

**MINUTES BRANSTON PARISH COUNCIL MEETING  
TUESDAY 26<sup>th</sup> SEPTEMBER 2023, 6.30 P.M. CLAYS LANE SPORTS PAVILION**

The Chairman requested that before the meeting is formally opened he wished to have a one minute silence following the tragic loss, following a road traffic accident, of the young boy who attended John Taylor Free School.

Public participation : 6 members of the public attended the meeting.

Present: Cllrs A Riley, M Ackroyd, J Riley, N Slater, P Ackroyd, J Faulkner

In attendance: Mrs K Lear (Clerk)

1/53-2023 Apologies for absence

Apologies were received and accepted from County Cllr J Jessel, Borough Cllrs M Huckerby, A Afsar and Parish Cllr A Hornby

2/54-2023 Declaration of interest and dispensations  
None were received.

3/55-2023 Chairmans report

Members agreed that a meeting would not be called with JTMAT, CEO.

The Chairman gave an update following a meeting with County Cllr J Jessel.

The Chairman reminded members that the public meeting with Staffordshire Police was taking place on Wednesday, 27<sup>th</sup> September, 2023, 6pm, at The Pavilion, Clays Lane.

4/56-2023 Minutes of the meeting 25<sup>th</sup> July 2023

The chairman of the full council made some comments in relation to the minutes.

It was resolved that the minutes were an accurate and factual record and the chairman sign them accordingly.

5/57-2023 Matters outstanding from the last meeting:

Car park, bollards – The Chairman requested that the item be deferred for the clerk to obtain costings of signage.

Tree works for Cemetery - It was resolved that the works can take place for pollarding the tree in the cemetery, cost £460.

6/58-2023 Purchase of kerb ramps

There was a discussion that access was difficult around the pavilion for some users.

It was resolved that the clerk purchases the proposed ramps along with the additional heavy duty ramps.

- 7/59-2023 Re-adoption of the Civility and Respect Pledge
- A member gave an overview of what the Civility and Respect Pledge was.
- It was resolved that the parish council re-adopted the Civility and Respect Pledge.
- It was resolved that a member would attend the training sessions and share with members proposals for the council.
- It was resolved that the clerk drafts a Policy for members to consider at the next meeting.
- 8/60-2023 Cleaning/window cleaning works ad hoc contract for Sports Pavilion
- It was resolved that the clerk proceeds with the appointment of a cleaning contractor for the pavilion on an ad hoc basis and as required.
- 9/61-2023 Lack of weed control around the parish
- There was a discussion about excessive weeds etc around the parish.
- Members agreed that they would highlight the key areas which need addressing and submit the information to the clerk.
- Clerk to compile a list of the areas and detail who owns what land. Clerk to present to the next meeting for members to discuss the way forward.
- The Chairman asked if members would highlight other matters such as graffiti.
- It was resolved that a list would be compiled to be discussed at the next meeting.
- 10/62-2023 Annual inspections for Clays Lane Sports Pavilion and Aviation Lane Play Area
- It was resolved that the clerk proceeds with the appointment of a contractor to proceed with the works as identified at the annual inspections for both play areas.
- 11/63-2023 Written applications for the office of Parish Councillor and to consider co-option of candidates to fill the existing vacancies.
- The Chairman wished to defer the item to out of the public domain.
- 12/64-2023 Third party reports
- The Chairman advised members that he and the Vice Chair had attended the Needwood Divisional Meeting.
- The following points were summarised:-
- The A38 interchange – the full scheme has been approved with proposed start date 2024.
- Rykneld School Crossing Scheme is due to start Summer 2024.
- Branston Bridge – Network Rail have formally issued an A11.

The widening of the footpath by the Village Hall will allow for a pedestrian crossing, work will commence in January 2024.

Main Street drains, following CCTV survey, it was revealed that a damage pipe needs repairing. This work has been escalated.

There was a discussion in relation to A38 projects and surround areas, and The Bridge.

County Cllr Julia Jessel and SCC Senior Engineer, Mike Smith have offered a meeting for local concerns to be raised.

It was resolved that the clerk sets up a public meeting with County Cllr Julia Jessel and SCC Senior Engineer, Mike Smith as soon as possible.

13/65-2023 Finance and policy matters

Payments for approval

Recipient	Explanation	Amount	Payment process
A Riley	Plants	74.10	EP
Payroll	Payroll	1770.12	EP
Water plus	Water/pavilion	8.03	EP
Viking	Laminating pouches, flip chart markers, magnets for notice boards, copier paper, clear pouches, toilet rolls	77.06	EP
SPCA	Training – understanding standing orders – J Riley/A Riley (training completed in May 2023)	72.00*	EP
Utilities	British gas lite, BT	163.48	EP
Perennial Landscape	Grass cutting - August	680.40	EP
BWP Creative Limited	2 year domain renewal .gov.uk	105.60	EP
Hallsalt Fire and Electrical	Annual fire alarm testing/Light repair works – sensor replacements, panel light fitting	533.00	EP
Robinson	Lease payment for Aviation Lane Open Space	1.00	EP

**Payments approved ready for payment (invoices only just received)**

Recipient	Explanation	Amount	Payment
E Young	Performance at Fun Day	200.00	EP
Gresley Colliery Band	Performance at Fun Day	350.00	EP

**Payments processed in August/early September**

Recipient	Explanation	Amount	Payment
Utilities	Broadband/British gas lite	984.76	EP
Thomas fattorini	Chain of office	1222.41	EP
Water plus	Water, pavilion	8.03	EP

J Golding	PA System for fun day	100.00	EP
K Bentley	Inflatables for fun day	995.00	EP
Perennial Landscape	Groundwork	680.40	EP
SPCA	Training – Cllr Fundamentals, Planning – Cllrs J Riley/A Riley – Training in May 2023	144.00	EP
A Riley	Business cards – A Riley/J Riley/Parish Council general cards for members to have for distribution as needed	75.87	EP

It was resolved that the above payments were processed.

14/66-2023 Adoption of the ID policy/Sponsorship Policy

ID Policy

Members requested that should/must be added to the policy. It was resolved with the amendments members were happy for the policy to be adopted.

Cllrs P Ackroyd and R Faulkner wished to abstain.

Sponsorship Policy

Members requested that they would like to look at the detailed policy for review at the next meeting. It was requested that if possible any questions be submitted in advance of next months meeting.

15/67-2023 Terms of reference for committees/meeting calendar for committees

The clerk advised members that she did not feel it was her position to draft the terms of reference for committees.

She advised that when council appoint committees that a calendar of meeting dates be agreed in advance.

The clerk circulated the advice given from Staffordshire parish council association in relation to committees. Extract as follows:-

The terms of reference cited are not legal: a council cannot delegate the performance of its statutory and legal responsibilities to an individual councillor: the procedures and standing orders of a council should not allow for decisions about the discharge of a council's functions to be made by individual councillors.

The chairman wished it be noted that the terms of reference were recorded incorrectly at the May meeting.

The Chairman said that the correct terms of reference were:-

Quorate needs to be 3 members . The committee will have delegated powers and the authority to advertise the events, clerk to make bookings within budget.

Committee will be made up of council members and none members, chairman to manage the actual events.

This has already been proposed, seconded and approved by full council

A member did not agree.

Another member stated that a decision cannot be changed.

16/68-2023 Replacement wheels for goal posts, budget up to £700 Clays Lane

It was resolved that the clerk proceeds with the works.

17/69-2023 Update on damaged Notice board

Members agreed that the repair works would be explored as third parties via the residents insurance.

18/70-2023 Engraving for Chairmans chain of office

It was resolved that the clerk proceeds with the engraving.

Date of term of office and name of Councillor to be engraved.

19/71-2023 Agenda template

It was resolved that the agenda template is adopted and used for future agenda items for full council and committee meetings.

20/72-2023 Repair costs for toddler swing wooden posts, budget estimate up to £175

It was resolved that the works would be carried out.

21/73-2023 Internal auditor

Members were happy for the item to be deferred.

22/74-2023 Purchase of two new benches for Clays Lane Playing field and Park, budget up to £1.5K for benches, installations costs are variable

It was resolved that the benches would be ordered. The benches will be fitted on concrete pads.

23/75-2023 Correspondence

Planning applications and matters

P/2023/00578 – Branston Locks Primary school – The planning application was approved at committee.

P/2023/00496 - Manor Farm Planning Application. – It was noted that the planning application will be called into committee possibly in December 2023. Cllr R Faulkner would be happy to attend the Planning Committee Meeting subject to no other commitments. Members were happy for Cllr Faulkner to represent the council.

P/2023/00569 - Open space change of use. Council wished to object to this planning application as they felt that the area needed to remain as an open space.

Other correspondence:-

Car Park around Branston Square. Members asked the Clerk to speak to the landowner to establish if a different exit route from the car park could be considered. Exit onto Acacia Lane was suggested.

Members felt the area was very dangerous. Members felt that this needed to be discussed with County Cllr J Jessel. Members felt that it was highly unlikely that more double yellow lines would be introduced. Members suggested that a school warning sign could be explored.

15/76-2023

Clerks report

Tree works for cemetery. Item already discussed

Acacia Lane, SID posts – Defer the item for 6 months.

Local Plan – members agreed that the neighbourhood plan would not be reviewed at this moment in time.

PA System – members requested that the system is ordered.

Glass around play area and playing field during Summer 2023 – clerk was asked to speak to Waste Management to establish what emergency support they could offer.

Bank mandate updates – work in progress.

In Bloom Federation Meeting – 12 October, Uttoxeter Town Council. Chairman confirmed that he would like to attend. Members were happy for the chairman to attend.

Mission/Vision/Plan – Members felt that the mission and vision be displayed on notice boards.

Donation of trees – Members asked the clerk to establish the size of the trees and species.

Regatta Allotment – Clerk is still waiting for comments in relation to the lease. This matter to be deferred to the Finance and General Purpose Committee to review the lease. The committee to then run it by the Allotment Representative.

Showers – home team – it was resolved that the clerk sources a contractor to turn the water off.

Overgrown bushes etc – It was resolved that the clerk sources a contractor and to proceed with the works.

Remembrance Sunday – It was resolved that two wreaths be ordered to include the parish council logo. Favourable donation to be made.

**UNDER THE PUBLIC (ADMISSION TO MEETINGS) ACT 1960 IN VIEW OF THE SPECIAL NATURE OF THE BUSINESS ABOUT TO BE TRANSACTED, IT IS ADVISABLE IN THE PUBLIC INTEREST THAT THE PUBLIC BE TEMPORARILY EXCLUDED AND THEY ARE INSTRUCTED TO WITHDRAW**

16/77-2023 Co-option

It was resolved that Cllr R Grosvenor be co-opted onto the parish council.

Signed: ..... Date: .....