



# Branston Parish Council



MINUTES OF THE MEETING BRANSTON PARISH COUNCIL  
TUESDAY 26<sup>th</sup> SEPTEMBER, 2017 6.30 PM - ROUGH HAYES COMMUNITY CENTRE

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

*The press and members of the public are cordially invited*

*Public participation 6.30 - 6.45pm*

4 members of the public were present.

*Public participation - Matters raised : Update on Network rail meeting as per agenda item. Concern in relation to blocked drains entrance to Warren Lane and the Bridge, Main Street. The council asked the clerk to inform County Cllr Julia Jessel. Concern was raised in relation to the open green space near to Rough Hayes Community Centre being overgrown.*

*The clerk had also received a complaint from a resident in relation to an incident on the 25<sup>th</sup> September where a member of the public had entered Clays Lane Play area with dogs to exercise them.*

**Present:** Cllr M Ackroyd (Chairman)  
Cllr F Smith (Vice Chairman)  
Cllr A Sirrell  
Cllr P Ackroyd  
Cllr P Palmer  
Cllr J Pike  
Cllr N Slater  
Kay Lear (clerk)

- 379/26-9-17      **Apologies for absence were received and accepted for** - Cllr N Hussain, G Dennis, M Hussain, and County Cllr Jessel. No other apologies were received.
- 380/26-9-17      **Declarations of interest** - Cllr P Ackroyd would like to declare an interest in relation to a few items on the clerks report when they are discussed. Cllr P Palmer would like to declare an interest when cleaning contractors are discussed.
- 381/26-9-17      **Minutes of the last meeting for approval.** Draft minutes were circulated prior to the meeting. It was **RESOLVED** that the minutes were signed as a true and accurate record. Cllr P Ackroyd and Sirrell wished to abstain.
- 382/26-9-17      **Matters arising from minutes of the last meeting**
- S106 in relation to Gate House has been delayed due to the applicants solicitor
  - Royal Mail are still exploring other retail units for a possible Post office location.
  - St Modwens property services have confirmed that parking cannot be made available at the back of the shops, Branston Square
  - Football agreement for hire of the pavilion - 3 months trial has been signed and returned
  - Good attendance to the informal drop in on the 19<sup>th</sup> September.
  - U13's football junior team do not require the Sports Pavilion
  - St Modwens are now doing fortnightly litter collections Branston Square
  - Trolley for transporting chairs has been purchased
  - Access to play area Aviation Lane has been confirmed



383/26-9-17 Finance

### Expenditure approved

Amount	Explanation
£480.00	Grant thornton annual return
£119.70	Trolley for pavilion
£199.00	Radar for speedwatch
£35.00	Data protection annual membership
£120.58	Stationery
£376.20	Advice
£102.00	Annual service for CCTV
£263.88	Expenses to include, maintenance items for Clays Lane Sports Pavilion
£25.00	Poppy wreath for remembrance Sunday
£36.00	Peacewood plaques
£183.00	Parking Signs/leaflets for drop in
£571.04	Care plan policy for Boiler
£463.20	Planters for Branston in Bloom
£320.83	Grass cutting contract 2017
£15.00	Room hire for meeting
£1660.98	Payroll costs
£30.99	Broadband
VDD	Utilities

Bank Reconciliation: August 2017 - £147031.19

The chairman requested that he received a scanned copy of the bank statements for his records.

Good Councillor Guide - It was **RESOLVED** that 7 copies be purchased. It was discussed that it would be beneficial for full council to attend a 1 hour training session to better understand varying roles/responsibilities within the council, along with an understanding of powers to act.

Bank Standing order confirmed Lloyds Bank for clerks salary. Cllr M Ackroyd, P Ackroyd and F Smith requested that the clerks salary be shown on the minutes for transparency. It was **RESOLVED** that the clerk obtained the legislation to establish what personal information members of the public should be open to in relation to staffing costs.

BACS Transfers - It was **RESOLVED** that the clerk sets up BACS transfer facility with bank. Clerk to be service administrator with two signatory councillors to approve transfer.

Council to consider care plan for next 12 months for Gas Boiler - It was **RESOLVED** that the care plan be set up for British Gas for the next 12 months. Clerk to look for alternatives for next year.

Annual services CCTV/Fire extinguishers now completed - ad hoc maintenance work suggested by contractor. The clerk confirmed that the ad hoc maintenance work should be completed internally by the handyman.

Council to consider quotations for Clays Lane Play area. It was **RESOLVED** that the clerk proceeded with the works.

Council to consider purchase of plaque, planter Postern Road. It was **RESOLVED** that the clerk proceeded with the work.



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Council to consider quotation for Aviation Lane Play grass seeding. It was **RESOLVED** that the clerk proceeded with the work.

Council to consider purchasing of town planter to be sited entrance to parish, Burton Road along with compost purchase for planters. It was **RESOLVED** that subject to local resident supporting the introduction of the planter then works to proceed.

Council to consider quotation for cutting back overgrowth near to bus shelter, Clays Lane and grass seeding etc Aviation Lane. It was **RESOLVED** that the clerk proceeds with the work.

Council to consider purchase of replacement parts for printer or new printer for clerk. The clerk confirmed that the previous printer was purchased from the Neighbourhood Development plan front runner budget. It was **RESOLVED** that the clerk could proceed with a new printer when required. Approximate cost £160.

Council to consider quotations to be obtained for tree pollarding. There was some discussion in relation to actual need. It was **RESOLVED** that Cllr Slater would evaluate the trees around Clays Lane and also the Willow Tree, Tony Ford green open space prior to any quotations/work taking place.

Council to consider fire alarm annual service. It was **RESOLVED** that the clerk proceeds with the works.

#### Income - Lloyds account - August

Amount	Explanation
£30.00	Room hire
£2000	Grant

Deposit charge from hirers. It was **RESOLVED** that hirers of the facility would be charged £25 refundable deposit.

#### 384/26-9-17 Items discussed

- Council to consider cycles/cycling in the play areas prohibited signage. Council to consider the introduction of bike racks. It was **RESOLVED** that initially signage at the entrance of both play areas and MUGA would be introduced. Clerk to proceed with works.
- Council to consider appointing a cleaner for the Pavilion. It was **RESOLVED** that a contractor be approached to carry out a deep clean to establish how many hours will be required to do this. Hourly rate was agreed at £12 an hour. There was a discussion in relation to domestic mops. Cllr Slater confirmed that he would action this.
- Council to receive report from Cllr M Ackroyd following emergency meeting called by Network rail (August) and partnership meeting called by SCC (September).

Cllr Ackroyd informed residents that in 4 weeks time the parish council will hope to have an update from Network rail. Different options are currently being looked at. Both options are on the table, and both options will be given to the residents.

- The chairman confirmed that the meeting he attended with Network rail they provided a high level explanation of their capital programme and spending review cycles and indicated that they intend to undertake a review to determine final options to bring this matter to a conclusion within 6 weeks of the meeting. Mark Parkinson will follow up to establish their final decision.

At the meeting with SCC they indicated that they would explore other options to improve the Main Street widening of the bridge. A site visit took place with Mark Deaville, Julia Jessel and representatives of Branston parish council. SCC were informed that consultation with residents is key. Cllr Jessel is also chairman of rights of way and will make enquiries in relation to the Warren Lane crossing.



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- Council to consider purchase of Cloud software - Cllr M Ackroyd - defer
- Council to consider who will be attending the Allotment Annual General Meeting scheduled for 13 October along with any items to be raised on behalf of Branston parish council - defer
- Council to confirm who will be attending the Highways meeting 12<sup>th</sup> October. Council to consider any additional priorities to be included on the highways list agreed at the May 2017 meeting. - defer
- Handyman - It was **RESOLVED** that the clerk appoints a handyman to tidy up the war memorial and introduce planting. Other duties to be discussed at the next meeting.
- Council to consider Cllr Palmer joining the Village Hall Committee. It was **RESOLVED** that the clerk writes to the Village Hall Committee submitting Cllr Pikes resignation and proposing that Cllr Palmer joins the committee.
- Council to discuss who will be attending the Memorial service, 12<sup>th</sup> November representing Branston Parish Council along with laying of wreath - defer

## 385/26-9-17 Planning applications and planning matters

-Application for Modification of schedule 3, section 2.1 of the MOU Branston High School P/2017/00941 - Land to the south of Forest Road, Erection of sub station

-Branston Road High School - Proposed traffic calming, Toucan Crossing and No waiting - Cllrs Dennis, Ackroyd, Sirrell supported the proposals

-P/2017/01156 - 76 Thrift Road, Branston - Conversion of existing garage including link to main dwelling and single storey rear extension

-P/2017/01110 - Land South of Tatenhill Lane - Demolition of 78 and 80 Tatenhill Lane and erection of 55 dwellings including access/highway infrastructure and associated works

-Council to consider any possible response to Shobnall Neighbourhood plan - defer

### Planning applications reviewed since last meeting

Lawns Farm - Cameron Homes - 70 houses - Reserved matters - 3 phases, completion approx. 2020 - No objection.

P/2017/00848 - Gate Inn - 2 properties - Object

### Planning applications permitted

P/2017/00937 - Erection of detached outbuilding to rear of garden incorporating open plan gym/office and storage space - 37 Burton Road (objected to by Branston parish council)

## 386/26-9-17 Correspondence received for information, requiring response from parish council, items for next agenda, Clerks report

### The following items were discussed from the clerks report:-

Cllr Smith asked the clerk what legislation confirmed discharge of functions. The clerk confirmed that it was the LGA 1972 (S101)(a). The clerk gave all members present a copy of the relevant information.

Vehicle recognition/Branston Square - It was **RESOLVED** that the clerk contacted St Modwens Developers to establish when the vehicle recognition would be introduced.



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The chairman informed the council that the parish council had been approached to propose a name for the new High school. The chairman suggested William Coltman High School. It was **RESOLVED** that the parish council submitted the proposal.

Wreath/Poppies - It was **RESOLVED** that the clerk ordered 50 poppies for displaying on railings by the Pavilion and St Saviours Church and also a wreath for remembrance Sunday.

387/26-9-17 **Reports for Staffordshire county councillors, East Staffordshire borough councillors, Staffordshire Police** - None received

388/26-9-17 **Date, time and place of next meeting** - Sports pavilion - Clays Lane, 6.30 24<sup>th</sup> October

**CLLR MIKE ACKROYD**  
**CHAIRMAN - BRANSTON PARISH COUNCIL**

**INVIEW 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.**

389/26-9-17 Land register update and agree next actions - defer

390/26-9-17 Item 62 Clerks report - Network Rail/SCC

No actions proposed.

**CLLR MIKE ACKROYD**  
**CHAIRMAN - BRANSTON PARISH COUNCIL**