

# NEWBOROUGH PARISH COUNCIL

## Minutes of the General Meeting held in the Needwood School, Newborough at 7.30pm on Monday, 6<sup>th</sup> September 2010.

### Present:

Cllrs. P. Macpherson (Chairman), A. Nelson (Vice Chairman). R. Oakley. Mrs. B. Skipper. A. Litchfield. 1 Vacancy. Ian Colclough (Clerk)

### 1. Apologies:

Apologies were received from Cllr. W. Prince.

### 2. Declarations of Interest:

None were made.

### 3. Chairperson's Opening Remarks:

The chairman welcomed Cllr. Skipper back after her recent illness and bereavement. He thanked the Clerk for his help and support since the last meeting in July and said that the council has remained responsive during this period.

A formal letting agreement has now been signed with the school, the document being passed to the Clerk for filing.

A Freedom of Information request had been received from parishioner Mr. Rae, who had also made a similar request to ESBC concerning the planning application for the village hall. It appeared that the red bounding line for the development had been drawn in the wrong place, when the revised plans were submitted. The line should have been shown in blue to indicate the total site area and not that being developed. The chairman had met with Mr. Rae on several occasions and answered his concerns. The current landowner has no intention to use the land other than for a public nature area, access to which will be by 'invitation' only. The landowners are considering providing a cycle track, picnic tables and use of the area for environmental education, by the school, will be encouraged. Mr. Rae has not pursued his FOI request any further. The chairman stated that the council is trying to be open, informative and helpful.

A parishioner had written about a possible planning infringement at The Villa / Chapel Lane and a call to ESBC resulted in a 'desist order' and a subsequent re application being made by the developer. Two other planning applications had been seen and replied to during the August recess.

A phone call from David Jefferies had been received to say that the newly planted oak tree in the playground area was looking sickly. The drought in the spring meant that it had not had sufficient water. Despite a late rescue bid it is feared the tree has now died.

Helen Thackham rang to say that the zip wire seat had been damaged by vandals. This had been reported to PC Jones along with the name of one of the culprits.

Further damage has occurred to the parapet wall on the road bridge in Elton Close. SCC has been informed and they agree that attention is urgently required.

### 4. Public Forum:

No members of the public were in attendance.

### 5. Minutes of the Meeting held on 5<sup>th</sup> July 2010:

Item 4. Cllr. Skipper said that she believed that the Youth Club paid for the planning application but that the council made the application in order to claim VAT back. She also said that she has still not yet seen the circulation file from July.

It was suggested that if speed limit count down markers are requested they ought to be asked for on Church Hill too. Cllr. Nelson said he thought that such signs would simply result in more clutter.

Item 5 should read Cllr. Prince not Price.

The minutes were proposed by Cllr. Oakley and seconded by Cllr. Litchfield as being a true record of the meeting.

## **6. Matters Arising from the Minutes:**

### Dog-Waste Bins.

The bin that was placed incorrectly in Dark Lane has now disappeared and no one knew where it had gone. The Clerk was asked to contact ESBC to determine what might have happened and to get a new bin placed by the village sign in Yoxall Road.

**Action: Clerk.**

### Grass cutting

Cllr. Skipper said she was aware that the judges chose to visit just when the playground grass was uncut because of the improvements being made, and felt this was disappointing. She asked the Clerk to contact CC of S to request a report as to what the judges had found.

**Action: Clerk.**

Cllr. Oakley said that the 2 year grass cutting contract expires on 31<sup>st</sup> March 2011 and said the council ought to be looking at advertising to re tender. The Clerk was asked to look into this. The present contractor has said that, with the new play equipment in place, it is very difficult to cut the grass in the playground. He is prepared to continue to do this work under the existing contract, as he often does not have to cut the verges in Hollybush Road. However, this will need to be reflected in any future contract. Cllr Nelson commented that the new area designated for the grass cuttings was a big improvement and it was understood that the contractor gave his time freely in helping construct the area.

**Action: Clerk.**

### Playground

The zip wire seat has been vandalised. The Clerk has been in touch with Lappset who agreed to replace the seat at cost of the materials only, which amounted to £126 plus VAT. Cllr. Nelson said he thought that the council ought not pay anything and that we should pursue the culprits through police action. The Clerk was asked to speak to PC Jones again and to determine if a crime number had been allocated. The council could then claim on its insurance and get the insurance company to claim the amount back from the culprit.

**Action: Clerk.**

## **7. County and District Councillors Report:**

No report had been forthcoming from Cllr. Corbett.

## **8. Planning Applications:**

Planning Applications received from ESBC for comment:  
NEW.

1. The Old Bakehouse, Holybush Road – erection of a single storey and first floor rear extension. The council has no comments to make on this application. The Clerk was asked to make a reply to ESBC.

**Action: Clerk**

REFUSED.

1. 3 Squirrels Corner. Newborough.

## **9. Community Led Plan update:**

Cllr Oakley reported that the group last met on 26th July and the next meeting is scheduled for 13<sup>th</sup> September. By then each member should have completed the final draft of the section for which they are responsible. Bethan Waite has volunteered to pull

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the draft sections together into one. It is hoped that a report could be put to the council before the end of September but, more realistically, this is likely to be the end of October. Cllr. Nelson reminded everyone that this project had now taken 2 years and that the actions, goals and objectives are now required. He said the document needs to be precise and the suggested outcomes backed by fact and need.

**10. Councillor Vacancy:**

The Clerk said that an advert for the vacancy had been placed on the council notice board for one month. Mrs. Litchfield had rung to show interest but had not written to the clerk as requested. A previous applicant, Crispin Turner, remained interested. The Clerk said he had asked ESBC about how the council could increase its number of councillors and was told that the parish council should write to them explaining why they would want to do this. After some discussion it was felt that the council might want to increase its numbers especially if the Community Led Plan placed additional workload upon it. The Clerk was asked to contact ESBC to determine if the current vacancy needed to be filled by a set date.

**Action: Clerk.**

**11. Best Kept Village – Appointment of ‘Champion’:**

The chairman thought that the village had lost its way in the BKV competition and that a ‘champion’ was needed to drive it to better things in future. This year Newborough was ‘highly commended’ but this in effect meant that it was 8<sup>th</sup> out of 9. Cllr. Skipper had asked the WI in the past but they said no. It was suggested by Cllr. Nelson that perhaps a joint effort between the school children and church could work. This would then encourage parent involvement and instil some village pride. The chairman said he would approach the church council to find out their views and the Clerk was asked to obtain a report from the judges to help point out where the main problems lay.

**Action: Cllr. Macpherson and Clerk.**

**12. Village Web Site and Webmaster:**

The chairman said that the village web site was focal a vital part of the many communication channels that the council had with its parishioners. Information placed on the site was useful and showed that the council wanted to be open about its affairs. Nigel Albiston had done a fantastic job while he was in charge but had now decided to stand down. The Clerk was asked to write to him to thank him for all the work he had done. An advertisement would be placed in the Parish Magazine to look for an independent replacement webmaster.

**Action: Cllr. Macpherson and Clerk.**

The login details had been made available and these were passed to Cllr. Macpherson who said he would investigate. The council does not pay for the webmasters time but does pay the annual hosting fee. Cllr. Oakley thought it important that the web site be maintained up to date, as it would be used by local youngsters and suggested that perhaps Crispin Turner be approached to take over the role, as he has IT skills. The Clerk undertook to pass Crispin's mobile number to Cllr. Macpherson.

**13. Clerks Report**

The Clerk reported on the following:

Finances:

Account Balances –

Current account - £1500.00

Reserve account - £15238.92

Grants account – £301.92

Tinks Croft account – £6,582.88

Accounts for payment –

1. Clerk Salary - £392.17 (inc back pay) Expenses –  
NIL (will be claimed next month)

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2. Tremendous estate care – grass cutting – 3 cuts - £540.00
3. Land Registry request for search - £12.00
4. Phil Spencer (Hardy Signs) - £93.30
5. Audit Commission - £158.63

Monies paid into Bank

1. A small amount of Interest
2. SCC – Lengthsmans payment - £349.50

Monies to be paid into the bank. - None

Correspondence Received:

- i) ROSPA – Inspection of play equipment due. The Clerk was asked to contact ROSPA to tell them that the council has had new equipment installed and to reschedule the inspection to commence in May 2011.  
**Action: Clerk.**
- ii) Midlands Rural Housing – affordable housing need in Newborough. This was passed to Cllr. Nelson for action.  
**Action: Cllr. Nelson.**
- iii) Needwood School PTA – letter of thanks for cheque towards store / kitchen.
- iv) ESBC – winter bulb grant. This was passed to Cllr. Skipper for action.  
**Action: Cllr. Skipper.**
- v) Letter from Mr. Treacher re development of land between The Villa and Chapel Cottage. The chairman said a reply had been sent to Mr. Treacher and dialogue had taken place with ESBC over the work being undertaken.
- vi) BKV – outcome and certificate. The Clerk was asked to contact the CC of S to request a summary of the judges' findings.  
**Action: Clerk.**
- vii) Vitalise – respite care - placed in circulation file.
- viii) SPCA – nominations for members of executive committee.
- ix) SPCA – liaison meeting – 27<sup>th</sup> Sept 19.30. The chairman said he might be able to attend this meeting.  
**Action: Cllr. Macpherson.**
- x) No Need for Nuclear – placed in circulation file.
- xi) CC of Staffs – AGM – 23 Sept 10.
- xii) SCC – extension to Fauld Mine.
- xiii) SCC Highways – Neighbourhood Highway Team – in our area during September – request for work. The Clerk was asked to send details of works through to Lichfield Highways Depot.  
**Action: Clerk**
- xiv) SCC – Boundary commission electoral review of Staffordshire. The chairman took this and said he might be able to attend.  
**Action: Cllr. Macpherson.**
- xv) Staffs Playing Fields Assoc – AGM and subscriptions.
- xvi) The Community Right to Build. Placed in circulation file.
- xvii) ESBC – Licensing Act 2003 – Policy Review.
- xviii) SSE Renewables – Wind Farm for Bagot's Park.
- xix) SCC re road closure – A515 Six Lanes End to Mitre Cross Roads. A discussion took place regarding this proposed closure that is due to take effect next week. With the closure of Blunts Hollow (Pur Brook bridge) also about to begin in October, it was felt that the smaller roads in the village could become somewhat overcrowded with diverted traffic. The Clerk was asked to contact SCC Highways to determine the full details and to lodge the councils concerns and to request a meeting with those concerned. It was also noted that the suggested diversionary route for Blunts Hollow was via Yoxall Road and past the village school.  
**Action: Clerk**

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All other items were placed in the circulation file.

Correspondence sent:

- i) Letter of thanks to Mike Sutherland.
- ii) Letter to Land Registry.
- iii) Letter to all Councillors re changed meeting date for October.
- iv) Letter to Mr. Treacher.
- v) Letter to Richard Rayson at SCC highways re crossing in the village. (placed in circulation file)
- vi) Numerous e-mails.

**14. Go Pak chairs sale:**

Cllr. Oakley said he was aware of 5 or 6 other councils that were interested in taking some of the chairs but none wanted to take them all. It was decided that 32 should be offered to the church and the remainder advertised for sale perhaps through an Internet auction site.

**Action: Cllr. Oakley.**

**15. Councillors Report:**

Cllr. Nelson said that the issue of parishioners attending meetings needed to be clarified at a high level and that Mr. David Duckett at ESBC had been approached. A reply from Mr. Duckett was now to hand and it was suggested by him that the parish council adopts a set of Standing Orders that would make it clear what its legal responsibilities are. Mr. Duckett was clear in his reply by saying that the council does not have to put up with disruptive behaviour either from the public attending meetings or from councillors. The chairman asked the Clerk to send copies of the Clerks Manual, which referred to Standing Orders, and to include an item on the agenda for the next meeting.

**Action: Clerk.**

The chairman said that Mr. Duckett also suggested that copies of the draft open meeting minutes be signed off as a draft and placed on the web site and notice board for all to see. There would be a clear understanding that these are draft minutes and would not be fully ratified until the following years open meeting. He also suggested that matters for discussion at open meetings be submitted in writing to the Clerk at least 30 days prior, so that investigations could take place before a verbal reply on the night was given. The Clerk was asked to place an item on the next agenda so that the 2010 Open Meeting minutes could be discussed and to send copies to councillors in advance of that date.

**Action: Clerk.**

Cllr. Nelson asked if a reply had been forthcoming from Richard Rayson at SCC Highways following the council's letter to him regarding the possible crossing in the village. No such reply had yet been received.

He continues to notify the highways department about potholes and other works and understands that monies are available to alleviate flooding problems in Dark Lane.

Also in Dark Lane a set of steps to a footpath have been constructed but highways say that they are a danger to traffic and will be removed.

Cllr. Skipper asked if there was any funding for the crossing but it was felt this could not be discussed until a formal reply had been received from Mr. Rayson.

There being no further business the meeting was closed at 9.50pm.

The date of the next meeting is Monday 11<sup>th</sup> October 2010 at 7.30pm.

Signed ..... Dated: .....

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