

Abbots Bromley Parish Council

Clerk: Mrs Sarah Meads
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The Hayloft
Marsh Farm, Uttoxeter Rd,
Abbots Bromley
Staffordshire
WS15 3EJ

To all Parish Councillors

You are hereby summoned to attend a meeting of the Abbots Bromley Parish Council to be held on Wednesday 31st January 2018 at **7.00 pm** in the Memorial Room at the Village Hall, Abbots Bromley when the following business will be transacted.

Mrs Sarah Meads

21st January 2018

1. Apologies for absence

To receive and, if appropriate, accept apologies for absence.

2. Public session

3. Declarations of Interests

- *Declarations relating to this meeting*

4. Minutes of Previous Meetings

- Meetings held on 29th November 2017 & 3rd January 2018

Enclosed

5. Matters of report

- Parish Surgery
- Village Car Parking Provision
- SCC Library Consultation
- General Data Protection Regulation

6. Planning

- **Applications**

To agree responses to recently received planning applications:

- **Decisions**

To receive details of planning decisions as included on the enclosed planning summary.

- **Other Planning Matters**

- Neighbourhood Plan Governance
- Neighbourhood Plan Update

7. Financial Matters

- **Report on payments made since last meeting**

To approve the list of payments made since the last meeting

- **Payments to be made**

To receive and if considered appropriate, approve the list of payments to be made

- **Receipts**

- **Monthly Finance Report**

8. Group reports

Unless otherwise stated, to receive a report from the relevant Working Group or Officer.

- **Recreation** – update on playground repairs
- **Village Property**
- **Traffic, Parking, Highways**
- **Competitions** - BKV entry form
- **Newsletter**- agree contents, publication date and circulation
- **Village Hall**
- **ABSA**

9. Correspondence, bulletins and reports

10. Jubilee Cup

11. HS2

12. Agenda items for next meeting

13. Date, time and place of future meetings

February Parish Council Meeting 7.00pm Wed, 28th February 2018 Village Hall

ABBOTS BROMLEY PARISH COUNCIL
Minutes of the Parish Council Meeting
Held on Wednesday 3rd January 2018 at 7.00 pm
At the Village Hall, Abbots Bromley, pursuant to notice having been given

Present: P Charles (Chair); Mrs A Appleby, D Denny, J Houlihan; R Jarman, Mrs M Moore, Mrs R Robb, P Ryan, B Walters,

In attendance: _Mrs S Meads (Clerk),

Members of the Public Attending: 0

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1. Apologies for absence

None

2. Acceptance of Office by New Councillor

Mr David Denny signed the acceptance of office form and joined the council.

3. Public Session

None

4. Declarations of Interest

None

5. Planning

Applications

1104 - P/2017/01381: 11 Cecil Payton Close, Abbots Bromley, WS15 3EZ Provision of block paving to the front of the property

Received: 08/11/17 Replied: 21/12/17 No Objection

1105 - P/2017/01399: Ashbrook Farm, Orange Lane, Bromley Hurst, Abbots Bromley, Staffordshire, WS15 3AX Prior approval for the conversion of agricultural building to form dwelling.

Received: 09/11/17 Replied: 21/12/17 No Objection

1106 - P/2017/01371: Ashleigh, Uttoxeter Road, Abbots Bromley, Staffordshire, WS15 3EQ Erection of a single storey side and rear link extension, first floor rear extension and detached double garage

Received: 14/11/17 Replied: 21/12/17 No Objection

1107 - P/2017/01447: Upper Sunnyside Farm, Pinfold Lane, Bromley Hurst, Abbots Bromley, WS15 3AD Erection of a cattle shed

Received: 23/11/17 Replied: 21/12/17 No Objections

1108 - P/2017/01175: Little Dunstall Farm, Dunstall Lane, Abbots Bromley, Staffs, WS15 3EP Demolition of existing buildings to facilitate an extension to existing agricultural building.

Received: 13/12/17 Replied: 28/12/17 No Objections

1109 - P/2017/01572: St Nicholas Church, Church Lane, Abbots Bromley, WS15 3DD Felling of one leylandi tree

Received: 13/12/17 Replied: 28/12/17 No Objections

1110 - P/2017/01593: Cedar Cottage, Market Place, Abbots Bromley, Staffs, WS15 3BP Felling of Cedar Tree

Received: 14/12/17 Replied: 28/12/17

The Parish Council objects to this application. It is unclear from the application form as to whether the tree is subject to a TPO or not. Question 5 (pt 1) asks "Are you seeking consent for work to tree(s) subject to a TPO?" and the question has been left blank. This needs to be completed before any feedback can be provided by the Parish Council. The tree is an important part of the conservation area and its loss would greatly diminish the area. The tree is very mature and therefore a decision to chop it down shouldn't be taken lightly - there is little or no evidence that the tree needs to be felled rather than pruned/pollarded. Due to the unanswered question on the TPO its impossible to say whether proper arborist advice should be sought but, given its age and location we should have the professional information as a minimum so that informed feedback can be provided. If professional information recommends that the tree should be felled then it is very important that a replacement tree of sufficient size and appropriate species be provided, secured by planning condition.

1111 - P/2017/01250: Granary, Bagots Bromley Farm, Newton Hurst Lane, Heatley, Abbots Bromley, WS15 3EL Formation of a manege No Objections

Received: 21/12/17 Reply due: 11/01/18

1112 - P/2017/01601: Hightrees Stables, Hobb Lane, Marchington Woodlands , ST14 8RQ Erection of a two storey side extension

Received: 22/12/17 Reply due: 12/01/18 The Parish Council has concerns over the quality design of the design of the extension and does not believe that it will 'enhance the character and appearance of their immediate surroundings. The extension is also further extending what was originally an agricultural building, accentuating its domestic rather than agrarian appearance.

Decisions

Agreed

1105 - P/2017/01399: Ashbrook Farm, Orange Lane, Bromley Hurst, Abbots Bromley, Staffordshire, WS15 3AX Prior approval for the conversion of agricultural building to form dwelling.

ii. Neighbourhood Planning Group/Resignation of NPG Members

Terms of Reference were discussed at length. Cllr Mrs Moore said that she did not feel that the sentence beginning “All group members will adhere to the principal.....” was needed. Cllr Mrs Moore asked if it was possible to remove this. Members agreed that they were happy with the redrafted Terms of Reference (see appendix 1)

Cllr B Walters informed members that Mr T Wheeldon had resigned from the group, the resignation letter had been forwarded to councillors before the meeting. Mr N Haywood had also not attended meetings for some time due to work commitments. This has meant that there are now two vacancies in the group. Cllr Jarman asked if it is needed to be a split of 3 councillors and 7 residents for the NPG. This was discussed and it was agreed that this would be the preferred option as it ensured a good representation of residents, however if the two vacancies could not be filled by residents then this would need to be discussed further. Members agreed that Cllr Walters could advertise for new members for the group.

RESOLVED: *that the Cllr Walters would make amendments to the document as discussed and also advertise for new members of the group.*

5. Budget 2018/19

The Clerk presented the proposed budget and explained that the precept that had been recommended would ensure no increase for residents. Councillors discussed the level of grants currently being given to the Church for grass cutting and for the clock. Councillors agreed that it needs to be highlighted that this is a grant and could be reduced or removed if works carried out are not adequate. A letter to ABPCC to be drafted and circulated to councillors.

RESOLVED : *To accept the proposed budget for 2018/19. Proposed Cllr J Houlihan, seconded Cllr Mrs Moore. All members in favour. (Appendix 2)*

6. Date, time and place of future meetings

January Parish Council Meeting, 7.00pm Wed 31st January 2018 – Village Hall

There being no other business the chairman declared the meeting closed.

Signed _____ Date 31st January 2018

ABBOTS BROMLEY PARISH COUNCIL - Budget Preparation 2018/19

Appendix 2

Description	Acct Code	Budget 2017/2018	2016/17 Actual GENERAL FUND	Total to 31/10/17 GENERAL FUND	Estimate to 31/3/18 GENERAL FUND	Proposed budget 2018/19	Comments
		£	£	£	£		
RECEIPTS							
Precept	100	£21,777	£21,392.00	£21,777.00	£21,777.00	£22,307	
Interest on Investments	110	£8	£10.52	£5.07	£8.00	£8	
Grants							
WASPS/Neighbourhood Forum	120	£0	£0.00	£0.00	£0.00	£0	
ESBC		£478	£555.76	£478.00	£478.00	£435	Part of precept replaced with Local Council Tax Support Scheme
Miscellaneous							
Allotment rent	134	£125	£125.00	£0.00	£125.00	£125	Reviewed 2015
Trader licences	135	£180	£155.00	£0.00	£165.00	£180	
Devolved maintenance	136	£0	£673.83	£0.00	£0.00	£0	Funds no longer available from Highways
Miscellaneous	139	£0	£985.88	£150.00	£300.00	£0	
VAT refund	199	£250	£360.08	£0.00	£160.00	£250	
TOTAL RECEIPTS		£22,818	£24,258.07	£22,410.07	£23,013.00	£23,305	

<i>Description</i>	Acct Code	Budget 2017/18	2016/17 Actual GENERAL FUND	Total to 31/10/17 GENERAL FUND	Estimate to 31/3/18 GENERAL FUND	Proposed budget 2018/19	Comments
			£	£	£		
PAYMENTS							
General Administration							
Audit	200	£250	£295.00	£298.00	£298.00	£300	Have increased to include internal audit budget
Advertising	201	£0	£0.00	£0.00	£0.00	£0	
Clerk's salary/pension/taxable exps	202	£7,750	£6,884.05	£4,120.42	£7,000.00	£7,750	Increased to allow for pension contributions
Insurance	203	£1,100	£1,047.84	£1,066.89	£1,066.89	£1,100	
Office costs - stationery/post/equip	209	£300	£425.90	£171.94	£250.00	£300	
Room Hire	212	£275	£351.50	£0.00	£275.00	£275	
Subscriptions	213	£520	£246.00	£367.00	£520.00	£520	
Training	214	£100	£0.00	£0.00	£0.00	£100	
Travel expenses	215	£25	£0.00	£0.00	£0.00	£25	Small amount allowed for travel to training
Newsletter costs	217	£350	£214.00	£112.00	£350.00	£350	Allows for printing of 3 issues in full colour plus postage
Software licences	218	£0	£0.00	£0.00	£0.00	£0	
Data registration		£35	£35.00	£35.00	£35.00	£35	
Miscellaneous/NP	229	£2,000	£685.17	£0.00	£500.00	£2,000	Buffer incase of an election and Neighbourhood Plan costs

<i>Description</i>	Acct Code	Budget 2017/18	2016/17 Actual GENERAL FUND	Total to 31/10/17 GENERAL FUND	Estimate to 31/3/18 GENERAL FUND	Proposed budget 2018/19	Comments
PAYMENTS							
Running costs:- R & M:-							
Church Clock	251	£200	£209.00	£215.00	£215.00	£220	
Maintenance of lights	255	£100	£0.00	£0.00	£0.00	£100	
Electric for floodlights/tree lights	256	£100	£0.00	£0.00	£0.00	£500	Have allowed some budget for electric christmas lights
Devolved maintenance	258	£0	£380.00	£0.00	£0.00	£0	
Other village work	259	£1,000	£398.97	£663.00	£1,000.00	£1,000	Increased budget to allow for Highways work
-Trees		£250			£0.00	£0	
- village planters		£200			£100.00	£200	
- Speed camera		£0			£0.00	£0	
- Noticeboards/Maps		£500			£0.00	£500	
- Picnic Table		£0			£0.00	£250	
Recreation and Open Spaces							
Churchyard maintenance	301	£1,000	£900.00	£0.00	£1,000.00	£1,000	
Footpaths	304	£0	£0.00	£0.00	£0.00	£0	
Grasscutting	305	£3,250	£3,323.00	£2,640.00	£3,250.00	£3,350	Have increased slightly to allow for inflation and also additional cuttings if wild flowers planted
Play equipment inspection	308	£100	£90.00	£90.00	£90.00	£100	
MG/Nuttery Maintenance		£3,500	£430.00	£1,208.24	£3,500.00	£2,000	Major repairs required to surfaces and some play equipment in the Nuttery, Have allowed for us to use full amount before end of this financial year due to football dugout repairs.
S137 Payments							
RBL Poppy Wreath		£50	£50.00	£0.00	£50.00	£50	
Donations and grants		£500	£525.00	£25.00	£500.00	£500	Possibly grants to village organisations
Loan repayments							
PWLB - Village Hall	390	£3,323	£3,322.50	£3,322.50	£3,322.50	£3,323	Fixed

Miscellaneous

BKV Competition	401	£250	£34.25	£280.16	£280.16	£300	
Youth Project	404	£1,000	£1,000.00	£0.00	£1,000.00	£0	This may no longer be required, need to donate to others this years as funds can not be taken forward
Miscellaneous		£2,000	£6,295.00	£1,664.60	£1,800.00	£2,000	War Memorial repairs, road safety measures,

Unallocated Balance

Unallocated Balance	498	£0	£0.00	£0.00	£0.00	£0	Balancing figure
VAT	499	£250	£180.87	£151.60	£160.00	£250	

TOTAL PAYMENTS

£30,278	£27,323.05	£16,431.35	£26,562.55	£28,398
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SUMMARY

	2017/18 Budget	2016/17 Actual GENERAL FUND	Total to 31/10/16 GENERAL FUND	Estimate to 31/3/17 GENERAL FUND	Proposed budget 2018/19	Comments
Receipts	£22,818.00	£24,258.07	£22,410.07	£23,013.00	£23,305	
Less Payments	£30,277.52	£27,323.05	£16,431.35	£26,562.55	-£28,398	
Surplus/(Deficit) for the year	-£7,459.52	-£3,064.98	£5,978.72	-£3,549.55	-£5,092	
Balance b/f beginning of year	£13,865.51	£16,966.93	£13,865.51	£13,865.51	£10,316	Ideally shouldn't be taking this amount forward as it's more than 1/3 of our running costs.
Estimated balance 31/3/18	£6,405.99	£13,901.95	£19,844.23	£10,315.96	£5,224	This carry forward figure is a little lower than comfortable. Ideally £6,500 would be more acceptable.

Status: Approved by Parish Council 03-01-18. Annex to be completed once new members are recruited



Abbots Bromley Parish Neighbourhood Development Plan Working Group

Terms of Reference (ToR)

The key responsibility of the Abbots Bromley Parish Neighbourhood Development Plan Working Group will be to consult on and draft a Neighbourhood Plan for the Parish of Abbots Bromley.

- The group will be responsible for organising and overseeing all consultation events and other work associated with the Neighbourhood Plan
- The group will be responsible for agreeing methods of consultation, social media and website use as deemed appropriate for maximum plan engagement across the Parish
- The group will be responsible for agreeing and allocating resources required for the Neighbourhood Plan process, once agreement through the full Parish Council has been sought.
- The Group will be expected to familiarise themselves as much as possible with the Planning process, in particular Neighbourhood Plan Policy Guidance which provides guidelines that must be followed and gives useful advice. The group chair can advise further on this if necessary.
- The group will understand that the Plan is to be positively prepared. Any issues that may raise a conflict of interest with any group member must be notified to the group chair and will be fed back to the full Parish Council.
- Decisions within the group will be taken democratically following discussion and debate. Such decisions may not represent the view of all group members as individuals but all group members are expected and required to reflect a group decision or policy position once that verdict has been reached by the NDP group. Where a vote on a decision is taken and the result is tied the Parish Council will be informed and asked to make a casting decision.

The group will be required to feedback and where necessary seek the agreement of the full Parish Council at monthly Parish Council meetings on all issues relating to the Neighbourhood Plan process and policy formulation. This feedback will usually be led by the group chair. The Parish Council, informed by the working group will remain responsible for liaising with East Staffordshire Borough Council and other key stakeholders.

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Status: Approved by Parish Council 03-01-18. Annex to be completed once new members are recruited

The Parish Council as the responsible elected body for the delivery of the Neighbourhood Plan reserves the right to resolve any issues or matters that arise from the process that cannot be agreed by the working group. The Parish Council will have the final local say over any drafted policies and plan submissions and ultimately the fate of the Working Group.

The Working Group will set out a timescale (Development Scheme) for the Neighbourhood Plan Delivery. This time scale will be taken to the Parish Council early for formal agreement. Once agreed the Working Group will be expected to adhere to that timeframe. The chair of the working group will update the Parish Council at the monthly meetings with regards to progress as per the Development Scheme.

Members

Members of the working group will be drawn from elected Parish Councillors and members of the Parish.

Members are to be drawn from a cross section of the community to include as many groups and interests as possible. The minimum requirement will be:

- Three elected Parish Councillors (the Core 3), one of whom will act as chair of the working group. The Chair of the group (and his/her removal as necessary) will be decided by the full Parish Council. If the chair is removed by the Parish Council, stands aside or resigns then the Parish Council will decide whether to select a new chair for the NDP group or whether to dissolve the group and take full responsibility for the Neighbourhood Development Plan process.
The role of chair will continue for the duration of the NDP process unless the Parish Council decides otherwise or the chair him/herself decides to step down or trigger re-appointment.
 - The vice chair position will be an unelected Parishioner to be determined by the NDP group
 - The group will be a maximum of 10 people overall and an operational minimum of the Core 3.
 - All elected Parish Councillors reserve the right to attend any working group meeting or event as they wish or substitute for the Core 3 as maybe necessary. This arrangement will also include the Parish Clerk who is able to attend but not substitute for the Core 3.
 - The Core 3 must be present at all working group meetings and events. In the event that a Core 3 member is not available then other Parish Councillors can substitute by prior agreement. Any Core 3 substitute must be another Parish Councillor to maintain the minimum operational 3. If the chair is not available the vice-chair will take full responsibility for the NDP group.
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- If at any point a group member outside the Core 3 expresses a wish to leave the working group they are free to do so but will be expected to raise this with the group chair. If members leave or fail to attend four consecutive meetings then the NDP group will seek

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new members from the community to come forward in order that the group can operate as a 10. Methods of seeking new members will be determined by the remaining NDP group members with the support of the Parish Council. Where vacancies on the group arise the NDP group will consider an approach by anyone resident of the Parish.

The Parish Council will not support any group that discriminates in any way on the basis of age, sex, religion or race. All members will be expected to act in a courteous and constructive manner. The group chair reserves the right to remove any non-Core 3 group member not adhering to these principles. Any such decision would be taken through the Parish Council.

It maybe necessary from time to time to draw upon particular people or groups who may have an input at a particular stage of the plan process. In such circumstances such people/groups can be invited on a task and finish basis (in addition to the Core 3 + non-core 7) at the discretion of the working group.

The Core 3 which includes the group chair and the final maximum 7 non-Core 3 group members will be decided by the full Parish Council.

The Chair of the working group has responsibility for chairing working group meetings and leading on feedback and agreement of the full Parish Council. The vice chair is expected to support the chair in this role.

Any administration required by the working group (minute taking at meetings, recording of actions etc) will be agreed through the Parish Council. Minutes and agendas of meetings will be made available via e-mail to the Parish Clerk. Records of meetings will also be made available on the website to maintain full transparency with the community.

General Guidance

- The ToR will be reviewed periodically as necessary by the Parish Council
- The Parish Council as the designated body responsible for the Neighbourhood Plan reserves the right to change the ToR if deemed necessary and/or change the make-up of the working group. This would be carried out as part of a Parish Council meeting. Such reasons for this may include (but not limited to)
 - 1) Failure of the group to positively agree to the delivery of the consultation(s) and draft plan policies
 - 2) Failure of the group to deliver a plan to the Development Scheme timeframe (or agree reasonable extensions)
 - 3) Tensions/disagreements within the group that lead it to have functional issues
- All members of the Abbots Bromley Neighbourhood Plan Working Group will be expected to read, understand and abide by these terms of reference.

Signed: Councillor Philip Charles

Abbots Bromley Parish Council Chair

Dated: 3rd January 2018

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Signed: Councillor Bryn Walters

Abbots Bromley Parish Neighbourhood Development Plan
Working Group Chair

Dated: 3rd January 2018

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Annex: The agreed working group is as follows - as agreed at the XXXX (to be completed once vacancies are filled) Parish Council meeting:

Group Member	E-Mail Contact	Status
Cllr Bryn Walters (Chair)	Bryn_walters@hotmail.com	✓
Cllr Rosamund Robb	Rosamund.robb@gmail.com	✓
Cllr Phil Ryan	Phil.rita@btinternet.com	✓
Vacancy		✓
Vacancy		✓
Stuart Appleby	stuardappleby@hotmail.co.uk	✓
Stephen Perrins	Stephen.perrins@btinternet.com	✓
Peter Male	peter@highways-training.co.uk	✓
Anna Bebbington	annaelvis@aol.com	✓
Cllr Greg Hall (ESBC)	Greg.hall@eaststaffsbc.gov.uk	✓
Abbots Bromley Parish Council (Sarah Meads)	Parish.council@abbotsbromley.com	✓

- ToR unanimously agreed at the Parish Council meeting – 3rd January 2018