

**Minutes of the Parish Council Meeting
held on Wednesday, 25th June, 2008 at 7.30 pm**

in the Village Hall, Abbots Bromley, pursuant to notice having been given

Present: Cllrs PJ Charles; S Coxon; A Elkington; Mrs L Fox; RSV Jarman;
R Mills; Mrs C Veitch

In attendance: Mrs S Buxton (Clerk); Mark Koszak (Staffordshire Council for
Voluntary Youth Services) - part

Members of the public attending: 2

Apologies: Cllr B Waring and Borough Cllr A Fox

RESOLVED: to accept the apologies of Cllr Waring

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Minute 163: Public Session

The chairman welcomed Mark Koszak from Staffordshire Council of Voluntary Youth Services (SCVYS). SCVYS is a registered charity and its aim is to develop and support voluntary sector youth groups. It offers help in three areas – governance and support; training and development of a programme. Mark briefly explained the role of SCVYS, following on from the opportunity members had had before the meeting to look at the displays.

Cllr Mrs Fox asked about the role of youth shelters – Mark explained that well planned and well located shelters which have involved young people in their establishment do provide a useful contribution to a package of facilities for young people.

In Abbots Bromley an inaugural meeting of the Youth Council has been held, with the appointment of a chairman, members of the committee and a youth leader. Mark concluded by saying that he felt the young people in Abbots Bromley had been very positive in trying to make progress in provision for themselves within the community.

A brief discussion took place on possible ways of integration with the Scout and Guide Associations and any other youth groups, and a meeting between the new Youth Committee and Andy Knipe and Steve Lucas from the Scouts and Guides may be the next step.

Normal business was resumed at 8.00 pm

Minute 164: Minutes of the Last Meeting

RESOLVED: that the minutes of the meeting held on 28th May, 2008 be signed as a true and correct record after the following amendments:-

Minute 151- representative for the Millennium Green – to be left vacant at present time

Minute 154.6 Parish Assembly – Village Hall Committee – change “and” to “at” on last line

Minute 155.1 Planning Applications Received – 561 remove the number “5” so that it reads “The Cottage”

Minute 165: Declaration of Interest

Cllr P Charles – Speedwatch speed gun and St Giles Hospice

Cllr R Mills – Planning - The Crofts, Market Square

Minute 166: Matters Arising and Clerk’s Report

166.1 Horn Dance – Cllr Mrs Fox informed the council that in previous years the council had invited the Mayor to the Horn Dance, although she acknowledged that the minutes of the last meeting were a correct record of what had been said on that occasion

166.2 NALC Participatory Budgeting – this had been reviewed by Cllr Mrs Veitch who felt the principle was a good idea as it talks of taking ownership and empowering the community. Abbots Bromley is achieving this in part with the ongoing Youth Initiative.

166.3 Letter of thanks to Cllr Eatough

RESOLVED: that the clerk would write a letter of thanks to Cllr Eatough following his resignation as a councillor and conclusion of his term of office as Chairman

166.4 Vacancy on council – ESBC had informed the clerk yesterday that they had not received a request for an election and that the council can now go ahead and co-opt to fill the vacancy on the council. One person has already written expressing an interest in being co-opted to the council

RESOLVED: the clerk advertise the vacancy with a view to councillors making a co-option at the July meeting

166.5 Land off Goose Lane – following a site meeting last week attended by Cllrs Charles and Jarman and the clerk, Hand Morgan and Owen are going ahead with application to register the land. The clerk is currently compiling some up to date photographs and other copy evidence prior to the drafting of three Statutory Declarations to be signed by those at the meeting and submitted with the application. However, the solicitor was not very optimistic of success in registering the land.

166.6 PACT Meeting – PC Boulter had contacted the clerk regarding publicising the next meeting to achieve a better attendance. Cllr Charles reported that the first meeting had shown limited success.

166.7 Clerk's Log

- **Student Numbers in Abbots Bromley and contact with Burton College re: transport** – the numbers of students in years 10 to 13 have been obtained from SCC and a letter sent to Burton College. One of the Assistant Principals at the College has spoken to the clerk and explained that the College arranges its own transport as it has no links with the LEA. At the present time they are currently negotiating new two year contracts and it maybe that Abbots Bromley could be included on either the Rocester/Uttoxeter/Doveridge route or Burntwood/Lichfield/Kings Bromley/Yoxall route. As they have yet to finalise the operators, the college is writing to confirm the current situation and will be in contact again in a week or so, once they have more information

- *Abbots Bromley Parish Magazine – contact has been made by the Editor and pointing out that the parish council is free to include items along with other village organisations*

- *Policing in Abbots Bromley – a reply has been received from Insp Smith and has been circulated to members Inspector Smith informs the council that there is a second rural officer working from Barton-Under-Needwood who assists Pc Boulter along with a PCSO in the area. The force has recently secured a sponsored vehicle to allow the PCSO to patrol more frequently in Abbots Bromley. Finally there are 24/7 Response Officers who have responsibility for the area too. In view of this level of resourcing Inspector Smith believes there are sufficient resources for the area balanced against the low crime levels.*

RESOLVED: *that the council should make people aware of the importance of reporting all crimes, however small, so that the police have a true picture of the level of crime within Abbots Bromley*

- *Standards Information from ESBC – a letter has been received from ESBC which has been circulated to members reminding councils and councillors of the obligations with regards to Standards Matters.*

Members must ensure that their entry in the register of interests is kept up to date. Any complaints about members' conduct are first dealt with by

ESBC's Standards Committee. Finally, the borough council is running a free training session for members in July and August on the issues relating to Standards issues

RESOLVED: *that at this stage none of the members would attend the training session on Standards issues, but Cllr Mrs Fox would consider it*
- Annual Report of the Parish Council – the clerk has completed the annual report which has been emailed to all members and been sent to Eric Roy to include on the website, although there is one report to be added which the clerk will attend to as a matter of urgency.

Minute 167: Planning

167.1 Applications Received

564 - LB/18908/004/CEH: Bromley House, Uttoxeter Road, Abbots Bromley: Partial demolition of garden wall to facilitate a new vehicular access and the erection of entrance gates

Received: 27/05/08 Replied: 29/05/08 Response: *The parish council has no objection to this application*

565 - PA/18909/003/CEH: Bromley House, Uttoxeter Road, Abbots Bromley: Erection of a detached single dwelling and the formation of a new vehicular access with entrance gates

Received: 27/05/08 Replied: 29/05/08 Response: *The parish council has no objection to this application*

566 - HO/24422/004/CEH: 11 Swan Lane, Abbots Bromley: Erection of a part two storey, part single storey rear extension

Received: 29/05/08 Replied: 18/06/08 Response: *The parish council has no objection to this application*

567 - PA/02885/027/JR: Ivy House, High Street, Abbots Bromley: Erection of seven detached dwellings and one pair of semi detached dwellings, conversion of the first floor of existing dress shop including a two storey extension to form a single dwelling, associated garaging and alterations to existing vehicular access

Received: 02/06/08 Replied: 18/06/08 Response: *The parish council does not wish to object to the application to develop this site, but does have major concerns re: this application:-*

Is the visibility splay adequate for the site?

There appears to be no parking provision made for the existing "dress shop" and Ivy house?

No account has been taken with regards to existing difficulties experienced with parking due to school traffic and parked coaches

The access road is 4.5 m wide and on an incline, does this leave sufficient space for HCVs to pass freely?

House types B & B1 appear to have through garage parking - why? Will this not lead to an increase in on street parking?

There are no affordable plots which would attract young families to Abbots Bromley

The transport statement is inaccurate and has not been accounted for in this application. Point 4.9 states that off street provision for parking demand associated with the existing properties located on High Street known as Ivy House and "Riches" dress shop will be made, but it would appear that this has not been done? The application does not deal with the issues of parking with both the Post Office and school situated close by.

Any increase in parking on street will inevitably lead to problems for customers of the Post Office and visitors to the school. It is understood that ESBC were happy with a development of 9 new dwellings, but surely this is a development of 10 new dwellings as the "dress shop" is not currently a dwelling?

568 - CU/13229/045: The Crofts (ground Floor), Market Place, Abbots Bromley: Change of use of ground floor from office (Class A2) to gym (Class D2)

Received: 06/06/08 Replied: 18/06/08 Response: *The parish council has no objection to this application*

569 - OU/17052/008/CEH: Meadow View House, Lichfield Road, Abbots Bromley: Outline application for the erection of a detached dwelling

Received: 16/06/08 Due: 03/07/08 Response: *The parish council does not object to this application, but would like to comment that it is important that the visibility splays at the site exit are adequate for safety reasons. However the council has major concerns regarding the content of the report and in particular references to public transport.*

RESOLVED: *that the clerk notify the above responses to East Staffordshire Borough Council*

167.2 Decisions

The following application has been approved:-

553 - HO/10016/008: Town Top, Lichfield Road: Raising roof height to accommodate additional living accommodation, erection of a side conservatory, new boundary wall and entrance gates and the formation of new vehicular access

167.3 Other Planning Matters

- **East Staffs Site Allocations** – the clerk reported that the site identified adjacent to the Village Hall, was a historical employment site and indicated the development of the new village hall. As this is completed this should no longer be showing on the map
- **Crofts Cottage railings** – handrails have appeared either side the front door

RESOLVED: that the council review this in 12 months time

Minute 168: Financial Matters

168.1 Risk Assessment – Cllr Coxon had reviewed the information sent to him by the clerk which confirmed that the Risk Assessment had been completed using a SLCC template. Cllr Coxon felt that from a Health and Safety viewpoint there is some shortfall in the assessment. The issue of how you ensure contractors are competent and take all the necessary safety measures prior to undertaking their work was discussed

RESOLVED: that Cllr Coxon will redraft the Risk Assessment for consideration at the next meeting

RESOLVED: that the clerk will seek advice from SPCA and other clerks on what steps to take with regards to appointing contractors and ensuring that they are competent and work in a safe manner

168.2 Finance Report to 31st May, 2008 – the clerk had prepared an abbreviated report of transactions to 31st May, 2008.

RESOLVED: that the finance report to 31st May, 2008 be signed by the chairman

168.3 Payments made since last meeting

Vch/Chq	Payee	Amount	Details	Powers
01A/891	G C McCulloch	480.00	Prep & paint anti graffiti at MG	PHA 1961 s.52
01B/892	LCR	40.50	Subscription to Local Council Review	LGA 1972 s.143
17/909	Npower	52.84	Electricity Apr 07 to Mar 08	LGA 1972 s. 144
18/910	G C McCulloch	90.00	Crown raising churchyard cedar	LGA 1972 s.214
		20.00	Herbicide treatments	Highways Act 1980 s.96
		30.00	Japanese Knotweed Cedar Cott	LGA 1972 s.137
TOTAL		713.34		

The clerk reported that the first two items had been paid in April 2008 and included on the relevant clerk's log, but they had never been included in the minutes

RESOLVED: that all the payments listed above be approved for payment in retrospect

168.4 Payments to be made

The Clerk introduced the following for payment:

Vch/Chq	Payee	Amount	Details	Powers
19/911	Mrs S Buxton	388.05	Salary and taxable expenses	LGA 1972 s. 112(2)
19/912	Mrs S Buxton	55.00	Other expenses	LG(FP)A 1963 s.5
20/913	Post Office Ltd	283.40	PAYE/NI for first quarter	LGA 1972 s.112(2)
21/914	St Giles Hospice	50.00	Donation re: completion of Jubilee Cup Certificates	LGA 1972 s.137
22/915	G C McCulloch	298.00	Two grass cuts	OSA 1906 s.10
	G C McCulloch	120.00	Work on willow tree in Nuttery	LGA 1972 s.101
	G C McCulloch	90.00	Clearance of Narrow Lane	LGA 1972 s.101
	TOTAL	1284.45		

RESOLVED: That the above payments be made.

168.5 Receipts

None

Minute 169: Group Reports

169.1 Recreation

Youth Committee – a meeting took place on Monday this week. The group has now established a committee of adults with 4 youth representatives. The chairman will be Karen Johns. The committee still has to appoint a treasurer and appointing officer. The group requests that the council holds monies on their behalf until the group is fully up and running with a bank account

RESOLVED: the council will hold any monies pending the final sorting out of the group and a bank account

Youth Shelter – discussion on possible sites for the shelter took place. The clerk has written to the Village Hall Management Committee regarding the possibility of siting a shelter on the Village Hall site

Youth Club – this would enable the group to look to a wider age range, which will benefit the initiative as a whole, in particular with access to other resources. A discussion on the possible use of the Scout and Guide hut took place, which has a wide range of implications to be considered. The use of the mobile bus was also looked at as a possibility.

Publicity – the group asked if there could be regular section in the Bulletin?

RESOLVED: that a regular item in the bulletin could be included, however the council has already committed to providing a youth focus to the July Bulletin

Mobile Bus – it has been suggested to the group that parish council contact Gill Wright, the manager for the Youth Bus, along the lines that Abbots Bromley is looking at setting up a Youth Club, is there any support that is available to assist in this project.

RESOLVED: that Cllr Mrs Veitch will provide the information for the clerk to write to Gill Wright as detailed above

Youth Representative on the Council – AB Council for Youth has asked if there could be a representative on the parish council. The council is limited by law in how it is constituted so a representative cannot just sit on the parish council. However, there is no reason why a representative from the youth group cannot take the opportunity to use the public session of the parish council meeting on a regular basis to maintain contact and raise issues as necessary.

Nuttery – the tree work has been completed

Play builder project – this is a funding opportunity for the development of play areas. It is not immediately clear that this could be utilised for the Youth Group, but new equipment for the Millennium Green could be considered

RESOLVED: that the clerk arrange for a supplier of play equipment to meet Cllrs Charles and Coxon at the Millennium Green to discuss possible updating/renewal of the play equipment as a matter of urgency as the closing date for applications is 18th July, 2008

Rural access to services project – the clerk had obtained information on RASP in Staffordshire, but it does not appear to be something which will be helpful to the Youth Group

Inspection of play equipment – notification has been received that the annual inspection is due

RESOLVED: that the clerk arrange for Wicksteed to inspect the play equipment on the same basis as last year

169.2 Village Property

Report on Inspection of Village Assets – Cllr Elkington and the clerk reported on their inspection of the assets and any work required

RESOLVED: that the following action be taken:-

- Cllr Elkington to attend to the refurbishment of the noticeboard on the wall by the Goats Head
- The clerk to obtain a quote from Mr Blower for renovation of the Uttoxeter Road Bus shelter, 4 benches on the MG, 2 picnic tables on MG, Buttercross noticeboards, all benches on the green and bench, litter bin and bus shelter at the Pinfold
- The clerk to ask Mr McCulloch to attend to cleaning the bin by the Uttoxeter Road Bus Shelter, spreading the bark at MG, tidying up the

grassbank between green and play equipment on MG, looking at the steps on MG, removal of the graffiti off the MG board and cleaning the moss off the War Memorial

- *The clerk to arrange a replacement notice for conditions of use at MG*
- *Cllr Mrs Fox to ask Mr Perkin to attend to the planters at the War Memorial*
- *The clerk to ask ABB if the redundant flood lights at Chesterton House for Church House can be removed when they are renewing the lights on the main street*
- *Royal Oak allotment – this is very untidy – the clerk to write to the landlord at the Royal Oak asking them to make arrangements for the area to be cleaned up as they rent it from the parish council and are responsible for doing to. To state that they have 21 days to attend to it and if it is not done, then the parish council will arrange for it to be cleared up and then recharged to the occupant*

169.3 Traffic, Parking, Highways

Goose Lane ditch – the clerk reported that SCC had confirmed that the work on the ditch would be piped by SCC subject to confirmation of where any outfall from the ditch may run

RESOLVED: *the clerk to notify Richard Rayson that the council is not aware of any outfall from this ditch*

30mph restriction Goose lane – SCC are awaiting confirmation of the landowners consent before progressing this matter further

RESOLVED: *that the clerk notify SCC that the landowners have agreed to the siting of the necessary signs for the extension of the 30 mph limit in Goose Lane*

Meeting with Highways Department – Richard Rayson has indicated that he does not believe that there is any point him attending a parish council meeting, but is more than willing to meet with councillors on site as appropriate

169.4 Competitions

An invitation to the presentation of the BKV awards has been received

169.5 Newsletter

Cllr Jarman reported that his machine and software were not compatible with Microsoft Publisher 2007. The clerk reported that as the software had been opened it could not be returned to Amazon. Cllr Coxon volunteered to assist in producing the current newsletter only.

RESOLVED: *that the Newsletter due out at the end of June/early July will focus on the Youth Initiative and a summary of the annual reports*

169.6 Richard Clarke First School

Nothing to report

169.7 RISES

Nothing to report

169.8 Village Hall

Nothing to report

Minute 170: Correspondence, bulletins and reports

170.1 Quality Parishes - Electoral Mandate – the SPCA has confirmed that 2/3rd is the required number of elected members to apply for Quality Status, however it is unclear if that is at the last election or at the point of application. A decision on a revision to the policy is due at the end of this week and a definitive answer should be available for the next meeting

170.2 Training – details has been circulated to councillors

170.3 SPCA Newsletter – circulated to councillors

Minute 171: Horn Dance

171.1 Horn Dance – Cllr Jarman now has the information with regards to the stall holders on Horn Dance.

RESOLVED: *that the council instructs Cllr Jarman to make the necessary arrangements for stall holder bookings*

Cllr Jarman is discussing car parking at present with Mr Bailey to seek a solution

Minute 172: Items for Next Meeting

None

Minute 173: Date, time and place of next meeting

RESOLVED: *that the next meeting should be held at 7.30pm in the Memorial Room at the Village Hall on Wednesday 23rd July, 2008*

There being no other business, the chairman declared the meeting closed at 9.58pm pm

Signed _____

Date 23rd July, 2008