**MINUTES OF THE MEETING BRANSTON PARISH COUNCIL**

**TUESDAY 24TH APRIL 2018 6.30 PM - PAGET HIGH SCHOOL, BRANSTON**

***OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS***

***2014 HAS BEEN ADOPTED***

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| ***PUBLIC PARTICIPATION – 6.30 – 6.45 P.M.***  ***PRESS AND MEMBERS OF THE PUBLIC ARE CORDIALLY INVITED***  **I live on Cotswold Road, I am really concerned about teenagers on the play area Wednesday and Thursday night. It starts about 5pm – 8.30 p.m. The parish council advised the resident that it is a police issue**  **My other issue is the subway and dog foul.** |

**Present: Cllr M Ackroyd (chairman)**

**Cllr F Smith (vice chairman)**

**Cllr M Hussain**

**Cllr P Ackroyd**

**Cllr P Palmer**

**Cllr J Pike**

**Cllr N Gaunt**

**Cllr N Slater**

**Cllr G Dennis**

**Mrs K Lear**

534/24-4-18 Apologies for absence – no apologies were received.

535/24-4-18 Declarations of interest and dispensation requests – none submitted.

536/24-4-18 Minutes of the last meeting for approval 20th March 2018, draft minutes circulated to members prior. It was **RESOLVED** that the minutes were a true and accurate record. The chairman confirmed that the December meeting will take place at Clays Lane Sports Pavilion on the 11th December.

537/24-4-18 Matters arising from minutes of the last meeting (updates only)

Cllr F Smith requested that the parish council pursued the clock matter again on the B&Q site. There was a discussion in relation to who owned the site. The clerk advised that she had explored the matter and unfortunately due to several matters she was informed that this would not be possible. It was **RESOLVED** that the parish council should write to the owners stating again that it is their heritage obligation to get it working again.

538/24-4-18 Chairmans report

There was a discussion in relation to burial land which would be available in Branston. Borough Cllr P Ackroyd confirmed that she was investigating costs for burials in her capacity of Branston ward councillor.

The mobile post office is still being pursued. Proposal is Tuesdays 9.00 – 12 noon and Friday, 9.00 to 11.30 am. Clerk will inform councillors once dates have been confirmed.

539/24-4-18 Finance - Payments for approval – It was **RESOLVED** that the

payments were approved. Two signatories signed them accordingly.

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| **Total** | **Particulars of payment** |
| £105.8 | Keys and lock for pavilion |
| £468.00 | Bin emptying |
| £2,032.84 | Litter bins (following vandalism) |
| £8.10 | First aid training |
| £62.71 | Maintenance items/stationery |
| £240.00 | Website hosting and maintenance |
| £276.00 | Play inspections |
| £93.58 | Stationery |
| £150.00 | Handyman |
| £389.58 | Grass cutting |
| £32.99 | Broadband/pavilion |
| £50.76 | EON - Gas (estimate - bill) |
| £1,870.45 | Payroll |

Clerk confirmed that the new bins had arrived and would be positioned shortly.

Officer decision – Boiler call out fee has been paid.

The clerk advised council that there was hot water in the showers on the 30th March in readiness for the football reserve team who were playing on the 1st April.

William Bailey has offered to attend site on the 25th April to investigate the boiler problem. The handyman has offered to attend. The chairman confirmed that he would attend and also explore the fire alarm issue.

There was a discussion in relation to when the boiler was installed and if it was still in warranty.

Cllr Mrs Ackroyd asked if the handyman had mentioned that there was additional glass/litter around the open spaces. Clerk confirmed that he had noticed an increase in litter and was collecting it more frequently. The handyman had confirmed that he would be happy to do a litter pick at the weekend in the event of planned football matches where possible.

Cllr Pike raised a concern in relation to water testing. This is currently in hand but external contractors are currently being investigated.

Bank update – Yorkshire bank - Chairman confirmed that Vice chairman and clerk will be added to the internet access shortly.

Receipts and payments year end presented to council. No questions.

Play inspection contract for 1 year – Council **RESOLVED** that they were happy to accept the contract.

Website contract renewal. It was **RESOLVED** that the contract be accepted.

Quotation for Planter, Postern Road works – I was **RESOLVED** that the works could go ahead.

540/24-4-18 To receive architects proposed car park and main room extension plans. The architect showed the parish council the room extension proposed plans.

The architect confirmed that he had altered the plan as per the last meeting. The room is now extending to 6 metres leading into the existing car park. A window had been included at the end of the room also.

The architect confirmed that he had met a contractor to discuss the car park extension with approximately 20 additional car park spaces along with additional parking at the entrance of the play area. This would include dropped curbs and a path. The design will match the existing block paving.

The council asked if any costs had been obtained for the main building also.

There was a discussion around the car park being the priority.

There was a concern about the increased cars and if it would affect highways decision. The architect felt there was no concern. It was agreed that the architect would meet highways and report back.

Everyone present was happy with the proposed design.

It was RESOLVED that the architect would explore some additional quotes.

541/24-4-18 Council to consider adoption of attached standing orders.

The chairman informed council that the document was created by solicitors. He felt that limited changes needed to be made.

The chairman proposed that the parish council accepted the standing orders with the modifications that had been made.

Cllr Mrs P Ackroyd asked the chairman if he was proposing that the 7a in black is accepted. The chairman stated yes.

The clerk advised the current standing orders stated that the current standing orders stated majority.

Cllr Mrs Ackroyd asked for clarification on clear days. Clerk confirmed the 7 days included weekends.

26 b – The clerk advised that current standing orders stated that nothing would be changed without two thirds of councillors.

Chairman felt that it should be treated the same as 7a that it be 4 councillors. Cllr Mrs P Ackroyd seconded the decision.

It was RESOLVED that the standing orders are accepted.

542/24-4-18 To receive report from Nalc – working groups are deemed as

Committees/sub committees and are subject to the same legal provision as the 1972 Act

Chairman asked the clerk what the ramifications were of the document.

Clerk advised that the clerk would need to attend sub committee and committee meetings going forward where possible.

543/24-4-18 Council to consider whether they wish to adopt the amended

emergency protocol. Previous draft 446/15-1-18 discussed with

full council. Revised protocol Requested by Chairman,

Cllr Mrs Ackroyd and Cllr Smith.

Chairman stated that the auditor had no objection with the document. Chairman proposed that the proposal is adopted.

Clerk advised that it was unclear as to when the emergency protocol would be instigated and what it covered.

Cllr Smith stated that the beginning of the document it stated that it was when the clerk was not available and as such the protocol should be instigated.

The chairman felt that it was something the council would fall back on and someone to lead it in the event of an emergency.

Cllr Smith said that the council needed an emergency power to act procedure. He felt that there needed to be an emergency procedure to support the emergency services.

Clerks advised the current proposal is unclear as to when the protocol would be instigated, and what constitutes when the clerk would not be available.

Cllr Slater stated that he felt that the purpose of this request was in the event of someone trying to get access to the open spaces/allotments.

Cllr Slater said that this was an ‘if’ protocol.

The chairman said that the internal auditor had no problem.

Cllr Pike stated that she did not feel that all these rules and regulations were required as the parish council already had them. She said that the council agreed in February that they would call a meeting in the event of an emergency.

Chairman stated that it was an item for discussion but has got blown out of proportion. Chairman felt that it would not be practicable to call a meeting whilst the play area / pavilion for example was getting vandalised.

There was a discussion in relation to individual councillors not having any powers.

Cllr Pike made a proposal that it be trialled for 12 months, not enforce it and then review it again in 12 months.

Cllr Hussain proposed 6 months.

It was **RESOLVED** that the following would not be enforced but would be for a trial for 12 months and then review again in 12 months time.

**Emergency protocol** – In the event of an emergency, health and safety issue or other form of breakdown such as vandalism of the play area, or security of the pavilion where the clerk is unavailable, the chairman or vice chairman in his absence will quickly pull together a group capable of solving the situation. All councillors will be advised of the situation and progress.

544/24-4-18 Council to consider adoption of amended Financial regulations subject to internal auditor additional recommendations

The chairman felt that the document was a Nalc document and should be adopted without any discussion. Cllr Mrs P Ackroyd proposed that the document is adopted. Chairman seconded the decision.

545/24-4-18 Council to consider adopting the terms of reference for the finance committee – Cllr Mrs P Ackroyd

There was a discussion in relation to the benefits of councillors meeting up to discuss budgets for the next financial year.

It was **RESOLVED** that a supplementary meeting would take place

October/November to discuss the budget for 2019/20 to prevented to full council at the following ordinary meeting.

546/24-4-18 Council to consider appointing a pavilion working group along with terms of reference

There was a discussion in relation to whether the meetings should be recorded.

Cllr Mrs P Ackroyd stated that some borough and county council meetings they are recorded.

Cllr Palmer asked what the advantage would be to have a pavilion working group. She felt that now 2 people assist with the building was it required. It was suggested that it would be worth everyone getting together in June to brain storm any possible improvements.

Cllr Palmer informed the council that other football teams pay for hire fees 6 months in advance

It was **RESOLVED** that everyone met informally in June.

547/24-4-18 Health and safety matters

Council to consider 6 month fire alarm inspection to be carried out in line with new legislation – It was **RESOLVED** that the 6 monthly inspection was actioned.

Hirer to leave lockable cabinet in the pavilion – It was **RESOLVED** that hirers could not store items at the pavilion.

Legionella checks – It was **RESOLVED** that clerk obtained quotations. A councillor will continue with checks for the moment.

PAT testing – These can be completed by a parish councillor.

548/24-4-18 Planning applications – Council to consider procedure for commenting on planning applications. Proposal discussed at the meeting on the 20th March – clerk will make all councillors aware of planning applications. Comments to be submitted to Cllr Smith who will make recommendations (subject to comments received from members) to be discussed at the next available parish council meeting.

It was **RESOLVED** that Cllr Smith listened to comments submitted by other councillors. Cllr Smith felt that as the parish council is only a consultee it was down to councillors to contact him direct if they wished to object to a planning application.

Clerk advised that in the event of mixed opinions in relation to a planning application an extra ordinary meeting would need to be called if an ordinary meeting was not planned within the 21 days planning consultation timescales. She gave the Bargates recent planning application as an example.

549/24-4-18 Planning applications and planning matters for discussion

* P/2018/00308 – 33 Old Road – Erection of a single story front extension and part single and two story rear extension and conversion of existing garage to form additional accommodation – It was **RESOLVED** that an objection would be submitted.
* P/2018/00345 – Court Farm, Farm Lane, External alterations to dwellings 1 and 2. It was **RESOLVED** that an objection would be submitted.
* P/2018/00233 – Lawns Farm – Reserved matters in relation to P/2012/01467 - No comments
* P/2018/00354 – 36 Burton Road, Branston – erection of single storey rear extension – No comments
* P/2018/00350 – 29 Leamington Road, Branston – conversion of existing garage to form additional living space – No comments
* 37 Burton Road – It was **RESOLVED** that an objection would be submitted.

Permitted planning applications:-

* P/2018/00096 – 17 Sedgefield Road, Branston – formation of driveway
* P/2017/01110 – Demolition of 78 and 80 Tatenhill Lane and errection of 55 dwellings including access/highways infrastructure
* P/2018/00169 – Formation of additional parking spaces, Bannatyres Health Club

550/24-4-18 Councillors invited to complete questionnaire – local government ethical standards. It was **RESOLVED** that all councillors completed the questionnaire for the clerk to forward to SPCA before 27th April, 2018.

551/24-4-18 Reports from Staffordshire County Councillors, East Staffordshire

Borough Councillors, Staffordshire Police (10 minutes)

Borough Cllr P Ackroyd confirmed that ESBC have moved back into the town hall.

Annual council meeting is in a few weeks time, when the mayor will be appointed. Cllr Chris Smith will be the Mayor and Deputy Mayor, Colin Wileman.

552/24-4-18 Correspondence received for information, requiring response

fromparish council, items for next agenda, Clerks report for

information only and possible agenda items for the meeting

scheduled for 22nd May 2018

The clerk asked council if any councillors wished to discuss any items listed in the clerks report and within the agenda. No requests were made.

-Public rights of way consultation results

- GDPR

- Contingency document – Cllr Mrs P Ackroyd felt that the document was very useful.

Clerk confirmed that the items listed below were mentioned at the Annual assembly on the 17th April.

* TRO’s Clays Lane, Tatenhill Lane,
* Speed hump to be introduced Acacia Lane,
* More pedestrians routes to be created ie Clays Lane, Lynwood Road,
* Widening footpath Main Street – more practical deliverable option
* Pedestrian crossing Main Street
* Review of parking locations for Branston water park users,
* Infrastructure improvements
* Cars parking on open green spaces
* Nurton Bridge sign

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553/24-4-18 Date, time and place of next meeting , Annual General Meeting –

22nd May, 2018, 6.30 pm Paget High School

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**MIKE ACKROYD**

**CHAIRMAN – BRANSTON PARISH COUNCIL**

**MEETING TO CLOSE AT 8.00 PM SO THAT THE FOLLOWING MATTERS CAN BE DISCUSSED UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 INVIEW OF THE SPECIAL NATURE OF THE BUSINESS ABOUT TO BE TRANSACTED, IT IS ADVISABLE IN THE PUBLIC INTEREST THAT THE PUBLIC AND PRESS BE TEMPORARILY EXCLUDED AND THEY ARE INSTRUCTED TO WITHDRAW**

554/24-4-18 Staffing matter – 20 hours a month capped.

555/24-4-18 Invitation to external meeting – Chairman will be attending a

meeting which was supported by full council.

**MIKE ACKROYD**

**CHAIRMAN – BRANSTON PARISH COUNCIL**