

# Abbots Bromley Parish Council

Clerk: Mrs Sarah Meads  
Tel: 01283 840891  
Email: parish.council@abbotsbromley.com

The Hayloft  
Marsh Farm, Uttoxeter Rd,  
Abbots Bromley  
Staffordshire  
WS15 3EJ

## To all Parish Councillors

You are hereby summoned to attend the Annual Meeting of the Abbots Bromley Parish Council to be held on Wednesday 30<sup>th</sup> September 2020 at **7.00 pm** via Microsoft Teams when the following business will be transacted.

Mrs Sarah Meads

22<sup>nd</sup> September 2020

## Agenda

### 1. Apologies for absence

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

### 2. Declarations of Interests

- *Declarations relating to this meeting*

### 3. Minutes of Previous Meetings

- Meeting held on 29<sup>th</sup> July, 2020

**Enclosed**

### 4. Neighbourhood Plan Update

### 5. Matters of Report

- Wild Flowers/Radmore Lane Verges
- Goat Car Park/EV Charging Point
- Blithfield Reservoir
- Councillor Vacancies
- Welcome Pack/Tourist Guide

### 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.*

### 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*

**8. Group reports**

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

- **Recreation**
- **Village Property**
- **Traffic, Parking, Highways, (Village Gateways)**
- **Competitions**
- **Newsletter**
- **ABSA**

**9. Correspondence, bulletins and reports**

- *SPCA Newsletter*
- *Letter of Thanks from the Bowls Club*
- *Email from HS2 – invite to virtual meetings*
- *Email from Mr Cooper regarding Cameras*

**10. United Charities**

**11. Agenda items for next meeting**

**12. Date, time and place of future meetings**

October Parish Council Meeting      7.00pm      Wed, 28<sup>th</sup> October 2020      **TBC**

Due to Covid-19 Parish Council Meetings are currently being held virtually via Microsoft Teams. If you would like to attend the meeting then please contact the Parish Clerk at [parish.council@abbotsbromley.com](mailto:parish.council@abbotsbromley.com) to request a meeting invite. Requests to attend meeting to be received by Monday, 28<sup>th</sup> September at 5.00pm

**Abbots Bromley Parish Council will do all it can to protect Abbots Bromley's heritage and village status and seek to enhance the well-being of the community by moving**

**towards a greener and more sustainable environment.**

ABBOTS BROMLEY PARISH COUNCIL  
 Minutes of the Parish Council Meeting  
 Held on Wednesday 24<sup>th</sup> June 2020 at 7.00 pm  
 Virtual meeting held via Microsoft Teams, pursuant to notice having been given

**Present:** Cllrs Dr C Whorwood, (Chair) Mr K Baker, P Freeman, Mrs K Haywood, M Lockey

**In attendance:** Mrs S Meads (Clerk),

**Members of the Public Attending: 0**

**Contents:-**

<b>20. Apologies for absence</b>	<b>1</b>
<b>21. Public session</b>	<b>1</b>
<b>22. Declarations of interests</b>	<b>1</b>
<b>23. Minutes of previous meeting</b>	<b>1</b>
<b>24. Neighbourhood Plan Update</b>	<b>2</b>
<b>25. Matters of report</b>	<b>3</b>
<b>26. Planning</b>	<b>4</b>
<b>27. Financial matters</b>	<b>4</b>
<b>28. Correspondence, bulletins &amp; reports</b>	<b>4</b>
<b>29. Agenda items for next meeting</b>	<b>5</b>
<b>30. Date, time and place of future meetings</b>	<b>5</b>

**20. Apologies for absence**  
 Cllr N T Brown, Cllr R Love

**21. Public Session**  
 None

**22. Declarations of Interests**  
 None

**23. Minutes of Previous Meetings**  
***RESOLVED:** that the minutes of meeting held on 26<sup>th</sup> February be signed as a true and correct record with one amendment.*

**24. Neighbourhood Development Plan Update**

A neighbourhood planning update was provided by NDPG and this would be published in the forthcoming Bulletin and Annual Parish Report.

Cllr Lockey said that he had been surprised by the level of the professional fee and said that it really needed a specialist writer to complete the document. Cllr Freeman said that it did really need someone from outside to pull it all together.

Cllr Baker said that the whole draft document had been completed by different people and the secretary is currently pulling it all together. He stated that due to Covid-19 legislation had changed which means that the document can hold weight when it reaches draft stage.

Cllr Dr Whorwood said that a lot of work had been put in and it is now difficult not meeting face to face. A lot has been done by Mr Wheeldon. There is still a lot to do but may need to wait until everyone can meet together. He said that the group really need a new chair and he wondered if Cllr Freeman or Cllr Lockey would be interested in the role. Cllr Dr Whorwood said that the Vice Chair is also willing to step aside if someone else is interested in taking on the role. Councillors discussed. Cllr Freeman said that it is difficult to come in at this late stage and take it on.

## 25. Matters of Report

### i. Highways Meeting

The Clerk and Cllr Baker reported on the meeting held with Staffordshire County Council Highways. Grass cutting to be reduced to just one cut in one or two lanes. SCC requested that the Parish Council select one or two lanes. It was agreed that Radmorewood Lane would be a trial lane for this. This should be communicated to residents.

The Clerk updated on lack of signs for passing places in Hobb Lane and the fact that people were using them as parking places. At the meeting SCC agreed to put passing places signs in the laybys.

Quiet Lanes were discussed at length at the meeting with SCC Highways. The Clerk and Cllr Baker reported that Highways were not keen on the proposal of having quiet lanes and felt that they gave lane users the feeling that they are safe to walk anywhere. The Clerk reported that Highways had recommended taking measures such as creating more passing places and safe places for people to walk out of the way of vehicles. Cllr Baker felt that Highways were very negative about the proposal.

### ii. Wildflowers

Planting of wildflowers was discussed at length and this linked to the discussion about grass cutting in lanes. Cllr Mrs Haywood said that she could not understand why grass verges were cut. Councillors felt that people needed to be educated as to why verges are not being cut and how this benefits the environment. Cllr Baker asked if this could be progressed for next year.

**RESOLVED:** *that seeds would be purchased for next year and possibly plant on The Nuttery and Millennium Green as well as scatter on some grass verges.*

### iii. Goat Car Park/EV Charging Point

Cllr Baker reported that a meeting had taken place with suppliers to ascertain costs for installing a charging point. Costs have come in around £15-20,000. Cllr Baker said that he was currently awaiting feedback from MP as to whether a grant would be available. Cllr Lockey said that he would be against putting it in the centre of the village. Cllr Baker said that this was his concern too and other areas could be considered such as the Village Hall or possibly the Fire Station. Feedback also awaited from Staffordshire County Council regarding potentially using the Goat Car Park as this is County Council land.

**iv. White Lines on Main Road**

The Clerk reported that a requested had been put into SCC Highways for lines not to be repainted on the main street. Cllr Freeman said that he was in favour of reinstating the white lines. Cllr Mrs Haywood proposed that white lines not be reinstated, Cllr Dr Whorwood seconded. Cllr Baker said that he was not sure whether it would work or not having no lines. Cllr Dr Whorwood asked the Clerk to check legal implications of removing the white lines with Staffordshire County Council Highways Department. Proposal to investigate further with Highways.

**26. Planning**

**Dunstall Hall Farm, Dunstall Lane, Abbots Bromley Rugeley,** Demolition of part of an existing agricultural building and extension to an existing building

No Objections

**Bromley Cottage, Uttoxeter Road, Abbots Bromley,** Erection of a single storey rear extension and installation of replacement windows

No Objections

**Bromley Cottage, Uttoxeter Road, Abbots Bromley,** Erection of a single storey rear extension and installation of replacement windows - listed building consent

No Objections

**The Willows, Hobb Lane, Marchington Woodlands,** Erection of greenhouse, formation of access and formation of concrete apron

No Objections

**21 Paget Rise, Abbots Bromley, Staffordshire, WS15 3EF** Erection of a single storey rear extension

No Objections

**Highfields House and Wheelright House, Bagot Street,** Felling of one Sycamore tree (Wheelwright House) and felling of one Holly tree, removal of one branch on Sycamore tree and two branches on a Lime tree (Highfields House)

No Objections

Councillors asked if any progress had been made regarding planning permission for The Ruchi extractor fans and signage. The Clerk said that no feedback had been received from ESBC. Councillors requested that the Clerk contact Borough Councillor Hall in order to find out what is happening and why this hasn't been progress by ESBC.

## 27. Finance Matters

### A Record of payments made after discussion with Chairman or Vice Chairman

### B Record of payments for which authorisation will be sought at meeting

Vch/Chq	Payee	Amount	Details
97/1928	S Meads	576.69	June Salary
98/1929	SCC Pensions	226.81	Pension contribution for June
99/1930	S Meads	17.30	Expenses
100/1931	Staffs PC Association	367.00	Subscription for SPCA
101/1932	Dr C Whorwood	139.99	Purchase of Mobile Phone for PC use

---

1327.79

### C Record of payments received

Date		Amount	Details
24/04/20	ESBC	12,632.00	ESBC precept and grant payment
27/04/20	SCC	350.00	Staffs County Council Covid-19 grant
		<b><u>12982.00</u></b>	

**RESOLVED:** that the above payments be approved.

## ii. Section 137 Grants

Potential grants for village organisations were discussed at length. However, Councillors did not feel that the requests were specific enough to make a decision at this stage and requested that the Clerk go back to those that had applied and ask for specific amounts that are required and what these would be used to purchase. The Council did agree to a grant of £500 for the mowing of the Church Yard. More details to be requested in time for the next meeting so that these can be agreed.

## 28. Correspondence, Bulletins & Reports

SPCA Newsletter

Email from Mrs Spratt – resignation as a Parish Councillor. Councillors thanked Mrs Spratt for her work as a councillor.

**29. Agenda Items for the next meeting**

Horn Dance,

**30. Date, time and place of future meetings**

Wednesday, 29<sup>th</sup> July 2020 , 7.00pm Virtual Meeting

Signed \_\_\_\_\_

Date 29<sup>th</sup> July 2020

**Abbots Bromley Parish Council will do all it can to protect Abbots Bromley's heritage and village status and seek to enhance the well-being of the community by moving towards a greener and more sustainable environment.**



ABBOTS BROMLEY PARISH COUNCIL  
 Minutes of the Parish Council Meeting  
 Held on Wednesday 29<sup>th</sup> July 2020 at 7.00 pm  
 Virtual meeting held via Microsoft Teams, pursuant to notice having been given

**Present:** Cllrs Dr C Whorwood, (Chair), Mr K Baker, P Freeman, Mrs K Haywood, M Lockey, N Taylor-Brown, R Love

**In attendance:** Mrs S Meads (Clerk),

**Members of the Public Attending: 0**

**Contents:-**

31. Apologies for absence	1
32. Public session	1
33. Declarations of interests	1
34. Minutes of previous meeting	1
35. Neighbourhood Plan Update	1
36. Matters of report	2
37. Planning	2
38. Financial matters	3
39. Correspondence, bulletins & reports	4
40. Agenda items for next meeting	4
41. Date, time and place of future meetings	4

31. Apologies for absence  
None

32. Public Session  
None

33. Declarations of Interests  
None

34. Minutes of Previous Meetings  
**RESOLVED:** *that the minutes of meeting held on 24<sup>th</sup> June be signed as a true and correct record with two amendments.*

**35. Neighbourhood Development Plan Update**

Cllr Lockey said that he would be willing to be considered as chair with of the NDPG with the proviso that Cllr Freeman becomes Vice Chair. He said that having read Mr Wheeldon's recent email he felt that it may still be necessary to get an external writer to prepare the draft plan. Councillors discussed the appointment of Cllr Lockey and Cllr Freeman and supported the proposal.

**RESOLVED:** The Clerk to write to the NDPG to advice the group of the proposal and ask to the group if they would support.

Cllr R Love asked if anyone had seen what stage the draft plan was at. Cllr Baker said that he had not seen anything. Cllr Taylor-Brown suggested that Mr Wheeldon should be asked for a timescale of when the document will be available.

**RESOLVED:** that the Clerk contact Mr Wheeldon and ask for a timeline.

Cllr Baker said that there seem to be a considerable difference of opinion between the consultant and East Staffs Borough Council planning department. ESBC suggested that we should be more adventurous and need to make sure that the document is not toned down. Cllr Love said that the meeting with ESBC was extremely useful, very positive and constructive.

Cllr Dr C Whorwood said that he was delighted that Cllr Lockey and Cllr Freeman had come forward to take on the roles.

### 36. Matters of Report

#### i. **Wild Flowers**

The Clerk updated councillors on a grant that is currently available with South Staffs Water. The Clerk confirmed that she would apply for the grant.

#### ii. **Goat Car Park/EV Charging Point**

Cllrs N Taylor-Brown and K Baker updated councillors on a meeting held with Staffordshire County Council regarding the possibility of locating an EV Charging Point on the Goat Car Park and also designated disabled parking spaces. The proposal is for two charging points and two disabled spaces near to the Butter Cross. Councillors discussed the proposal. Concerns were raised over the look of the charging units in the conservation area. Cllrs Taylor Brown and K Baker to continue to liaise with the County Council. Cllr Dr Whorwood thanked them for their work on the project so far.

#### iii. **White Lines on Roads**

The Clerk reported that she had been in contact with Staffordshire County Council Highways to ask whether consideration could be made for not repainting the white lines on the main street in Abbots Bromley and if there were any safety implications. The feedback that had been received from Highways was that not painting the lines back on the road would need to be taken to consultation. In the meantime the lines may be painted back on the road and potentially removed again at a later date.

#### iv. **Blithfield Reservoir**

The Clerk and Cllr M Lockey attended a meeting at Blithfield reservoir with representatives from SCC Highways, The Police, South Staffs Water, ESBC and Blithfield Parish Council. The meeting was held to discuss anti-social behaviour at the reservoir, littering and speeding on the causeway. It was reported that clarification has been requested on the ownership of the parking area and verges around the reservoir. Highways have agreed to put a speed monitoring device in on the Causeway to assess the speeding situation. A further meeting would be arranged for September to discuss findings of speeding survey and findings regarding ownership of land.

#### v. **Horn Dance**

Cllr Taylor-Brown reported that a decision had not yet been made as to whether the Horn Dance would go ahead due to Covid-19. The Horn Dance Committee were due to meet the following week to make a final decision.

### 37. Planning

**Victoria Cottage, Ashbrook Lane, Abbots  
Bromley,  
WS15 3DW**

Demolition of existing outbuildings to facilitate the erection of a two storey detached dwelling and alterations to exiting dwelling including associated car parking

No Objections. If trees removed then request planting of new trees

**The Warren, Uttoxeter Road, Abbots Bromley  
WS15 3EJ**

Erection of an agricultural building Phase 1  
Erection of an agricultural building Phase 2  
Erection of an agricultural building Phase 3  
Erection of an agricultural building Phase 4  
Erection of a slurry store

No Objections

**Coppice Farm, Hobb Lane, Marchington  
Woodlands,  
ST14 8RG**

Erection of 2 additional poultry sheds and associated control room, feed bins and hardstanding. Formation of a 1.5m high soil bund and expansion to existing drainage attenuation pond on an established poultry farm.

No Objections

### 38. Finance Matters

#### **B Record of payments for which authorisation will be sought at meeting**

<i>Vch/Chq</i>	<i>Payee</i>	<i>Amount</i>	<i>Details</i>
102/1934	S Meads	576.69	July Salary
103/1935	SCC Pensions	226.81	Pension contribution for
104/1936	S Meads	11.80	July
105/1937	Riverside Printers	356.00	Expenses
106/1938	G McCulloch	640.00	Printing of Bulletin & Chair's Report
108/1939	Toplis Associates Ltd	147.77	Grounds Maintenance & Narrow Lane Clearing Internal Audit Fee
		1959.07	

**RESOLVED:** that the above payments be approved.

#### **C. Section 137 Grants**

Grants applications were discussed by councillors. Clerk confirmed that all applicants had provided written applications to the council with a breakdown of what funds would be used for. Details had been circulated to councillors prior to the meeting.

**RESOLVED:** that the following grants be awarded to village organisations:-

£551.00 awarded to Abbots Bromley Sports Association for the purchase of a portable scoreboard

£300 awarded to Abbots Bromley Bowls Club towards the purchase of a new mower.

£500 to ABPCC towards the mowing of the Churchyard

£500 to Abbots Bromley Friendship Group towards the future running costs of the club.

*Councillors discussed the request from ABPCC for the mowing of the churchyard and agreed that an increased grant could be considered in future if the mowing was put out to tender.*

**D. 2019/2020 Audit**

The Clerk presented the audit for 2019/20, this had been circulated prior to the meeting along with the Internal Auditor's Report.

**i. Annual Governance Statement**

Councillors approved the Annual Governance Statement, signed by the Chair Cllr Dr C Whorwood and The Clerk, Mrs S Meads

**ii. Accounting Statement**

The Clerk presented the figures within the account statement. Councillors approved. Signed by the Chair Cllr Dr C Whorwood and The Clerk, Mrs S Meads.

**iii. Internal Auditor**

Councillors discussed the appointment of the internal Auditor, Toplis Associates Ltd. The Clerk reported that she was very happy with the services provided by the auditor and that the audit had been done very effectively with the auditor providing a remote service due to Covid-19.

**RESOLVED:** that the appointment of Toplis Associates Ltd be confirmed for the next financial year, 2020/21.

**39. Correspondence, Bulletins & Reports**

SPCA Newsletter

**40. Agenda Items for the next meeting**

United Charities

**41. Date, time and place of future meetings**

Wednesday, 30<sup>th</sup> September 2020 , 7.00pm Virtual Meeting

Signed \_\_\_\_\_

Date 30<sup>th</sup> September 2020

**Abbots Bromley Parish Council will do all it can to protect Abbots Bromley's heritage and village status and seek to enhance the well-being of the community by moving towards a greener and more sustainable environment.**

**ABBOTS BROMLEY PARISH COUNCIL**  
**PLANNING REPORT**  
**SEPTEMBER 2020**

1290	P/2020/00643	Garage, School House Lane, Abbots Bromley, Staffs	Demolition of redundant building and erection of a dwelling	03/09/2020	24/09/2020
1291	P/2020/00943	Richard Clarke County First School, School House Lane Abbots Bromley, WS15 3BT	Felling of 3 Lime Trees	09/09/2020	23/09/2020
1292	P/2020/00892	Moors Farm, Radmore Lane, Abbots Bromley WS15 3AN	Insertion of roller shutter doors, new walls, roofing and replacement cladding materials to an existing storage building	11/09/2020	02/10/2020
1293	P/2020/00891	Broom House, Bagot Street, Abbots Bromley	Listed building consent for the demolition of existing conservatory and erection of a single storey rear extension	11/09/2020	02/10/2020
1294	P/2020/00989	Broom House, Bagot Street, Abbots Bromley	Demolition of existing conservatory and erection of a single storey rear extension	11/09/2020	02/10/2020
1295	P/2020/00963	28 Paget Rise, Abbots Bromley, Staffordshire, WS15 3EF	Erection of a single storey front and side extension	18/09/2020	09/10/2020
1296	P/2020/00937	2 Bagots Court, Bagot Street, Abbots Bromley, WS15 3DA	Overall crown reduction in height by up to 1 metre and cut back overhanging branches by up to 3 metres of 1 Ash tree.	22/09/2020	13/10/2020

# Abbots Bromley Parish Council

Report on Clerk's conduct of Parish Council Business 31<sup>st</sup> July to 30<sup>th</sup> September 2020

## A Record of payments made after discussion with Chairman or Vice Chairman

109/1940	ABSA Donation	551.00	Section 137 Grant for new scoreboard
110/1941	AB Bowls	300.00	Section 137 Grant toward mower
111/1942	ABPCC	500.00	Section 137 Grant towards Mowing
112/1943	AB Friendship Group	500.00	Section 137 Grants towards running costs
113/1944	EA Roy	290.00	Website update
114/1945	ASG Ltd	10.00	Photocopier costs
115/1946	G McCullouch	1240.00	Grounds Maintenance
116/1947	HMRC	838.81	PAYE (May to August)
117/1948	Mrs S Meads	576.69	Salary
118/1949	Mrs S Meads	11.80	Expenses
119/1950	SCC Pensions	226.81	Pensions

## B Record of payments for which authorisation will be sought at meeting

<i>Vch/Chq</i>	<i>Payee</i>	<i>Amount</i>	<i>Details</i>
120/1951	S Meads	576.69	August Salary
121/1952	SCC Pensions	226.81	Pension contribution for Aug
122/1953	S Meads	11.80	Expenses
123/1954	Wicksteed	144.00	Playground inspections

---

**6004.41**

## C Record of payments received

<i>Date</i>	<i>Amount</i>	<i>Details</i>
-------------	---------------	----------------

Signed .....

Chair of Parish Council

Date .....