or very detailed will be forwarded on by e-mail to councillors immediately. (By post to Cllr. Taylor)
- c) Items that will wait until the next meeting will be summarised by the clerk, a précis made and read out at the next meeting under 'clerks report'. A copy of this will also be sent out with the agenda.
- d) Items that the clerk feels should be known to the chairman, usually for information only, will be forwarded to him / her alone.
- e) Other items such as junk type mail, posters, fliers etc will be placed into a circulation file for all councillors to see at their leisure. The circulation file is passed around between councillors between meeting dates.
- f) Any post that the clerk has read out at a meeting will then be added to the circulation file so that councillors can digest content as time permits.

The clerk said that the above suggestion, if adopted, will save a considerable amount in printing costs and councillors / clerks time. The chairman said that the council should try this method and, if it is felt that it is not working, council could revisit the process and perhaps return to the original method of correspondence distribution. This was agreed.

### 4. Clerks' expenses.

The clerk said that he felt the way expenses had been claimed seemed over complex. His suggestion is for an itemised list, a sample had been circulated, to be produced on a monthly basis. This to be agreed by council at a meeting and a single cheque issued.

Items covered on the list would be:

Clerks' monthly salary (no pension payments to make as the clerk is not contributing to the LGPS)

Telephone at £7 per month as previously paid.

Mileage paid at HMRC agreed rate – currently 45p per mile.

Postage costs – clerk pays in advance and claims back.

Printing costs at 17p per side.

This would mean that printer ink; paper, envelopes etc are all paid in advance by the clerk and claimed back.

It is understood that the council currently pay a monthly amount for 'office space, heat, light and computer wear and tear'. This would also be claimed.

It was proposed by Cllr. Gair and seconded by Cllr. Browne that this method be adopted. All were in favour.

Cllr. Gair said it was normal practice for the clerk to issue to her a statement of expenses prior to the meeting. The clerk said he had prepared one and handed it to Cllr. Gair stating that in future he would send one out before each meeting.

**Action: Clerk.**

### 5. Petty Cash.

The clerk said he would prefer not to hold any petty cash, instead he will purchase small items himself and reclaim through the expenses sheet. There was £20.53 balance that he has used to buy more postage stamps.

- i) Play Equipment Inspection Report. This item has been discussed under correspondence above.

**7. County and District Councillors Reports.**

Cllr. Eagland reported that in 2013 she would no longer represent Kings Bromley as the electoral review for Staffordshire has removed the parish from her list. This is to ensure councillors all have a similar number of constituents. Cllr. Frank Lewis will become the County Councillor for the parish.

Cllr. Pritchard said that he understood the retrospective planning application for the balcony at Leofric Hall has been recommended for approval by LDC.

**8. Review of Standing Orders.**

The clerk had previously circulated his comments regarding the revision to the standing orders. The chairman asked if councillors had any other comments to add. Cllr. Pritchard indicated that he had not as yet had time to look through the documents. The chairman reiterated the need to finalise this matter and went through the issues identified by the clerk.

Item 3b – Proper Officer. A decision as to whether to use option i) or ii) was deferred until the next meeting. The clerk had indicated his wish to use option I).

Item 5 – Motions not requiring written notice. The previous clerk had suggested a sum of £2000. Councillors thought this unnecessary. It was proposed by Cllr. Browne and seconded by Cllr. Pritchard that council should continue as at present and all accounts for payment are brought to the meeting for approval. All were in favour of this.

Item 9 – Minutes. It was proposed by Cllr. Holland and seconded by Cllr. Gair that simple corrections to the previous meetings minutes be corrected by hand on the night of the subsequent meeting and initialled by the chairman. More complex amendments should be made in the minutes of the following meeting with a shortened hand written note being added to the previous meetings minutes and again initialled by the chairman. All were in favour.

Item 19 – Accounts. It was proposed by Cllr. Pritchard and seconded by Cllr. Browne that the clerk continues to produce a quarterly financial statement. All were in favour.

The clerk was asked to include an agenda item for the January meeting to enable this item to be completed. Councillors were asked to bring any further issues, including item 3b, to that meeting.

**Action: All Councillors.**

**9. Highway / Footpath issues.**

It was noted that repairs to the road surface at the crossroads had been undertaken albeit at 6am on a weekend morning. Cllr. Browne highlighted again that JCB heavy lorries were once more passing through the village. The chairman said that he thought the council ought to adopt a 'slowly slowly' approach to the issue of heavy traffic and that he is due to meet with other local parishes over this issue in the near future. He felt that Highways were listening now. It is difficult to resolve this issue until the road is reclassified and highlighted the fact that some of the local farm traffic is huge.

**10. Summary of school children’s comments.**

The chairman thanked the schoolchildren for their comments. The clerk had summarised the outcomes. The children’s priority was for a pelican crossing on the Alrewas Road. The chairman thought that this suggestion could be taken forward and added to the council’s arguments on traffic issues as a whole.

**11. Review of items for future meetings.**

None were suggested. The clerk said that items for future agenda could be sent to him before the deadline date stipulated in the summons.

**12. Councillors Reports (for information only).**

None were made.

There being no further business the meeting closed at 9.17pm.

Signed ..... (Chairman) Date 11<sup>th</sup> January 2012.