

BRINDLEY HEATH PARISH COUNCIL

MINUTES OF THE MEETING OF THE COUNCIL HELD ON TUESDAY 5 JULY 2011 AT THE BAPTIST BIBLE COLLEGE, BRINDLEY HEATH

PRESENT: Parish Councillors: P. Adams (Chairman)
K. Baker
D. Cotton
R. Turville
Mrs. A. Turville
Mr. J. Wilkes

CLERK: Mrs. T. Williams

1. APOLOGIES:

Apologies were received from Councillor Pearson (Chairing a meeting at Hednesford Town Council).

2. MINUTES OF LAST MEETING

The minutes of the previous ordinary meeting held on 17 May 2011 were approved as a true record (proposed by Councillor Baker, seconded by Councillor Mrs Turville and unanimously agreed).

3. PROGRESS REPORTS

a) Notice Board

Permission has been granted by the District Council to install the notice board on the external wall of the Tackeroo Club. No conditions were imposed on the exact siting.

It was decided that in consultation with the owner of the Club, the notice board should be positioned under the window next to the main entrance door.

Public Liability insurance provided under the Council's policy will cover both Council notice boards.

Councillor Cotton agreed to install the board and to arrange a main title header. Three sets of keys will be needed (one for each person who will be putting notices up).

b) Bower Lane

Cars marked 'For Sale' will continue to be reported.

c) Grit Bins

The two old bins in Kingsley Wood Road have not been replaced even though the job was programmed to be done whilst the Neighbourhood Highways Team was working in the area (27 May 2011 for 12 days).

The Clerk will make an enquiry to check that the job hasn't been overlooked and will ask for the broken remnants of an old bin, situated next to its replacement opposite 1 Kingsley Wood Road, to be cleared away.

d) Kingsley Wood Road

No information has been received from Jaclyn Lake or Adam Dempsey of Natural England about changing the designation from AONB to SSSI. A reminder email was sent on 30 June 2011.

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e) Kingsley Wood Road – Drainage problems

It was reported that a length of defective pipe work had been replaced to the property with the drainage issue. There remains a need to survey the system along the run of houses where there have been longstanding problems with blockages.

A survey of the drains should have been done previously when a drainage problem occurred, but the water company didn't report back on the matter.

Councillor Cotton offered to draft a letter to the water company to enquire about a drain survey to identify a permanent remedy to the defects.

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

It was reported that BT has completed the work necessary to decommission the box, although a completion certificate hasn't been received confirming this.

The only work needing to be done now is a re-glaze to one pane of glass and an all over coat of paint.

The telephone box will be added to the Asset Register.

g) Rugeley Quarry

Folders containing the original scheme and plans for the Quarry were given to Councillor Baker for storage.

The Chairman asked that the Councillors (who will be attending a meeting with the Quarry Manager) forward a couple of dates when they will be available.

h) Thank You Messages

New copies of 'Thank You' letters will be collected by Councillor Baker for hand delivery to Mrs. Higgs and Councillor Mrs. Grice.

i) Other Matters

Lantern Festivals – The District Council will not be delivering a lantern event this year due to reduced financial resources and loss of key staff to organise it. Parish Council's have been offered the opportunity to develop an event with support information provided by the District.

Neighbour Hood Watch – It was reported that a lawnmower had been stolen from a locked garage in Kingsley Wood Road.

4. **CORRESPONDENCE**

a) Incoming and Outgoing Correspondence

All incoming and outgoing correspondence was noted from the Clerks Report. Copies of all items of post are available for viewing upon request.

b) Correspondence (Items of Specific Interest or Require a Response)

- Electoral Review of Staffordshire – The Boundary Commission's recommendation for Cannock Chase District is to leave the boundaries unchanged. The six existing divisions will remain the same and no seventh division (as recommended by Staffordshire County Council) will be created.
Resolved: To write to the Boundary Commission confirming that the Parish Council agrees with the recommendation to leave the boundaries unchanged.
- Staffordshire Self Help Project – Sara Green, Community Development Officer at Community Council of Staffordshire would like Councils to tell her about unsung heroes in the community and

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examples where people have helped others at difficult times. The stories are intended to go on a website to showcase community work. There were no examples to forward.

- Public Sector Mapping Agreement – From April 2011 local authorities including local councils and other public bodies must register as a member of the Public Sector Mapping Agreement to receive free access to maps (directly from Ordnance Survey and from the County Council) in the future.

Resolved: To join the scheme subject to a thorough check of the many term and conditions. Councillor Cotton agreed to view these and report his recommendations to the Clerk.

5. PLANNING

Planning Comments Referred to the District Council (with delegated powers)

CH.11/02 Cannock Chase Visitor Centre, John O’Leary Education Centre, Marquis Drive, Cannock

Permanent retention of double mobile classroom to accommodate school visits, teaching etc.

No objections were made in a letter dated 24 May 2011

CH/11/0166 West Cannock Farm, Cotswold Road, Hednesford

Erection of a single storey two bedroom timber dwelling

Objections and comments were noted in a letter dated 15 June 2011

Planning Applications Received

CH/11/0184 Bentley Brook House, Rawnsley Road, Hednesford

Change of use of racing stables, barns and adjoining furlong gallops to general equestrian use

It was agreed that firm comments were difficult to make without clarification of the meaning of ‘General Equestrian Use’. This point would be stated in a letter to the District Council.

CH.00/0577 & S.40018 D10 Submission of details in compliance with clause 7.1.2 of S.106 Legal agreement relating to ‘Revised Conservation Scheme’ at Rugeley Quarry

It was agreed that the Scheme would be circulated and comments referred to the Clerk by 15 July 2011

Planning Decisions made by District/County Council

CH/10/0390 Shooting Butts Outdoor Centre, Penkridge Bank

Approved (notification dated 18 May 2011)

CH/11/0062 Friars Cottage, Kingsley Wood Road

Approved (notification dated 13 June 2011)

CH.11/02 Cannock Chase Visitor Centre, Marquis Drive

Approved (notification dated 27 June 2011)

Other Planning Issues

- a) Birches Valley Car Park – A report from the Forestry Commission detailing the resurfacing work to the car park and reasons for removal of trees was noted. Mr. Aqbal (Development Control Manager) has stated that he is satisfied that the car park has not been extended and that the resurfacing works do not require planning permission.

Members commented on the adverse effects of the work which has resulted in the forest being opened up along Penkridge Bank (towards Rugeley) and removal of flora and fauna. The Chairman, Councillor Adams and Councillor Cotton will give the matter consideration from a planning point of view.

- b) Static Caravan, Penkridge Bank – The information supplied by Mr Aqbal was noted. It was decided that the situation would be monitored.
- c) Silver Trees Caravan Site – A visit by members will be made to the Holiday Park but no dates were put forward.
- d) Land in Bow Street, Rugeley (site of former play group) – Mr Aqbal has reported that the land is council owned. He is not aware of any development proposals but will refer local residents concerns about its poor condition to the District Council’s Estate Services.

Invitation to a Future Meeting

The Chairman of the District Council’s Planning Committee, Councillor Kraujalis has been invited to the Parish Council’s meeting on 6 September 2011. An email was sent to him on 22 June 2011 and no reply has been received to date. A message has also been left on his home answer phone.

6. INVITATIONS TO MEETINGS

It was noted that the next Rugeley & Brereton Community Forum meeting will be held on 8 September 2011. Councillor Cotton consults with Councillor Jones (Rugeley Town Council and Brereton & Ravenhill Parish Council) on issues discussed at these meetings.

Councillor Baker will attend SPCA meetings (AGM is on 5 November 2011)

7. REPORTS ON MEETINGS ATTENDED

- a) AONB Parish Council’s Meeting on 18 May 2011. Councillor Pearson and the Clerk attended this meeting (held at Tixall with Ingestre Village Hall), and a brief report was given on the items discussed.
- b) Rugeley & Brereton Community Forum on 6 June 2011. No report.
- c) Heath Care Services in Staffordshire. Consultation Event on 10 June 2011. No report.
- d) Hednesford Community Forum on 14 June 2011. No report.
- e) Meeting with Mike Maryon, Cabinet member for Highways & Transport on 27 June 2011. No report.

8. CONCERTS IN THE FOREST

The content of a letter (dated 6 June 2011) from Karen Sulway, Environmental Protection Manager about concert management issues was noted. She confirmed the setting up of a second noise monitoring point in Kingsley Wood Road. This is in addition to the fixed point at the rear of The Pingle.

A letter (dated 3 June 2011) from Alistair Semple, Planning Forester at the Forestry Commission was also noted.

Members reported that the concert event held on Friday evening (24 June 2011) was very noisy and the Saturday evening event (25 June 2011) was quiet. It was also reported that sound checks were taking place from 10 am to 11pm with individual instruments being played on and off throughout the day.

The Clerk was asked to obtain the noise sampling test results from the District Council.

9. FREEDOM OF INFORMATION

The Freedom of Information Act 2000 requires every public authority to adopt and maintain a publication scheme which has been approved by the Information Commissioner, and to publish information in accordance with the scheme. There is one approved model scheme which needs to be adopted by authorities.

Resolved: To adopt the Information Commissioner’s approved model publication scheme without alteration or amendment. (Proposed by Councillor Baker, seconded by Councillor Cotton and unanimously agreed).

The following details were also agreed:

- Identification of the information available for inclusion in the scheme
- The Clerk will complete the template and display a notice on the parish notice board advertising adoption of the scheme
- The Clerk will maintain and review the guide to ensure it is kept up to date
- Charges would be made for supplying information in hard copy form (except contact details for Councillors and Clerk). The charges would consist of the following items:
 - 10 pence for each A4 sheet printed
 - The actual cost of any additional stationery used (envelopes)
 - The actual cost of postage for each transaction

10. DATA PROTECTION

The Internal Auditor, Julie Hill has reported that it is a statutory requirement for every organisation that processes personal information to notify the Information Commissioner.

Resolved: To approve notification of the Parish Council’s use of personal data to the Information Commissioner’s Office at a cost of £35 (renewable annually).

11. CHARITY DONATION – CANNOCK CHASE COMMUNITY FUND

A letter from Cannock Chase Community Fund Steering Group (dated 1 June 2011) requesting a donation of £500 towards a new community fund set up in Cannock Chase was noted. The initiative involves encouraging businesses, organisations and individuals to donate to a central fund. 50% of the interest will be used to create a grants scheme for local third sector charity, voluntary and community groups. The other 50% will be reinvested so that the fund grows. As only the interest is given away the fund will last forever.

Resolved: To decline the request for a financial donation to Cannock Chase Community Fund. The Council would have no control over how the grants are awarded, and it would not be able to ensure that the contribution would benefit residents of Brindley Heath.

12. FINANCE

a) Update on Financial Position of the Council

Payments from April 2011 to the present date (set against the budget) were noted. The Council currently holds funds of £3418.22.

The latest bank statement (number 192) records a balance of £3430.93 (£12.71 to SPCA is currently unrepresented)

b) Banking Arrangements

The Co-operative Bank has confirmed in a letter dated 1 June 2011 that it remains unwilling to process the change of contact address because another of the three signatures supplied (in a letter dated 17 May 2011) has failed to comply with the current account mandate.

It was decided that a new bank account should be opened with a different bank and the account with the Co-op closed. Once this process has been completed a letter of complaint should be sent to the Co-operative about the appalling standard of customer service offered (in terms of a lack of support in dealing with routine administrative issues).

Basic details of alternative community current accounts available through other well known high street banks were given. It was decided that the Clerk should open an account with one of two banks offering free banking services (HSBC or Barclays). The only disadvantage with these accounts over the Co-operative account is that no bank interest is payable (the HSBC account is interest bearing where balances exceed £10,000).

Resolved: To open a new community current account with either HSBC or Barclays Bank and to transfer the whole account balance (from the Co-op) to this account by cheque.

c) Risk Assessment

An updated risk assessment containing internal controls and action to minimise the risks was noted.

Resolved: To approve the updated risk assessment.

It was decided that the Council did not wish to add 'Declarations of Interest' to the agenda as a separate item and preferred to continue declaring interests where appropriate at the beginning of each agenda item. It was pointed out by the Clerk that this was against the advice of Viv Evans, Chief Executive of SPCA ('Declarations of Interest' listed as a separate item on the agenda documents the commitment to the code of conduct and acts as a prompt/opportunity for members to consider all interests for the meeting at the start).

d) Cheques for Payment

200013	Broker Network Ltd	£275.38	Came & Company – Insurance premium Renewal date 6 July 2011
200014	Baptist Bible College	£25.00	Room Hire for meeting on 5/7/11
200015	T. Williams	£347.61	Salary May & June = £162.71 x 2 Stationery £6.04, Postage £16.15 (includes Stamps to raise stock level)
200016	T. Williams	£43.36	Printer Cartridge for HP 1018 (laserjet) + Epson black & colour pack – for Printing & photocopying

Resolved: To authorise payment of the cheques listed.

13. ADMIN MATTERS

Resolved: To incorporate 'Public Participation' as a standard agenda item at full Council meetings. To be slotted in before 'Financial Matters'.

Resolved: To authorise the purchase of a printer cartridge for a HP laser printer and an Epson colour set for photocopying and printing. The total cost is £43.36 (cheque listed above).

14. ANY OTHER ITEMS FOR INFORMATION AND ITEMS FOR NEXT AGENDA

No items were raised.

15. DATE, TIME AND VENUE OF NEXT MEETING

The next meeting of the Council will be held on Tuesday 6 September 2011 at the Baptist Bible College, Brindley Heath. The start time will be earlier than usual at 7.00pm (if the Planning item goes ahead).

The meeting was closed by the Chairman at 8.55pm.

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

Date.....

Chairman's Initials