

KINGS BROMLEY PARISH COUNCIL

Minutes of the Annual General Meeting held on

Wednesday 14th May 2014 commencing at 7.45pm at Kings Bromley Village Hall.

Present: Cllr. G. C. Seddon (Chairman); Cllr. I. M. P. Pritchard; Cllr. S. R. Browne;
Cllr. A. Howard; Cllr. Mrs. M. Gair; Cllr. S. Holland; Cllr. W. Taylor.

In attendance: Mr. I. Colclough (Clerk)
Members of the public: Ray Griffiths, Mr Guy Allsop, Mrs Joy Fielding
Mr Barry Stoney.

Public Session: This took place between 7.45 and 7.53pm. Mr Griffiths asked about the grass cutting in Yoxall Road. The clerk explained that the area behind the hedge and fronting the houses in the service road is the responsibility of the owners or householders. Mention was then made of the draft Minerals Local Plan issued by SCC. The chairman said this would be discussed later. 7.58pm PCSO Bennett arrived and delivered a brief report. One crime of criminal damage was reported in the area last month. There are doorstep sellers in the area and householders are advised to call 101 to report their activity. A suspicious silver car has been seen around the local school and its occupant has been offering sweets to children. The police will be attending the village show. As the weather warms up residents are advised to keep windows and doors secure. They are aware that speeding remains an issue. The chairman said that the camera van could be better deployed nearer the village centre.
The chairman thanked PCSO Bennett for attending.

- 1. Election of Chairman and Completion of Declaration of Acceptance of Office.**
The chairman welcomed everyone to the 2014 AGM. He asked if there were any nominations for the office of chairman. None were forthcoming. It was proposed by Cllr. Pritchard and seconded by Cllr. Holland that Cllr. Seddon be re-elected. He was happy to continue for a further term. All were in favour.
- 2. Election of Vice Chairman and Completion of Declaration of Acceptance of Office.**
The chairman then asked if there were any nominations for the office of vice chairman. None were forthcoming. It was proposed by Cllr. Browne and seconded by Cllr. Holland that Cllr. Gair be re-elected. She was happy to continue for a further term. All were in favour.
- 3. Councillor Co-option – Completion of Declaration of Acceptance of Office.**
Cllr. Howard signed the declaration and the chairman welcomed him to the council.
- 4. Apologies for absence.**
The chairman said he thought that County Cllr. Tittley may arrive later.
- 5. Declarations of Interest.**
Cllrs. Browne and Gair declared an interest on discussions around HS2 as they are part of the Action Group. The chairman requested that other councillors state an interest if an item is discussed subsequently.
- 6. Chairman's Opening Remarks.**
The chairman thanked councillors for electing him for a further twelve months and said this meeting was in a slightly different format as it was the AGM.
- 7. Allocation of Councillor's Areas of Responsibility.**
The clerk had circulated a list of current responsibilities. After perusal and discussion the following changes were identified;
Snow clearance – delete. Arts Forum – delete. Lichfield SPCA – delete. Flood Control – clerk to check if Mr Rothery will still undertake this role. Footpaths will now be Cllrs.

Initial:

Holland and Pritchard's responsibility. A new category of 'Gravel Group' was suggested; this as a result of the recent SCC document on extraction that suggests there could be removal west of the A38. (It was expected that County Cllr. Tittley would have been present to give details but he did not arrive). Clerk to add this to the next agenda, update the list of representatives for the year and to contact Mr Rothery.

Action: Clerk

8. Minutes of the General Meeting held on 9th April 2014.

These had been distributed previously. One typographical error was corrected and initialled by the chairman. It was proposed by Cllr. Gair and seconded by Cllr. Browne that the minutes then be signed as a true record. All present on the 9th April were in favour.

9. HS2 update.

Cllr Gair said she had circulated a copy of the petition and that some minor corrections had been made since. A cheque for £20 is required as administration fee. Clerk to write cheque. There must be a main petition and 4 extra copies. Cllr. Pritchard said he would approach Michael Fabricant MP to deliver the petition as he is fully aware of the process. This must be done by 22nd May. Cllr. Browne is to sign the petition. Cllr. Pritchard said he was shocked when he was told that the clerk had not been fully involved with all the administration work as he is the one insured. The clerk said that he had not been approached and was quite happy to do the paperwork but not take decisions as this is not his responsibility. Cllr. Bowne said that the whole process will have to be repeated when phase two comes through and that perhaps the clerk could be involved at that point. Council have in the past paid overtime to previous clerks for the additional work involved. The clerk said he would work on this basis. Cllr. Browne then thanked Cllr Gair for all her hard work and also Drayton Bassett PC. The chairman also thanked the councillors for their work and asked Cllr. Gair to work with the clerk on future administration. The clerk said that requests need to be formally minuted and so put on the agenda and any overtime officially approved by council. Cllr. Gair said that she will now be on holiday so any alteration to the petition would be done by the clerk. The chairman asked if there were any changes. A member of the Action Group present in the audience said that item 9 and 10 on page 3 of the petition was incorrect. After protracted discussion it was agreed that the wording be altered and the clerk would do this after the meeting. The exact wording would be drafted, agreed with the council and passed to the clerk for amendment. It was proposed by Cllr. Pritchard and seconded by Cllr. Gair that the petition be submitted pending the amendments to items 9 and 10 on page 3 above. All were in favour.

Cllr. Browne said the major concern with both phases is the extra traffic that will be generated on the local roads and that he has already asked Dean Sargeant at SCC to put in restrictions. The chairman said that this was already in hand with County Cllr. Tittley.

10. Clerks Report.

a) Correspondence / emails received.

- i) Second Email from Mrs Coulbourn re parking at school. The clerk read out the content.
- ii) Letter Came and Co – offer to meet their rep. clerk still not heard from them.
- iii) SPCA news – this contain some information on the SCC Mineral Local Plan. Placed in circulation file.
- iv) Letter – SCC Re Community Paths Initiative. After discussion it was decided not to make a bid this year.
- v) Telephone call – complaint re dog fouling. The clerk said that a parishioner had called him after witnessing a dog being walked in the play area. The owner did pick up the waste but the caller

felt it still inappropriate that dogs be allowed in the area. The clerk said there is a 'no dogs' sign. After discussion it was felt that two small signs ought to be purchased and placed by the entrance gates. Clerk to investigate. **Action: Clerk.**

- vi) Letter re Willington Gas Pipeline. This was placed in the circulation file.
- vii) Information sheets from SCC re lengthsman agreement – see under item 12.
- viii) CPRE – nominations as branch officers. This was placed in the circulation file.
- ix) Letter from resident in Leofric Close regarding a large tree that is obstructing access to his drive. The clerk read out the letter in full and said he had also spoken to LDC to ascertain that the tree in question does not have a TPO as suggested in the letter. LDC confirmed this to be the case even though they said it had two years ago. LDC now state that the order was lifted. The parish council had not been informed. After discussion Cllr. Holland and Pritchard said they would make a site visit and report back. **Action: Cllrs. Holland and Pritchard.**

Sent.

- i) Letter to Head teacher re parking.
- ii) Letter to Mrs Berry re parking.
- iii) Letter of thanks to Tomkinson and Teal for audit.
- iv) Letter to Houses of Parliament re HS2 petition.
- v) Numerous emails.

b) Finances.

- i) Financial statement: As at 26/4/14 – Current account £576.14
Reserve account £10,438.67
- ii) Payments Received: Precept (notification only) of £13,550. Bank interest £4.14
- iii) Payments to be made:
 - 300637 Clerk Salary £288.50 (net) and expenses of £144.51 (of which stamps £6.90) Total £433.01
 - 300638 HMRC – Clerk income tax - £72.00
 - 300639 CPRE subscription - £36.00
 - 300640 Ian Colclough – wine as gratuity to internal auditor - £17.13
 - 300641 Pritchard of Pelsall – tool to maintain play equipment - £13.37 Inc. Vat
 - 300642 ICO subs - £35.00
 - 300643 Brian Hayward – grass cutting - £375.36
 - 300644 Came and Co insurance - £838.70 inc. tax. The clerk said that he had approached the broker to see if they could find an alternative cheaper quote. They had done this. It was proposed by Cllr. Browne and seconded by Cllr. Gair that council takes this revised quote (as above). It was also decided to pay annually and not take up the offer of a commitment for 3 years.
 - 300645 HS2 petition fee - £20.00

It was proposed by Cllr. Gair and seconded by Cllr. Browne that the above listed accounts be met. All were in favour.

c) Review of Independent Internal Audit by Tomkinson and Teal. The clerk said that he had collected the accounts from T&T and that the only comments made referred to the fact the council held no petty cash and no assets. The clerk said it was unclear

if 'assets' referred to buildings or material items such as play equipment and that he would check. This raised the question over 'ownership' of the village hall as it was thought by some councillors that the parish council does hold some interest in it. Clerk to check. **Action: Clerk.**

The clerk also raised the question over the tree on the playing area that has a large vertical split up its main trunk. He had reported this to Julie Bamber but no action had been taken despite a specialist recommending felling. Clerk to bring this to Mrs Bamber's attention again. **Action: Clerk**

d) Signing of the Annual Statement of Accounts and Annual Governance Statement. It was proposed by Cllr. Gair and seconded by Cllr. Browne that the chairman signs the statement. All were in favour.

e) Internal Auditor Gratuity. The clerk said that he had purchased, as was customary, three bottles of wine as a gratuity to T&T for their work. Payment to the clerk had been authorised under 8 b iii) above.

11. County and District Councillors Reports.

Cllr Pritchard said that he had been working with the officers at LDC on their petition to HS2. He went to a special meeting of the council where at least a half of those that attended had to vote for it. The cost to the council could be as much as £100,000. The chairman thanked Cllr. Pritchard for his report.

12. Highways and Footpaths – lengthsman's agreement.

The clerk said he had obtained information in the form of two fliers from SCC about this agreement. These were placed in the circulation file for all to see. An agenda item will be included at the June meeting.

13. Best Kept Village Children's Poster Competition.

The clerk asked what prizes he ought to obtain. After discussion it was proposed by Cllr. Holland and seconded by Cllr. Gair that the first prize should be an Amazon voucher for £10, second prize £5 and third prize £3. There are 6 classes so the total spend will be £108. All were in favour. Clerk to purchase vouchers and re-claim. Cllr. Howard volunteered to present the prizes. **Action: Clerk.**

14. Feedback from Annual Parish Meeting.

No comments had been received. The chairman said that the attendance was disappointing but at least reports from various village groups are being submitted.

15. Request for a grant from County Cllr. Tittley.

There was some confusion over whether this grant was the one that Cllr. Tittley had offered to pay towards the extra expenditure incurred by the council in preparing the HS2 leaflets and other costs or if this were a separate grant. The clerk said he understood that there was a grant 'pot' of £10,000 that Cllr. Tittley has at his disposal for allocation to parishes in his Ward to meet other expenditure outside of HS2. Chairman to clarify.

Action: Cllr. Seddon.

16. Councillor Reports for information only.

The chairman said that he was due to have an operation on his shoulder and may be unable to sign cheques. He asked the clerk to determine from the council's bankers how many signatories were available on the accounts. **Action: Clerk.**

There being no further business the meeting closed at 9.32pm.

Signed (Chairman) Date 11th June 2014.