

# **BRINDLEY HEATH PARISH COUNCIL**

## **MINUTES OF THE MEETING OF THE COUNCIL HELD ON WEDNESDAY 8 DECEMBER 2010 AT THE BAPTIST BIBLE COLLEGE, BRINDLEY HEATH**

**PRESENT:** Parish Councillors: P. Adams (Chairman)  
R. Turville  
K. Baker  
J. Wilkes

**CLERK:** Mrs. T. Williams (Acting)

**1. APOLOGIES:**

Apologies were received from Councillor Mrs. I. Higgs and Councillor D. Cotton.

**2. DECLARATION OF INTERESTS**

Councillor Adams declared an interest (personal) in the Chetwynd Charity.

**3. MINUTES OF LAST MEETING**

The minutes of the previous meeting held on 2 November 2010 were approved as a true record. The Chairman commented that permission to complete the License Review form had been given at the previous meeting but this had not been recorded.

The Chairman confirmed that he had asked the Clerk, Mr Young, to write up the minutes for the meeting held on 14 September 2010 and to enter a copy in the Minute Book. The Minute Book must then be returned to the Council.

**4. MATTERS ARISING FROM PREVIOUS MINUTES**

a) Notice Board

The notice board hasn't yet been installed but would be done when the weather improves.

b) Concerts in the Forest

The form has been completed in pencil and posted to the temporary Clerk who has been instructed to fill it in using ink and submit it to Cannock Chase Council.

c) Bower Lane

Parish Councillors will continue to monitor the situation and report instances where vehicles are marked 'For Sale'.

d) D.V. Ward – Environmental Issues

The Chairman read out responses received from the District Council on the following points:

- (i) Planning Application CH/08/0343 – The Planning Department were asked for the reason the Parish Council were not informed about the appeal. The Planning Inspectorate had confirmed that the District Council should have notified the Parish Council. An explanation was requested.

A response was received from John Heminsley, Planning Services Manager on 12 November 2010. He said that his records show that he wrote to the Clerk, Mr Young on 13 January 2009, informing him of the appeal. He again wrote on 16 February 2010 informing him of the reserved matters application following the grant of outline planning permission on appeal. All of this information was also contained in a letter sent to him on 17 March 2010.

The temporary Clerk was asked to write again asking for the reason the appeal date was changed.

- (ii) Environmental Health – An update was requested from Karen Sulway on the prosecution of D.V. Ward in respect of deposits of waste on Slitting Mill.

Karen Sulway (Environmental Protection Manager) confirmed in a letter dated 22 November 2010, that Cannock Chase Council is in the process of issuing proceedings against Mr Ward.

e) Kingsley Wood Road

Still no contact has been received from Jaclyn Lake of Natural England.

f) Winter Gritting

The Chairman was shown an email from the Highways Department confirming that a report has been made and forwarded to the Technical Review Officer in respect of grit bins removed from Kingsley Wood Road. The reference number is 1079700.

It was confirmed at the meeting that the grit bins removed were the ones the Parish Council paid to have installed. This information will be forwarded to Highways.

It was also confirmed that grit bins in the Brindley Heath area are currently being refilled. Exact locations were requested in order to identify individual bins. The locations of those in Kingsley Wood Road have been forwarded.

g) British Telecom – Telephone Box at the corner of Kingsley Wood Road

The paper work has not been received. The box will cost £1, which will be paid upon receipt of an invoice.

h) Rugeley Quarry

A future meeting will be arranged in better weather.

The Chairman reported that heavy plant arriving at the quarry entrance from Wolseley Road did not necessarily have escorts, which are required by law. It was also reported that such vehicles were forcing oncoming vehicles off the road. Clerk will write to Quarry Manager to take immediate action.

## 5. CORRESPONDENCE

- Cannock Chase District Council – Diary and Schedule of Meetings for 2010 - 2011
- South Staffordshire Primary Care Trust – Letter dated 23/11/10. Awareness Raising Campaign – A & E Real Emergencies only
- Hednesford Community Forum Agenda for 30/11/10
- Bidwells – Letter dated 2/11/10. Proposed Woodland Burial Park at Chetwynds Coppice, Rugeley

- Cannock Chase Council – Standards Committee Agenda 10/11/10
- Stafford Borough Council – Letter dated 18/11/10. Stafford Borough Local Development Framework.

## 6. URGENT BUSINESS

The Chairman stated that Brindley Heath Parish Council didn't make decisions to change peoples' lives and it wasn't essential that procedure be followed as accurately and formally as larger councils'. Most matters will be put on the agenda but late items will need to be dealt with to ensure Council business runs smoothly.

The Parish Council Toolkit had been adopted by the Council and provides valuable guidance on rules and standing orders.

As there is no separate copy of standing orders available the temporary Clerk said she would obtain a copy from the SPCA. She will also enquire whether the toolkit document has been updated.

## 7. CONCERTS IN THE FOREST

The form has been completed in pencil and posted to the temporary Clerk who has been instructed to fill it in using ink and submit it to Cannock Chase Council.

## 8. PLANNING

Planning comments referred to the District Council (under delegated powers)

### **CH/10/0394 Penkrige Bank Cottage, Penkrige Bank Road, Rugeley**

One block of 8 brick built stables.

The planning comments referred to the District Council in a letter dated 15 November 2010 were approved.

### Planning Applications Received

- a) **CH/10/0390 Former Shooting Butts Outdoor Centre, Penkrige Bank, Brindley Heath**  
Redevelopment of outdoor recreation centre including demolition of 5 cabins, erection of 4 cabins, bat roost, and renovation of existing boiler house. External works including associated landscaping.  
*Comment* – An extension to 16 December 2010 was awarded and further information on usage was requested on 4 November 2010. This has been followed up (6 December 2010) but no information has been received to date. Temporary Clerk to contact Mr Plagerson for an update on progress.
- b) **CH/10/0394 Penkrige Bank Cottage, Penkrige Bank Road, Rugeley**  
One block of 8 brick built stables  
This is a duplicate application. Comments already submitted (see above).
- c) **CH/10/0351 Bentley Brook House, Rawnsley Road, Hednesford**  
Change of use of racing stables to general equestrian use (amended description/amended plans)  
*Comment* – An extension has been awarded and comments can now be submitted to the District Council anytime before Christmas. Councillor Cotton wishes to obtain the planning comments submitted to the original application. These are being held by the Clerk, Mr Young.
- d) **CH/10/0424 Birchwood, Kingsley Wood Road, Brindley Heath**  
Residential development. Part conversion of outbuilding into two holiday homes and storage area, new roof on building (resubmission of CH/10/0240)

*Comment* – The plans were viewed but need to be circulated around Planning Committee members. Comments will be formulated and forwarded to the temporary Clerk by 21 December 2010.

#### Planning Decisions made by District Council

- **CH/10/0069 Fallow Park, Rugeley Road, Hednesford**  
Demolition of existing office buildings and construction of 13 detached dwellings (resubmission of CH/09/0157)  
*Approved*
- **CH10/0298 Various Locations around Cannock Chase Forest**  
9 wooden frames to display vinyl banners for advertising annual events, sited at various locations within Cannock Chase.  
*Express Consent to Display Advertisement/Part Refusal – Consent relates to signs 1,3,4,6,7 and 9 subject to conditions.*

#### Other Planning Correspondence

- Cannock Chase Council. Cannock Chase Local Development Framework. Land to the west of Pye Green Road, Hednesford. Development Brief Consultation (Letter dated 2 December 2010).
- Cannock Chase Council. Cannock Chase Local Development Framework. Design Supplementary Planning Document and Characterisation Study (letter dated 12 November 2010)

#### Administrative Procedure for Circulation of Plans

The following procedure was agreed:

- The planning applications are posted to the Chairman, on the day of receipt if possible.
- An email will be sent to members by the Clerk, notifying them of an incoming plan.
- The Chairman will refer the plans to Councillor Cotton.
- Councillor Cotton will consult with the Planning Committee members and refer collective comments to the Clerk
- The Clerk will forward a letter containing planning comments to the District Council

#### **9. CHAIRMAN'S REPORT**

Nothing to report

#### **10. INVITATIONS TO MEETINGS**

Cannock Chase AONB – Next regular Parish Councils' Meeting will be held on Wednesday 18 May 2011. The venue will be confirmed.

#### **11. REPORTS ON MEETINGS ATTENDED**

Hednesford Community Forum on 30 November 2010 - Councillor Turville reported that an item to be raised by Councillor Mrs. Grice (Brindley Crescent – Removal of grassed area and reinstatement of road to form crescent) was postponed to the next meeting. She was unable to attend.

#### **12. STAFFING MATTERS**

**Resolved:** That the hourly rate of pay for the temporary Clerk will be £8.344. This is in accordance with the National Salary Award for Local Council Clerks (September 2009). The grade is LC1, spinal column point is 15.

The Chairman has asked Mr Young to submit his three monthly salary bill (at half pay rate) and expenses. This will be paid after Christmas.

Timesheets detailing work done by Mrs Williams were handed to the Chairman. 35 hours have been worked over a 5 week period. This was considered high by the Chairman, and Mrs Williams explained that every piece of work is being done without any pre existing framework of systems and procedures (also six weeks work has been done over a five week period).

Some paperwork had been received from Mr Young. The most recent correspondence was given to Mrs. Williams. There is more to come and Councillor Baker said that it might be possible for him to collect it from Mr Young.

A new Planning Application Record book and an Attendance Book have been started.

The Chairman was in possession of a draft advert prepared for the vacancy of Clerk. There are details which need to be considered by the Council including number of work hours. The Chairman feels that 3 hours per week would be enough to do the job.

Consideration was given to the method of advertising of the vacancy. It was considered that the SPCA could be used, and the Hednesford and Rugeley Chronicle considered. The Clerk was asked to investigate the coverage area for the Chronicle and the charge for a one inch column. The post will be advertised after Christmas.

### 13. FINANCE

Consideration was given to a letter received from Chetwynd's Charity (dated 2 November 2010) asking for a charity donation to support their work which involves, financial support to children suffering hardship and students with their educational studies.

**Resolved:** To approve payment of a donation of £50

**Resolved:** To approve the following cheque payments:

400148	Chetwynd's Charity	£50.00	Charity donation
400149	T. Williams	£334.79	Salary £292.04 (35 hrs @ £8.344) + Expenses £42.75 (stationary & stamps)

Mr Young will be asked to prepare for an audit during the next three months.

Councillor Adams reported that £4300 was held in the Council's bank account. Consideration must be given to the precept for 2011/12. The precept last year was just £1000. The temporary Clerk was asked to go through the cheque book and make a record of payments over the financial year/previous 12 month period. This should be circulated to all members before the next meeting.

### 14. ANY OTHER BUSINESS

Councillor Turville asked for the reason he hadn't been notified of the recent emergency meeting of the Council. Councillor Adams reported that he had asked for the message to be passed on by another Council Member.

Transport Links Councillor Adams sought the Council's opinion on a matter where demand far outweighed supply, following a train journey from Hednesford train station. A two carriage train arrived and there were so many people waiting, that around 120+ people were left on the platform, unable to board.

Councillor Wilkes and Councillor Baker commented that bus services were often not clearly advertised, and it can be difficult to identify where to wait to catch a bus. Bus stops are not clearly marked and services are often not known about by potential service users.

Consideration will be given to writing to transport service providers about such matters.

**15. ITEMS FOR AGENDA OF NEXT MEETING**

- Precept
- Forestry Commission Land Sales
- Transport Links

**16. DATE, TIME AND VENUE OF NEXT MEETING**

The next meeting of the Council will be held on Tuesday 18 January 2011 at the Baptist Bible College, Brindley Heath. The start time is 7.30pm.

The meeting was closed by the Chairman at 9.05pm

Signed.....  
Chairman, Mr. P. Adams

Date.....