

## **FORSBROOK PARISH COUNCIL**

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### **MINUTES OF COUNCIL MEETING HELD ON MONDAY 21<sup>ST</sup> OCTOBER 2013 AT BLYTHE BRIDGE AND FORSBROOK VILLAGE HALL.**

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

**IN ATTENDANCE:** County Councillor W. Day,  
Residents (4),  
Mrs. C. J. Snape (Clerk).

#### **1. APOLOGIES FOR ABSENCE.**

Apologies were received from Councillor Mrs. J. P. Morris, Councillor Mrs. N. A. Stanier, Councillor J. W. Cornwall, Councillor F. J. Hopley and Councillor P. Jones.

#### **2. DECLARATIONS OF INTEREST.**

<b>Item</b>	<b>Member declaring interest</b>	<b>Nature of interest</b>
SCC Rights of Way Issues	Councillor Mrs. P. Shufflebotham	Personal – Daughter employed by SCC in the Rights of Way Department.
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 Caverswall Road – flooding issues.**

County Councillor W. Day said that Staffordshire County Council was aware of the issues with regard to collapsed drains and structural maintenance work is scheduled to be carried out. He urged all residents to continue reporting any highway defect problems to Staffordshire County Council either by email or the free phone telephone number as well as reporting directly to him.

The clerk said she would request Staffordshire County Council Highway Defects to undertake drain clearing in Caverswall Road and Caverswall Old Road.

3.1.2 Heath House Farm – signage.

The clerk advised that planning permission is required for the signage and Staffordshire Moorlands District Council planning department has asked them to submit a retrospective planning application.

3.2 County Council Report.

County Councillor W. Day reported that he is presently concentrating efforts on adult services/care facilities because he has concerns with the provision of these services in the future. He asked that if anyone has any knowledge of people with disabilities or carers who have concerns or were experiencing problems to let him know as he would be quite willing to arrange a one to one meeting with them.

**Standing Orders were reinstated.**

**4. INFORMATION AND REPORTS FROM REPRESENTATIVES ATTENDING ‘OUTSIDE’ MEETINGS.**

4.1 Parish Assembly Meeting – 19<sup>th</sup> September 2013.

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

**5. DRAFT MINUTES OF: Council Meeting of 16<sup>th</sup> September 2013.**

**RESOLVED:**

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

**6. MATTERS ARISING FROM MINUTES.**

Minutes dated 16<sup>th</sup> September 2013 – page 65 – agenda item 11.2.3 re advertising boards.

The following response from Staffordshire Moorlands District Council’s Community and Enforcement Officer David Smith was noted:

*“Unless they are particularly large, outdoor advertising consent wouldn’t normally be required. It’s largely an issue for the Highways Authority because the main problem is an obstruction of the highway (assuming that they are on the highway). The County produced a guide to dealing with A-Boards some time ago but I believe that very few districts signed up to it. SMDC didn’t sign-up. A-Boards can be quite a problematical issue to deal with.”*

**7. CLERK'S REPORT.**

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

## 7.2 Meetings.

The following meeting dates were noted:

- Parish Assembly Meeting – 12 December, 2013. Reminder, agenda etc. will be forwarded nearer to the date.
- Staffordshire Wildlife Trust – Half Term Activities:  
Monday 28<sup>th</sup> October – 10am-12noon, Longton (Queens) Park and 2pm-4pm, Hanley Park.  
Wednesday 30<sup>th</sup> October – 10am-12noon, Burslem Park and 2pm-4pm, Tunstall Park.  
Thursday 31 October – 10am-12noon, Hem Heath Woods, Trentham.  
Saturday 26<sup>th</sup> October and Sunday 3<sup>rd</sup> November – Halloween themed trail – Wesport Lake Visitor Centre, Westport Lake Road, Tunstall. (More information from Claire Williams on 07854 532400).
- Staffordshire County Council – Superfast Staffordshire Broadband Champions Event – 22<sup>nd</sup> November 2013 from 14.00 to 16.00 hours at St. George's Park, Needwood, DE13 9PD. Event registration is by invitation only. Register with your email address to attend this event.
- SPCA – Chairmanship Skills Training Courses – Module 1 – 18<sup>th</sup> November 2013/Module 2 – 25<sup>th</sup> November 2013 - 7.00-9.00pm at Rudyard Suite, Staffordshire Place One, Tipping Street, Stafford. Cost £20.00 for the first delegate and £15.00 for the second delegate (each module).

## 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 – E-news July 2013.
- Public Sector Mapping Agreement.
- Staffordshire County Council – Newsletter re Superfast Broadband.
- East Midlands Trains – North Staffordshire Community Rail Partnership Newsletter.
- Office of the Police and Crime Commissioner – Update.
- Do You Feel Safe – Partner Promotion Pack – ([www.staffordshire-pcc.gov.uk/feelingsafe](http://www.staffordshire-pcc.gov.uk/feelingsafe)).
- Staffordshire County Council - Newsletter of the Staffordshire Archives and Heritage Service.
- Came & Company – Autumn 2013 Newsletter.
- NALC – Local Councils Explained.

## 8. CORRESPONDENCE:

- 8.1 Staffordshire Moorlands District Council – subject: Notice of consultation on the Draft Churnet Valley Masterplan Supplementary Planning Document (SPD) dated September 2013.

It was noted that the above consultation period is 30<sup>th</sup> September to 11<sup>th</sup> November 2013. Representations should be made on the District Council's representation form and sent to:

Freepost RRLJ-XCTC-JBZK, Regeneration Manager, Staffordshire Moorlands District Council, Moorlands House, Stockwell Street, Leek, ST13 6HQ (No stamp needed) or by email to: [forward.plans@staffsmoorlands.gov.uk](mailto:forward.plans@staffsmoorlands.gov.uk).

Copies of a summary leaflet, which explains more about the Draft Churnet Valley Masterplan are available to interested members.

It was also noted that a letter has been received from the Churnet Valley Conservation Society asking Parish Councils to consider how the proposals in the Masterplan will affect the area.

- 8.2 Playdale Playgrounds Limited – subject: Quotation for repairs to the zip wire ramp and team swing.

It was noted that the cost to repair the above is £741.43.

**Agreed** – for the repairs to be carried out as soon as possible.

- 8.3 The National Association of Local Councils – subject: Call for Written Evidence – Joint Committee on Draft De-Regulation Bill.

Details of NALC’s response to the above were made available to members.

- 8.4 Staffordshire Parish Councils Association – subject: Annual General Meeting on 2<sup>nd</sup> December 2013.

It was noted that forms are now available should Parish Council members wish to put forward any motions for debate at the above AGM.

- 8.5 Faye Lambert, North Staffordshire Community Rail Partnership Officer – subject: Blythe Bridge Railway Station.

It was noted that North Staffordshire CRP and station volunteers for the Crewe-Stoke-Derby route (North Staffordshire Line) have been awarded first in two categories at the national Community Rail Awards event held on 27<sup>th</sup> September 2013.

Chairman Councillor Mrs. G. Burton said that all the volunteers did a wonderful job and proposed that congratulations be officially sent from Forsbrook Parish Council to the Community Partnership Officer Faye Lambert.

**Agreed.**

- 8.6 Forsbrook Primary School – subject: Firework Display on 4<sup>th</sup> November 2013.

It was noted that Councillors are invited to the above event. Complimentary passes can be organised to any members who are interested.

Several Council members said they would be attending but preferred to pay for their tickets as the revenue raised supported the local primary school.

- 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.

**General:**

Staffordshire Moorlands District Council

Staffordshire County Council (Communities Means Business Funding Programme)

**Email Exchanges:**

Playdale Limited

Wicksteed Leisure Limited

DT Leisure Limited

Staffordshire Parish Councils Association

Staffordshire Moorlands District Council

Councillor Robert Pritchard

Came & Company

Community Police Officers

Staffordshire County Council (Rights of Way Dept).

Staffordshire County Council

Staffordshire Moorlands District Council  
Severn Trent Water

**Subject:**

General Planning Training Session – 10<sup>th</sup> October 2013.

(Note: All Councillors advised of this).

Application documents.

**Subject:**

Quotations for new play equipment.

Quotations for new play equipment.

Quotations for new play equipment.

Chairman's contact details.

Dog Fouling stencilling on footpath 5a.

Watchman – Freedom of the Parish.  
Long Term Agreement for insurance.

Vehicle parked on grass verge adjacent to 80 Cheadle Road, Forsbrook and untaxed vehicle parked on highway, Cheadle Road, Forsbrook;

Damage to footbridge, Well Street, Forsbrook.

Damage to footbridge, Well Street, Forsbrook

(Note: This has now been repaired).

Highway Defects Report.

Damage to pedestrian crossing post – Uttoxeter Road, Blythe Bridge.

Fly tipping – Caverswall Old Road.

Disposal of cooking oil down drain.

(Note: Also reported to SMDC Environmental Heath).

**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:

Chairman Councillor Mrs. G. Burton briefed members on issues included in the documents, which accompanied some of the planning applications, details of which are shown in italics.

00925/FUL – land fronting Draycott Old Road, Forsbrook – construction of detached dwelling.

*Outline planning permission was granted against application 12/00734/OUT. The above application seeks to construct a single detached family residence. The new dwelling will be set in a larger than average plot of 750 square metres, sitting on the corner of an established street frontage. The accommodation comprises of lounge, kitchen and study on the ground floor, four bedrooms and a bathroom on the first floor with a further bedroom and dressing area within the roof space. The layout has been influenced by the requirement to provide suitable parking to the site.*

*Account has been taken of the need to avoid impacting upon the residential amenity and privacy of the adjoining dwellings on Draycott Old Road, together with maximising the distance to the adjacent water course and public sewers running through the plot.*

*Due to issues raised in the Flood Risk Assessment the finished and provision of safe access and egress routes from the property would also be recommended for the revised scheme.*

**RESOLVED:**

- **To raise no concerns providing the scale and design are acceptable, that the privacy of neighbours is not compromised and that all measures have been taken with regard to eliminating any flooding potential.**

01012/FUL – 274 Uttoxeter Road, Blythe Bridge – demolition of two existing dilapidated garage units and construction of a new single replacement garage structure.

**RESOLVED:**

- **To raise no concerns providing the scale and design are in keeping, that the privacy of neighbours is not compromised and that the structure is for domestic garage purposes only.**

00937/FUL – 2 Caverswall Road, Blythe Bridge – retrospective permission for erection of wooden single storey extension at side of 2 Caverswall Road, that fronts a highway to be used only as a shed.

**RESOLVED:**

- **To raise no concerns with regard to this retrospective application providing the design and build are suitable in this highway location. To also point out that the correct address for this application is 299 Uttoxeter Road, Blythe Bridge and not 2 Caverswall Road, Blythe Bridge.**

9.2 Planning Approvals:

The following planning approvals were noted:

00752/ADV – Duke of Wellington, 305 Uttoxeter Road, Blythe Bridge – installation of shop front and front access ramp.

00754/ADV – Duke of Wellington, 305 Uttoxeter Road, Blythe Bridge – display of externally illuminated advertisement signage for building and car park.

00833/HNT – 120 Chapel Street, Forsbrook – single storey rear extension (Permitted Development).

00743/FUL – 14 Chapel Street, Forsbrook – demolishing existing single storey flat roof building and erection of a two storey/single storey extension to side of existing dwelling.

### 9.3 Planning Refusals:

There were no planning refusals to note.

### 9.4 Planning matters.

It was noted that David Gartside has lodged an appeal against the planning refusal to improve existing agricultural/horticultural access drive inclusive of parking and turning area on land adjacent to Thornley, Boundary Road, Boundary (Planning references 00023/FUL and 00032/FUL refer).

## 10. CEMETERY:

### 10.1 Cemetery Report.

Councillor Mrs. P. Shufflebotham, Chairman of the Cemetery Committee said that she had no matters to report.

### 10.2 Cemetery Issues.

10.2.1 – Letter from family of cremated remains plot CR20 concerning overgrown hedge.

#### **Agreed:**

For the hedge to be cut right back and for regular maintenance to be carried out annually.

## 11. ENVIRONMENT:

### 11.1 Environment Report.

11.1.1 Official Launch Event of Jubilee Gardens and new play equipment – 25<sup>th</sup> September 2013/New CMB funding bid opportunity.

Chairman Councillor Mrs. G. Burton thanked everyone who helped and supported the Parish Council with the above successful event and said that visitors were very impressed.

Following on from the successful funding we received from the Communities Mean Business programme she said that she was pleased to report on further funding of £6000.00 which we have received from them after a presentation given by the clerk and myself on 26<sup>th</sup> September, 2013. This will part fund more play equipment – Aerotilt, Gravity Bowl, Fun Ball and Surfboard and also two picnic tables and benches, which will be sited in the Jubilee Gardens.

She thanked the clerk for putting the funding bid together at short notice.

#### 11.1.2 Play Equipment Inspection by Wicksteed Leisure.

The annual play equipment accompanied inspection will be undertaken in November/December 2013.

#### 11.1.3 Moorlands together Neat and Tidy Event – Monday 4<sup>th</sup> November 2013 commencing at 10.00am – meeting in Bridgwood Road, Blythe Bridge.

Councillors were invited to join the above. The event will concentrate on footpath 12 and Moorlands Housing, Staffordshire County Council's Neighbourhood Highway Team and Staffordshire Moorlands District Council Environment Department will all be taking part. Overgrowth on the footpath will be cut back and litter collected.

### 11.2 Environment Issues.

Issue	Action
Dog Fouling on the play area/recreation ground – could this be solved by a bye law/dog control order to keep dogs on leads?	Staffordshire Moorlands District Council is in the final stages of implementing dog control orders to exclude dogs from the fenced in children's play area and Forsbrook Cemetery. Parish Councils can implement Bye Laws but need to carefully consider costs and procedures for enforcing them.
Footpath – linking Uttoxeter Road to Elmwood Drive, Blythe Bridge.	It was noted that the overgrown hedge has now been cut back.
Sunken BT Manhole – Uttoxeter Road, Blythe Bridge near junction with Grindley Lane.	To again report to Staffordshire County Council Highways Defects Department.
Leaning wall – Caverswall Road, Blythe Bridge.	To report to Staffordshire County Council Highway Defects Department.

## 12. FINANCE:

### 12.1 Bank balance.

It was noted that the bank balance as at 30<sup>th</sup> September 2013 was:

Community Direct Account	129532.25
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## 12.2 October 2013 accounts.

The following cheques were presented for payment.

<b>Cheque No.</b>	<b>Supplier</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>
402268	Arch (North Staffs) Limited	50.00		50.00
402269	British Red Cross	100.00		100.00
402270	Cheadle Citizen Advice Bureau	150.00		150.00
402271	Cheadle Home Link	100.00		100.00
402272	Cheadle & District Animal Welfare	100.00		100.00
402273	Community Council of Staffordshire	50.00		50.00
402274	CPRE	50.00		50.00
402275	Donna Louise Trust	100.00		100.00
402276	Douglas Macmillan Hospice	100.00		100.00
402277	Stone & District First Responders	100.00		100.00
402278	Marie Curie Cancer Care	100.00		100.00
402279	Mencap	100.00		100.00
402280	Royal British Legion	100.00		100.00
402281	Samaritans	100.00		100.00
402282	Savana	100.00		100.00
402283	St John Ambulance	100.00		100.00
402284	Staffordshire Wildlife Trust	50.00		50.00
402285	Victim Support	50.00		50.00
402286	Women's Royal Voluntary Service	100.00		100.00
402287	Longton Central Hall Marching Band	250.00		250.00
402288	Royal British Legion (Poppy Wreaths)	66.50		66.50
402289	Marmax Products Limited	830.00	166.00	996.00
402290	Premier 1 (U.K.) Ltd.,	437.50	87.50	525.00
402291	D. T. Leisure (UK) Limited	490.00	98.00	588.00
402292	PED Bailey	230.00		230.00
402293	Staffordshire Moorlands District Council	691.20	138.24	829.44
402294	Grant Thornton UK LLP	300.00	60.00	360.00
402295	Christine J. Snape	1021.60		1021.60
402296	Christine J. Snape	326.23	5.17	331.40
402297	Town & Country Services	1204.00	240.80	1444.80
402298	Wicksteed Leisure Ltd.,	4293.40	858.68	5152.08
402299	Playdale Playgrounds Ltd.,	3466.00	693.20	4159.20
402300	Wicksteed Leisure Ltd.,	296.80	59.36	356.16
DD	EON	50.00		50.00
<b>Total</b>		<b>15653.23</b>	<b>2406.95</b>	<b>18060.18</b>

**RESOLVED:**

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

12.3 Income and Expenditure Accounts for six month period ending 30<sup>th</sup> September 2013, as detailed below were noted. No questions were raised.

EXPENDITURE	Precept 2013/2014	Opening Balance	Period to 30.09.13 6 months
<b>CEMETERY</b>			
Ground maintenance including grave leveling	5000	255.00	2660.00
Rates	250		22.73
Contingency	750		
<b>Sub Total</b>	<b>6000</b>	<b>255.00</b>	<b>2682.73</b>
<b>ENVIRONMENT</b>			
Ground Maintenance	7500		4730.00
Play equipment inspections/repairs	250		689.20
Changing Rooms	1000		228.27
Electricity for lights on unadopted road.	750		648.95
Street cleansing	3500	307.20	1600.00
Container plants and watering	2250		1609.50
Contingency	750		1892.00
<b>Sub Total</b>	<b>16000</b>	<b>307.20</b>	<b>11397.92</b>
<b>GENERAL</b>			
Cemetery	6000	255.00	2682.73
Environment	16000	307.20	11397.92
Insurance	2500		2053.82
Audit	600		110.50
Newsletter	750		479.40
Memberships                      Periodicals	1000		633.00
Elections (funded from contingency)	1000		
Stationery/Petty Cash/Telephone	1000		560.37
Donations	2000		
Chair's Contingency	250		
Chair's Allowance	250		
Staff Costs	14000		7756.13
Training/Expenses	100		
Advertising	100		
V.H. Hire	300	164.25	164.25
Collaret      Engraving	25		
<b>TOTAL</b>	<b>45875</b>	<b>164.25</b>	<b>25838.12</b>
<b>INCOME</b>			
<b>CEMETERY:</b>			
	Burials:		3360.00
	Memorials:		655.00
	Cemetery rates refund		
<b>ENVIRONMENT</b>			
	Recreation Fees		
	Wayleave		5.85
	Changing Room Electricity Refund		
<b>GENERAL:</b>			
	Precept		46000.00
	Interest		128.9
	VAT Reimbursement		9283.79
	Telephone call reimbursement		31.84
	Private purchases for Councillors - Smartwaters		108
<b>TOTAL</b>			<b>59573.38</b>

The meeting concluded at 8.30pm.

**Clerk to the Council**

**Chairman**