

**KINGS BROMLEY PARISH COUNCIL**  
**Minute of the meeting held on**  
**Wednesday, 13<sup>th</sup> July, 2011 at Kings Bromley Village Hall**

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

**In attendance:** County Cllr J Eagland; Mrs S Buxton (Clerk)

**Public Session**

**Gravel** - Anne Anderson was present to give an update on the current situation with gravel workings. She presented a petition of 1,250 signatures to County Councillor Janet Eagland asking Staffordshire County Council to reinstate their policy of no quarrying west of the A38.

**Bancroft Farm** – of the sites under discussion this is the only one that has had proper consultation. LDC is against any quarrying on the site. At present there is a difference in the family as to whether the farm will be sold or retained, so planners cannot give wholehearted support without agreement on the farm itself. The aggregate company who were interested has withdrawn and it is unlikely that unless the farm is up for sale that any aggregate company would be interested. No one in the campaign team knows the owners of the farm so it has not been possible to speak to them to see what their intentions are. However, it is important to remember that the owners are perfectly entitled to see their property to whomsoever they want.

**Other sites** – a great deal of data has been gathered to support the opposition to new quarrying sites, which can prove there is no need for any new holes to be opened up in the Kings Bromley area or Staffordshire as a whole as there is enough spare capacity in existing quarries to meet all the needs of the county.

In December the Gravel Group made a presentation to P Wilcox and M Griffin from SSC and the only concession obtained was not to transport gravel using canal at Fradley. However since then an agreement has been reached that until the new mineral core strategy is in place nothing will happen with regards to gravel in this area.

After that meeting the Gravel Group made a presentation to Nina Dawes, Richard King and Neil Roberts from LDC. They knew nothing about the proposals for the Alrewas West or Wychnor south. They had originally objected to the Wychnor Estate site which is now Wychnor south, and which, with the time scale that has elapsed and the change in volume is now null and void.

Neither SCC nor LDC knew anything of the new pipeline into the gas pumping station at Orgreave, and this concerned both as in the event of any disaster, their emergency plans would be required to deal with it, and at present there are no such plans.

It was hoped to arrange a site meeting with Nick Bell – Chief Executive at SCC, but this did not materialise, but he is visiting the wider area on 20<sup>th</sup> September and the gravel area and pumping station will be included.

There is concern that the gravel companies control the gravel policy and that surely it would be better to identify reserves, identify need and then make the decisions. The Gravel Group hope to have more involvement in this process at the instigation of Matt Griffin (SCC) At the moment the situation seems very unfair, as Staffordshire provides 65% of the aggregate needs of the West Midlands compared to 9% from Shropshire, but Shropshire has more reserves.

Matt Griffin has been to look at the pumping station at Orgreave with Robbie Marshall, Margaret Stanhope and Mark Winnington (SCC) and they were also taken on a tour of the gravel sites. The first thing they saw was the size of the gas pumping station and the

network of pipes which lead away from the site marked by the white poles with orange tops. They have asked for maps and photographs to be sent to SCC. A separate meeting has been held since with the Deputy Chief Executive and she was extremely well briefed before the meeting. The outcome is that SCC have no current plans to extract gravel west of the A38, but there is concern about the use of the word "current", but they can never say they will not support planning applications to extract in the area, but that they do not support any applications now and will not include sites west of the A38 in the mineral core strategy currently being prepared. Anne Anderson reminded everyone that just because SCC agrees with local feeling this does not mean the gravel companies do and they may still put forward planning applications.

Cllr Pritchard arrived

If a planning application is submitted, SCC will pay for barristers to take on the gravel companies in the event of a public enquiry. At present, the group has the backing of SCC and LDC, but they remain operational and have a booklet of data to support the case in the event of any future public enquiry.

Cllr Seddon thanked Anne Anderson for attending the meeting and giving an update on the work of the Gravel Group. He also thanked Anne and her team for all the work they have been doing on this project over a long period of time.

#### **145. Apologies**

Cllr Mrs M Gair and Mrs P Rothery – holiday

**Agreed** to accept the apologies of Cllrs Mrs Gair and Mrs Rothery

#### **146. Declarations of Interest**

Cllr Seddon – Federation of Fair Oak and Hagley Park Schools

#### **147. Gravel Update**

The chairman had already expressed thanks to Anne Anderson and her team  
**Agreed** to invite Anne Back in three or four months to provide a further update

#### **148. Minutes of the Last Meeting**

**Agreed** that the minutes of the meeting held on 8<sup>th</sup> June, 2011 be signed as a true and correct record

#### **149. Report of the Clerk**

- i. **Services to development at the rear of The Hollies – British Gas** – the clerk had been informed today by the solicitor, that the paperwork and cheque for the completion of the agreement regarding the supply of gas to the development at the rear of The Hollies was on its way to the parish council
- ii. **War Memorial** - the work has been completed on laying the bonded gravel  
**Agreed** that a letter of thanks be sent to Mr Easter for attending to the minor repairs to the edging of the crazy paving prior to the laying of the bonded gravel.
- iii. **Website** - contact details for the chairman have been added to the parish website. The Village Hall may want to have some sort of link to their diary on the village website. At present they are trialling a new diary system then they may take it further and link it to the website. They are in discussions with Eric Roy who runs the website, about what is possible and what the cost would be.

- iv. **Clerk's Training** – the clerk has successfully completed the Power of Well Being module of CiLCA  
**Agreed** to congratulate the clerk on completing the final part of the clerk's qualification.
- v. **Oaklands College Achievers Day** - Cllr Browne reported on the Achievers' Day which he had attended today. He reported that are doing wonderful things for the young people for whom life has been really tough.
- vi. **Registration with the Information Commissioner under the Data Protection Act** - the council is now registered as a data holder under the Data Protection Act

## 150. Finance

- i. **Parish Council Insurance** – the clerk has added the new play equipment to the list of council assets and the additional cost of insurance is £75.18. The full policy documents and schedules of insurance have also been received for the rest of the policy. The cost of the new play equipment and the wet pour surfacing are listed separately on the policy.
- ii. **Finance Report to 30<sup>th</sup> June, 2011**  
**Noted**
- iii. **HS2 Group Expenses** – receipts have been received totalling £121.83 in respect of hire of the Village Hall, meeting flyers, balloons, posters and stationery  
**Agreed** that the council will pay for these items on behalf of the campaign
- iv. **Payments to be made**  
**Agreed** that the following payments be made:-

26/432	Mrs S Buxton	488.61	Salary, taxable exps and additional hours	
27/433	SCC	81.11	Pension contribs	
26/434	S Buxton	13.50	Travel expenses	
26/434	S Buxton	7.00	Telephone	
26/434	S Buxton	100.00	Petty cash	
28/435	B Hayward	241.86	2 grass cuts plus one extra at V Hall	
29/436	Tygar Engineering	3,570.00	Bonded gravel at War Memorial	
30/437	Came & Co	75.18	Addit insurance premium for new play equipment	
31/438	Lappsett	20,943.48	New play equipment	
NOT PAID	Cancelled			
32/439	M H & S Buxton	350.40	Photocopying Apr – Jun 11 including Annual Parish Mtg	
33/440	M H & S Buxton	244.58	Copying minute books prior to archiving	
34/441	HMRC	27.19	PAYE and NI for quarter to 5/7/11	
35/442	J Allsopp	11.95	HS2 expenses – hire of Vill Hall	
35/443	J Fielding	66.00	HS2 expenses – flyers for meeting	
36/444	G Allsopp	43.88	HS2 expenses – posters, stationery, balloons	

<b>TOTAL</b>		26,264.74	
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- v. **Donation to Play Equipment** - following the purchase of the play equipment there is a surplus amount of £1,639.42. Mr & Mrs O'Brian had indicated that they do not want this amount to be repaid to them, but that it be retained by the council for a future community project  
**Agreed** to thank Mr & Mrs O'Brian for their kind donation and to put the money into an earmarked reserve for a future project
- vi. **VAT**  
The council normally claims VAT annually, and the clerk has still to do the claim to 31<sup>st</sup> March, 2011.  
**Agreed** that a claim should be made for the quarter to the end of July as soon as possible
- vii. **Receipts**  
The council has received £560.00 from the Village Hall as their 50% contribution to the grasscutting during the 2009 and 2010 seasons.
- viii. **HMRC & PAYE** – the clerk has still not received a response to the letter sent regarding two reference numbers for the parish council with HMRC, however, she has received an outstanding payment demand. The council has no outstanding debts or returns with HMRC
- ix. **Future Projects Funded from Reserves** – the council had no items to consider at this time

#### 151. Clerk to the Parish Council

- i. **Resignation of the Clerk** – it was reported that the clerk had tendered her resignation with effect from 31<sup>st</sup> October, 2011 as she had secured a full time position. She had given a longer notice than required to allow for the recruitment of a new clerk and a handover period
- ii. **Recruitment Timetable** – a draft timetable for the recruitment of a new clerk had been prepared by the clerk, along with a draft advertisement, job description, job specification and person specification  
**Agreed** that the chairman and Cllr Pritchard would look through these documents prior to the next meeting when final agreement would need to be reached prior to advertising  
**Agreed** that advertising would begin on Monday, 15<sup>th</sup> August, 2011 for 4 weeks (to allow for holidays) to include the website, noticeboard, parish magazine and Lichfield Mercury
- iii. **Clerk's laptop** – the chairman tabled a quotation for the supply of a laptop and software for councillors to consider. It is best practice that the parish council records are not kept on a clerk's own personal computer but on a separate computer and in view of this the council ought to be considering revising the current arrangement.  
**Agreed** the council would consider this at the next meeting
- iv. **Other issues handover and parish records** – the clerk had prepared a report of a number of other items which the council needs to consider before finalising the recruitment package for the new clerk. These include:-
- Parish council computer
  - Back up of council records
  - Contingency plan in event of non availability of the clerk
  - Website editing
- Agreed** the council would consider these along with the recruitment of the new clerk at the next meeting

- v. **Good Employer's Guide** the clerk had circulated to all councillors a copy of the Good Employer's Guide which had been issued recently through the SPCA.

## 152. Correspondence

- i. **Sustainable communities** - request for parish council support against the development of ghost towns
- ii. **Lesiton-cum-Sizewell Town Council** – request for parish council support for new planning guidance to major developers  
**Agreed** that these two items were in fact the same item distributed by different people and that the parish council did not wish to comment.
- iii. **Fair Oak and Hagley Park Schools and Aelfgar Sixth Form Centre** – academy consultation.  
It was noted that the deadline for comments had been very short and had actually passed and that any change would affect Kings Bromley as there are still some young people attending Rugeley schools.
- iv. **Electoral review of Staffordshire** - this has been proposed and is likely to be adopted. If it does go ahead it will mean the Cllr Eagland will not represent Kings Bromley at the next election and Kings Bromley will fall within the area currently looked after by Cllr Lewis. She is very unhappy about the proposed change. It has really all come about in the drive to achieve an equality of numbers, particularly in Burntwood where there were less electors for each councillor, so in resolving this issue the effect has been felt much further afield.
- v. **Broadband Voice It** - LDC had notified the council that a new consultation on broadband provision  
**Agreed** that this should be forwarded to all councillors
- vi. **Parking at Thai Buddhist Temple events** - an email has been received showing chaotic scenes on the A513 outside the temple at a recent event  
**Agreed** that this be carried forward to the next meeting
- vii. **Review of correspondence list**  
There were no other items to review.

## 153. Parish Council Meetings 2012

The Village Hall has now confirmed the booking of the following dates for next year's meetings:-

Wednesday, 11<sup>th</sup> January, 2012

Wednesday, 8<sup>th</sup> February, 2012

Wednesday, 14<sup>th</sup> March, 2012

Wednesday, 11<sup>th</sup> April, 2012

Wednesday, 25<sup>th</sup> April, 2012 – Annual Parish Meeting

Wednesday, 9<sup>th</sup> May, 2012

Wednesday, 13<sup>th</sup> June, 2012

Wednesday, 11<sup>th</sup> July, 2012

Wednesday, 8<sup>th</sup> August, 2012

Wednesday, 12<sup>th</sup> September, 2012

Wednesday, 10<sup>th</sup> October, 2012

Wednesday, 14<sup>th</sup> November, 2012

Wednesday, 12<sup>th</sup> December, 2012

## 154. Archiving of Minute Books and Accounts

The clerk reported that she had copied all the minute books going back to the formation of the parish council in 1894, and the originals are here tonight for anyone

to take a look. The Records Office in Stafford would be very happy to look after the books on behalf of the parish council and are also happy to have some of the old handwritten account books too.

**Agreed** that the clerk will arrange for the minute books and account books to be taken to the Stafford Records Office

## 155. Highways

### i. **Safer Roads Partnership**

**Email from Mr R Whittle of the Safer Roads Partnership** - the clerk had received an email in response to the claim made at the last meeting that a reply had not been sent to the Speedwatch Co-ordinator following the enquiry to them. A reply had been sent on 15<sup>th</sup> February, 2011 and this had been circulated to councillors.

**Agreed** that this would be carried forward to the next meeting

### ii. **Speedwatch Volunteers** - a request had been received from the Safer Roads Partnership for details of those people who wished to be trained as speed watch volunteers. The council felt that this was a rather pointless exercise without the collection of new speed data

### iii. **Speed data collection** – the chairman reported that he had spoken to the Highway Data Manager this week, Mr Mansfield. They had discussed that the data can be interpreted in different ways. The 85<sup>th</sup> percentile is used as a cut off to take the small number of extreme cases out of the calculation. They had agreed that collecting data close to the build outs would distort the data. They had agreed that the existing data could be used as a bench mark and then new data could be taken at locations to be agreed with the parish council. A suggestion from the floor was to use the four agreed police collection points.

### iv. **Road signage** – the information put together by Mr Parry had been forward to the Safer Roads Partnership and to all councillors. To date no reply has been received from the Safer Roads Partnership.

### v. **Kings Bromley Speedwatch Co-ordinator** - had emailed the council with information regarding the speedwatch team and the support of the county council. This information was tabled for members at the meeting

**Agreed** that councillors would consider the content of the email and discuss at the next meeting prior to replying to Mr Gilmour

### vi. **Routing of commercial traffic** – the chairman reported that he had tried to speak to Richard Rayson from SCC re: the high volumes of traffic that travel through Kings Bromley. He felt that the signing of Rugeley off the A38 at Alrewas and through Kings Bromley was particularly problematic.

**Agreed** that he would continue to try to discuss the signage for Rugeley with Richard Rayson

### vii. **Crawley Lane Parking** - the school is currently in discussion with the Horticultural Society on possible solutions.

### viii. **Neighbourhood Highway team visit August**

Agree that the following items be put forward:-

- sunken drain on the corner of Victoria Meadow which needs attention
- the 30 mph signs on Lichfield Road are obscured by hedges
- the area around the War Memorial needs all the grit sweeping away

Cllr Mrs England left the meeting

### ix. **Letter of invite from Mike Maryon, SCC Cabinet Member of Highways** – at the last meeting the council had commented that as all the meetings fell within

the working day, it was almost impossible for councillors who work to attend and that this did not really encourage the involvement of parish councils  
**Agreed** the clerk would email Cllr Maryon and make the observation that working councillors were excluded from such meetings by the timing.

- x. **Footpath by War Memorial** – the height of this footpath compared to the highway is negligible and the War Memorial is under threat from road wash and walking along the footpath is hazardous for pedestrians  
**Agreed** to make a request to Cllr Mrs Eagland for the footpath to be attended to, for three reasons:-
- to allow pedestrians to walk along it safely
  - to protect the War Memorial from traffic wash
  - to keep most of the road debris on the highway rather than allowing it to build up around the War Memorial
- xi. **Shaw Lane** - the clerk reported that a new name plate had been installed at each end of Shaw Lane, but that the one close to the Bromley Hayes Garden Centre was incorrect. The sign says Shaw Lane, Kings Bromley, but all the addresses at that end of Shaw Lane have Riley Hill, Lichfield in their addresses, with no mention of Kings Bromley and a Lichfield post code. She had also received a complaint from a resident who informed her that any mention of Kings Bromley in their address results in post being delayed by days and weeks. The clerk had spoken to LDC who said they could not afford to change the name plate and anyway they believed it to be correct  
**Agreed** that the clerk request LDC to swop the Shaw Lane Kings Bromley sign from by the garden centre, with the Shaw Lane sign from the other end of Shaw Lane, so that all the signage was correct, and the cost of the work would be minimal.

## 156. Play Equipment

- i. **Installation** - the work has now been completed. Cllr Pritchard has spoken to Mrs O'Brian who has said that she doesn't want the surplus funds back. She would like it put in a fund for a future project. Cllr Pritchard suggested a plaque to be installed on the play equipment  
**Agreed** that Cllr Pritchard would sort out a small plaque for the play equipment to recognise the donation from Mr & Mrs O'Brian  
**Agreed** that the balance of the funding should go into an earmarked reserve for future use  
**Agreed** the clerk should write and thank Mrs O'Brian for her kind donation  
The chairman thanked Cllr Pritchard for his work on this project
- ii. **Surplus hardcore** - after the installation there had been some surplus hardcore which the clerk had arranged to be removed.
- iii. **Email from Julie Bamber** - she had arranged for some of the children to make a thank you card which was then delivered to Mrs O'Brian
- iv. **Levelling and Reseeding** – the levelling and reseeding has been completed, but there is still a sleeper buried underneath which needs removing.
- v. **Opening Ceremony**  
**Agreed** that Cllr Pritchard will give some thought to this for the next meeting.

## 157. High Speed Rail Link – London to Scotland – HS2

The chairman had drafted a parish council response from individual councillor comments, of which all councillors had received a copy. The contents were discussed

at some length. It was felt that a clear distinction needs to be made between HS2 and high speed rail generally.

Everyone in the campaign group is doing their own responses and one collectively. Cllr Pritchard urged everyone to write individually and to copy their reply to Michael Fabricant. At present he is receiving very little mail re: HS2.

There was some doubt as to whether LDC had done a u-turn on HS2, but they are firmly opposed. Lichfield City Council discussed it initially and were opposed but some members were confused and they have now come down in support of it.

Cllr Brown raised the issue of the new contract for the building of carriages being awarded to a German company instead of a British one, but did acknowledge that this is very much a different issue.

**158. Walk Leaflet**

- i. **Mapping** - Graham Rothery will arrange this through LDC
- ii. **Printing** - two quotes have been received.  
**Agreed** to use Benhill Press for the printing, but the clerk to see if a more competitive price can be obtained.

**159. Staffordshire Cares**

Information on Staffordshire Cares was circulated to all councillors

**160. Lichfield District Council**

- i. **Community Transport Scheme** - information had been sent to the parish council

**161. Staffordshire County Council**

- i. **Footpath Diversion** – a Public Path Diversion Order has been made by SCC for Public Footpath No. 2 close to Tuppenhurst Farm  
**Noted**

**162. Staffordshire Parish Council Association**

- i. **AGM Motions** - any motion put forward for discussion at the AGM in November will need to be finalised at the next meeting  
**Agreed** that this would be discussed at the next meeting
- ii. **Newsletter**

**163. Items for Future meetings**

- i. **Gravel update** – October or November
- ii. **Wildflower Meadow Sign**
- iii. **Standing Orders Review**
- iv. **Financial Regulations Review**
- v. **Play Equipment Inspection Records**
- vi. **Health and Safety and Risk Assessments**
- vii. **Review/Introduction of Council Policies**
- viii. **Public Sector Mapping**

There being no other business, the chairman declared the meeting closed at 10.00 pm

Signed \_\_\_\_\_

Date

10<sup>th</sup> August, 2011