

KINGS BROMLEY PARISH COUNCIL
Minutes of the Parish Council Meeting held on
Thursday, 10th May, 2007, at 8.00 pm in
Kings Bromley Village Hall

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

In attendance Mrs S Buxton (Clerk)

Cllr Pritchard chaired the opening of the meeting and welcomed everyone and the new councillor – Mr Holland

3139 Election of Chairman and Completion of Declaration of Acceptance of Office

Agreed that Cllr Pritchard be elected chairman, this was proposed by Cllr Browne and seconded by Cllr Mrs Gair
Cllr Pritchard completed the declaration of acceptance of office as chair

3140 Election of Vice Chairman and Completion of Declaration of Acceptance of Office

Agreed that Cllr Browne be elected vice chairman, this was proposed by Cllr Mrs Gair and seconded by Cllr Seddon
Cllr Browne completed the declaration of acceptance of office as vice chair

3141 Apologies

Cllr Mrs Eagland

3142 Declaration of Interests

i. Register of Members Interest

The clerk circulated forms for everyone to complete for the register of members' interests

ii. Declarations required at this meeting

Royal British Legion – Cllr Taylor

3143 Vacancy on the parish council

Agreed that the vacancy be advertised in the parish magazine and on the noticeboards with a closing date shortly before the next meeting

3144 Appointment of Parish Council Representatives

Agreed that the following representatives be appointed

Village Hall Management Committee (2)	Ian Pritchard Mary Gair
Public Transport	Ian Pritchard
Finance	Mary Gair
Community Care	Steve Browne
BKV Organiser	Ian Pritchard
Snow Clearance	Gareth Seddon
Arts Forum	Steve Browne
LDC Parish Forum (2)	Ian Pritchard Gareth Seddon
	Reserve: Bill Taylor

Lichfield SPCA

Footpaths

Flood Control and Manor Park
Youth

Bill Taylor

Vacancy

Stuart Holland

Mary Gair

Mary Gair

Steve Browne

3145 Appointment of Planning Advisory Committee

Agreed that all members except the chairman should be members

3146 Minutes of the last meeting

Agreed that the minutes of the meeting held 4th April, 2007, be signed as a true and correct record

3147 Report of the Clerk

i. NALC/SLCC Revisions to Model Contract for Clerks

Agreed that this should be considered at the next meeting

ii. Revised Code of Conduct – this comes into effect between 3/5/07 and 1/10/07

Agreed that this should be discussed at the next meeting

iii. Retiring councillors

Agreed that letters of thanks should be sent to Mrs Jarman and Mrs Piggott who had decided not to stand at the recent election

3148 Finance

i. Accounts for the year ended 31st March, 2007

Agreed to approve the accounts for the year to 31st March, 2007 for signing after the moving of amounts due to be paid from Debts Outstanding to Contingent Liabilities and the correction of the amount due from LDC for the War Memorial grant from £3,485 to £262.50

This was proposed by Cllr Browne and seconded by Cllr Mrs Gair

ii. Audit return for the year ended 31st March, 2007

The governance statement was discussed by the council

Agreed the answers to the governance statement and approve for signing

Agreed to adopt the report on the effectiveness of the internal audit prepared by the clerk

Agreed to appoint Cllr Mrs Gair as the councillor responsible for the quarterly check of the bank account, petty cash and wage calculations

Agreed to appoint Mrs R O'Brian as the independent internal auditor

iii. Review of Insurance – the insurance cover held by the council was reviewed

Agreed to revise the insurance values for the noticeboards which have recently been replaced

Agreed to add two litter bins to the policy and revise the values on the noticeboards

iv. Risk Assessment – this was considered

Agreed to adopt the risk assessment prepared by the clerk

v. Accounts paid since last meeting

Agreed that the following payment be confirmed

Signs 1 st	Repair of noticeboard with map	£264.38	Cheq 667
	Outside Village Hall		

This cheque has not yet been sent – see Noticeboards later in this set of minutes

vi. Accounts for Payment

Agreed that the following payments be made:-

Mrs S Buxton	Salary – Apr 2007	£309.53	Cheq 668
	Office/computer – Apr 2007	£25.50	
	BKV Book tokens	£39.00	
SCC	Pension contributions – Apr 2007	£62.24	Cheq 669
Cornhill Allianz	Insurance premium from 1/6/07	£959.42	Cheq 670
Environplas	Litter bin at Village Hall	£162.15	Cheq 671
	Previous cheque cancelled as invoice is for less than original quote		
All Saints Church	Donation to churchyard maintenance	£250.00	Cheq 672
KB Village Hall	Donation to shrubbed borders maintenance and use of facilities	£55.00	Cheq 673
KB Gardening Guild	Donation to bedding plants	£65.00	Cheq 674
LDC	Donation to play scheme	£120.00	Cheq 675
CPRE	Subscription	£27.00	Cheq 676
Community Council of Staffs	Subscription	£20.00	Cheq 677
John Taylor High School	Donation to presentation evening	£10.00	Cheq 678
Sharp Landscapes	Grasscutting – 3 cuts	£303.00	Cheq 679
SPCA	New councillor information pack	£18.00	Cheq 680
	Subscription	£305.00	
Smiths of Derby	Call out to church clock to check the strike stopwork, polish and set up for correct operation	£101.05	Cheq 681
E Roy	Balance of payment for setting up web site and one year's hosting	£490.00	Cheq 682

vii. Payments Received

None

viii. Bank Mandate – Mrs Piggott was a signatory on the bank account

Agreed that Cllr Seddon should replace Mrs Piggott as a signatory on the bank account

ix. HM Customs and Excise – the clerk reported that since registering the parish council as an employer, HM Customs and Excise had issued returns for the last 6 years and penalty notices totalling £1,500. The returns have been completed and all the penalties cancelled

x. NALC Financial Update – this deals with the 2007 Annual Return, its completion and the accelerated timetable and the Review of the Effectiveness of the Internal Audit, all of which have already been dealt with earlier in the meeting

xi. Accounts to 30th April, 2007 - no report was available due to time being spent dealing with year end associated matters by the clerk

3149 Correspondence and Items for Information

i. Invitation to Presentation Evening at John Taylor High School – 12th July, 2007

Agreed that no one from the parish council would attend the presentation evening

- ii. **East Staffs Borough Council – Submission Statement of Community Involvement**
- iii. **The Heathland Link**
- iv. **West Midlands Regional Assembly – Speaking Out magazine**
- v. **County Air Ambulance Newsletter**
- vi. **Staffs Police – Minutes of Community Consultation Meeting on 15th March, 2007**
- vii. **Staffs Playing Fields Association – invitation to join – KBPC has not been a member of this for a number of years now**
Agreed not to take up membership of the Staffordshire Playing Fields Association
- viii. **Cruse Bereavement Care – letter of introduction to their work and request for donation of £50 towards that work** – the council is not able to make donations to charities which do not directly provide benefit for the people of Kings Bromley
- ix. **Lichfield Energy Efficiency Advice Centre** – information on their work
- x. **Smiths of Derby** – letter re: changes to invoicing arrangements for clock servicing and opportunity to sign up to a period of 3, 4 or 5 years for service – **Agreed** that this should be discussed further at the next meeting
- xi. **Community Council – diary of village events and festivals**
- xii. **Email re: Tewnal Lane Bridge and Compound** – from Mr Jonathan Taylor, raising queries regarding the drainage and damage to fences. He has taken the matter up with the communications manager for the Trent Valley 4 Project
Noted

3150 Parish Web Site

The clerk reported that she hoped to be able to provide further input of information, diary dates etc over the next week or so

3151 War Memorial

- i. **Insurance of War Memorial** – the valuation of the War Memorial is being dealt with by the Chairman

3152 Village Hall

The clerk reported that the current officers are as follows:-

- Chair – Steve Browne
- Secretary - Jessie O'Hare
- Treasurer – Pat Rothery
- Vice Chair - vacant

Cllr Browne reported that at the Annual General Meeting the new Village Hall News Forum was issued and a copy has been delivered to every house in the village

3153 Noticeboards

Some concern was expressed regarding the top of this noticeboard and the laminating on the map on the wall of No. 1 Lichfield Road is very poor. The clerk has telephoned and left several messages regarding the map, and is still awaiting a reply
Agreed the clerk would look at the noticeboard and the map before sending the cheque

3154 BKV Competition and Calor Village of the Year

- i. **Presentation of Certificates and Book Tokens at Richard Crosse School**

Agreed that Cllr Taylor would make the presentations on Friday, 18th May, 2007 at 9.55 am

- ii. **Children's County Poster Competition** – the council can submit two posters
Agreed the clerk would submit the two posters which fit into the age group most appropriately
- iii. **Report of Tidy up Day** – the chairman reported on a disappointing turn out for the tidy up session
- iv. **Calor Village of the Year** – the deadline for the entry is 31st May, 2007

3155 Bus Shelter

Agreed to carry this forward to the next meeting

3156 Social Services – Changing Lives

Mrs Jarman updated the council on the current situation from the floor

3157 Lichfield District Council

Nothing to report

3158 Staffordshire County Council

- i. **Requirement for installation of seasonal attachments to street lighting equipment**
- ii. **SCC and SPCA Local Council's Conference – 29th June, 2007 – 1 place available**
Agreed that the clerk should attend
- iii. **Letter from Janet England re: waiting restriction on the first layby** – there are a choice of restrictions available.
Agreed that the council supports a restriction between 7.00 pm and 7.00 am daily for all hours
Agreed a letter indicating the council's view would be sent to SCC with a copy to Cllr England, and that reference would be made to the availability of a lorry park with facilities at Fradley

3159 SPCA

- i. **New councillor training/Chairmanship Skills/Clerk's Training Day**
Agreed that no places be booked for Kings Bromley members on either the New Councillor training or Chairman training, but the clerk is booked on the Clerk's Training Day

3160 Review of Items for Future Meetings

- i. Village Shop questionnaire – arrangements for distribution
- ii. Christmas Tree – bracket to enable erection in 2007
- iii. Financial Regulations
- iv. Review of Standing Orders
- v. Valuation of Chairman's Chain of Office
- vi. Twinning

3161 Date of Next Meeting

Wednesday, 13th June, 2007 – 7.45 pm at the Village Hall, Alrewas Road

There being no other business the chairman declared the meeting closed at 9.30 pm

Signed _____

Date 13th June, 2007