

FORSBROOK PARISH COUNCIL

MINUTES OF COUNCIL MEETING HELD ON MONDAY 16TH MAY 2011 AT BLYTHE BRIDGE AND FORSBROOK VILLAGE HALL.

MEMBERS PRESENT: Councillor Mrs. G. Burton (Chairman),
Councillor J. W. Cornwall (Co-opted at meeting of 16.05.11)
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

IN ATTENDANCE: Mrs. C. J. Snape (Clerk),
Members of the public (9),
Press Officer (1)

Agenda item 5 was taken at the beginning of the Council meeting.

1. APOLOGIES FOR ABSENCE.

Apologies were received from Councillor Miss S. Farr, Councillor J. W. Burgess, Councillor A. E. Wilson and Councillor B. Yates.

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	Councillor P. Jones	Personal – SCC Highway Officer Mary Anne Raftery – personal friend.

3. CO-OPTION OF PARISH COUNCILLOR.

There were two nominations – Mr. J. W. Cornwall of 5 Crossfield Avenue, Blythe Bridge and Mr. Paul Quinton of 14 Havensfield Drive, Tean. Following a vote Mr. J. W. Cornwall was co-opted (5-3) and was asked to join the meeting.

4. ELECTION OF: Chairman, Vice Chairman and Councillor to oversee finances.

Chairman Councillor Mrs. G. Burton handed over to Vice Chairman Councillor Mrs. P. Shufflebotham whilst the election of a new Chairman took place.

Chairman.

Councillor P. Jones proposed re-election of present Chairman Councillor Mrs. G. Burton. Councillor Mrs. P. Shufflebotham 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. Chairman 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.

Standing Orders were suspended.

5. OPEN SESSION.

5.1 Residents Issues.

- 5.1.1 Mrs. Tracy Moore, 95 Elmwood Drive, Blythe Bridge.
Mrs. Sharron Brian, 28 Sutherland Crescent, Blythe Bridge.

The above two residents, whose husbands have recently died asked why they were not allowed to leave memorial items on burial plots and added that it was very distressing for their young children when items such as 'teddies' were left by them only to be removed by a Council official.

Chairman Councillor Mrs. G. Burton said that the rules and regulations were there so that everyone was treated the same and many items that bereaved relatives wanted to leave on burial plots were a health and safety risk. She said that if Mrs. Moore or Mrs. Brian wanted to write in to Council the Cemetery Committee would review the rules and regulations.

- 5.1.2 Mr. Michael Shufflebotham, 9 Penk Road, Forsbrook.

Mr. Shufflebotham raised the following issues.

The responses from Chairman Councillor Mrs. G. Burton are appended in italics.

Cheadle Road, Blythe Bridge/Forsbrook.

He congratulated Staffordshire County Council for the maintenance work being carried out in Cheadle Road and wondered what input Bill Cash had had.

At the Parish Assembly meeting held on 24th March 2011 Staffordshire County Council Highway Officer James Bailey did say that substantial patching would be carried out and the road resurfaced in 2012.

Dog Fouling on Blythe Bridge Recreation Ground – Enclosed Play Area.

This is continuing to be a problem and a local resident living adjacent to the area has regularly seen two men with black and white collies in the enclosed children's play area at around 7.30am.

This information will be passed on to Staffordshire Moorlands District Council.

Parking on Pavements.

My grandson has recently had a nasty bang on his head. He tripped and fell against a car, which was parked on the pavement. Dangerous parking is prevalent on Trent Road and Dove Road, Forsbrook, particularly when parents are dropping off and collecting their children from school.

Council will pass this concern on to the local Police Officers.

5.2 County Council Report.

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

Standing Orders were reinstated.

6. ELECTION OF MEMBERS FOR THE FOLLOWING COMMITTEES:

Cemetery: Environment: Finance: Newsletter: Remembrance.

Members advised the clerk on which Committees they wished to serve.

7. NOMINATION OF REPRESENTATIVES FOR: Staffordshire Moorlands Parish Assembly (and voting member): Village Hall Committee.

7.1 Staffordshire Moorlands Parish Assembly.

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.

7.2 Blythe Bridge and Forsbrook Village Hall Committee.

Councillor Mrs. N. A. Stanier agreed to continue as a Parish Council representative on the above committee.

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

There were no reports from outside meetings.

**9. TO APPROVE DRAFT MINUTES OF:
Council Meeting of 18th April 2011.**

RESOLVED:

- **To approve and sign the minutes as a correct record.**

10. MATTERS ARISING FROM MINUTES.

No matters were raised.

11. CLERK'S REPORT.

11.1 To receive and note – agenda enclosures, correspondence outgoing and emails not detailed as separate agenda items.

11.2 To receive dates of 'outside' meetings as follows:
There were no meeting dates to note.

11.3 To receive the following circulation material:

- Staffordshire Police – Local Newsletter from Neighbourhood Policing Team.
- Staffordshire Link Bulletin – Volume 3 – April 2011.
- Clerks & Councils Direct – May 2011 Issue.
- NALC – Direct Information Service Issues 757 and 759.
- Staffordshire Wildlife Trust Newsletter – April Issue.
- Staffordshire 3rd Sector Network E. Bulletin.
- Rural Services Network – Newsletter.

12. CORRESPONDENCE:

12.1 Came & Company – Parish Council Insurance.

It was noted that Came and Company is offering Parish Councils the opportunity to move their insurance renewal date to 1st October (normal due date 1st June) providing the Parish Council with 16 months cover for the price of 12 months in exchange for a new 3 year long-term agreement which means that the Parish Council will benefit from 4 months free cover in year 2012. The renewal premium for year 2011/2012 is £2067.44

Agreed.

12.2 NALC – E Learning Courses aimed at supporting local Parish and Town Councillors.

It was noted that the website designed to house interactive learning can be found on <http://www.ntselearning.co.uk/> (Copy of all the information relating to the above distributed with agenda).

12.3 Staffordshire County Council – subject: Reduced bus travel of £1 per journey, starting or ending in Staffordshire for residents of Staffordshire who are under 20.

It was noted that more information on how to register for the above can be found at www.yourstaffordshirecard.info or by calling 0300 111 8000.

- 12.4 Staffordshire Parish Councils Association – subject: Newsletter/Information and Weekly Updates including details of the revised first edition of ‘Standing Orders for Local Councils’ and training courses for Councillors.

The above documents were received and noted.

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

General:

Network Rail

Staffordshire County Council

Email Exchanges:

Mr. S. Drew

SMDC

SMDC

Qstar

Press

SPCA

Heath House Farm

Department for Transport

Owl Online Watch Link

Staffordshire Police – local officers

Blythe Bridge Football Team

SMDC

Staffordshire County Council

Subject:

Notification of proposals to erect a 15m-monopole communication mast.

Chairman Councillor Mrs. G. Burton advised that Network Rail would be notifying all nearby residents.

Notification regarding a Temporary Road Traffic Regulation Order at Stallington Road Level Crossings, Blythe Bridge – 18th June 2011 at 21.00 hours. (Works should be completed by 10.00 hours on 19th June 2011.

Subject:

Enquiry re ownership of land to the rear of Newclose Avenue, Forsbrook. (Clerk has responded).

Bus shelter maintenance.

Dog Control Orders – inclusion of Cemetery.

Deterrent camera.

Notice of Annual Parish Meeting.

Recreation area exclusive usage.

Watering of planters.

Clarification re parking on pavements.

Theft of lead.

Report by residents of strange acting man in Chapel Street, Forsbrook;

Vehicles causing an obstruction in Caverswall Road, Blythe Bridge;

Smoking of cannabis and drinking- footpath linking Cheadle Road with Brook Close;

Condoms on Blythe Bridge recreation ground;

Drinking – small car park on Uttoxeter Road, Blythe Bridge;

Anti social behaviour around the changing rooms, Blythe Bridge;

Reporting anti social behaviour around the changing rooms.

Reports:

Litter – Caverswall Old Road, Forsbrook;

Litter/graffiti – small car park, Uttoxeter Road, Blythe Bridge;

Cigarette butts – Duke of Wellington, Uttoxeter Road, Blythe Bridge;

Highway Defect Reports.

Overgrown hedge – Stallington Road, Blythe Bridge;

Weed growth – Uttoxeter Road and Cheadle Road, Blythe Bridge/Forsbrook;
Road surface collapse – Caverswall Old Road, Blythe Bridge;
Dangerous trees – Caverswall Old Road, Blythe Bridge;
Overgrown hedge – footpath 12;
Pavement surface – Eastbank Ride and Cheadle Road, Forsbrook;
Sunken grid – adjacent to 25 Beverley Crescent, Forsbrook;
Faulty street light – No. 4 Crossfield Avenue, Blythe Bridge.
Notification that an inspection of footpath 12 (Draycott Old Road, Forsbrook) has been carried out and SCC deem that it is not necessary to erect a safety barrier at this time.

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

13. PLANNING.

13.1 Planning Applications:

00342/CL_EXG – Fields Farm, Common Lane, Boundary, Cheadle – use of land as part of domestic curtilage.

00373/FUL – Yew Tree House, 30 Cheadle Road, Forsbrook – single storey rear extension.

RESOLVED:

➤ **To respond to the above planning applications as follows:**

00342/CL_EXG – To raise no concerns but to ask the planning officer, should planning be granted, to consider including a condition to ensure appropriate use of the land, which is in green belt.

00373/FUL – To raise no concerns providing the planning officer is satisfied that the scale and design is appropriate and that it will have no adverse effect on the privacy of adjacent neighbours.

13.2 Planning Approvals:

The following planning approvals were noted:

00193/ADV – land adjacent to 19 Brook Close, Blythe Bridge – 1 non-illuminated free standing community notice board.

00140/FUL – The Coach House, The Limes, Cheadle Road, Blythe Bridge – detached double garage.

13.3 Planning Refusals:

13.3 Planning matters.

No planning issues were raised.

14. CEMETERY:

14.1 Cemetery Report.

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

14.2 Cemetery Issues.

14.2.1 Councillor J. W. Cornwall reported that a gentleman was regularly playing golf on the new cemetery burial ground. It was **agreed** to monitor the situation.

14.2.2 Councillor F. J. Hopley (not present at the meeting when two residents raised the issue under Open Forum) asked what the Council's regulations were regarding acceptable items on memorial plots.

Chairman Councillor Mrs. G. Burton again explained the regulations.

15. ENVIRONMENT:

15.1 Environment Report.

Chairman Councillor Mrs. G. Burton (Chairman of the Environment Committee) reported that the two District Council owned bus shelters have recently been painted but that criminal damage has already been caused to the one adjacent to The William Amory School. It was **agreed** to report this to the local police officers together with concern with what seems to be a rise in anti social behaviour. She also said that a resident has raised a highway safety concern with regard to four horses being ridden up Hillside Avenue/Dove Road at 8.30/9.00am, the same time as parents are dropping off children to school and proposed notifying the police. It was **agreed** to notify the local police officers.

15.2 Open Space – Crossfield Avenue, Blythe Bridge.

It was noted that there has been two residents in Crossfield Avenue who have contacted the Parish Council Office because they are opposed to the 'No Ball Games' signs, which have recently been erected and feel that small children should be allowed to play ball sports on the Open Space, which is owned and maintained by the Parish Council. Chairman Councillor Mrs. G. Burton added that a resident, who is concerned about ball sports being played on this land, has also contacted her. Councillor J. W. Cornwall reported that an unknown person removed the 'No Ball Games' signs over the weekend of 14th/15th May 2011.

It was **agreed** to re-erect the signs and to discuss at the next meeting the purchase of a sturdy metal sign to be fixed to the ground together with the planting of berberis type bushes. It was also **agreed** to contact the Community Safety Department at Staffordshire Moorlands District Council for guidance with regard to suitable wording of a letter, which can be sent to all residents in Crossfield Avenue.

15.3 Recreation Ground Project.

Chairman Councillor Mrs. G. Burton reported that there was a limited amount of funding available from the County Council Communities Mean Business Scheme for 2012/2013 and that an 'Expression of Interest' form can be submitted during this financial year 2011/12 for consideration. In order to complete the forms the clerk needs to know the amount of the tenders for the extension to the changing rooms. She proposed that Council adopt the same practice for the opening of tenders as Staffordshire Moorlands District Council. The Chairman and Clerk to open the tenders, check the details and number and sign each one. She emphasised that no decision regarding the most appropriate tender would be discussed until funding opportunities were identified.

Agreed.

15.4 Environment Issues.

Issue	Action
Councillor P. Jones reported that he had been asked by several residents if there can be a box junction installed at the Uttoxeter Road/Cheadle Road/Stallington Road junction which will help with traffic congestion when the signal controlled crossings are on red.	Members felt this was an excellent idea and agreed to ask County Councillor W. Day to raise the issue with Staffordshire County Council.
Councillor J. W. Cornwall reported that Mrs. Booth from 4 Crossfield Avenue was having difficulty in obtaining a family sized refuse bin. He also mentioned again the question of bins being damaged or going missing at the time of emptying.	Clerk to liaise with Staffordshire Moorlands District Council.

16. **FINANCE:**

16.1 Bank Balance.

It was noted that the bank balance as at 30th April 2011 was:

Community Direct Account	37070.37
14 Day Account	76505.31
Plus outstanding credits	55.00
Less outstanding debits	(2630.37)
Total	111000.31

16.2 May 2011 Accounts.

The following accounts were submitted for payment:

Cheque No.	Supplier	Net	VAT	Gross
401063	Breath of Life – (Shapers)	50.00		50.00
402064	Mrs. D. Mills (Hair Studio)	25.00		25.00
402065	J. G. Fenn	94.56	18.91	113.47
402066	Qstar(UK) Limited	30.58	6.12	36.70
402067	Severn Trent Water	55.42		55.42
402068	Severn Trent Water	29.05		29.05
402069	Christine J. Snape	890.55		890.55
402070	Christine J. Snape	174.70	12.16	186.86
402071	Town and Country Services	819.00	163.80	982.80
DD	Eon	40.00		40.00
Total		3766.38	424.79	4191.17

RESOLVED:

- **To approve payment of May 2011 accounts.**

17. ACCOUNTS FOR YEAR ENDING 31 MARCH 2011.

Copies of the following financial documents were distributed to all members with the agenda:

- Annual Return for period ending 31st March 2011.
- Accounts for period ending 31st March 2011.
- Payments due as at 31st March 2011.
- Statement of significant variances and bank reconciliation as at 31st March 2011.
- Fixed asset register for period ending 31st March 2009.
- Parish Council Internal Audit Control.
- Income and Expenditure for period 1st April 2010 to 31st March 2011.

17.2 Internal Auditor.

The following report from the internal auditor Mr. David Ingman was noted:

*“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. There are no matters which need to be brought to the attention of the Council.”*

17.3 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.**

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

Members **agreed** that the Risk Assessment was being followed effectively.

Before the meeting concluded at 8.35pm Chairman Councillor Mrs. G. Burton welcomed new Councillors and apologised for not doing this at the beginning of the meeting due to the last minute arrangements needed to provide additional seating to accommodate residents.

Clerk to the Council

Chairman