

KINGS BROMLEY PARISH COUNCIL

Minute of the meeting held on
Wednesday, 14th September, 2011 at Kings Bromley Village Hall

Present: Cllr G C Seddon (Chair); Cllr S R Browne; Cllr Mrs M K Gair; Cllr Holland;
Cllr I M P Pritchard(part); Cllr Mrs P Rothery;

In attendance: County Cllr J Eagland (part); Mrs S Buxton (Clerk)

Public Session

Alleyway Leofric Close to Alrewas Road – the condition of this alleyway is now in a very poor condition and desperately needs attention. Mr Clayton has obtained some information and details of the registration which were forwarded to the parish council at the meeting. The parish council did do a great deal of work on this matter a couple of years ago. This will be looked at under correspondence

Broadband Speed – Cllr Holland commented that the Broadband speed was becoming worse. It seems that this is a national problem.

Old Parish Council Minutes – the chairman reported that he had been reading some of the old minutes during the early twentieth century. He noted that many of the problems were exactly the same as those the parish council deals with now

A515/A513 junction - Cllr Browne reported that he had reported a large hole at the junction a couple of weeks ago but to date no work has been done

180. Apologies for Absence

Cllr Pritchard – late due to another commitment

181. Declaration of Interests

Cllr Mrs P Rothery – Walk Leaflet

182. Minutes of last meeting

Agreed that the minutes of the meeting held on the 10th August, 2011 be signed as a true and correct record after the amendment of the spelling of “correspondence”.

183. Report of the Clerk

- i. **Hedge at the Gables** – the clerk had written to Mr & Mrs Husbands regarding the hedge at The Gables overhanging the footpath and had received a reply which had been copied to all councillors. Mr & Mrs Husbands do not believe that the hedge overhangs the footpath and they have it cut every year in September. A discussion on the situation took place and the council acknowledged that although there was some overhang as the annual cut is now due, this was not felt to be excessive
Agreed to write to Mrs Husbands and noting her response and the arrangements to have the hedge cut in September
Agreed to write to the resident who had made the complaint stating that the owners did not feel there was any reason to complain and that arrangements were in place for it to be cut back in September.
- ii. **Footpath Alrewas Road – Lanes Close** – the clerk wrote to the owner of 40 Alrewas Road at the beginning of June asking him to trim back the shrubs on the pathway, but to date nothing has been done.
Agreed that Cllr Mrs Rothery will go and see the residents of 40 Alrewas Road to discuss the overhanging shrubs

- iii. **Walk Leaflet Update** – Mr Rothery has reported to the clerk that the leaflets are almost finished and will then be ready to send to the printer for the production of a draft.
A query was raised about where they would be placed when they are completed and it was felt that the pub and church would seem to be good options
- iv. **December Parish Council Meeting** - this is on the first Wednesday in December due to a prior booking when the parish council booked their meetings for 2011.
- v. **Public Sector Mapping** – the clerk has registered for Public Sector Mapping which is a free service by which parishes can obtain maps for all sorts of purposes. What is not clear is whether specialist software is required and the clerk is now going to try accessing it to find out. Another alternative for mapping is Parish Online where you can access any maps for your area for a one off start up fee of £20 then a similar annual fee
Agreed the clerk will continue her investigations and report to the next meeting

184. Finance

- i. **Finance Report to 31st August, 2011**
Noted
- ii. **Payments to be made**
Agreed that the following payments be made

| Record of payments to be made | | | | |
|--------------------------------------|----------------------|----------------|--|-------------------|
| <i>Vch/Chq</i> | <i>Payee</i> | <i>Amount</i> | <i>Details</i> | <i>Powers</i> |
| 43/351 | Mrs S Buxton | 368.02 | Salary and taxable expenses | LGA 1972 s.112(2) |
| 44/352 | SCC | 81.11 | Pension contributions | LGA 1972 s.112(s) |
| 43/353 | Mrs S Buxton | 8.10 | Travel expenses | LG(FP)A 1963 s.5 |
| 43/353 | Mrs S Buxton | 7.00 | Telephone expenses | LGA(FP)A 1963 s.5 |
| 43/353 | Mrs S Buxton | 180.00 | Advert for Clerk's Vacancy – Lichfield Mercury | |
| 354 | CANCELLED | 0.00 | | - |
| 44/355 | Mrs S Buxton | 100.00 | Petty cash | |
| 45/356 | B Hayward | 138.43 | 1 grass cut and Wildflower Meadow | OSA 1906 s.10 |
| 46/357 | Royal British Legion | 20.00 | Donation for poppy wreath | LGA 1972 S.137 |
| 47/358 | Audit Commission | 342.00 | Audit fee 2010/11 | ACA 1988 s.7 |
| | TOTAL | 1244.66 | | |

- iii. **Receipts**
The council received a VAT refund for the period April 2009 to June 2011 of £5,235.37. This includes all the VAT on the renovation work at the War Memorial and the installation of the new play equipment
- iv. **Completion of Audit 2010/11**- the Audit Commission has return the annual statement of accounts and there are no issues raised
- v. **Future Projects Funded from Reserves**
- **Wildflower Meadow sign** – invitations to quote have been sent to four local sign companies. Only one company had quoted and this had been for a very large sign.
Agreed the clerk would attempt to obtain more information on the original sign and then contact three companies to obtain a quote for a sign similar to the one for the moles in Leofric Close

- **Frames for BKV certificates in Village Hall** – a quote from Mr Revitt from Elmhurst has been received for the supply of 3 frames, similar to the existing ones at a cost of £87. The clerk has also discussed the siting of the frames with Mrs Bamber from the Village Hall.
Agreed the clerk should order the frames from Mr Revitt at a cost of £87. This was proposed by Cllr Mrs Gair and seconded by Cllr Browne

185. Clerk to the Parish Council

- i. **Shortlisting and Interview for New Clerk**
Agreed that this would be done by three councillors – Cllrs Seddon, Pritchard and Mrs Gair. This was proposed by Cllr Browne and seconded by Cllr Holland
Agreed that the aim would be to interview week beginning 26th September, 2011
- ii. **Other** – no other matters to discuss

Cllr Pritchard arrived

186. Risk Assessment

The clerk presented the updated risk assessment forms which had only been completed partially over the last couple of years. The council now has in place twice monthly inspection procedures in place for the play equipment, a risk assessment for all activities, an annual statement of risk assessment, an up to date schedule of risk assessments and the necessary fire risk assessments. Some minor changes to the wording on the basic risk assessment for an activity were agreed

187. Council Policies and Procedures

The clerk had put together a report on policies the council has and policies the council ought to consider having and which have been discussed briefly at various points over the last year or so

Agreed to adopt the policy on Equal Opportunities and Retention of Documents presented by the clerk after some minor amendments and that these policies should both be subject to a bi-annual review

Agreed that a list of policies to consider in future be maintained and introduced as appropriate after the appointment of a new clerk

188. Correspondence and Items for Information

- i. **Village Hall lighting** – the contents of the email from Mr Gilmour outlining the installation of some softer lighting for use when a slide show or projector is used were noted
- ii. **Willington C Gas Pipeline** – the newsletter updating everyone on the project was copied to all councillor
- iii. **CPRE** – Attacks on Staffordshire Countryside Event – 6th October, 2011
Agreed that the clerk should place a copy on the noticeboard
- iv. **Deed of Easement** – the solicitors had forwarded a copy of the revised Land Registry entry showing the easement in place in favour of National Grid on the land at the entrance to Leofric Close
- v. **Leofric Close to Alrewas Road alleyway** – various items of information had been passed to the meeting by the resident
Agreed the clerk would go through the documents and see whether there were any new addresses that could be used to try to get contact with the person responsible for the alleyway as it is currently in a very bad state of repair.

It was noted that a couple of years ago, the council did spend a great deal of time trying to track down the owner to see if repairs could be undertaken, all unsuccessfully.

- vi. **Traffic Issues with Yoxall** – a letter had been received from the Chairman of Yoxall Parish Council asking if the two parish councils could meet to discuss traffic issues
Agreed that this should be put on the next agenda for discussion
- vii. **Review of Correspondence list**
There were no other items to discuss

189. Highways

- i. **Safer Roads Partnership** this encompasses all of the following issues and a number that require further information to be obtained.
- ii. **Collection of speed data** – email from R Gilmour informed the council that hopefully some progress is being made with re-establishing Speedwatch in Kings Bromley.

The new collection of speed data will be undertaken in September, using points based on the agreed Speedwatch locations and supported by the parish council

- iii. **Location of 30 mph signs on Lichfield Road and Petition request** – the chairman expressed great concern about the manner in which the Local Police Inspector and a number of residents had put together a letter of support for the moving of the 30 mph signs on Lichfield Road, but had also made other comments about traffic in Kings Bromley and had stated that the parish council supported the campaign. This was all done before the parish council had even seen a copy of the letter and despite requests from both the clerk and the chairman to send the letter to an earlier meeting of the council those concerned had not taken advantage of this. As a result the letter has been signed by the residents, but not the parish council, but still states that the parish council supports it and other statements, even though this is the first time the council has considered the content at a parish council meeting

Agreed that the clerk write to Mr Rayson and Cllr Mrs Eagland referring to the previous letter stating the following:-

- the parish council does not wish to put its name to the earlier letter of 27th July, 2011 as it does not agree with some of the content and it has not had a chance to discuss the content at a parish council meeting;
- the parish council has given an opportunity to those who have organised the petition to present it to the parish council for proper discussion, prior to seeking signatures, but his opportunity has not been taken up;
- the parish council does not believe that the problems of speeding on the Yoxall Road entering into Kings Bromley are any less serious than those experienced on the Lichfield Road;
- the parish council does support the proposal to move the 30 mph signs on the Lichfield Road further away from the village centre;
- the parish council believes there are serious traffic problems in the village which still remain unresolved

This was proposed by Cllr Brown and seconded by Cllr Holland

30 mph siting – email from T Buxton (SCC) requesting reply

- iv. **Shaw Lane** – LDC have now agreed to swop the Shaw Lane (Kings Bromley) sign at the Riley Hill end of Shaw Lane with the Shaw Lane sign at the Far End end of Shaw Lane

- v. **Road Signage for Rugeley via Kings Bromley** – a copy of email from chairman to R Rayson at SCC and a copy of an email to Cllr Mike Maryon, Cabinet Member for Highways were copied to all councillors and reply is awaited.
- vi. **Crawley Lane Parking** – no further information has been received on the school's discussions with the Horticultural Society

190. Play equipment

- i. **Installation of plaque and opening ceremony** – Cllr Pritchard reported that the plaque will be ready for collection
Agreed that Cllr Pritchard will arrange for a presentation to be made and photographs taken at the time.

191. Best Kept Village Competition

- i. **Judges comments** – these should be forwarded to the parish council in October
- ii. **Discussion with Allan Howard** – Mr Howard would like to attend the October meeting of the parish council to discuss the 2012 BKV competition

192. Lichfield District Council

Nothing to report

193. Staffordshire County Council

- i. **Letter re: Legal Services that SCC can provide for parish councils**
Agreed that the information on legal services be kept on file for future reference
- ii. **Engaging Communities Staffordshire** – letter and leaflet from Matthew Ellis
The content of this leaflet were noted by all councillors

194. SPCA

- i. **AGM – 5th November 2011**
Agreed that the council would not be sending any representatives to the AGM
- ii. **Newsletter** – this was circulated to all members

195. Review of Items for Future Meetings

- i. **Review of Standing Orders**
- ii. **Review of Financial Regulations**
- iii. **Gravel update** – November & Cllr Mrs Eagland agreed to email the SCC consultation document on their countywide minerals policy to the clerk as soon as she receives it
- iv. **Neighbourhood Watch**
Agreed that the clerk contact Mr Gilmour to see if he would be willing to give an update on NHW every 3 or 4 months

196. Date of Next Meeting

Agreed that the next meeting be held on **Wednesday, 12th October, 2011 at 7.45 pm**, at the Village Hall, Alrewas Road, Kings Bromley.

There being no other business the chairman declared the meeting closed at 9.22 pm

Signed _____

Date 12th October, 2011