

# NEWBOROUGH PARISH COUNCIL

## Minutes of the Annual General Meeting held in the Needwood School, Newborough at 7.30pm on Monday, 17<sup>th</sup> May 2010.

**Present:** Cllr. A. Nelson. (Vice Chairman),  
Cllr. W. Prince. Cllr. R. Oakley. Cllr. P. Spencer. Cllr. P. Macpherson  
3 members of the public.  
Ian Colclough (Clerk)

### 1. Election of Chairman and Completion of Declaration of Acceptance of Office:

Cllr. Nelson, the vice chairman, has spoken with the chairman Cllr. Skipper who said she would be standing down as chairman but would continue as a councillor. Cllr. Nelson asked if there were any nominations for chairman. Cllr. Macpherson said he was willing to stand. It was proposed by Cllr. Oakley and seconded by Cllr. Prince that Cllr. Macpherson be elected. All were in favour. The incoming chairman then signed the declaration of acceptance of office.

### 2. Election of Vice Chairman and Completion of Declaration of Acceptance of Office:

Cllr. Nelson indicated his willingness to remain as vice chairman. . It was proposed by Cllr. Prince and seconded by Cllr. Spencer that Cllr. Nelson be elected. All were in favour. The vice chairman then signed the declaration of acceptance of office.

### 3. Apologies:

Cllr. B. Skipper (Chairman),

### 4. Declarations of Interest:

None made.

### 5. Chairperson's Opening Remarks:

The newly appointed Chairman took the chair and welcomed everyone to the meeting and said thank you to both Cllr. Skipper and Cllr. Nelson for their hard work over the previous year. He especially congratulated Cllr. Skipper for the huge amount of work she had undertaken securing over £70,000 to fund the Riverbank Play Park. He then thanked the Clerk for his work over the previous twelve months, which was reiterated by Cllr. Nelson.

### 6. Public Forum:

The Clerk read out an email received from parishioner Mr Rae. The chairman then asked Mr. Rae if he wanted to add anything further to which he declined. The council then endeavoured to answer Mr. Rae's questions one at a time.

Question 1. No – the land is not in the parish council's ownership.

Question 2. Planning permission for change of use will have to come from the landowners, as the parish council will not own the land. Mr. Rae said that the parish council had previously applied for permission for the proposed village hall. The land is not part of the Riverbank Play Park whose boundary stops at the post and rail fence. Beyond that nothing has yet been decided as discussions are due to take place with the land owners but this may be delayed as they have family concerns at the moment. Cllr. Spencer said that nothing had been put into writing at the moment, as discussions had not taken place with the owners. Cllr. Prince said that the parish council made the application for the village hall because any grants toward its cost would have been given to the council. Mr Dicker asked what the project was about and Cllr. Spencer explained. The land will be used primarily as a benefit to the village school with a possible nature trail and wildlife area. The parish council would like to see the proposed project come to fruition but any land will be retained by the current owners and the council will likely pay a peppercorn rent.

Question 3. Cllr. Macpherson said that if negotiations make good progress then there would be an open discussion with interested parishioners. Communication will be established with neighbouring landowners and a feasibility study undertaken. The Clerk was asked to contact

ESBC regarding any terms and conditions that could be attached to a planning application and to let Mr. Rae know the outcome.

Question 4. The parish council knows nothing about widening or repositioning the road bridge.

The chairman thanked Mr. Rae for attending.

#### **7. Minutes of the Meeting held on 19<sup>th</sup> April 2010:**

The minutes of the meeting held on 19<sup>th</sup> April 2010 were then read. Some minor amendments were identified:

Item 4 page 1, Mr. Tony Spencer is not married.

Item 13 – chairs – it was felt that the wording could be misleading. Cllr. Macpherson had indicated that the church could make use of around 30 of the chairs but the price would need to be determined first. The council would be willing to sell some chairs once the price is agreed.

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

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

##### Dog-waste bins

Cllr Spencer is currently in discussion with ESBC over the placing of the bins and dog control order signs.

**Action: Cllr. Spencer.**

##### Parish Plan

Cllr. Macpherson said that it would be inappropriate for him to be involved in the preparation of the parish plan results now that he was chairman. Another councillor would be required to join Cllr. Oakley and Annie Briggs. This to be discussed at the next meeting.

**Action: Clerk**

##### Parish Councillor vacancy.

Existing councillors saw four interested parishioners. The standard of those seen was excellent and after a majority vote it was decided to invite Andrew Litchfield to join the parish council. The Clerk was asked to write to him and also the three unsuccessful parishioners. The Clerk then explained the process to be followed before Mr. Litchfield joins the council. ESBC needs to be informed and there are several papers that Mr. Litchfield needs to sign.

**Action: Clerk**

##### Grass Cutting

Cllr Oakley said that 2 cuts had already been undertaken and that our contract was for 10 cuts per season. We actually had 11 cuts done last year. So far the grass cutter has collected waste but this may not be the case in future so a tipping site needs to be identified.

**Action: Cllr. Oakley**

At this point 2 further members of the public joined the meeting, Vicki Boothby and Helen Thackham.

##### Best Kept Village.

Cllr Spencer confirmed that the signs had been erected but that no posters from the schoolchildren had been received. The village sculptures have not yet been treated but this will be done over the coming weekend. The Clerk was asked to write to Mr. Chris Storey for supplying the notice boards.

**Action: Cllrs. Nelson, Spencer and Clerk.**

##### Local Transport Plan forms

These have been dealt with.

At this point Mr. Rae left the meeting.

### GoPack chairs.

The Clerk said that the council had paid £1583 inc VAT for the chairs. Cllr. Oakley said he would get a value for the trolley from the web site.

### Village Well

Cllr Nelson said that Mick Harris has resolved the problem with the water flow to the well and would pass an invoice to the Clerk for the work done.

**Action: Cllr. Nelson.**

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

Cllr. Corbett was not present.

## 10. **Planning Applications:**

One new application has been received:-

1. Brook Cottage, Newborough End – erection of part single and two-storey extension. The council has no objection to this application. The Clerk was asked to write to Mr. Sheard, the neighbour, to tell him of the application.

**Action: Clerk**

Outcomes:-

2. PERMITTED – Daisy Bank Farm – erection of replacement agricultural building.

## 11. **Grant Application – Staffordshire Environmental Fund – evidence of signatures.**

The Clerk has spoken to Mr. Dutton at the Staffordshire Environmental Fund. Our agreement has been received and he is happy with the signatures so there is no need to provide further evidence. Once an invoice for the playground work is received a copy should be sent to him to enable the release of the grant monies.

**Action: Clerk.**

## 12. **Riverside Play Park Development update:**

The chairman invited Vicki Boothby and Helen Thackham to speak. They gave an update on the latest position with the development. It is now in its third week and the matting will be installed tomorrow under the whole of the toddler area. Workmen have reported interference from someone posing as a parish councillor. The chairman asked if a car number was available. It was and will be passed through to the Clerk who will forward it to P C Jones.

**Action: Clerk**

The launch event will be held on 20<sup>th</sup> June in the afternoon. Everyone is welcome to attend. Vicki is hopeful that she can get Cllr. Tim Corbett to perform the opening. The Clerk was asked to contact the Mayor of ESBC to see if he too could be present.

**Action: Clerk**

Once the work is finish Lappsett will issue a completion certificate and ROSPA will make another check in 6 months. Staffordshire Environmental Fund says they will require publicity through signage. A parish council disclaimer is also required. The Clerk was asked to inform our insurers to ensure the new equipment is covered.

**Action: Clerk**

Cllr. Spencer reminded the meeting that a prohibition of dogs sign would be required for the second gate. He will speak to ESBC about this.

**Action: Cllr. Spencer.**

Cllr. Oakley asked when the work would be completed, as he will need to inform our grass-cutting contractor. Mrs Boothby said that the old turfs will be used and some re-seeding done too. The dog control map issued by ESBC does not cover the whole play area; the part missing is the toddler area. The Clerk was asked to speak to ESBC about getting a revised map.

**Action: Clerk.**

## 13. **Clerks Report**

The Clerk reported on the following:

Finances:

Account Balances –

Current account - £1587.50

Initials:

Reserve account - £15745.15  
Grants account – £301.86  
Tinks Croft account – £6,582.55

Accounts for payment –

1. Clerk Salary - £185.14 & Expenses: - £46.39 (Total £231.53)
2. School hall hire – 3 mths - £54.00
2. LCR – subs - £13.50
3. Webtech Design – 2 years internet subs - £46.99
4. Aon – additional insurance for footbridge - £16.62
5. Tremendous estate care – grass cutting – 2 cuts - £360.00
6. Mrs. V. Boothby – timber obtained for Play Park - £55.65

Payments received –

A small amount of Interest – 12p

Monies to be paid into Bank - VAT reclaim of £1,183.11 plus £337.50 – lengthsmans payment – street cleaning

Correspondence Received:

- i) Aon Insurance.
- ii) Michelle O'Dell re school hall hire. The Clerk read an email from the head teacher stating that the invoice was purely for the costs incurred in opening the room for parish council use. It was agreed to pay this account but the Clerk was asked to reclaim the amount from ESBC as it is understood that a meeting room must be provided free of charge for council meetings.  
**Action: Clerk**
- iii) SCC re bridge works
- iv) Trent and Dove re floating support services.
- v) SPCA – training schedule.
- vi) Email from Mr Rae re land off Hollybush Road – dealt with under item 6 above.
- vii) Wildplay sessions – Vicki Boothby offered to liaise with Wildplay.
- viii) John Taylor – presentation evening – donation request. It was agreed to donate £25.00
- ix) Tomkinson and Teal – accounts.
- x) ESBC – planning committee – tonight.

All other items were placed in the circulation file.

Correspondence sent:

- i) Tim Corbett to thank him for grant.
- ii) To unsuccessful candidates.
- iii) Grant application – CDC fund at ESBC.
- iv) Andrew Litchfield to invite him to join PC.
- v) Mr Dutton – chairman of Staffs environmental Fund.
- vi) Numerous e-mails.

**14. Approval of 2009/2010 Financial Accounts**

The balance sheet for 2009/10 had previously been circulated. The audited account had been collected today from our internal auditor Mr. Teal at Tomkinson and Teal in Lichfield. There were no questions raised relating to the figures and it was proposed by Cllr. Macpherson and seconded by Cllr. Prince that the accounts be adopted. The Clerk was asked to complete the audit return and send off to the Audit Commission.

**Action: Clerk**

**15. Go-pack chairs sale:**

Cllr. Oakley said there was nothing further to report.

**Action: Cllr. Oakley**

Initials:

**16. Councillors Report:**

Cllr. Nelson said that Highways had attended to the flooding problem in Hollybush Road with a new gully and pipe installed. Yoxall Road will be attended to soon.

Cllr. Macpherson said that the meeting of the parish plan committee was to be on 26<sup>th</sup> May.

Cllr. Prince said that some copingstones on the Elton Close bridge had been damaged. Cllr. Nelson said that they had been reported and were on a list to be done by Highways.

There being no further business the meeting was closed at 8.55pm.

The date of the next meeting is on  
Monday 7<sup>th</sup> June 2010 at **7.30pm** in the school hall.

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