

FORSBROOK PARISH COUNCIL

MINUTES OF COUNCIL MEETING HELD ON MONDAY 16TH DECEMBER 2013 AT BLYTHE BRIDGE AND FORSBROOK VILLAGE HALL.

MEMBERS PRESENT: Councillor Mrs. G. Burton (Chairman),
Councillor J. W. Burgess,
Councillor J. W. Cornwall,
Councillor Miss S. Farr,
Councillor Mrs. C. R. Hopley,
Councillor P. Jones,
Councillor Miss J. P. Morris,
Councillor A. J. Mould,
Councillor Mrs. P. Shufflebotham,
Councillor Mrs. N. A. Stanier,
Councillor A. E. Wilson,
Councillor B. Yates.

IN ATTENDANCE: Residents (4),
Mrs. C. J. Snape (Clerk).

1. APOLOGIES FOR ABSENCE.

Apologies were received from County Councillor W. Day and Councillor F. J. Hopley.

2. DECLARATIONS OF INTEREST.

Item	Member declaring interest	Nature of interest
SCC Rights of Way Issues	Councillor Mrs. P. Shufflebotham	Personal – Daughter employed by SCC in the Rights of Way Department.
SCC Highway Issues Tesco	Councillor P. Jones	Personal – SCC Highway Officer Mary Anne Raftery personal friend. Personal – employee of Tesco.
Foxfield Steam Railway	Councillor A. J. Mould	Personal – volunteer at Foxfield Railway.

3. OPEN SESSION.

Standing Orders were suspended.

3.1 Residents Issues.

3.1.1 Mrs. June Bassett thanked Council members for all their efforts and hard work throughout 2013.

3.1.2 Tesco Express, Uttoxeter Road, Blythe Bridge.

Residents felt that there has been an improvement in congestion and highway safety since the contractors have moved off site. However, there was still concern as to the safe movement of delivery vehicles on site, which needs to be carefully monitored.

3.1.3 Resiting of litterbin in Grindley Lane, Blythe Bridge.

Grindley Lane is in Fulford Parish Council (Stafford Borough Council) and not Forsbrook Parish Council (Staffordshire Moorlands District Council).

3.1.4 Dog Fouling/discarded car seat - Uttoxeter Road/Wesley Street, Blythe Bridge.

Clerk to report these two issues to Staffordshire Moorlands District Council.

3.2 County Council Report.

In the absence of County Councillor W. Day there was no report.

Standing Orders were reinstated.

4. INFORMATION AND REPORTS FROM REPRESENTATIVES ATTENDING 'OUTSIDE' MEETINGS.

4.1 Parish Assembly Meeting – 12th December 2013.

Chairman Councillor Mrs. G. Burton, Councillor Miss S. Farr and Councillor A. J. Mould attended the above meeting. Minutes from the meeting will be sent to the Parish Council in due course.

4.2 Councillor John Burgess reported that he had recently attended Staffordshire Parish Councils Association Executive Meeting, which in the main had concentrated on the Chairman's Report, Financial Statement and nominations. He said that he had been nominated to serve on the C.P.R.E. committee and had been duly elected.

5. DRAFT MINUTES OF: Council Meeting of 18th November 2013.

RESOLVED:

➤ **To approve and sign the minutes.**

6. MATTERS ARISING FROM MINUTES.

6.1 Minutes dated 18th November 2013 – Page 86 – Agenda item 11.2 – subject: Overgrown hedge adjacent to The William Amory Primary School.

Councillor P. Jones reported that the hedge had been cut but there were still branches at head height, which were causing a nuisance to people waiting at the bus stop. Chairman Councillor Mrs. G. Burton said she would ask the school to carry out an inspection.

7. CLERK'S REPORT.

7.1 Agenda enclosures, correspondence outgoing and emails not detailed as separate agenda items were noted.

7.2 Meetings.

There were no meeting dates to note.

7.3 The following circulation material was received and noted:

- Rural Services Network Online (Note: Newsletters available on: <http://www.rsnonline.org.uk/news>).
- Staffordshire Wildlife Trust – November 2013 E-News.
- Staffordshire Wildlife Trust - Autumn/Winter 2013 Magazine.

8. CORRESPONDENCE:

8.1 Wicksteed Leisure Limited – subject: Play Inspection Report.

Chairman Councillor Mrs. G. Burton reported on the issues identified (shown in italics) at the recent play inspection which were considered of low and medium risk and advised on the action taken by Council as follows:

Medium Risk (equipment as detailed below) - requiring appropriate action within resources and individual site assessment. The equipment should be safe for use and must be considered in relation to detailed knowledge of the site.

Timber Team Swing on Black Wetpour.

Recommend missing nuts on shackles at top of chains be replaced as soon as possible. Recommend loose rubber edging around seat be refixed to prevent the insertion of foreign objects etc.

Action: Playdale Playgrounds Limited has carried out repairs.

Bark Surface.

Monitor and maintain the bark depth at a minimum 300mm. Remove any weed growth and deep rake regularly to ensure even distribution and the removal of foreign objects including animal faeces. Displacement of bark under areas of movement may reduce impact attenuation properties.

Action: Work already scheduled to be carried out by Town and Country Services.

Free Standing Basketball Goal on Tarmac.

Generally satisfactory, but note that this item is situated in car parking area. Gates to car parking area MUST be kept locked when basketball goal is in use. Customer has a sign, which prohibits use of basketball goal when area is in use for car parking (usually Sunday mornings).

Action: Noted.

Low Risk (equipment as detailed below) - items which are considered safe and require monitoring only as part of regular inspection procedures.

Turnstile Roundabout on Safety Tiles.

Monitor small gaps in tiles for potential trip hazards. Manufacturer recommends that bearings are greased annually. This should be included in regular maintenance programme.

Action: Noted.

Elephant Spring Mobile on Safety Tiles.

Recommend spring base fixings are tightened as required. Inspector was unable to tighten fixings at the time of inspection due to corrosion. Recommend WD40 is used to release and tighten fixings (10mm allen key required).

Action: Work already carried out by Wicksteed Leisure Limited.

Little Bo Peep Multiplay Unit on Safety Tiles.

Wood rot evident on one timber slat on bridge. Recommend slat be replaced. One slat has been replaced within the last 12 months.

Monitor small gaps in tiles for potential trip hazards.

Monitor minor damage to timber edging around tiles opposite run-out section of slide chute.

Action: Replacement wooden slats have been ordered from Wicksteed and repair work will be carried out early in 2014.

Tiles and safety edging will be monitored.

Trim Trail.

Monitor ground erosion for slip/trip hazards and reduced impact attenuation. Rework as required. Customer has safety grass mats in store, which may be used below overhead ladder.

Action: Town and Country Services will monitor this and rework as necessary.

Health Walker on Safety Grass.

Recommend missing label, giving instructions for use, is replaced.

Action: Replacement instructions have been ordered and received and will be affixed when weather suitable.

2 x Five a Side Football Goals.

Generally satisfactory but consideration should be given to installing fencing between Playing Field and adjacent brook. Note that safety grass matting is not recommended for use in football areas.

Action: Noted.

2 x Senior Football Goals.

Monitor security of ground fixing. Slight movement evident at time of inspection. Recommend ground maintenance as required to reduce trip hazards at areas of ground erosion.

- 8.2 Blythe Bridge and Forsbrook Historical Society – subject First World War 1914.

Minutes from meeting held on 24th July 2013 were received and noted.

It was also noted that it is now the intention to remember those who went to war by church services, planting of trees at the Arboretum and Forsbrook Parish Cemetery, historical photograph displays and the compiling and printing of a book following the research into the names on local cenotaphs and war memorials. Ideas for celebrating the ending of the war to be discussed at a later stage.

- 8.3 Staffordshire County Council – subject: New web tool – www.roadworks.org.

It was noted that Staffordshire County Council has launched the above new roadworks web tool that has made information on current and planned roadworks free and accessible to everyone.

- 8.4 NALC Chairman Briefing – subject: Council Tax Benefit Support Grant.

Details of the concerns highlighted to CLG Minister Brandon Lewis MP and Shadow Local Government Minister Andy Sawford MP were received and noted. Town and Parish Councils will be kept fully informed of developments.

Chairman Councillor Mrs. G. Burton reported that Staffordshire Moorlands District Council is writing to all Parish/Town Councils to let them know the amount of grant they will be getting.

- 8.5 Staffordshire Parish Councils Association – subject: SPCA Subscriptions 2014.

It was noted that the SPCA membership fee for 2014 will be £596.00.

- 8.6 North Staffordshire Community Rail Partnership – subject: New Website.

It was noted that www.northstaffsrail.org.uk is the new website of North Staffordshire Community Rail Partnership

- 8.7 Owl Online Watch – subject: Crime Incidents/Alerts.

Details of the above were noted.

- 8.8 Staffordshire County Council – subject: Watchdog Alerts.

Details of the latest Scams/Warnings in the area were noted.

- 8.9 Staffordshire Parish Councils' Association – subject: Weekly Updates/NALC Briefings on various issues.

The above documents were noted.

8.10 To receive and note general correspondence and to agree action as required.

8.10.1

Miss Lorna Gould, Times & Echo – subject: Press attendance at Forsbrook Parish Council Meetings.

Chairman Councillor Mrs. G. Burton read the following letter received from the above:

“Could you please, on my behalf, inform members of Forsbrook Parish Council that it is unlikely that I will be able to attend your meetings in my capacity as a reporter in the near future. Sadly, due to the redistribution of duties I will be covering a slightly different patch from now on and unfortunately I expect this will clash with meetings at Forsbrook.

I would like to take this opportunity to thank you Christine for your help in answering my many queries over the years and helping me to keep uptodate with parish news.

Please pass on my regards to all members of the Parish Council. I continue to work from the office at Cheadle and if I can be of assistance in the future with the publicity of events or by highlighting matters causing concern within the local community please do not hesitate to contact me.”

The clerk was requested to officially acknowledge the letter and to wish Miss Gould all the best in her new role and to thank her for her excellent press coverage when reporting on issues in Forsbrook.

8.10.2

Draycott Potter Football Club – subject: Cleanliness of Changing Rooms.

Chairman Councillor Mrs. G. Burton reported that the clerk had again needed to write to both football teams regarding the cleanliness of the changing rooms. A letter of apology has been received from the above, which she read to members:

“On behalf of Draycott Potters FC I wish to apologise for the state the changing rooms were left in recently. We have now got a rota system in place and the players are aware of the consequences. Should this not work then we shall be looking to get a regular cleaner. I have put extra notices up asking players not to take balls and shoes into the changing rooms and the people involved in our club are now aware that the heaters are not to be touched and they do usually check that the water is turned off. Our last game for this year is at home on Sunday 15th December. If the clothing in the home dressing room is still there on Sunday I shall remove same, hold until after Xmas then dispose of this if nobody claims it.

We would take this opportunity to assure the Parish Council that we do appreciate the facilities available.”

8.10.3

General:

There was no additional correspondence to note.

Email Exchanges:**Subject:****Subject:**

Blythe Bridge & Forsbrook Historical Society	Thank you for support.
Leaflets Limited	Printing of Parish newsletter.
Staffordshire Moorlands District Council	Press release re: Neat & Tidy Event.
Your Moorlands	Water discharging on to footpath.
Blythe Bridge Medical Centre	DeFib.
Wicksteed Leisure Ltd.	Invoice for safety surfacing to Surfboard.
SMP Limited	Instruction sign for Sky Stepper.
Staffordshire Police – Local Officers	Parking and highway safety concerns.
County Councillor Day/Local Police Officers	Parking of vehicle on grass verge – Cheadle Road, Forsbrook.
County Councillor W. Day	Funding for Blythe Bridge and Forsbrook Historical Society.
Staffordshire County Council (Rights of Way)	Overgrown hedge on footpath 2.
Staffordshire County Council	Highway Defect Reports: Blocked drain adjacent to 52 Cheadle Road, Forsbrook; Footway surface adjacent to Shoetime, Uttoxeter Road, Blythe Bridge; Sunken drain – Uttoxeter Road, Blythe Bridge (between Blythe Bridge and Forsbrook Village Hall and The Black Cock); Footway surface – Brookgate and Eastbank Ride, Forsbrook.

Note: All correspondence/documents were available to view on the evening of the Council Meeting or by prior arrangement with the clerk.

9. PLANNING.

9.1 Planning Applications:

SMD/2013/0873 – 59 Uttoxeter Road, Blythe Bridge – first floor rear extension over existing ground floor room.

RESOLVED:

- **To raise no concerns providing the scale and design are acceptable and that the privacy of neighbours is not compromised.**

SMD/2013/1108 – 6 New Close Avenue, Forsbrook – two-storey extension to side.

RESOLVED:

- **To raise no concerns providing the scale and design are acceptable and that the privacy of neighbours is not compromised.**

9.2 Planning Approvals:

The following planning approvals were noted:

SMD/2013/1013 – 274 Uttoxeter Road, Blythe Bridge – demolition of two existing dilapidated garage units and construction of a new single replacement garage structure.

9.3 Planning Refusals:

There were no planning refusals to note.

9.4 Planning matters.

Signage at Heath House Farm, Forsbrook.

It was noted that Staffordshire Moorlands District Council Enforcement Department has decided to take no further action as they consider the signage in question to have an acceptable impact on amenity and public safety.

10. CEMETERY:

10.1 Cemetery Report.

Councillor Mrs. P. Shufflebotham, Chairman of the Cemetery Committee asked members to consider tree planting in the new cemetery development. It was **agreed** to discuss this at the next Cemetery Committee meeting.

10.2 Cemetery Issues.

Councillor A. J. Mould reported that the cemetery entrance gate had become unlatched and was opening on to the highway.

The clerk said she would check that the gate was secure.

11. ENVIRONMENT:

11.1 Environment Report.

Chairman Councillor Mrs. G. Burton (Chairman of the Environment Committee) said she had no issues to report other than agenda item 11.2.1.

11.2 Environment Issues.

11.2.1 Changing Rooms – Improvement Work.

Chairman Councillor Mrs. G. Burton asked members to consider the following.

“When we agreed to consider extending the changing rooms it was on the understanding that we would be able to obtain funding. It is now quite clear that this is not possible due to the economic situation although several funding sources have been approached. SMCVS has also confirmed that there is no funding available for this type of project. The changing rooms are now in need of refurbishment and Council is not in the financial position of making the necessary improvements as well as covering the cost of the extension. The present planning approval runs out in February and an extension will only be considered for a further three years. We now need to consider whether to fund

the extension ourselves with increased overheads such as heating and salary costs for a cleaner. In these times of austerity with predicted financial constraints for at least the next five years we also have to consider if an extra room for hire within the extension is a necessity given that there are other hiring facilities within our

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ward. Our own Parish Council has less committee meetings now as most issues are discussed at our monthly Parish Council meetings.

I therefore propose that our priority is the refurbishment of the changing rooms, new fencing and installation of CCTV and that we do not request an extension to our current planning approval.

The clerk has a list of contractors who have previously done work for the Council that she can approach for estimates for the refurbishment work. Members may also want to consider having tarmac and not grass in the changing room compound which would reduce the cost of maintenance and which could be carried out at the same time as the installation of the fencing. Wrights Landscapes have previously done excellent work at the Cemetery for the Parish Council as well as being on Staffordshire County Council's approved list of contractors."

Members **AGREED** not to apply for an extension to the planning approval but to proceed with the refurbishment work.

11.2.2 Environment Issues reported.

Issue	Action
Mount Road, Blythe Bridge – Wind damage uprooting tree and causing damage to electricity column.	Staffordshire County Council attended to the removal of the tree and arranged for the necessary electricity column repairs. It was noted that both Staffordshire County Council and local Police Officers attended to the situation very quickly.
Forsbrook Primary School – Geography project.	Council will be receiving a letter from the school inviting the Chairman to attend the school to answer questions relating to the Recreation Ground and play equipment.
Blythe Bridge Shop forecourts – litter, debris and footway surface.	This is private land over which Staffordshire Moorlands District Council has no control.
The Avenue, Blythe Bridge – parking permits.	Chairman Councillor Mrs. G. Burton said that for parking permits to be considered everyone in the road must agree and there are cost implications to consider.
Signal Pedestrian Crossing, Uttoxeter Road, Blythe Bridge.	Staffordshire County Council has been requested to check that the length of time the lights stay on red is acceptable and meets current guidelines.

<p>Christmas Lights – Blythe Bridge and Forsbrook.</p>	<p>Chairman Councillor Mrs. G. Burton said that Forsbrook Parish Council provide a Christmas tree and lights in the centre of the village. Businesses would need to be invited to consider displaying outdoor Christmas trees/lights. She said that she would check with members of Checkley Parish Council to see what arrangements are made in Tean. The clerk suggested this be discussed at an Environment Committee meeting.</p>
<p>Uttoxeter Road, Blythe Bridge – overgrown hedge between Millbrook Gardens and the entrance to Blythe Bridge Library/Police Station.</p>	<p>Clerk to report to Staffordshire County Council Highway Defects Department.</p>
<p>Butchers Arms, Cheadle Road, Forsbrook – parking problems.</p>	<p>Clerk to report to local Police Officers.</p>
<p>Tesco Express, Uttoxeter Road, Blythe Bridge – delivery vehicle parked adjacent to the Post Office causing an obstruction because it was unable to enter site.</p>	<p>Situation to be monitored. County Councillor B. Yates asked if there was any restriction on the size of delivery vehicles allowed on site? Clerk to request County Councillor W. Day to arrange for a Highway Officer to visit site and report back.</p>
<p>Youth Club Provision.</p>	<p>Youth facilities are provided three nights a week at The Egerton Centre as well as a Church Youth Club on Friday evenings. Staffordshire County Council is due to make a decision on the provision of youth facilities throughout the County in January 2014.</p>
<p>Brookgate, Forsbrook – potholes.</p>	<p>Clerk to again report to Staffordshire County Council Highway Defects Department.</p>
<p>Uttoxeter Road, Blythe Bridge – sunken BT manhole cover.</p>	<p>Staffordshire County Council is already dealing with this and have been reminded that the repair work identified in May 2013 has not yet been carried out.</p>
<p>Uttoxeter Road, Blythe Bridge – litterbin base damaged.</p>	<p>Clerk to report to Staffordshire Moorlands District Council.</p>
<p>Uttoxeter Road, Blythe Bridge – parking bays.</p>	<p>Chairman Councillor Mrs. G. Burton said that she was on the Joint Parking Board with County Councillor W. Day and would again bring up the removal of the parking bays. The last Joint Parking Board meeting was cancelled and is rescheduled for January</p>
<p>Cheadle Road/junction with Portland Drive, Forsbrook – damaged bus stop sign.</p>	<p>Clerk to report to Staffordshire County Council Highway Defects Department.</p>

12. FINANCE:

12.1 Bank balance.

It was noted that the bank balance as at 30th November 2013 was:

Community Direct Account	110381.40
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12.2 December 2013 accounts.

The following cheques were presented for payment.

Cheque No.	Supplier	Net	VAT	Gross
401307	Town & Country Services	567.00	113.40	680.40
401308	PED Bailey	390.00		390.00
401309	SMDC	384.00	76.80	460.80
401310	Broker Network Ltd.	35.92		35.92
401311	Playdale Playgrounds Ltd.	741.43	148.29	889.72
401312	Wicksteed Leisure Ltd.	71.00	14.20	85.20
401313	Christine J. Snape	1021.40		1021.40
401314	HM Revenue & Customs	813.70		813.70
401315	Christine J. Snape	95.67	3.25	98.92
DD	British Telecom	113.94	22.79	136.73
DD	Eon.	50.00		50.00
Total		4284.06	378.73	4662.79

RESOLVED:

- **To approve payment of December 2013 accounts.**

12.3 Precept 2014/2015.

It was **RESOLVED** to keep the level of precept for 2014/2015 the same as 2013/2014 - **£46000**.

The meeting concluded at 8.45pm.

Clerk to the Council

Chairman