

**Minutes of the Parish Council Meeting  
held on Wednesday, 16 May 2007 at 7.30 pm**  
in Church House, Abbots Bromley, pursuant to notice having been given

**Present:** Cllrs: PJ Charles, DT Eatough, AE Elkington, RT Esling, L Fox

**Also present:** EA Roy (Clerk)

**Apologies:** Apologies were received and accepted from Cllrs RSV Jarman and also received from Borough Councillor Fox.

**Members of the public attending:**  
None.

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**Minute 13: Public Session**

There being no members of the public present, there was no public session.

**Minute 14: Annual Meeting**

**14.1 Election of Chairman, Vice Chairman and Powers to Act**

Cllr Eatough was elected Chairman by consent, and took the Chair.

Cllr Charles was elected Vice Chairman by consent.

***RESOLVED: That executive powers to act between meetings be delegated to the clerk of the council, in accordance with Standing Order paragraph 72.***

It was agreed to defer appointment of members to Working Groups until the June meeting, when co-opted Councillors would be present. Cllr Fox would be absent then, but like to be on the Highways group and was also willing to continue with RISES and Finance.

## Minute 15: Minutes of previous meeting

**RESOLVED** that the minutes of the previous meeting on 25 April 2007 be accepted as an accurate record.

## Minute 16: Declarations of interest

Cllr Elkington declared a prejudicial interest in the planning application for changes to his bungalow.

## Minute 17: Matters arising and matters of report

- 17.1 Circulated documents:** There was a discussion of the "Quality Council" report relating to the electoral mandate requirement for quality status. It was noted that although several measures were taken to publicise the election opportunity, there seems to have been a lack of understanding by some who had an interest. In future the use of open sessions at a surgery and Council meeting could be used to try and stimulate more informed interest.
- 17.2 Healthcare Commission:** The Clerk introduced a letter prepared by Cllr Esling intended to emphasise to the investigation the high value that local people place on the work of CFRs. Agreed that this should be sent with a copy to Michael Fabricant MP.
- 17.3 Election Expenses:** The Clerk reminded Councillors that their return of election expenses is due to be with the Returning Officer no later than 31 May 2007.
- 17.4 Post Bus:** The Clerk reported only that after a second email had he finally elicited a response from the County Council about the cessation of the Post Bus service to Rugeley. The primary reason for termination seems to have been the decision by the Post Office to stop offering the service. However, there is a replacement service operating between Lea Heath and Rugeley. The letter that was supposed to inform the Council of the pending closure of the service contained no mention of Abbots Bromley or Post Bus in the route description, and so was not picked up as affecting the village. This fact has been pointed out to the team responsible.
- 17.5 Police Consultation:** The Clerk reported on a response from Inspector Mason to the Council complaint about inadequate publicity for the recent consultation meeting. The reply offered no immediate opportunity for a meeting and seemed to imply that the current system of publicity was considered adequate.

## Minute 18: Planning

### 18.1 Applications

**503 - HO/01502/012: Fairview, Ashbrook Lane:** Erection of pitched roof on existing flat roof

Received: 27/04/07 Replied: 04/05/07 Response: The Parish Council raises no objection to this application.

**504 - LB/00613/016: Norbury House, Bagot Street:** Erection of a brick boundary wall

Received: 04/05/07 Replied: 17/05/07 Response: The Parish Council raises no objection to this application.

**RESOLVED: That the Clerk communicate these responses to the local planning authority.**

## 18.2 Decisions

The following applications have been **AGREED**

**496 - HO/12487/003: 30 Swan Lane:** Erection of a two storey side, single storey front and rear extension and first floor rear balcony

**498 - HO/22041/012: Oak Lodge, Yeatsall Lane:** Erection of replacement link conservatory

**500 - HO/31265/001: Yew Tree Cottage, High Street:** Installation of a satellite dish

The following applications have been **REFUSED**

**497 - PA/18945/019: Bromley House, Uttoxeter Road:** Conversion and alterations to form three apartments and erection of screening wall

The following applications have been **REVISED** – None

The following applications have been **WITHDRAWN** – None

## 18.3 Correspondence and other planning matters

The Clerk gave a summary of feedback from members on the "Statement of Community Involvement". On the basis of this feedback, it was decided that further circulation of the document would be helpful.

The Clerk gave an update on the pile of rubbish in the Bagot Arms car park noting that this had recently been reduced. A visit by an enforcement officer from ESBC Planning had concluded that while building was in progress, they could not pursue enforcement action.

The Clerk drew attention to an invitation to contribute to a vision for the future of East Staffordshire and was asked to submit input based on notes made by Cllr Fox.

## Minute 19: Financial Matters

### 19.1 Financial report

The Clerk introduced a financial statement to the end of April, and gave a brief report on recent transactions.

**RESOLVED: The statement be approved and the Chairman sign the report.**

### 19.2 Report on payments made since the last meeting

The Clerk reported that no payments had been made since the last meeting.

### 19.3 Bills to pay

The Clerk introduced the following for payment:

<i>Vch/Chq</i>	<i>Payee</i>	<i>Amount</i>	<i>Details</i>	<i>Powers</i>
10/828	Eric Roy	382.68	Clerk's salary/expenses	LGA(FP) 1963 s.5 & LGA 1972 s.112(2)
11/829	Allianz Cornhill	1434.06	Insurance premium	LGA 1972 s.111
12/830	SPCA	40.00	Annual Clerk's training day	LGA 1972 s.111
12/830	SPCA	7.80	Good Councillor Guides	LGA 1972 s.111
	<b>TOTAL payments</b>	<b>1864.54</b>		

**RESOLVED: That these payments be made.**

#### 19.4 Section 137 payments

The Clerk reported that no grant requests had been received.

#### 19.5 Other financial matters

19.5.1 **Insurance renewal:** The Clerk introduced a review insurance carried out by Councillor Fox and himself. Agreed that the value for the village entrance signs for insurance purposes should be £1500, that they be added to the policy and the filing cabinet removed.

19.5.2 **Inventory:** The Clerk introduced an updated inventory list with new valuations from the index-linking of the insurance schedule and addition of recently purchased items.

**RESOLVED: That the Council approve this inventory list subject to the changes agreed in 19.5.1, and the Chairman sign a copy.**

19.5.3 **Annual audit:** The Clerk reported that the date for external audit of the Council was set for 10 July. The final part of the internal audit was completed on Friday 11 May. A formal notice of the audit giving opportunity for public inspection will be issued on 18 May.

The Clerk explained that before the Annual Statement is submitted to the External Auditor, the Council is required to approve both the accounts and an annual governance statement. The latter has been extended for the current year where it relates to the internal audit to include an extra statement "and carried out a review of its effectiveness". This new requirement entails the implementation of additional checks on the overall internal audit process and guidance relating to this has been provided.

**RESOLVED: That the Council approve the "Statement of accounts" and "Annual governance statement" contained on pages 2 and 3 of the Annual Statement. That the Council accept the findings of the Review of Internal Audit dated May 2007.**

### Minute 20: Group Reports

#### 20.1 Recreation

The Clerk reported that Richard Blower had now said he was unable to complete the re-painting of Millennium Green equipment needed to obscure graffiti, and so Graham McCulloch had been asked to carry out this work.

There was no further progress on replacement of fencing at the Millennium Green.

#### 20.2 Village Property

Proposed locations for new bins were Uttoxeter Road bus stop, Cash Stores, by the telephone box, by Girls School entrance, by Royal Oak and back of Goats Head. Uncertain of the need for a bin by Girls School entrance and whether that by the telephone box would be better outside the Post Office? The Clerk will discuss this with Chris Parkes.

Planned re-painting of the bus shelter at Pinfold would be preferred in a single colour. The Clerk will check if the location in the conservation area imposes any restrictions on colour.

#### 20.3 Traffic, Parking, Highways

Cllr Fox raised the issue of the speed restriction on the reservoir causeway. The Clerk was asked to write to Highways to seek clarification of the status.

The Clerk reported that he had written to Richard Rayson suggesting that the Parish Council appoint a contractor to remedy the flooded state of Narrow Lane and had received a reply apologising for the delay and indicating that some extra weekend work was to be scheduled to fit the work in. However, there was now an overflowing storm water drain at 7 Friary Avenue, which was discharging into the lane and adding to the problem. The Clerk was asked to contact Highways and seek guidance on how the drain issue could be solved.

The Clerk introduced a letter from Clive Thomson responding to the feedback on his previous letter. The Clerk was asked to pass on to Mrs Why the request for evidence.

There was some discussion of the need for a speed measurement in Ashbrook Lane. This concluded it would probably not show any different statistics than those obtained at other locations in 2004.

Cllr Elkington reported that the Community Speedwatch group had met the previous evening and agreed to re-start monitoring the next week. Attempts to recruit additional team members will focus on the areas where most complaints about speeding are made. Clive Cook has offered to continue with the administration of the scheme.

#### **20.4 Competitions**

Cllr Elkington reported that the competition posters are on display each marked with a unique code that can be used for judging.

#### **20.5 Newsletter**

Cllr Esling noted that there were no submissions. Content would therefore be based on the membership of the new Council and reporting from the Parish Assembly. Cllr Elkington suggested that a mention of the free map for those new to the village would be useful. Cllr Eatough proposed inclusion of some information on topics discussed at Council meetings.

#### **20.6 School Governor's Report**

Cllr Eatough reported that a school governor's meeting was due next Monday. Recent issues with the Crown car park are having some impact on parents.

#### **20.7 RISES**

Nothing to report.

#### **20.8 Village Hall**

Cllr Fox reported that a new committee member had joined, and was taking over the 200 Club and invoicing responsibilities previously managed by Gerold Holmes.

### **Minute 21: Correspondence, bulletins and reports**

- 21.1 **Staffordshire County Council:** Has written with details of a "Local Councils Conference at the end of June. No one was available to attend.
- 21.2 **SPCA:** Details of the second series of Chairmanship Skills modules have now been published and the first two modules are to be delivered on 12 September and the second pair on 18 October.
- 21.3 **County Highways:** Plan to close the B5014 at Blithford Flood Bridge for 12 weeks starting from 9 July 2007, to allow replacement of Culvert No 2.

21.4 **County Highways:** Notify closure of part of Goose Lane from Friary Avenue to Seedcroft Lane. This will be during the hours 9 to 5 for the week commencing 21 May 2007.

**Minute 22: Co-option of three members**

22.1 Agreed that letters of appreciation should be sent to the three Councillors who retired thanking them for their contributions.

22.3 The Chairman introduced details of the four people who had agreed to be co-opted. Following the system of voting the co-opted members were Steve Coxon, Barry Waring, Caroline Veitch. Agreed that the nominators would inform their nominees of the outcome and the Clerk will follow this up with a formal letter later.

**Minute 23: Code of Conduct**

23.1 The Clerk reported on letters received from the Standards Board and from David Duckitt providing further information on the introduction of the new model Code of Conduct. He drew attention to the Standards Board suggestion that each Council consider whether to include paragraph 12.2. If adopted, this paragraph would entail a corresponding change to Standing Orders, to allow members of the public to speak during Council meetings. After a discussion, the Council agreed that it would defer a decision on this matter until the June meeting.

23.2 The Clerk also drew attention to the requirements to notify the Local Monitoring Officer and Standards Board of the adoption of the model code and also to advertise this fact in a local newspaper giving details of where the code can be accessed.

**Minute 24: Horn Dance**

24.1 Cllr Charles reported that Cllr Jarman was willing to act as the issuer of trader licences but there was no obvious means of transporting the stalls.

24.2 The Clerk reported that he had been given a copy of a bank statement addressed to the "Trustees of Abbots Brom Horn Dance". This should be passed onto Terry Bailey.

**Minute 25: Items for agenda of next meeting**

- Appointment of Members to working groups
- Revisions to the bank mandate

**Minute 26: Date, time and place of next meeting**

It was agreed that the next meeting should be held at 7.30pm on Wednesday 27 June 2007 in the Memorial Room at the Village Hall.

The Meeting concluded at 22:12pm.

Chairman .....

Date: .....