

# NEWBOROUGH PARISH COUNCIL

## Minutes of the General Meeting held in the Youth and Adult Centre at 7.30pm on Monday, 13<sup>th</sup> July 2009

**Present:** Cllr. B. Skipper (Chairman), Cllr. A. Nelson. (Vice Chairman) Cllr. P. Spencer.  
Cllr. W. Prince. Cllr. A. Briggs.  
Ian Colclough (Clerk)

**1. Apologies:** Cllr. P. Macpherson. Cllr. R. Oakley.

**2. Declarations of Interest:**

There were no declarations of interest.

**3. Chairperson's Opening Remarks:**

The chairman welcomed everyone to the meeting.

**4. Public Forum:**

No members of the public were present.

**5. Minutes of the Meeting held on 8<sup>th</sup> June 2009:**

The minutes of the last meeting held on 8<sup>th</sup> June 2009 were read. One minor amendment was identified within the minutes:

Item 11 should read M. Perry.

It was proposed by Cllr. Nelson and seconded by Cllr. Prince that the minutes were a true record of the proceedings. All were in favour.

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

Village Hall.

Cllr Spencer reported that the committee were attempting to contact the landowners to discuss the design of the proposed building. Several similar designs have been obtained to provide them with an overview of possibilities. Until this has been done there will be no further meetings.

Village Well

Cllr. Nelson said that Mark Harris has taken a look at the problems and reported that there was a tangle of roots in the supply pipe. There are two options, either the offending tree can be removed or the supply pipe could be re-routed. This may involve digging up the landowners garden. Mr Harris will assess the options and report back.

**Action: Cllr. Nelson**

Use of the School by village organisations.

Cllr. Spencer has spoken to both Cllr. Macpherson and Mr Robin Waite. A usage list has been compiled covering the period January to June 2009. The aforementioned are due to meet this Thursday (16<sup>th</sup> July) and will report their findings to the Clerk. There is no perceived threat to any users of the current hall. All users will be accommodated in the school, or if that is in use, the church. The existing hall is likely to be taken down in July 2010.

**Action: Cllr. Spencer and Macpherson**

Highways update.

Cllr. Nelson said that Roy Carr of Staffordshire Highways was on holiday but that all defects must now be reported through CLARENCE (the County Councils reporting system). The main local contact is now Kevin Wawrzynczyk.

The recent flooding in Hollybush Road has now been attended to and the road gullies jetted out so they ought not require attention for another year.

Cllr. Nelson asked the Clerk to determine what had happened to the community gangs that were attending the Parish every 17 weeks.

**Action: Clerk**

Reported possible planning infringement.

Cllr. Nelson said that Mr Sale had been to see him with regards to a letter he had received from the Local Planning Authority. This was subsequent to the Clerk e-mailing the LPA (at the request of the Parish Council) to ask if permission had been sought for a field shelter on his land. Mr. Sale wanted to know why the Parish Council was involved. Cllr. Nelson said that the Parish Council is a responsible administrative body and has to abide by the planning laws and that they have a duty of care and must follow the due process.

Mr Sale told Cllr. Nelson that the ground was to be used as a football pitch for youngsters and that two fund raising events have now had to be cancelled.

After some discussion it was decided that the Clerk draft a document outlining the process by which applications are assessed and how the Parish Council handles reported infringements.

**Action: Clerk**

Playing field gate.

Cllr. Prince reported that the springs were poorly fixed and that the gate now opens towards the road so safety is an issue. He will complete the job in the next few days. Cllr. Skipper said that if the application for a grant is forthcoming then monies could be used to provide a more suitable entrance. ROSPA will be undertaking their annual inspection in August and the Clerk was asked to contact them to ensure the Parish is on their schedule.

**Action: Clerk**

Footpaths.

The Clerk had previously reported by telephone that Allianz were unable to insure Mike Sutherland (the Parish Footpath inspector) for maintenance work he might have undertaken. Cllr. Prince asked what the position was with the maintenance of footpaths. The Clerk read out an email exchange he had with the County Councils footpaths section that said maintenance, as far as cutting back undergrowth was concerned, rested with the landowner. SCC said they would be in contact with Mr Sutherland with a view to meeting him to discuss the locations where works are required.

Grant Applications.

Cllr Skipper said that she has made two applications and that the Open Spaces application has passed the first phase.

Sale of Parish Mowing Equipment.

The Clerk said that Cllr. Oakley has expressed an interest in purchasing the large mower. Cllr. Nelson reminded everyone that Jim Barks had also expressed interest. After some discussion it was decided to offer the mower to Mr Barks as recognition for his many years of service to the Parish Council. This was proposed by Cllr. Spencer and seconded by Cllr. Prince. All were in favour.

The remaining equipment is currently stored at Cllr. Oakley's property.

## **7. Planning Applications:**

The application for the retention of an awning at The Red Lion public house has been refused.

An application at Dolesfoot Farm, Dolesfoot Lane was considered. The Parish has no objections to this application.

Three councillors had considered an application for Hadley Farm, as it was received more than 21 days prior to this meeting. No objections were raised.

## **8. Parish Plan Update:**

Cllr. Briggs reported that the village web site Webmaster, Nigel Albaston, had suggested that he create a Parish Plan web page on the site. This would allow parishioners to submit questions or even complete an on-line questionnaire. Cllr. Skipper said that not everyone has computer access and that the questionnaire ought to go out to everyone in the Parish.

The steering group comprised 16 or so individuals each having a responsibility for specific areas. The questionnaire is now ready and will be delivered house-to-house or posted. Mrs Beryl Behague has helped with the content and supplied contact information at ESBC. So far no one has taken ownership of the playground, environmental issues, communications, local government or footpaths, although Mike Sutherland was suggested as being the most appropriate person.

The next meeting of the steering group will be on 30<sup>th</sup> July. Because so many individuals are looking after various parts it is very difficult to indicate exactly what progress is being made. Cllr. Briggs said that she was hopeful of enlisting District and County Cllr. Tim Corbett.

Cllr. Nelson asked what the expected completion date was. Cllr. Briggs thought that the year-end was a realistic target.

The Clerk was asked to include this item on the agenda for the September meeting.

**Action: Clerk**

## **9. Comments, compliments and complaints procedure – draft for review.**

As part of the information required to satisfy the Freedom of Information Act, the Clerk said he had obtained, from another parish, a copy of their procedure. This was distributed amongst the Councillors for them to bring comments back to the next meeting.

**Action: All**

## **10. To approve the Annual Governance Statement for the 2008/9 accounts.**

The Clerk informed the meeting that the accounts were still with Mr Teal for checking and that he had indicated they would be ready by the end of the week. As part of the completion of the audit paperwork, the Chairman must sign the annual governance statement. As the form is with Mr Teal, the Clerk ask if the councillors would approve the signing of the accounts by the chairman out of meeting. This was proposed by Cllr. Nelson and seconded by Cllr. Spencer. All were in favour.

## **11. Inventory of PC Assets:**

For insurance purposes it was felt that it would be useful for the Clerk to hold a complete inventory of assets held by the Parish Council. Cllr. Nelson requested that councillors think about all the assets they know the Parish Council has, to list them and to bring that list along to the September meeting where the Clerk can compile them into one Asset Register.

**Action: All**

## 11a. Clerks Report:

The Clerk reported on the following:

Finances:

Accounts for payment –  
Clerk Salary - £183.30 & expenses: - £57.13  
Treemendous Estate Care - £360.00 (grass cutting – 2 cuts)  
NALC subscription - £13.50

Payments received – interest on accounts - 11p

Account Balances –  
Current account - £1500.00  
Reserve account - £13289.81  
Grants account – £2577.91  
Tinks Croft account – £6581.46

Correspondence:

The following correspondence had been received and was read:

Letters have been received from:

- i) SPCA – training courses to February 2010
- ii) Staffs Fire and Rescue – Open day on 30<sup>th</sup> August
- iii) ESBC – dog fouling information
- iv) Staffs Police – support letter from PC Jones
- v) CC of Staffs – best kept village – announcement of results – 3<sup>rd</sup> August
- vi) The Wildlife Trust – poster
- vii) ESBC – Planning Committee – 20<sup>th</sup> July

Communications sent:

- i) ESBC – copies of 'Declarations of Members Interest'.

All other items were placed in the circulation file.

## 12. Councillors Report:

Cllr. Prince said that a parishioner had mentioned that the local bus had not turned up and that this was not the first time it had happened. Cllr. Skipper offered to investigate.

**Action: Cllr. Skipper**

Cllr. Briggs said she was concerned about the accuracy of the minutes in particular with regard to the May meeting and the election of officers. She felt that her offer to stand as chairman was not correctly minuted. The Clerk said that the conversation at the time was intense and that he had recorded the proceedings as he recalled them. She also said that there was no mention of recent letters that were circulating regarding the issue over the playing field. Cllr. Nelson pointed out that Cllr. Briggs was not at the last meeting and that protocols for minute taking and distribution were talked over at that meeting and that the letters, to which she referred, were also read out at that meeting. All councillors have the opportunity to correct, add to or amend minutes under 'minutes of the last meeting'.

Cllr. Spencer said that Mr Stacy, one of the speedwatch volunteers, had asked what the latest position was. Cllr. Skipper said that Bethen Waite had volunteered to be the lead coordinator and Cllr. Spencer said he would speak to her.

Cllr. Spencer also raised the issue of youths on motorbikes gathering in Elton Close and causing a nuisance. A resident had called 999 but were told to dial the local call centre but the call was not logged and no one responded. PC Guy Jones did ring back and is now aware of the situation. He said the problem was first reported in Yoxall and now the youths seem to have moved on to Newborough. The call has been logged.

Cllr. Skipper asked the Clerk if he would contact Burton Mail to ask if they would provide a newspaper free of charge.

**Action: Clerk**

She also reported that the damaged bench had been repaired. The oak tree that was taken up in the playground is to be replaced with one costing £95. The play equipment is due its annual inspection and Cllr. Skipper asked the Clerk to contact ROSPA to arrange this.

**Action: Clerk**

There being no further business the meeting was closed at 9.30pm.

The date of the next meeting is on Monday 7<sup>th</sup> September at 7.30pm.

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