

**KINGS BROMLEY PARISH COUNCIL**  
**Minutes of the Parish Council Meeting held on**  
**Wednesday, 13<sup>th</sup> April, 2011 at 7.45 pm at Kings Bromley Village Hall**

**Present:** Cllr I M Pritchard (Chair); Cllr S R Browne; Cllr Mrs M K Gair;  
Cllr Mrs P Jarman; Cllr G C Seddon; Cllr W A Taylor

**In attendance:** Mrs S Buxton (Clerk); 10 members of the public

**Public Session:-**

- **HS2** – there was discussion on the meeting at Whittington and of the possible impact in Kings Bromley. Interested residents are hoping to arrange a public meeting and Cllr Eagland offered to help will getting speakers to the meeting. Some members of the public had attended a meeting of the Whittington Opposition Group, and they have offered to lend the use of a vehicle with loudspeakers and the sound of trains for demonstration purposes within Kings Bromley

**63. Apologies**

Cllr S Holland – holiday

**64. Declarations of Interest**

Cllr Mrs Jarman – War Memorial

Cllr Browne – Village Hall

**65. Minutes of the Last Meeting**

**Agreed** that the minutes of the meeting held on 9<sup>th</sup> March, 2011 be signed as a true and correct record

**66. Report of the Clerk**

- i. **Services to the Development at the Rear of The Hollies** - it was reported that the council had received £650.00 in compensation and £928.80 to cover the fees of Fisher German. Payments for both the easement and solicitor's fees are still outstanding. The clerk has also signed a letter of engagement with the solicitor
- ii. **Hedge Planting in Leofric Close** - this has now been completed by Sharp Landscapes. A tree which has fallen over in the neighbouring field has breached the boundary and overhangs the council's property. The clerk has spoken to the owner again and asked them to investigate
- iii. **Staffordshire Safer Roads Initiative** – an invitation had been sent for them to attend the Annual Parish Meeting, but they have a meeting themselves discussing various issues relating to the speed cameras and speedwatch in Kings Bromley the day after the Annual Parish Meeting. They have therefore agreed to attend either the May or June parish council meetings
- iv. **Village Hall** - the lighting in the main hall is being looked at and the chairman is aware of funding opportunities through the county councillor – Janet Eagland
- v. **Grass cutting** – the clerk reported that the contractor had increased his public liability insurance to £5m as advised by the SPCA and had provided risk assessments for the work being done. The first cut was done on 4<sup>th</sup> April and the grass behind the Village Hall was ankle length. At the second cut on 8<sup>th</sup> April the grass is still very long as has been noted by the Chairman of the Village Hall Committee. The clerk has advised the contractor that more cuts can be done at the beginning of the season if necessary to keep up with grass growth. It may be that the council needs to review the number of cuts undertaken later in the year. A query has been raised as to why the council does not cut the three grass verges down Alrewas Road. Last year when the triangle at the Grange, the verge outside the Rectory and the Yoxall Road verge were added, it was agreed that these would not be included, due to parked vehicles and much slower grass growth on these areas  
**Agreed** that the council would not add any other areas to the grass cutting contract at present, but would review the subject later in the summer
- vi. **Christmas Tree Lighting** - the clerk has received an enquiry from Central Networks regarding Kings Bromley's use of an unmetered supply for the Christmas lights. She has

forward all the previous emails on this subject, which were unanswered by them at the time, to Central Networks and a reply is awaited.

- vii. **SLCC AGM** – the clerk had attended and the main topics discussed were the early return dates for the Annual Audit Return and lack of response from the Audit Commission and the anticipated requirement for parish councils to publish many additional pieces of information electronically and in a format that can be used by members of the public

## 67. Finance

- i. **Finance Report to 31<sup>st</sup> March, 2011** – this was tabled at the meeting. There is a discrepancy on the bank reconciliation which the clerk will resolve in completing the annual accounts

ii. **Payments to be made**

**Agreed** that the following payments be made:-

| <i>Chq No.</i> | <i>Payee</i>     | <i>Amount</i>   | <i>Details</i>                                 |
|----------------|------------------|-----------------|--|
|                | Mrs S Buxton     | 368.64          | Salary and taxable expenses                    |
|                | SCC              | 77.51           | Pension contributions                          |
|                | Mrs S Buxton     | 9.60            | Travel expenses                                |
|                | Mrs S Buxton     | 80.00           | Telephone expenses                             |
|                | Mrs S Buxton     | 41.00           | Addit stamps prior to increase in cost         |
|                | Mrs S Buxton     | 44.58           | Stationery & ink cartridges                    |
|                | PD Nurseries     | 20.80           | Quicks for hedge in Leofric Close              |
|                | Sharp Landscapes | 30.00           | Planting of quicks in Leofric Close            |
|                | SPCA             | 330.00          | Subscription 1/2/11 to 31/3/12                 |
|                | Fisher German    | 928.80          | Fees for negotiation of National Grid easement |
|                | M H & S Buxton   | 95.47           | Photocopying Jan – Mar 2011                    |
|                | <b>TOTAL</b>     | <b>2,026.40</b> |  |

iii. **Receipts**

**Agreed** to note the following receipts:-

| <i>Payee</i>  | <i>Amount</i>   | <i>Details</i>         |
|---------------|-----------------|------------------------|
| National Grid | 928.80          | Fees for Fisher German |
| National Grid | 650.00          | Compensation           |
| <b>TOTAL</b>  | <b>1,578.80</b> |                        |

- iv. **Pension Rate for Employer Contributions** - the employers rate of pension contributions for the clerk has increased to 16% of salary with effect from 1<sup>st</sup> April, 2011.

- v. **Parish Council HMRC Registration – update** – the registration has now been completed and the council's PAYE scheme is fully operational. The annual returns will be completed before the May deadline and submitted electronically

vi. **Appointment of Independent Internal Auditor**

**Agreed** that Mrs O'Brian be appointed as the council's Independent Internal Auditor for this year

- vii. **Audit of the Accounts for the year to 31<sup>st</sup> March, 2011** – the date for the return to be sent to the Audit Commission is 16<sup>th</sup> May, 2011. The clerk has informed the Audit Commission that this date is impossible to meet and that she will forward the return before the legal deadline of 30<sup>th</sup> June, 2011

## 68. Correspondence and Items for Information

- i. **Email of introduction from Neighbourhood Communications Manager at Staffs Police** - requesting to be allowed to be a registered user of our website so that they can quickly provide updates. The clerk had sought advice from Eric Roy who had advised against allowing this type of access but had suggested other ways of addressing this issue

**Agreed** that the request should be forwarded to the Neighbourhood Watch contact – Trevor Nunn and that the council will take no further action

- ii. **Review of Correspondence List** - nothing to discuss further

## 69. Highways

- i. **Crawley Lane Parking** – SCC are currently waiting for the Governors to confirm that the work can go ahead from a funding point of view

- ii. **Neighbourhood Highway Teams** - the parish has been allocated three days in August and 3 days in December and any requests for work need to be collated and submitted by the clerk

#### **70. Play Equipment**

- i. **Report on siting of play equipment in relation to issues raised by a neighbour** - the clerk and chairman had been out and looked at the site and the play equipment is some distance from the boundary and even further away from the house concerned. The chairman recommended that the distances do not warrant any variation in the position of the equipment and he has advised the neighbour of this  
**Agreed** that the council does not amend the site for the play equipment
- ii. **Order for Play Equipment Installation** - this has now been placed and work is planned to start on 16<sup>th</sup> May, 2011. Some levelling of the ground and reseeding will be required after the work has been completed

#### **71. Annual Parish Meeting**

This will take place on Wednesday, 27<sup>th</sup> April, 2011 at 8.00 pm

**Agreed** that the clerk will arrange for tea, coffee and biscuits to be served

#### **72. Parish Council Election**

- i. **Election** - there will not be an election for parish council in Kings Bromley as only five nominations for the seven places have been received. These two vacancies can now be filled by co-option and a notice has been placed on the noticeboard, with a closing date of 5<sup>th</sup> May, 2011
- ii. **Co-option Procedure** - the council considered the current co-option procedure to vacancies on the council  
**Agreed** that the council's co-option procedure be adopted

#### **73. Village Website**

- i. **Revision to Pages** – the clerk had circulated a report, detailing options for making the parish council area of the website more user friendly.  
**Agreed** that two new pages would be added, to allow archiving of older minutes and the inclusion of the latest meeting agenda respectively at a cost of £40.  
The clerk is still waiting for a quote for the provision of an additional page for general parish council documents.
- ii. **Publicity for Website** – the clerk reported that a flyer has been sent to all village organisations to encourage greater use of the website as the diary page is currently empty  
**Agreed** to add links to the HS2 website and the Whittington Opposition Group on the parish council website.

#### **74. War Memorial**

The chairman had met the contractor who had done the work in Alrewas in laying resin bound gravel. The contractor had advised removing 30 mm of gravel, compacting underneath level and then lay the bonded gravel on top

**Agreed** the clerk would seek additional quotations and advertise that the details of the contract on the noticeboard

The possibility of taking out the crazy paving pathway was also discussed

**Agreed** to seek quotes purely for the replacement of the existing gravel

#### **75. Best Kept Village Competition**

- i. **Judging of the Children's Posters**

**Agreed** that this would be undertaken after the Annual Parish Meeting

#### **76. High Speed Rail Link – London to Scotland**

- i. **Report from Whittington Meeting** - This had been discussed at length during the public part of the meeting.
- ii. **Consultation Documents** – two copies of these are currently being circulated around the council for all councillors to see before the council considers its response
- iii. **Invitation to the Whittington Opposition group** - the council had also received an invitation to get involved with the Whittington Opposition group.  
**Agreed** that the clerk should express interest to the Whittington group on behalf of the parish council and ask to be kept informed

## **77. Future Projects Funded from Reserves**

Nothing to discuss

## **78. Staffordshire Cares**

Nothing to report

## **79. Lichfield District Council**

Nothing to report

## **80. Staffordshire County Council**

i. **Public Sector Mapping Agreement (PSMA)** – all parish councils can now join the PSMA.

This will provide councils with access to core geographic datasets from OS to support decision making and service delivery. The clerk believes that specialist software is required which is quite costly and that maps may simply be available through LDC

**Agreed** that the clerk will investigate and report to the next meeting

## **81. SPCA**

i. **Newsletter**

## **82. Review of Items for Future Meetings**

i. **Health and Safety Risk Assessments**

ii. **Review/Introduction of Council Policies**

iii. **Parish Council Insurance**

iv. **Review of grass cutting of verges – July**

## **83. Date and Time of Next Meeting**

**Agreed** that the next meeting be held on Wednesday, 11<sup>th</sup> May, 2011, at 7.45 pm at the Village Hall, Alrewas Road, Kings Bromley

There being no other business the chairman reminded everyone of the Annual Parish Meeting on Wednesday, 27<sup>th</sup> April, 2011 at 8.00 pm and thanked everyone for their hard work during the term of this council. He closed the meeting at 8.57 pm.

The meeting was re-opened at 9.00 pm for one item which had not been discussed

## **84. Traffic Survey Results**

The clerk had received traffic survey results from the Road Safety Partnership following the installation of discrete radar equipment in the village. A cursory glance at the results did not seem to show a severe speeding problem, but concern was expressed about where the radar equipment had been situated, was it close to the build outs, which traffic was slowing anyway

**Agreed** that the results would be discussed in greater detail at the May meeting

There being no other business the chairman closed the meeting at 9.05 pm