

**MINUTES OF THE ANNUAL GENERAL MEETING OF BRANSTON PARISH
COUNCIL TUESDAY 22ND MAY 2018 6.30 PM - PAGET HIGH SCHOOL**

**OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS
2014 HAS BEEN ADOPTED**

**PUBLIC PARTICIPATION - 6.30 - 6.45 P.M.
PRESS AND MEMBERS OF THE PUBLIC ARE CORDIALLY INVITED**

Resident matters raised and actions:

- *Signage at the entrance of Clays Lane from Morrisons . SCC Transport officer is currently investigating this*
- *Rubbish from the Pizza shop and the Co op - It was agreed that the clerk contacts enforcement in relation to littering around the Co op. and shops Main Street. Cllr Mrs P Ackroyd would action the litter around Sainsbury*
- *What are the rules on garage conversions. Cllr Mrs P Ackroyd gave an overview on*
- *ESBC policy.*

Present:

- Cllr M Ackroyd (chairman)**
- Cllr F Smith (vice chairman)**
- Cllr P Ackroyd**
- Cllr M Hussain**
- Cllr N Gaunt**
- Cllr P Palmer**
- Cllr N Slater**
- Cllr N Hussain**
- Cllr G Dennis**
- Mrs K Lear (clerk)**

556/22-5-18 APOLOGIES FOR ABSENCE -Apologies for absence were received and accepted for Councillor J Pike. The clerk advised that councillors none attendance needed to be recorded monthly.

Cllr Dennis stated that he would return as soon as possible and left the meeting.

557/22-5-18 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS -
None submitted.

558/22-5-18 ELECTION OF CHAIRMAN, VICE CHAIRMAN

The clerk advised that a nomination had been received for Cllr M Ackroyd, no other nominations had been received.

It was **RESOLVED** that Cllr M Ackroyd be appointed as chairman for the next 12 months.

The clerk advised that she had received a nomination for Cllr F Smith for vice chairman. No further nominations were proposed.

It was **RESOLVED** that Cllr Fred Smith be appointed as vice chairman for the next 12 months.

PUBLIC PARTICIPATION - Residents attended the meeting to raise the following matters:-

Litter issues around the parish in particular Branston Square. Cllr Palmer stated that she knew that the Co op did regular litter collections. It was **RESOLVED** that the clerk contacts enforcement.

The local scout group asked if they could submit a grant application to support the repair of their fire exit in the premises. Clerk to forward grant application to the Scout Leader.

A resident asked if the financial accounts would be reviewed this evening. The clerk advised that the accounts would be approved this evening. The resident was concerned that the accounts were not easily available. The clerk confirmed that they were available on the parish council website and advised dates when the accounts could be reviewed as part of residents public rights.

A resident asked if the parish council could advise on the key contacts for local PSCO's. Clerk was requested to display information on the website.

A resident asked if the parish council could advise on the policy in relation to conversions of garages. Cllr Mrs Ackroyd gave an overview on ESBC's policy.

The chairman stated that the Branston neighbourhood plan is likely to be reviewed after 5 years

The chairman thanked residents for their attendance and contribution.

559/22-5-18 **MINUTES OF THE LAST MEETING FOR APPROVAL 24TH APRIL 2018, DRAFT MINUTES CIRCULATED PRIOR TO MEMBERS**

The chairman had one item which he was felt was incorrect, item 540/24-4-18 - the architect matter. It states in the minutes approximately 20 parking spaces and it should state 22.

It was **RESOLVED** that the minutes be signed as an accurate and factual record.

560/22-5-18 **MATTERS ARISING FROM MINUTES OF THE LAST MEETING**

Planned Speed Watching :-

Cllr P Palmer. Co Ordinator for Speed Watch gave the following report. She stated that all information is sent back to the Co Ordinator who sends out all the letters:

- 26th April the group carried out a speed watch. 75 speeders were identified during that hour.
- 10th May 10.30 - 11.30 - no one was above the speed limit.
- 7th June is planned for Speed watching - Postern Road. There was a discussion that the traffic diversion had been extended until the end of June and as such may need to be rescheduled.
- 28th June, will be the first speed watching on Regents Park.

Cllr Gaunt stated that a SID would also be a useful addition to be displayed around the parish.

The clerk informed the council that a local resident had also identified a need for enhanced signage required by the Morrisons roundabout, Clays Lane. She had reported to this the Transport officer, SCC who is currently investigating this.

Branston Cemetery - Cllr Palmer felt that additional signage was required by the church. It was confirmed that this responsibility would be with the church. Cllr Palmer would raise this in her capacity as a volunteer for another group she is a member of.

- **Branston in Bloom** - It was **RESOLVED** that the parish council would purchase plants for Tony Ford and the War Memorial as the land is owned by the parish council. Free top soil has been offered to the

group who are asking if the parish council could suggest a location for it to be stored short term. It was agreed by full council that adjacent to the container would be a suitable location. The Branston in bloom group had also asked if it was possible for a water butt to be located near to the pavilion. Members were concerned in relation to Health and Safety matters and unfortunately the request could not be supported.

- **Branston Village Hall Committee Meeting** - nothing to report.
- **Environmental agency, access to river bank for flood defence works commencing 2019** - The clerk advised that following the site visit last month, the Environmental agency have asked if something formal could be put in writing in relation to access to the embankment. It was **RESOLVED** that the clerk would confirm in writing that the parish council are happy for the environmental agency works to proceed. The chairman confirmed that the key to the gate was in the locked key cabinet in the Pavilion. It was noted that the environmental agency had confirmed that any trees removed would be replaced.

561/22-5-18 **ANNUAL REVIEW OF PROCEDURES**

It was **RESOLVED** that the following policies were approved and accepted.

- Complaints procedure
- Standing orders (approved April 2018)
- Financial regulations (approved April 2018)
- Press/media policy
- Publication scheme
- Employment policies

562/22-5-18 **APPOINT MEMBERS OF COMMITTEES, WORKING GROUPS**

There was a discussion on who should sit on committees generally and the benefits of members changing to give other members an opportunity to be involved.

Chairman proposed that Cllrs Smith, Slater and Gaunt and Cllr Hussain as a reserve would be the personnel committee for the next 12 months. It was **RESOLVED** that these councillors would be appointed.

Cllr Mrs Ackroyd stated that whatever the committee decided the decision should be reported back to full council which would include the chairman.

Speed watch sub committee - The chairman stated that currently there is Cllr Palmer, Ackroyd and Mrs Field who are on the sub committee and asked if any other councillors would like to join the group. No other members came forward.

It was agreed that speed watch would be advertised via the website and facebook. Clerk to organize.

Chairman left the room.

Cllr Dennis returned and left the room with the chairman.

Cllr Hussain asked Cllr Palmer if he could see some statistics on what reports had been received.

Cllr Palmer stated that she would circulate figures from the locations where speed watching had taken place. She informed Cllr Hussain that all paperwork is sent to the Speed watch Co Ordinator who processes all the correspondence. There was a discussion in relation to types of roads where speed watching was taking place.

Chairman returned.

Cllr Dennis returned.

563/22-5-18 **REPRESENTATIVES OF EXTERNAL BODIES AND REPORTING BACK ARRANGEMENTS**

There was a discussion in relation to benefits of changing representatives to broaden the experience of councillors.

Branston Village Hall Management Committee Representative. - It was **RESOLVED** that Cllr P Palmer would continue as the Village Hall representative for the next 12 months. Reports to be given to full council after each meeting attendance.

564/22-5-18 **ORDINARY MEETINGS OF THE FULL COUNCIL UP TO AND INCLUDING NEXT ANNUAL PARISH MEETING**

The chairman requested that one date he would like to change was the July meeting. He would like to bring forward the date

The clerk advised that the July meeting had been agreed already.

Cllr Mrs Ackroyd stated that the meeting was to look at all meetings for the next 12 months.

The clerk advised that in the event of the chairman not being available then the usual practice would be for the vice chairman to chair the meeting.

The chairman requested that the council considered a change of date for the July meeting to 17th July. It was confirmed that the meeting would take place at the Pavilion. It was **RESOLVED** that the meeting be changed.

The following dates were also agreed up to April 2018. Clerk advised that Henhurst Primary School would like to host the April meeting.

22nd January, 2019, 6.30 p.m.

26th February, 2019. 6.30 pm

26th March , 2019, 6.30 p.m.

23rd April, 2019, 6.30 p.m.

565/22-5-18 **FINANCE**

- **Payments for approval** - Payments were approved by all councillors present.

Amount	Particulars of payment
27173.66	Yorkshire bank transfer to Lloyds Bank
389.58	Maintenance
150.00	Maintenance
228.00	Repairs for play equipment



12.00	Signage for peacewood
67.32	Water/Pavilion
78.00	Fire alarm checks
72.27	Stationery
202.08	Internal audit
1528.57	Annual insurance - Chairman stated that the clerk had obtained a good price for this cover
516.00	Resurfacing of area
1732.58	Payroll
32.99	Bt/Broadband Pavilion
101.54	Gas/Electricity
37.09	Expenses

- **Ear Marked Reserves** The chairman confirmed that the car park, main room extension and general reserves totaling £112K ear marked reserves.
- **Insurance Policy renewal** - The schedule was circulated prior to all members for consideration. It was **RESOLVED** that the annual insurance renewal be processed. Clerk to proceed.
- **Roundable - Clays Lane Play Area** - The clerk had circulated quotations prior to the meeting. Cllr N Hussain asked for clarification on warranty and if installation costs for one contractor could be clarified further. Decision was deferred until the next meeting.
- **Legionella assessment contract** - Unfortunately Cllr Dennis was no longer able to carry out the monthly required assessments. The chairman thanked Cllr Dennis for all his support to date. A contractor had been sourced, cost £75 a month to do necessary checks to comply with legislation. It was resolved that the contract be

accepted for the next 12 months. Clerk to set up contract. Contingency budget to be used for this expenditure.

- **CCTV bracket works** - It was **RESOLVED** that Cllrs Slater and Chairman would complete these works. Required materials were in the pavilion office. There was a concern that these works may not resolve the situation. A contractor would be considered at a later date if this was the case.
- **Electric strimmer**. Cllr Palmer requested that the council considered purchasing a hand held strimmer for bramble strimming around the Peace wood. The item was deferred for the time being. Works would be carried out by volunteers. Cllr Smith had a strimmer which Cllr Palmer could trial. Cllr Slater and Cllr Palmer to discuss times and dates for doing work out of the meeting.

566/22-5-18 **RECEIVE INTERNAL AUDIT REPORT AND INTERNAL AUDITOR CORRESPONDENCE**- Report and correspondence was circulated prior to the meeting for members. It was **RESOLVED** that the auditors report be accepted.

567/22-5-18 **ANNUAL GOVERNANCE STATEMENT FOR APPROVAL** - Supplementary documents were circulated prior to members. It was **RESOLVED** that the annual governance be accepted and signed by the Proper officer and Chairman.

568/22-5-18 **END OF YEAR ACCOUNTS FOR APPROVAL**
Supplementary documents were circulated prior to members. It was **RESOLVED** that end of year accounts be accepted and signed by the Proper officer and chairman.

Ear Marked Reserves were confirmed for car park, main room extension and general reserves totaling £112K.

569/22-5-18 **RECORDING OF MEETINGS FOR ENHANCED TRANSPARENCY**

The chairman asked Cllr Hussain to present what he felt the benefits were to recording meetings.

The clerk advised that parishioners could record and video public meetings.

The chairman asked what the best advantage was for having meetings recorded.

Cllr Hussain felt that it would assist the clerk in compiling the minutes and it would be helpful if full council needed clarification on matters.

Cllr Smith was concerned that recording would give the clerk extra work. Cllr M Hussain stated that at a previous meeting Cllr Smith had questioned a decision and if a recording had been taken then the recording could have been listened to.

The clerk was asked if other councils recorded meetings. The clerk advised that they did.

Cllr M Hussain felt that it was worth trying.

Cllr Slater was concerned that members of the public could edit a copy of the recordings.

Cllr N Hussain felt that the minutes were very accurate.

The chairman stated that the minutes reflected a true record of proceedings and the clerk did a good job at recording matters.

The chairman asked for a vote as to whether meetings should be recorded:

6 members voted for meetings not to be recorded (Cllrs M Ackroyd, F Smith, N Slater, G Dennis, P Ackroyd, P Palmer),
1 member voted for meetings to be record (Cllr M Hussain) ,
2 members abstained (Cllrs N Hussain, N Gaunt)

570/22-5-18 EXPLORING FISHING RIGHTS FOR RIVER TRENT

Cllr Smith had had an enquiry from a resident in relation to free water fishing and asked if the council felt it was worth exploring. The location would be the Riverside to Drakelow waters. Cllr Slater felt it would stop illegal fishing.

It was **RESOLVED** that the clerk contact St Modwens developers to explore the feasibility of introducing free water fishing. Cllr Smith stated that he would like to be involved in setting up the activities.

571/22-5-18 **MEETING WITH LAWRENCE OATES AND RESIDENTS TO DISCUSS POSSIBLE RIGHTS OF WAY WALKING PATH IMPROVEMENTS**

It was **RESOLVED** that Cllr Gaunt would meet with other representatives. There was a concern that a number of walks were restricted due to nettles and overgrowth etc. Clerk to co ordinate meeting.

572/22-5-18 **COMMUNITY TIDY UP DAYS** - Chairman stated that there was plenty going on with Branston in Bloom and he deferred the item to be discussed at a later date.

573/22-5-18 **PLANNING APPLICATION/HIGHWAYS MATTERS**

The following applications had been circulated prior to the meeting, no objections were proposed:-

P/2018/00458 - 154 Forest Road - Raising of ridge height to facilitate first floor

P/2018/00575 - 7 Sandown Close - Conversion of existing garage to form additional living space

P/2018/00623 - 115 Clays Lane - Erection of two storey side and part single and two storey rear extension

P/2018/00193 - The Croft, 85 Postern Road, Erection of side extension and boundary fencing

The following planning applications have been permitted by the local planning authority

P/2018/00225 - 24 Lansdowne Road - Erection of single storey rear extension

P/2018/00021 - First Avenue - Conversion of garage to form adequate living space

P/2018/00354 - 36 Burton Road - Erection of single storey rear extension

P/2017/01481 - Morrisons Supermarket - Timpson Retail Pod

P/2018/00540 - Land South of Branston - Reserved matters - 300 dwellings

Tatenhill 6 houses - Without prejudice the parish council agreed to the following projects in the event of the Tatenhill 6 houses being approved by ESBC:- £3K SIDS, £4K roundabout, and £3K Branston Scouts group.

Cllr Smith had asked the clerk to explore additional S106 contributions. The clerk advised the council that she had confirmed with ESBC that the parish council wished a S106 contribution for the proposed developments around Lynwood Road Estate. She had been advised that due to commercial sensitivity no update could be given.

Cllr Mrs P Ackroyd stated that from what she understood the parish council needed to confirm what they required once the outline planning application had been submitted.

574/22-5-18 REPORTS FROM STAFFORDSHIRE COUNTY COUNCIL, EAST STAFFORDSHIRE BOROUGH COUNCILLORS, STAFFORDSHIRE POLICE

Borough Cllr Mrs Ackroyd confirmed that ESBC annual meeting had taken place and the mayor and deputy mayor had been appointed.

The clerk was asked to pursue additional publicity for positive projects within the parish.

Cllr Mrs P Ackroyd confirmed that she would look into getting the two ESBC bus shelters, Clays Lane and Burton Road cleaned.

Cllr Mrs P Ackroyd reminded councillors of her member fund.

575/22-5-18 CLERKS REPORT, CORRESPONDENCE, POSSIBLE AGENDA ITEMS FOR MEETING 26TH JUNE 2018

The chairman noted that he liked the clerks report as it was shorter than usual. The clerk was asked to pursue additional publicity for positive projects within the parish.

Clerk advised that she was still pursuing the clock at B&Q depot.

Cllr M Hussain felt that there was limited attendance from Staffordshire police and asked if the clerk could request attendance

every quarter if possible and Burton Mail too if possible. Clerk to pursue the matter.

Cllr N Hussain confirmed that there was a website address which residents could log onto to find their local PCSO's. www.police.co.uk

GDPR update - The clerk advised full council that the privacy policy had been displayed on the parish council website.

The clerk distributed the privacy policy for members.

There was a discussion that the clerk should pursue the introduction of parish council email addresses.

The clerk confirmed that the cleaning of the war memorial would be taking place early June.

The parish council bus shelters will be cleaned within the next week.

The clerk stated that the recently purchased litter bins will be recoated in the next few weeks.

576/22-5-18 DATE AND TIME AND PLACE OF NEXT MEETING
26th June, 2018, 6.30 p.m. Rough Hayes Community Centre

CLLR MIKE ACKROYD
CHAIRMAN - BRANSTON PARISH COUNCIL