

KINGS BROMLEY PARISH COUNCIL
Minutes of the Parish Council Meeting held on
Wednesday, 11th May, 2011 at 7.45 pm at Kings Bromley Village Hall

Present: Cllr G C Seddon (Chair); Cllr Mrs M K Gair; Cllr S M Holland;
Cllr I M P Pritchard; Cllr S R Browne (part)

All councillors who had stood for election and present at this meeting had completed their declaration of acceptance of office, prior to the meeting starting.

Agreed that Cllr Pritchard would chair the public session and the election of chairman.

In attendance: County Cllr Mrs J Eagland (part); Mrs S Buxton (Clerk); 10 members of the public

Public Session:-

There were no items raised during the public session of the council.

99. Election of Chairman and Completion of Acceptance of Office

Agreed that Cllr G C Seddon be elected Chairman, this was proposed by Cllr Mrs Gair and seconded by Cllr Pritchard.

Cllr Seddon completed the Acceptance of Office as Chairman

Cllr Seddon took the chair

Cllr Seddon thanked Cllr Pritchard for his many years service as chairman of the parish council.

100. Election of Vice Chairman and Completion of Acceptance of Office

Agreed that Cllr Mrs Gair be elected Vice Chairman, this was proposed by Cllr Pritchard and seconded by Cllr Holland.

Cllr Mrs Gair completed the Acceptance of Office as Vice Chairman

101. Vacancies on the Parish Council

At the recent election five candidates had stood for election to the seven vacancies on the council which now leaves two vacancies to be filled by co-option. The vacancies have been advertised with a closing date of last week and one expression of interest has been received.

Two members of the previous council, Mrs Patsie Jarman and Mr Stephen Browne had stood down from the council, but Mr Browne has expressed interest in being co-opted to the council.

Mrs Jarman has stood down after many years service to the council, including chairing the Planning Advisory Committee for many years.

Agreed that the clerk should write to Mrs Jarman thanking her for her service as councillor, for her expertise and hard work and wishing her well in the future.

Agreed that Cllr Browne be co-opted to the parish council, this was proposed by Cllr Mrs Gair and seconded by Cllr Holland.

Cllr Browne completed his declaration of acceptance of office as a co-opted member and joined the meeting.

102. Apologies

None

103. Declaration of Interests

- i. **Register of Business Interests** – the clerk issued all councillors with their register of interest forms including an SAE so that the forms could be sent straight to the Monitoring Officer at Lichfield District Council. The chairman reminded all members of the need to ensure that their register of interests is kept up to date
- ii. **Declaration of Interests for this meeting**
None

104. Minutes of the Last Meeting

Agreed that the minutes of the meeting held on 13th April, 2011, be signed as a true and correct record

105. Allocation of Councillor's Area of Responsibility

Agreed that the councillors would take responsibilities as detailed below for the year May 2011 to April 2012.

Agreed that as well as the chairman, Cllr Pritchard would not be a member of the Planning Advisory Committee to avoid a clash of interest with his role at Lichfield District Council.

Village Hall Management Committee (2)	Ian Pritchard Mary Gair
Public Transport	Ian Pritchard
Finance	Mary Gair
Community Care	Steve Browne
BKV Organiser	Allan Howard
Snow Clearance	Gareth Seddon
LDC Parish Forum (2)	Ian Pritchard Gareth Seddon
	Reserve: Bill Taylor
Footpaths	Stuart Holland Mary Gair
Flood Control and Manor Park	Mary Gair
Youth	Steve Browne
HS2	Mary Gair Steve Browne
Planning Advisory Committee	All councillors except parish council chairman and Cllr Pritchard

106. Clerk's Report

- i. **Services to the rear of The Hollies – British Gas** - the clerk reported that the grant of easement, between Kings Bromley Parish Council and National Grid Gas plc, had been received from the solicitors in respect of the gas supply under parish council land in Leofric Close. To execute this document two councillors must sign on behalf of the parish council

- Agreed** that Cllrs Seddon and Mrs Gair would execute this document on behalf of the parish council in the presence of the clerk
- ii. **Update on email from Neighbourhood Communications Manager at Staffordshire Police** - the clerk reported that Robert Nunn from the Neighbourhood Watch Liaison Officer for Lichfield was unaware of the message from the Communications Manager but agreed to contact him and resolve the matter as he feels that parish councils are already well informed of police matters and updates through existing contacts.

107. Finance

- i. **Risk Assessment** – the council considered the risk assessment prepared by the clerk.
Agreed that the clerk will ensure that the bank reconciliations are checked quarterly and the petty cash checked every six months by the councillor with responsibility for finance
Agreed that a written record play equipment inspections should be set up by the clerk
- ii. **Parish Council Insurance** - the three quotations obtained by the clerk were discussed in detail
Agreed that the council will take out its insurance commencing on 1st June, 2011 with Came & Co, who insure through Aviva, and that the council will enter into a three year undertaking – cost £919.36
Agreed that the clerk will make arrangements to add the Christmas lights to the council's assets, which may alter the above cost a little.
- iii. **Review of Independent Internal Audit** – the report prepared by the clerk was considered
Agreed that the council agree the content of the clerk's report. This was proposed by Cllr Holland and seconded by Cllr Brown
- iv. **Accounts for the year to 31st March, 2011** – the accounts circulated prior to the meeting were discussed
Agreed that the council would add £4,000 from its general reserves to the War Memorial reserve, so that the year end reserves would be as follows:-
- | | |
|------------------------------|--------|
| - War Memorial | £4,796 |
| - Archiving of minutes | £ 170 |
| - Tree works | £ 387 |
| - Copying/Phone due to clerk | £ 150 |
- Agreed** that the accounts be approved and signed by the chairman. This was proposed by Cllr Pritchard and seconded by Cllr Holland
Cllr Browne asked if the council could establish a fund from which grants could be paid to individuals going to university to assist with their costs, as he had understood had been done in the past. The clerk advised the meeting that the council has never had powers to give grants to individual people
Agreed the clerk would seek advice as to whether the awarding of educational grants to individuals would be possible under any current legislation
- v. **Audit Commission Return – Annual Statement of Accounts and Annual Governance Statement to 31st March, 2011** – the council considered the return and the statement of governance

Agreed that the Annual Statement of Accounts and Annual Governance Statement be signed by the chairman. This was proposed by Cllr Mrs Gair and seconded by Cllr Holland

- vi. **Clerk's Training** – the clerk had completed CiLCA about three years ago, but since a further module on the Power of Wellbeing has been added. The cost of completing this module to keep the qualification up to date is £15

Agreed that the council would meet the cost of £15 for the clerk to update her CiLCA qualification

- vii. **Finance Report to 30th April 2011** – the clerk reported that she had not completed a finance report to 30th April as she had been working on the final accounts and year end processes for last year

- viii. **Payments to be made**

Agreed that the following payments be made:-

08/411	Mrs S Buxton	367.44	Salary & taxable exps
00/412	Cancelled		
09/413	SCC	81.11	Pension contributions
00/414	Cancelled		
08/415	Mrs S Buxton	10.80	Travel expenses
08/415	Mrs S Buxton	7.00	Telephone expenses
10/416	Spalding Books	52.00	BKV Competition Book tokens
11/417	Mrs S Buxton	100.00	Petty cash
12/418	B Hayward	325.29	Grass cutting
13/419	Came & Co	919.36	Insurance from 1/6/11
14/420	CPRE	29.00	Subscription
15/421	All Saints Church	250.00	Donation to churchyard maintenance
16/422	Gardening Guild	65.00	Donation to bedding plants
17/423	Eric Roy	40.00	Additional pages on website
18/424	SLCC CiLCA Mngmt	15.00	Fee for additional training module
19/425	KB Village Hall	55.00	Donation to Hall re: shrub maintenance and siting of noticeboard and parish council safe

- ix. **Receipts**

Agreed to note the following receipt:-

Lichfield District Council 12880.00 Precept 2011/12

- x. **Future Projects Funded from Reserves**

None to discuss at present but any ideas should be brought to a future meeting

108. Correspondence and Items for Information

All items of interest appear elsewhere on the agenda

109. Highways

- i. **Crawley Lane Parking** – this is currently in the hands of the school
Agreed that Cllr Janet Eagland will contact Mr Lovern to see what the current situation is
- ii. **Nieghbourhood Highway Team Visits** - the next visit to Kings Bromley is in August, so any items for attention should be forwarded to the clerk as and when they arise. A member of the public raised the issue of overhanging hedges at Victoria Meadow and on Yoxall Road

- Agreed** the clerk will investigate and report as necessary
- iii. **Potholes at junction of the A515 and A513** – these are a cause for concern.

A letter was tabled from Mike Maryon, cabinet member for Staffordshire County Council with responsibility for highways was tabled, which explained the difficulties the council is facing with attending to the large number of potholes resulting from the severe weather in the winter and outlines their plans to attend to the problems.

110. **Traffic and Safer Roads Partnership**

- i. **To consider the findings of the recent speed survey in the village** – the findings of the speed survey using discrete radar equipment were discussed. The figures suggest that the situation is better than 3 years ago, but all speeds are still over the legal limit. The measurements on the Alrewas Road were taken close to the builds out, so there would be natural slowing down, which distorts the results? It is not know where the readings were taken on the A515. The clerk has raised a query with the Safer Roads Partnership on the location of the radar devices and the effect this has on the results and is still awaiting a reply.
- ii. **Next Meeting** – Mr Whittle and the Local Policing Inspector will be attending the June meeting of the Parish Council
- iii. **Speed Indication Devices** – these have been sited outside the school for this term only and work at the beginning and end of the school day

111. **Play Equipment**

Installation was due to start on 16th May, 2011, but the clerk has had difficulty getting Lappsett to confirm this.

Further to an enquiry at the meeting from Cllr Browne, Cllr Pritchard reported that he had looked at the site of the play equipment with the clerk, and they had agreed that it was a considerable distance from the neighbouring property and well hidden by vegetation. He had been around and explained the situation to one of the owners and no further contact had been made or received. After the work is completed there will be some levelling and seed sowing to be done.

Agreed the clerk will speak to the Chairman of the Village Hall after the work has been completed

112. **Annual Parish Meeting**

- i. **Additional Apologies** - the clerk had received apologies from Cllr Janet Eagland and Anne Anderson for the Annual Parish Meeting which had not been recorded at the time.
- ii. **Gravel Update** – Anne Anderson has offered to provide the council with an update on the current gravel situation at any time they would like her to **Agreed** the clerk will invite Anne Anderson to the July meeting of the parish council to provide an update on the current gravel situation
- iii. **Feedback from the Meeting** – the council did not have any comments to make on the meeting or pointers for next year
- iv. **County Cllr Report – J Eagland** – Cllr Mrs Eagland reported that she had met the Deputy Chief Executive of SCC along with Anne Anderson, and the SCC Officer took a greater interest in the concerns and has asked for

further information since, so all in all it seems a very positive response at present.

113. War Memorial

The clerk had requested three quotes for the surfacing work around the War Memorial and had received two quotes back. The quotation from Tygar Engineering had been used as the basis for the specification and the other company had queried the methodology of this work. The second quote was therefore for a different specification and much thinner layer of bonded gravel. The council discussed the thickness of the gravel at some length.

Agreed that a very thin layer of gravel did not appear to be appropriate and that the council would order the work from Tygar Engineering. This was proposed by Cllr Pritchard and seconded by Cllr Holland

The crazy paving requires some repair before the bonded gravel is laid

Agreed that Cllr Pritchard will make arrangements for the crazy paving to be repaired prior to the next meeting

Agreed the clerk would arrange for samples of the bonded gravel to be available at the next meeting so that a colour and size could be chosen and shown to the British Legion and the work commenced immediately after the June meeting

114. Best Kept Village Competition

i. **Presentation of Certificates** – the school had suggested 24th May, 2011 for the presentation.

Agreed the clerk will ask Cllr Taylor if he would like to make the presentation and Cllr Mrs Gair would be willing to accompany him or go along in his place

ii. **Temporary Eyesores** – the clerk will notify the Community Council of temporary eyesores with regards to fencing at the Royal Oak, works on the War Memorial and installation of the play equipment so that the judges are aware of them.

115. High Speed Rail Link – London to Scotland

i. **Public Meeting** - there will be a public meeting in Kings Bromley on Thursday, 26th May, 2011, at 7.30 pm. This will be chaired by Cllr Pritchard and will be addressed by Jerry Marshall from the national campaign against HS2

ii. **Public Exhibition in Lichfield** – there will be a public consultation exhibition in Lichfield on 8th and 9th June, 2011 at the Guild Hall.

Agreed that Cllrs Mrs Gair and Browne will attend on behalf of the parish council

116. Staffordshire Cares

Nothing to report

117. Lichfield District Council

Nothing to report

Cllr Janet Eagland left the meeting

- 118. Staffordshire County Council**
- i. **Purple Pages** – will be launched on 1st June, to help co-ordinate provision for those in need in society
- 119. SPCA**
Nothing to report
- 120. Review of Items for Future Meetings**
- i. **Health and Safety Risk Assessments**
 - ii. **Review/Introduction of Council Policies**
 - iii. **Public Sector Mapping**
 - iv. **Standing Orders**
 - v. **Christmas Tree – October**
 - vi. **Old Christmas Lights**
 - vii. **Clerk's Hours**
- 121. Date and Time of the Next Meeting**
Agreed that the next meeting of the parish council will be held on Wednesday, 8th June, 2011 at 7.30 pm when Roger Whittle from the Safer Roads Partnership and the Local Policing Inspector will be present

There being no other business the chairman closed the meeting at 9.43 pm