

# KINGS BROMLEY PARISH COUNCIL

## Minutes of the Annual Meeting held on

Wednesday 9<sup>th</sup> May 2018 commencing at 7.45pm at Kings Bromley Village Hall.

Note – corrections to these minutes will be recorded in the minutes for the following month.

**Present:** Cllrs. Mrs. M. Gair (Vice Chairman); C. Cole; Mrs. J. Higgins; S. Browne; N. Lee; I. Pritchard. District Cllr. R. Cox.

**In attendance:** Mr. I. Colclough (Clerk). 6 members of the public were present.

**Public Session:** Mr Browne, a parishioner, asked if the council could contact SCC highways about loose gravel in Beech Avenue as it was being transferred by vehicles onto the newly laid road surface in Fox Court. Clerk to contact SCC. **Action: Clerk.** He then asked if the council could contact the persons responsible for locating the direction signs at the junction of Manor Road with the A515 as they were causing an obstruction. Clerk to contact. **Action Clerk.**

1. **Election of Chairman and Completion of Declaration of Acceptance of Office.**  
The clerk said that he had received an email from Cllr. Howard indicating his willingness to stand again if proposed. Cllr. Browne duly nominated him as chairman. It was proposed by Cllr. Browne and seconded by Cllr Lee that Cllr. Howard be elected as chairman for the next twelve months. No other nominations were made. All were in favour.
2. **Election of Vice Chairman and Completion of Declaration of Acceptance of Office.**  
Cllr. Gair indicated her willingness to stand. Cllr. Cole duly nominated her as vice chairman. It was proposed by Cllr. Cole and seconded by Cllr Higgins that Cllr. Gair be elected as vice chairman for the next twelve months. No other nominations were made. All were in favour.
3. **Apologies and approval of absence.**  
Cllr. A. Howard (on holiday); County and Dist. Cllr. M. Tittley; Dist. Cllr. T. Marshall.
4. **a) in accordance with Section 31 of the Localism Act 2011, members to declare any Disclosable Pecuniary Interest in items on this agenda.**  
Cllrs. S. Browne on item 8 – HS2.  
**b) Clerk to report any written requests for dispensations in respect of items on this agenda.** None received.
5. **To resolve that the minutes of the Kings Bromley Parish Council General Meeting held on 11<sup>th</sup> April 2018 are a correct record.**  
These had been distributed previously. Several errors were identified and noted by the clerk with the minutes being amended. (Item 5 para 2 should read no longer, item 6 line 6 should have said proposed by Cllr. Browne and item 11 should say Kevin Price). With these amendments made and initialled by the acting chairman, it was proposed by Cllr. Cole and seconded by Cllr. Higgins that the minutes are signed as a true record. All were in favour.
6. **Clerks Report.**
  - a) **To consider correspondence received.**
    - i) SPCA news – several issues. Placed in circulation file.
    - ii) Email from Cllr. Howard indicating his willingness to stand as chairman for 2018/19 if proposed. This was read out by the clerk at the commencement of the meeting.
    - iii) Letter from SCC – public consultations on Netherstowe and Kings Edwards Schools. This was placed in the circulation file.
    - iv) Letter from H M Land Registry – completion of registration of Dean Lane Memorial Institute. The clerk said this was to finalise the agreement with Fields in Trust.
    - v) Email from SPCA re role of clerk as Data Protection Officer (Item 6b iv)

- vi) NALC information on GDPR – covered in item 6b iv
- vii) SLCC – information on GDPR – covered in item 6b iv
- viii) Quote from Crossland Construction Ltd – village hall refurbishment. (Item 13).
- ix) Letter from LDC regarding Local Plan Review – placed in circulation file.
- x) Email from LDC regarding charges for running an election. The clerk highlighted the possible costs if an election is required.

**b) Finance.**

- i) Financial Statement. As of 26/4/18 - the current account stands at £19,054.82 and the reserve account at £9,234.92
- ii) Payments Received. £15,665 precept. £1.65 bank interest. £40 refund from Land Registry – overpayment.
- iii) To authorise payments. a) Clerks Salary, expenses and income tax inc. any postage stamps – total £553.11 b) Allan Howard – BKV posters – laminating - £7.20 inc. vat c) Ian Colclough – auditor gratuity – half share - £31.56 d) Ian Colclough – 2 times pen drives and external hard drive - £84.97 – expenditure approved at last meeting. e) Wicksteed Play – swing seat - £135.63 plus vat. f) Came and Co – parish council insurance. The clerk said that the broker had offered a three year deal at £791.22 and that represented a 5.5% increase on last year. After discussion it was felt that this quote ought to be accepted. This was proposed by Cllr. Cole and seconded by Cllr. Pritchard. All were in favour. g) R B Hayward – grass cutting - £432.00  
It was proposed by Cllr. Lee and seconded by Cllr. Browne that the above invoices are paid. All were in favour.
- iv) To consider entering into a service level agreement with SCC regarding Data Protection services. (Information originally circulated in March). The clerk said that in light of the fact that it appeared that the latest regulations may not affect parishes that he register the council's interest with SCC but only on the basis that the council takes a basic service assuming the cost is affordable. This was agreed. When more is known this will be circulated. **Action: Clerk.**
- v) Review of Internal Auditors Report. The clerk said that the internal auditor Tomkinson and Teal had not made any comments on the audit information as supplied to them. The clerk said that he will now complete the audit forms and other papers and post them on the council's web site under the transparency section. He said there is no longer any need for the audit to be sent for external review. **Action: Clerk.**
- vi) Signing of the Annual Governance Statement. The vice chairman duly signed the statement.
- vii) Signing of Section 2 of the audit return – accounting statement. The vice chairman duly signed the statement.

**7. To receive oral / written reports from County and District Councillors.**

Cllr. Cox said his report was the same as at the recent open meeting. Cllr. Browne asked if there was an issue in the District with homeless people as there were many buskers in the City. The reply was that as far as he knew there was not but there were people with mental health issues. This conclusion was supported by Cllrs. Pritchard and Gair. Cllr. Higgins asked if there is a mental health issue should this council be supporting these people in some way. Cllr. Pritchard said it is the responsibility of Staffordshire Council and that the question should be directed at them through Cllr. Tittley. Clerk to contact Cllr. Tittley to ask if the County Council feels there is a problem. **Action: Clerk**

**8. To receive an update on HS2.**

Cllr. Cole congratulated several parishioners who presented before the select committee and the House of Commons. He said that he would be attending in the morning on behalf of the parish council. LDC has agreed to some of the issues on this council list. He has a 76 page reply from HS2 making comments alongside all the petition items raised and asking the council if it is prepared to withdraw its petition. The brief answer is no. He remains optimistic over

resolving the issues around the closure of Common Lane. Regarding the borrow pits – discussion is taking place with the NFU. The embankment may be lowered by ‘up to 3m’. The council has reserved a right to appeal. He has assurances that construction traffic will not pass through the village but there are caveats. It is unlikely that the overhead power lines will be placed underground. Regarding the satellite sites, specific answers are required as to where they will be located. Cllr. Cole said he will send a copy of the statement to the clerk for insertion on the web site. **Action: Cllr. Cole and clerk.** Cllr. Browne then congratulated both Cllr. Cole and John Sadler and their efforts so far. Cllr. Cole thanked LDC.

**9. To consider new and on-going highway and footpath matters.**

**a) Highways updates.** Comment was made about the large number of potholes that remain unfilled despite having yellow markers around them for many months. Cllr. Browne said he was waiting on the report from Amey about the weight restrictions.

**b) Footpaths / footway issues if any.** It was stated that dog fouling remains an issue in part of the village. A possible location for a new bin had been suggested in Manor Road but the clerk said he would write to the resident outside whose house the bin will be sited first.

**Action: Clerk.**

**10. To consider how the Community Infrastructure Levy is to be allocated.**

Cllr. Pritchard proposed that the monies are used for the good on the community and put into the village hall refurbishment fund. This was seconded by Cllr. Browne. All were in favour. Clerk to make cheque transfer after next meeting. **Action: Clerk.**

**11. To consider options to improve security around the parish.**

It was reported that Jack Birkenshaw had apologised for not getting the information requested on security to Cllr. Tittley. Cllr. Pritchard gave an update on SmartWater and proposed that he handle the administration. This was seconded by Cllr. Lee. All in favour. A leaflet drop to include information on the ‘buy a brick’ for the hall refurbishment will be undertaken after printing.

**Action: Cllr. Pritchard then all.**

**12. To decide on The Centenary Fields dedication ceremony date and format.**

It was felt that this should be organised in the summer and that Cllr. Howard would arrange the date and time as he has the information on the soldier that lost his life in the conflict. Clerk to include this on the June agenda. **Action: Clerk and Cllr. Howard.**

**13. To receive a progress update on the village hall refurbishment.**

Cllr. Lee said that it would cost £80 to have 1000 forms printed and proposed they be purchased. This was seconded by Cllr. Cole. All were in favour. Comments made at the launch will be incorporated into the plans and John Keates will be approached to make the amendments once the working group has drafted them. **Action Working Group.** Cllr. Lee said that the router used for the post office will have to re-locate whilst the work is done. It was suggested that the upstairs archive or mobile unit is used. This was noted. Cllr. Higgins said she had begun to make grant applications but the forms were complex and needed information that she did not have access to. She asked if the forms could be completed jointly with the village hall committee. Most applications have to be done on-line and she does not have all the answers. She asked if perhaps the Staffs Parish Councils Association may be able to help or point her in the right direction. Clerk to ask. The clerk was also asked to obtain a detailed breakdown of costs from Crossland Construction. **Actions: Clerk.**

**14. To consider recommended location for a dog waste bin in Manor Road.**

Covered under item 9 b above.

**15. To consider Councillor reports – for information only.**

Cllr. Browne asked about the local public house and whether they could be supported to make improvements to the garden. After brief discussion it was felt this was not a parish council matter. Cllr. Higgins said that she had spoken to a village school representative and was told that all children attending must be from the village. She then said she felt that Judith Berry had been treated badly at the open meeting by Cllr. Lee when Mrs. Berry had offered money to pay for the phone box refurbishment. She said the matter could have been handled better. It was pointed out that the offer was made from the Show Society to the Book Club and was nothing to

do with the parish council. Cllr. Higgins accepted this. She continued by saying that she felt she was being ignored in meetings and was not allowed time by the chairman to have her say without being interrupted. Cllr. Lee said he did not want to approach the Show Society and that his reply at the open meeting was made on behalf of the book club. There being no further business the main meeting closed at 9.42pm.

Signed ..... (Chairman) Date 13<sup>th</sup> June 2018.