

KINGS BROMLEY PARISH COUNCIL

Minutes of the General Meeting held on

Wednesday 12th December 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. A. Howard (chairman); C. Cole; N. Lee; N. Crawley; S. Browne; Mrs. M. Gair. County and Dist. Cllr. M. Tittley; District Cllr. T. Marshall.

In attendance: Mr. I. Colclough (Clerk).

Public Session: One member of the public present. This person did not wish to speak.

1. Apologies and approval of absence.

Cllr. I. Pritchard.

2. a) In accordance with Section 31 of the Localism Act 2011, members to declare any Disclosable Pecuniary Interest in items on this agenda.

Cllr. S. Browne on item 6.

b) Clerk to report any written requests for dispensations in respect of items on this agenda. None received.

3. To resolve that the minutes of the Kings Bromley Parish Council General Meeting held on 14th November 2018 are a correct record.

These had been distributed previously. Three typographical errors were identified and the minutes amended. With these changes made it was proposed by Cllr. Gair and seconded by Cllr. Cole that the minutes are signed as a true record. All were in favour.

4. Clerks Report.

a) To consider correspondence received.

- i) SPCA news – several issues. Placed in circulation file.
- ii) Letter Royal British Legion – thanking the council for its donation of £25.
- iii) Email SCC highways answering clerk's questions over gateways – item 7 a iii.
- iv) Play equipment inspection report – item 12.

b) Finance.

i) Financial Statement. As of 26/11/18 - the current account stands at £12,751.06 and the reserve account at £9,236.37.

ii) Payments Received. £1.45 interest, £170.20 SCC HS2 expenses, £3,331.96 LDC Community Infrastructure Levy.

iii) To authorise payments. a) Clerks Salary, expenses and income tax inc. any postage stamps – total £563.15 b) P. D. Nurseries for Christmas tree - £289.00 plus vat. c) Society of Local Council Clerks annual subscription - £106.00. d) Kings Bromley village news subscription - £6.00. d) A. Howard – refund for wreath - £25.00 e) I. Pritchard – refund for purchase of Christmas tree light bulbs.

It was proposed by Cllr. Browne and seconded by Cllr. Lee that the above invoices are paid. All were in favour.

iv) Grass cutting tender for 2019 / 20 – additional areas. After discussion it was felt that the council will monitor grass areas usually cut by the highways department and if it is felt that these need additional attention, the councils grass maintenance person will be asked to quote. Cllr. Browne asked about the grass areas that Bromford Housing maintain. It was felt that this is their responsibility and that the council should not get involved with cutting these areas.

v) Report on outcome from meeting with VAT advisor. The clerk said that he had a long and useful meeting with Mr. Toplis who advised that he thought the council has done the right thing in contacting him to ensure that the VAT situation when the village hall refurbishment is undertaken is handled correctly. He said the situation is complex. He will send a quote to the clerk to produce a report with his recommendations as to the best way to handle the VAT. It was proposed by Cllr. Howard and seconded by Cllr. Gair

that a limit of £500 is set for the report and that the clerk can authorise the go-ahead if the quote is below this amount. All were in favour.

vi) Date of 2019 Open Parish Meeting. The clerk said this will be on 11th April 2019 at 8pm at the village hall.

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

District Cllr. Marshall reminded the meeting that LDC has a planning document out for consultation and asked Councillors to make comment as they are trying to get parishes involved. It can be seen at the council reception. Cllr. Browne asked for a hard copy but it was pointed out that this would be made up of many pages. It was suggested that Cllr. Pritchard might be able to summarise the content. Clerk to ask. **Action: Clerk.** Cllr. Browne then asked about the bus station in Lichfield stating he thought it to be an eye sore. Cllr. Marshall said that there is an SCC scheme to upgrade Birmingham Road. Cllr. Lee asked about the cinema and was informed that it had gone to auction but not sold.

Cllr. Tittley reported that SCC will be having further reductions in its workforce and that there is a meeting tomorrow to balance the accounts which will mean further major decisions over funding being taken. The financial settlement from central Government is delayed due to Brexit. He added that he will make further reports as items occur later.

The chairman thanked the two Councillors for their reports.

6. To receive an update on HS2.

Cllr. Cole reported that there was a meeting yesterday with HS2. Little new information came to light but it was felt that it important to keeps these lines of communication open. Work is going on to prioritise the reconstruction of Wood End Lane. There were 6 major issues in the petition presented and each was covered. Cllr. Tittley said that the construction of Wood End Lane was a major issue and needs to be addressed as a priority because the final outcomes regarding the proposed weight restriction will depend upon it. Once the Lane is built it will be classed as an 'A' or 'B' road and the A513 and B5016 may then be downgraded. Wood End Lane will then become the main link road between the A51 and A38. He added that SCC has a meeting with the contractor in the New Year where 3 design options will be discussed.

7. To consider new and on-going highway and footpath matters.

a) **Highways updates. (i) weight restriction.** Cllr. Tittley said that the signage for the turn restrictions will go in to place anytime now. The transport forum meeting scheduled for tomorrow has been cancelled. The chairman raised concerns over a letter received where it was implied by Julia Jessell that the three affected parishes have agreed its content. **(ii) Speedwatch.** The chairman said there was nothing further to report at this stage. **(iii) Entrance Gateways.** Cllr. Lee and the clerk had both contacted Mary Lee at SCC highways asking various questions about the gateways. The clerk pointed out that it was advised that all posts are inserted into a metal shoe to preserve them and that any works in the verge must be undertaken after services are located and in accordance with the relevant street works regulations. Cllr. Crawley will obtain a firm quote for the manufacture of the posts and rails as discussed at the last meeting, along with a price for erection and bring this to the next meeting for agreement. **Action: Cllr. Crawley.**
Cllr. Marshall left the meeting at 8.50pm.

b) Footpaths / footway issues if any. None reported.

8. To consider options to improve security around the parish. (a) SmartWater update. This project was now concluded other than the signage which is being dealt with by Cllr. Pritchard. **Action: Cllr. Pritchard. (b) ANPR update.** Cllr. Tittley has met with the police. The Chief Inspector will produce a report and bring it to a future parish council meeting.

9. To consider capital projects for 2019 / 20 including allocation of CIL payment received from LDC.

Several options were tabled and included the purchase of an ANPR camera (circa £7500), Village Gateways (circa £3500), repairs to the play areas wet pore surface (price unknown but Cllr. Howard to speak to local resident who works in this field) and other repairs to the play equipment as identified in item 12 below (estimated £500). **Action: Cllr. Howard.**

10. To consider the Precept bid for 2019 /20.

The clerk said that a summary of the parishes current and project financial position has been distributed to all Councillors. He ran quickly through the figures which showed the projected position assuming no increase on next year's precept. He did point out that should the parish be required to hold an election next year (parish councillors are due to re stand in May) then the cost to the parish could amount to £3,000 or possibly a lot more. After debate it was felt that, as the council overheads is only going to increase year on year, an increase in the precept in line with inflation ought to be sought. This was proposed by Cllr. Howard and seconded by Cllr. Gair. All were in favour. The clerk was asked to determine from published figures how much inflation is currently. **Action: Clerk.** The clerk added that he needs to submit the precept bid by the middle of January.

Cllr. Tittley left the meeting at 9.15pm.

11. To receive a progress update on the village hall refurbishment project and payment of invoices.

Cllr. Crawley said that tenders had now gone out to several building contractors some of whom had responded and some attended at the hall to view the proposed works. VAT reclaim remained an issue and he was pleased that this was being addressed (item 4 b v above.) He said that once work starts a temporary toilet will be provided for use by village hall customers (Portaloos or similar), the loft hatch will be relocated as will some radiators. He added that it may be difficult to provide access to the upper rooms while work is underway. This will need to be addressed once a contractor is appointed. The clerk advised that, for transparency reasons, all tenders must be returned to him for opening. He also added that the tender documents had now been successfully added to the Contracts Finder website and that one expression of interest had been received via that route. Cllr Howard asked about the progress on the buy a brick scheme as applications had ceased. A leaflet drop was proposed. Cllr. Lee said that those already purchased would now be ordered and they will be attached to the existing brickwork on an outside wall of the hall. **Action: Cllr. Lee.**

12. To consider the annual play equipment inspection report.

The clerk ran through the main points raised in the report. It was agreed that most of the issues raised required attention. These included, cutting off protruding bolts on the gateway, erecting clearer signage, padlocking the main gate, covering the end caps and attending to the wet pore shrinkage. Clerk to attend and get quotes. **Action: Clerk.**

13. To consider date / email protection in relation to Councillors email addresses.

As he was having issues with his emails, Cllr. Pritchard (through the chairman) had suggested dedicated email addresses for each Councillor. The clerk was asked to speak to the council's web master to check feasibility. **Action: Clerk.**

14. To consider Councillor reports – for information only.

Cllr. Lee said that he knew of a parishioner that could obtain a suitable Christmas tree free of charge for next year.

Cllr. Crawley said he had now received an invitation to the Small Schools Advisory Group.

Cllr. Browne pointed out that Yoxall Health Centre opening hours had altered again.

There being no further business the main meeting closed at 9.50pm.

Signed (Chairman) Date 9th January 2019.