

FORSBROOK PARISH COUNCIL

MINUTES OF COUNCIL MEETING HELD ON MONDAY 19TH MAY 2014 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 F. J. 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.

IN ATTENDANCE: Residents (10),
Mrs. C. J. Snape (Clerk).

1. APOLOGIES FOR ABSENCE.

Apologies were received from Councillor B. Yates.

2. DECLARATIONS OF INTEREST.

Item	Member declaring interest	Nature of interest
Staffordshire County Council - Rights of Way Issues	Councillor Mrs. P. Shufflebotham	Personal – Daughter employed by Staffordshire County Council in the Rights of Way Department.
Staffordshire County Council – The William Amory Primary School		Personal – Governor at The William Amory Primary School.
Staffordshire Moorlands District Council – Planning Issues.	Councillor F. J. Hopley	Personal – Member of the Staffordshire Moorlands District Council Planning Committee.

Staffordshire County Council – The William Amory Primary School	Chairman Councillor Mrs. G. Burton	Personal – Chairman of Governors at the William Amory Primary School.
Staffordshire County Council - Highway Issues Tesco	Councillor P. Jones	Personal – Staffordshire County Council Highway Officer Mary Anne Raftery personal friend. Personal – employee of Tesco.
Foxfield Steam Railway	Councillor A. J. Mould	Personal – volunteer at Foxfield Railway.

3. **TO ELECT: Chairman, Vice Chairman and Councillor to oversee finances.**

Chairman.

Councillor Mrs. P. Shufflebotham proposed re-election of present Chairman Councillor Mrs. G. Burton. Councillor P. Jones seconded the proposal. There were no other nominations and Councillor Mrs. G. Burton was duly re-elected. The Chairman signed the 'Acceptance of Office'.

Vice Chairman.

Councillor P. Jones proposed re-election of present Vice Chairman Councillor Mrs. P. Shufflebotham. Councillor Mrs. G. Burton seconded the proposal. There were no other nominations and Councillor Mrs. P. Shufflebotham was duly re-elected.

Councillor to Oversee Finances.

Chairman Councillor Mrs. G. Burton proposed re-election of Councillor P. Jones. Councillor Mrs. P. Shufflebotham seconded the proposal. There were no other nominations and Councillor P. Jones was duly re-elected.

4. **OPEN SESSION.**

Standing Orders were suspended.

4.1 Residents Issues.

4.1.1 Foxfield Steam Railway Events.

Revised dates for events at Foxfield Steam Railway were provided as follows:

Military Weekend – 4th, 5th and 6th July 2014. During this weekend the surrounding area will be subject to heavy transport on the roads. Police will be in attendance as they are holding a display.

Knotty Trust – 16th August 2014.

Rock Concert and Music Festival – 16th and 23rd August 2014.

Live Music/Victorian Event – 24th August 2014.

Assurance was given that music events would be finished by 10.00pm.

A resident raised concerns regarding possible further road/drain damage in Caverswall Road and Caverswall Old Road due to the anticipated heavy transport over the weekend of 4th5th and 6th July.

Some Councillors felt that military tanks do not cause any more damage than normal road vehicles. Chairman Councillor Mrs. G. Burton said that sheer vehicle volume was a concern.

4.1.2 Cemetery Records.

In response to an enquiry from a resident the clerk said that all computer burial records and hard copies were up-to-date but could check on exact details that had been entered at the time of interment.

4.1.3 Cheadle Road, Forsbrook – Speeding.

Chairman Councillor Mrs. G. Burton responded by saying that the Council would ask the Police to undertake speed checks.

Councillor F. J. Hopley said that the Police had been very active in the village recently stopping motorists for speeding and also those without tax and insurance.

4.2 County Council Report.

County Councillor W. Day gave his report earlier in the evening at the Annual Parish Meeting.

Standing Orders were reinstated.

5. **NOMINATION OF REPRESENTATIVES FOR STAFFORDSHIRE MOORLANDS PARISH ASSEMBLY (AND VOTING MEMBER).**

Chairman Councillor Mrs. G. Burton (Voting member), Councillor Miss S. Farr and Councillor A. J. Mould again wished to represent Council at the Parish Assembly. **Agreed.**

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

- 6.1 Special Parish Assembly Meeting (Meeting of 14th April 2014 - Page 5 – agenda item 8.2 refers) re: site allocations and settlement boundaries as part of the new Local Development Framework Core Strategy.

The attached report (Appendix 1) from the Parish Assembly Meeting held on 8th May 2014 was noted. Councillors and residents were concerned about several identified sites. It is the intention of Staffordshire Moorlands District Council to carry out consultations with Parish Councils and residents in June/July 2014.

- 6.2 SPCA Executive Meeting.

Councillor J. W. Burgess said that at the recent SPCA Executive Meeting the subject of Fenton becoming a Town Council was discussed.

He also said that he had received an invite to the recent CPRE meeting but was unable to attend because of a prior engagement.

7. DRAFT MINUTES OF: Council Meeting of 14 April 2014.

RESOLVED:

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

8. MATTERS ARISING FROM MINUTES.

Minutes dated 14th May 2014 – page 5 – agenda item 8.3 – Police Officers.

Chairman Councillor Mrs. G. Burton said that she was still awaiting confirmation as to the names of Police Constables deployed in Blythe Bridge and Forsbrook.

Minutes dated 14th May 2014 – page 2 – agenda item 3.1 – traffic issues outside Blythe Bridge High School.

Chairman Councillor Mrs. G. Burton read the email received from Mrs. Wendy Keeble, Business and Operations Manager at Blythe Bridge High School as follow:

“Thank you for your lovely email and for raising the issues.

I work with the local PCSO’s on a regular basis as I worry about the traffic on a daily basis. Our students safety is paramount. We have had local PCSO’s situated at the school gates at the beginning and end of the day to move parents etc. along to avoid congestion at the gates to school and also on the main road. Staff are also on duty in this area daily.

It is unfortunately, difficult for coaches to come onto the school premises due to the tightness of the roundabout at the entrance to school. Hopefully, our coaches will arrive back before or after school, but on occasion if this does happen we will endeavour to keep it to minimum disruption for all local residents.

I am awaiting the news that we can have more road markings by the council. I continually write to parents about this too.

If you would like to put any local information in our school newsletter I am happy to meet with you to discuss this as it is important for all in the community to know that we have a partnership with our local parish council.

You have our reassurances that we are doing everything we can.”

9. CLERK'S REPORT.

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

9.2 Meetings.

There were no meetings to note.

9.3 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.
- Staffordshire Wildlife Trust Magazine – Spring 2014.
- Staffordshire County Council – Archives and Heritage Service Newsletter.
- Clerks & Councils Direct – May 2014 Issue.
- SPCA Spring Gazette – copy distributed to each Councillor with the agenda.
- Staffordshire County Council Newsletter – May 2014 issue.

Councillor F. J. Hopley took this opportunity to thank the clerk for the efficient way she carried out her duties.

10. CORRESPONDENCE:

10.1 Staffordshire County Council – subject: Community Paths Initiative – Bids 2014/2015.

Details of the above were received and noted.

10.2 Staffordshire Parish Council's Association – subject: Staffordshire County Council review on libraries.

The following intentions of Staffordshire County Council were noted.

Staffordshire County Council's cross-party Prosperous Staffordshire Select Committee will contribute to ensuring that libraries continue to play a role in Staffordshire's communities. As part of the current review of Staffordshire's libraries, the Select Committee will meet on the 12th May to contribute to the criteria and models that will be used to reshape the service.

The County Council's Cabinet agreed in January to develop a model that better fits the changing needs of communities, and that they can afford in response to budgetary pressures. The suggested three main categories of libraries were: an online library offer, locality/town libraries and community/village libraries. Thanks to early engagement work with library users and partners, the Committee will now consider four levels of library offer (allowing libraries to be more bespoke to local need), and the criteria by each library will be evaluated.

The committee's views will be taken into account, and the agreed methodology will be applied so that every library in Staffordshire is categorised. This will form the basis of a Cabinet paper, which will be reviewed by Cabinet in June, which will also seek approval to go to a full public consultation on the proposed model. The consultation

will last for 12 weeks. This consultation is a real opportunity for people to give their views and suggestions on how they would like this important service to continue whilst also reducing costs.

When the consultation comes to an end, the feedback will be analysed and will form the basis of a Cabinet paper, which will give final recommendations around the future of the library service as a whole – and for each individual library. Cabinet will review this paper for a final decision in February 2015.

The County is keen to develop a set of proposals, which ensure that libraries deliver on their huge potential to better support local need.

Timelines:

- 12th May - Prosperous Staffordshire Select Committee
- 18th June – Cabinet meeting
- July, August and September – formal consultation
- January - Prosperous Staffordshire Select Committee
- February – Cabinet meeting

The role of Parish Councils is extremely important and we welcome comments and suggestions throughout the process.

The paper to be discussed at the Select Committee on the 12th May can be found at <http://moderngov.staffordshire.gov.uk/ieListMeetings.aspx?CommitteeId=868>

It was **agreed** to monitor the situation and timelines carefully. Councillors felt that the increase in people using electronic books was an excuse to reduce library services across the County and that hard copy books are very important to the elderly and visually impaired.

Councillor F. J. Hopley said that Council has also not been informed as to the situation with regard to the provision of youth services at the Egerton Centre.

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

Details of the above were noted.

- 10.4 Staffordshire County Council – subject: Watchdog Alerts.

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

- 10.5 Staffordshire Parish Councils' Association – subject: Weekly Updates.

The above documents were noted.

- 10.6 The following general correspondence was noted and any required action agreed.

General:

Mrs. Joan Payne

Email Exchanges:

Faye Lambert, Community Rail Officer
Bridge Railway Station.

Marion Taylor

Blythe Bridge High School
Premier 1 (UK) Ltd

Subject:

90th Birthday – Thank you.

Subject:

Planting of flower containers on Blythe

Erection of permanent wooden cross at
Forsbrook Parish Cemetery.

School parking.

Watering of flower containers.

Staffordshire Police (Local Officers)	Anti social behaviour on the recreation ground.
Staffordshire Moorlands District Council	Local Plan – Special Parish Assembly Meeting.
Staffordshire Moorlands District Council	Public health funding information.
Staffordshire Moorlands District Council	Planning approvals.
High Peak Borough Council (Les Latham)	Footbridge – Elmwood Drive, Blythe Bridge. (Note: The necessary work has been identified).
County Councillor W. Day	Forsbrook sign and inclusion in LTP for improvements to crossroads.
Staffordshire County Council (Dawn Plant)	Clapper bridge concerns.
Staffordshire County Council (Rob Steele)	Forsbrook sign.
Staffordshire County Council	Planning comment – The William Amory Primary School.
Staffordshire County Council	Highway Defect Reports:

Chairman Councillor G. Burton read the letter received from Mrs. Joan Payne as follows:

*“Dear Mrs. Snape,
I am writing to thank you, the Chairman and members of Forsbrook Parish Council for the wonderful surprise I had on my birthday, 90 years, on April 17th. The lovely birthday card and best wishes and also a beautiful flower arrangement which were greatly appreciated made my day and I can’t tell you how delighted I was. I will take this opportunity of thanking you all for the good and hard work you put into looking after our interest in our little village of Forsbrook. It is much appreciated. Thanking you once more for your very kind gesture.”*

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

11. PLANNING.

11.1 Planning Applications:

DET/2014/0017 – land to the south side of Delphouse Road, Boundary – field track to provide access to land.

Chairman Councillor Mrs. G. Burton explained that the only difference between this planning application and the previous one is that the field track has been reduced from 140 metres to 110 metres to take into account the existing hardcore area.

RESOLVED:

- **To raise no concerns as with previous planning application DET/2014/004 providing the proposals are acceptable in green belt, but again re-iterating that the majority of the proposed field track lies within the Cheadle boundary.**

SMD/2014/0256 – 1 Springfield Drive, Forsbrook – erection of detached garage.

RESOLVED:

- **To raise no concerns providing the scale and design are in keeping and that the reasons for refusing planning application SMD/2013/1166 for a single storey extension for garage and shower room have been addressed.**

DET/2014/0016 – Woodlands Farm, Woodlands Lane, Blythe Bridge – steel frame building.

RESOLVED:

- **To raise no concerns providing the steel frame building is for agricultural use and the scale and design is acceptable.**

SMD/2014/0248 – Stoneycroft, 457 Uttoxeter Road, Blythe Bridge – lawful development certificate for existing use of land as a garden.

RESOLVED:

- **To register concern over encroachment into green belt for domestic purposes, whilst at the same time accepting that the garden in the present form has been used for this purpose for decades.**

11.2 Planning Approvals:

The following planning approval was noted:

NHT/2014/0003 – 92 Stallington Road, Blythe Bridge – single storey rear extension.

11.3 Planning Refusals.

Councillor F. J. Hopley reported that he was helping a resident in Stallington Road, Blythe Bridge with regard to a two and half storey building which has been erected to the rear of her property on the land of a property off the Sutherland Crescent estate (Fulford Parish Council) to see if it complied with all planning guidelines.

11.4 Planning matters.

No planning related issues were raised.

12 CEMETERY:

12.1 Cemetery Report.

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

12.2 Cemetery Issues.

No cemetery issues were raised.

13. ENVIRONMENT:

13.1 Environment Report.

Chairman Councillor Mrs. G. Burton (Chairman of the Environment Committee) reported that there is evidence of anti social behaviour on the recreation ground between the children's fenced in play area and the stream. The matter has been reported to the local police officers who will regularly patrol this particular area.

13.2 Environment Issues.

Issue	Action
Footpath 5a – collapsed brick wall of the footbridge over the River Blithe.	Clerk to contact Staffordshire County Council Highway Defects Department.
Bus Services – direct link from the City to Derby.	Clerk to try and determine if this bus service has been reinstated.
Litter bin – Grindley Lane, Blythe Bridge (Fulford Parish Council).	A new litterbin has been reinstated in the original location.
Blocked Drains – Stallington Road, Blythe Bridge.	Reported by Councillor F. J. Hopley.
Training on recreation ground – Sundays.	Councillor Miss J. P. Morris said that she would be at the Village Hall on Sunday 25 th May and would try to find out who was organising the training.
Rubbish – Blythe Bridge.	Monitor to ensure that SMDC Street Cleansing Team collects the litter on a weekly basis.
Tesco – teenagers congregating.	Pass concerns on to local Police Officers.
Irish travellers recruiting ‘down and outs’ to use as slave labour in the Midlands.	Noted.
Cold callers using disabilities to persuade residents to purchase goods or to make a donation.	Noted.
Peacocks – loose in Stallington Road/Crossfield Avenue, Blythe Bridge.	Notify local Police Officers to see if they could have a word with the owners (68 Stallington Road, Blythe Bridge).
Potholes – Location: Crossfield Avenue, Blythe Bridge – outside numbers 7 and 11.	Report to Staffordshire County Council Highway Defects Department.
Crossfield Avenue, Blythe Bridge – Refuse collection vehicle damaging the grassed area on the open space.	To monitor the situation as it may be that the refuse collection driver has no alternative but to drive on the grassed area to avoid parked cars.
Youth Support Group has again started the football sessions on Friday evenings with numbers in the region of 50/60.	Excellent news, particularly in view of the recent decisions with regard to Youth Services.
Sgt. E. Egerton’s grave in St. Peters Churchyard.	It was noted that this grave has been identified for maintenance/cleaning work.

14. FINANCE:

14.1 Bank balance.

It was noted that the bank balance as at 30th April 2014 was:

Community Direct Account	35747.17
Unity Trust Account	100000.00
Total	135747.17

14.2 May 2014 accounts.

The following cheques were presented for payment.

Cheque No.	Supplier	Net	VAT	Gross
402343	Town & Country Services	994.00	198.80	1192.80
402344	Elizabeth Thompson	108.00		108.00
402345	SMDC	307.20	61.44	368.64
402346	Quality Office Supplies Limited	44.64	8.93	53.57
402347	Christine J. Snape	1027.20		1027.20
DD	Severn Trent Water	15.63		15.63
DD	Severn Trent Water	48.11		48.11
DD	Eon	66.00		66.00
Total		2610.78	269.17	2879.95

RESOLVED:

- **To approve payment of May 2014 accounts.**

Councillor Mrs. P. Shufflebotham asked if Council could discuss at a future Council meeting the replacement of the Council's computer system now that Microsoft has ceased providing updates for Windows XP. (Computer system 9 years old).

15. ACCOUNTS FOR YEAR ENDING 31 MARCH 2014.

15.1 Copies of the following documents were received and approved. No questions were raised.

- Annual Return for period ending 31st March 2014.
- Accounts for period ending 31st March 2014.
- Bank reconciliation, reconciliation between boxes 7 and 8 (payments in advance, VAT recovery and creditors) and explanation for variances as at 31st March 2014.
- Fixed asset register for period ending 31st March 2014.
- Parish Council Internal Audit Control.
- Income and Expenditure for period 1st April 2013 to 31st March 2014.

Councillors thanked the clerk for all her work in finalising the end of year accounts.

15.2 Internal Audit for Financial Year 2013/14.

The following report was received from the internal auditor.

“To the Chairman and Members of the Council.

I have completed the key tests recommended by the Audit Commission for the purpose of signing the Annual Return.

The Council's internal controls in place are effective. The records and accounts maintained are kept to a high standard and in good order.

E. Thompson, CPFA.

Internal Auditor – 8th May 2014.”

15.3 Annual Return – Declaration Section 2 – Annual governance statement.

RESOLVED:

- **To record a ‘Yes’ response to all the questions in section 2 of the above statement.**

15.4 Risk Assessment (as copy distributed to all Councillors).

Members **agreed** that the Risk Assessment, as copy distributed, was being followed effectively.

The meeting concluded at 9.00pm.

Clerk to the Council

Chairman