

FORSBROOK PARISH COUNCIL

MINUTES OF COUNCIL MEETING HELD ON MONDAY 20TH MAY 2013 AT BLYTHE BRIDGE AND FORSBROOK VILLAGE HALL.

MEMBERS PRESENT: Councillor Mrs. G. Burton (Chairman),
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.

IN ATTENDANCE: County Councillor W. Day,
Mrs. C. J. Snape (Clerk),
Members of the public (2),

1. APOLOGIES FOR ABSENCE.

Apologies were received from Councillor F. J. Hopley, 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 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. TO ELECT: 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 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 J. W. Cornwall 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.

4. OPEN SESSION.

4.1 Residents Issues.

Residents attending the meeting raised no issues.

4.2 County Council Report.

County Councillor W. Day gave the following report:

Caverswall Old Road, Forsbrook

Blocked drains.

Work will start to clear the drains week commencing 20th May 2013.

Broken tree branch.

Staffordshire County Council Highway Officer Rob Steele dealt with this on 12th May 2013 with the police in attendance.

Overgrown hedges.

Staffordshire County Council Highway Officer Rob Steele has been in contact with the landowner who advises that the hedges will be trimmed back after September.

Uttoxeter Road, Blythe Bridge

Sunken Grid.

Work has been allocated as a Cat 3.

Pothole near the level crossing.

Work has been allocated as a Cat 2 – should be carried out within seven days.

Chairman Councillor Mrs. G. Burton asked County Councillor W. Day if there was any progress with regard to instigating a yellow box waiting area on Uttoxeter Road, Blythe Bridge at the junction with Stallington Road. County Councillor W. Day suggested pursuing this with the Joint Parking Board.

Councillor J. W. Cornwall raised the issue of lorries damaging the grass verge in Stallington Road/Crossfield Avenue, Blythe Bridge when they were delivering and collecting merchandise from Huw Grays and wondered if consideration could be given to installing parking bollards to deter this.

County Councillor W. Day made a note.

It was agreed that a site visit be arranged with Chairman Councillor Mrs. G. Burton, clerk Christine Snape and County Councillor W. Day to identify issues within the Parish.

Standing Orders were reinstated.

5. TO NOMINATE REPRESENTATIVES FOR STAFFORDSHIRE MOORLANDS PARISH ASSEMBLY (AND VOTING MEMBER).

5.1 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.

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

There were no reports from outside meetings.

**7. DRAFT MINUTES OF: Council Meeting of 15th April 2013.
Annual Parish Meeting of 8th May 2013.**

RESOLVED:

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

8. MATTERS ARISING FROM MINUTES.

Minutes dated 15th April 2013 – Page 7 – Agenda Item 11.2 – Heath House Farm.

The clerk reported that she was still awaiting a response from Staffordshire Moorlands District Council Planning Department regarding planning guidelines on the holding of a fun fair at the above location. Staffordshire Moorlands District Council Licensing and Regulatory Committee did not need to implement any regulations for this type of activity.

9. CLERK'S REPORT.

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

9.2 Dates of 'outside' meetings as detailed below were noted:

9.2.1 Chairmanship Skills:

Tuesday 11th June 2013 - 7.00pm to 9.00pm at Rooms 9/10 Peel Building Building, St. Chad's Place, Staffordshire. ST16 2DH. Cost £20 for the first delegate, £15 for the second and £10 for subsequent delegates from the same council.

Councillor Training:

Tuesday 18th June 2013 - at Rooms 9/10 Peel Building Building, St. Chad's Place, Staffordshire. ST16 2DH. Cost £20 for the first delegate, £15 for the second and £10 for subsequent delegates from the same council.

9.2.2 Local NHS Clinical Groups/Macmillan Cancer - subject: 'End of Life Care for Everyone'.

Invitation to attend Focus Group meetings on: 16th May, 17th May, 22nd May and 23rd May 2013 at various venues. Details available in the correspondence file.

9.2.3 Staffordshire Wildlife Trust Projects:

Stepping Stones to Nature – ‘Wild about Westport’ free event: Saturday 18th May, 2013 - 11.00am to 3.00pm at Westport Lake Visitor Centre, Westport Lake Road, Longport, Stoke-on-Trent, ST6 4RZ. Event will include: nature trails, planting wildflower seeds, green woodworking, hurdle making demo, ceramic crafts, wildplay, bush craft and much more.

The Friends of Parrot’s Drumble – Bluebell Walk at Parrots Drumble Nature Reserve: Saturday 25th May 2013 – 2.00pm at Freeport Talke Car Park. Suggested donation £1.00.

For more details contact 01889880100 or John Powner on 01782 785832.

9.3 The following circulation material was received and noted:

- Rural Services Network Online (Note: Newsletters available on: <http://www.rsnonline.org.uk/news>).
- LCR Online
- Staffordshire Wildlife Trust – E-news April 2013.
- Staffordshire 3rd Sector Network E-Bulletin.
- Clerks & Councils Direct – May Issue.
- CPRE Annual Report 2013.
- Staffordshire Housing Association (Posters displayed on notice boards).
- Parish Online – Newsletter.

10. CORRESPONDENCE:

10.1 Churnet Valley Conservation Society – subject: Call to ensure Churnet Valley receives the protection it deserves.

It was noted that the above organisation are asking Parish Councils in and around the Churnet Valley area to support them in two requests which they are making to Staffordshire Moorlands District Council:

- 1) During the next public consultation phase for the Churnet Valley Master Plan include a simple question: Would you be in support of designating the area as an Area of Outstanding Natural Beauty?
- 2) Should it be apparent that the electorate of the area do wish to obtain this important designation for their area, that the District Council fully embraces the potential and opportunities AONB designation offers.

Chairman Councillor Mrs. G. Burton said that The Churnet Valley Master Plan does not include our area and as a rule we do not usually make comments on issues regarding other wards. However, there is presently a consultation process going on between Churnet Valley Conservation Society and Staffordshire Moorlands District Council. It is in the early stages and further information will become available over the next few weeks. Both parties are working together to find a way forward – to do nothing is not an option but both The Churnet Valley Conservation Society and Staffordshire Moorlands District Council need to work with great sensitivity regarding the designation of an Area of Outstanding Natural Beauty and also to consider the rural economy and jobs.

It was **agreed** to defer considering making any comments until further information becomes available.

- 10.2 Stafford Borough Council – subject: The Plan for Stafford Borough – Pre-Submission Consultation.

It was noted that the above document enables representations to be made specifically on the Addendum to the Revised Sustainability Appraisal Report and the Planning Strategy Statement before the Plan for Stafford Borough is submitted for the independent examination process. Further information, including the relevant documents are available at Stafford Borough Council’s Ground Floor reception desk and can also be viewed on the Borough Council’s website at www.staffordbc.gov.uk/addendum-sa or by contacting the Forward Planning section on 01785 61900.

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

Details of the above were noted.

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

The above documents were received and noted. No questions were raised.

- 10.5 The following general correspondence was noted and appropriate action agreed.

General:

No additional correspondence.

Email Exchanges:

Staffordshire Police

Staffordshire County Council

Staffordshire Moorlands District Council

County Councillor W. Day

Staffordshire Moorlands District Council

Subject:

Parking obstruction on the highway adjacent to 1211 Uttoxeter Road, Blythe Bridge;
Parking obstruction on the highway in Caverswall Road, Blythe Bridge.

Report on Highway defects:

Potholes – Eastbank Ride, Forsbrook

Potholes – The Avenue/Bridgwood Road, Blythe Bridge;

Potholes – Trent Road/junction with Caverswall Old Road (reported again);

Pothole – Dilhorne Road, Forsbrook;

Overgrown hedges – Cheadle Road, Blythe Bridge.

Tree branch overhanging the highway in Caverswall Old Road, Forsbrook (reported again).

CRM Reports:

Litter on Cheadle Road, Uttoxeter Road, Dilhorne Road, Caverswall Old Road, Draycott Old Road, Tater Lane (including embankment);

Broken glass – Caverswall Old Road, Forsbrook.

Congratulations on being re-elected.

Location of potholes in Brookgate and Eastbank Ride.

Heath House Farm – Fun Fair planning requirements.

RSPB	Connecting People with Nature (Posters displayed on notice boards).
Forsbrook Primary School	Dog Fouling Poster competition.
William Amory Primary School	Dog Fouling Poster competition.
Gabrielle Bailey	Thank you for providing 'walks' information.
Press	Annual Parish meeting notification.
Ellen Malbon	Youth aged 13-15 building themselves a BMX track in Tater Lane, Forsbrook.
Leaflets Limited	Parish Newsletter.

11. PLANNING.

11.1 Planning Applications:

00241/LBC – 1 Cash Heath Cottages, Cash Heath, Forsbrook – retrospective application for satellite dish to gable end.

RESOLVED:

- **To raise no concerns as it was felt that the visual impact of the satellite dish was minimal.**

00338/FUL – 1 Cedar Avenue, Blythe Bridge – single storey rear extension plus dormer roof extension.

RESOLVED:

- **To raise no concerns providing the scale and design are in keeping and there is no adverse impact on the privacy of adjacent neighbours.**

00337/FUL – 1 Dolespring Close, Forsbrook – proposed two storey side extension forming new study/playroom with bedroom and en suite above. Single storey rear extension forming new sunroom and replacement roof to front elevation.

It was noted that the extension does appear to be large compared to the original footprint of the property but it was:

RESOLVED:

- **To raise no concerns providing the scale and design are in keeping and there is no adverse impact on the privacy of adjacent neighbours.**

00419/FUL – 94 Stallington Road, Blythe Bridge – proposed single storey rear extension.

RESOLVED:

- **To raise no concerns providing the scale and design are in keeping and there is no adverse impact on the privacy of adjacent neighbours.**

00329/FUL – land adjacent to 459 Uttoxeter Road, Blythe Bridge – proposed change of use and conversion of existing storage building into a 2 bedroomed dwelling.

Chairman Councillor Mrs. G. Burton briefed members on some of the issues included in the documents, which accompanied planning application 00329/FUL.

Design and Access Statement.

The proposal is to convert the existing brick and tile storage building to provide a compact two storey dwelling with 2 bedrooms, kitchen, lounge and bathroom with adjoining two-car garage. The proposed alterations will be minimal with roof-lights providing natural light to the attic bedrooms.

Access and Car Parking.

The existing access onto the site will be retained with the addition of a drive/parking area for one/two cars together with garaging for two cars and a pedestrian pathway to the entrance door with an amenity area to the rear and end elevations as indicated on the site plan.

Landscaping.

There will be a small amenity area and garden to the side and rear with a perimeter pathway around the property.

RESOLVED:

- **To raise no concerns providing the scale and design are in keeping with the surrounding area, that the proposals are acceptable in this location and that there is no adverse impact on the privacy of adjacent neighbours.**

00426/FUL – Sunnyside, The Common, Dilhorne – detached 3-car garage.

RESOLVED:

- **To raise no concerns providing the scale and design are in keeping and there is no adverse impact on the privacy of adjacent neighbours and that the use of the garage is restricted for garaging cars and not used for any type of business.**

11.2 Planning Approval:

The following planning approval was noted:

00197/FUL – 5 Uttoxeter Road, Blythe Bridge – two-storey side extension.

11.3 Planning Refusals:

There were no planning refusals to note.

11.4 Planning matters.

No planning issues were raised.

12. CEMETERY:

12.1 Cemetery Report.

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

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) said she had no matters to bring to the attention of Council.

13.2 Environment Issues.

Issue	Action
Damaged wall – Britannia Building Society, Uttoxeter Road, Blythe Bridge.	Britannia Building Society would obviously be aware of the damage and it was their responsibility to take whatever action they deemed appropriate.
Parking obstruction – school times.	To again advise local police officers of the complaints Council is receiving. New Police Constables have been invited to the June Council meeting.
Grit Bin – Stallington Road/Crossfield Avenue, Blythe Bridge – attempted theft.	County Councillor W. Day said he would report this to Staffordshire County Council Officers. Chairman Councillor Mrs. G. Burton suggested that perhaps SCC could issue a press release.
Recycling – Newcastle Borough Council have just been awarded an additional £1.4m for exceeding their 50% target.	Chairman Councillor Mrs. G. Burton said that Staffordshire Moorlands District Council led the way a few years ago with regard to exceeding target. She said she would check to see if additional payments such as this are a one off or awarded on a regular basis.

14. FINANCE:

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

Community Direct Account	£128497.46
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14.2 May 2013 Accounts

Cheque No.	Supplier	Net	VAT	Gross
401782	Town & Country Services	1250.00	250.00	1500.00
401783	Elizabeth Thompson	110.50		110.50
401784	Leaflets Ltd.	345.00		345.00
401785	SMDC	307.20	61.44	368.64
401786	Smartwater Technology Ltd.	156.00		156.00
401787	Wicksteed Leisure Ltd.	145.26	29.06	174.32
401788	Christine J. Snape	913.35		913.35
401789	C.T. Electrics	50.00		50.00
DD	Severn Trent Water	22.73		22.73
DD	EOn	23.00		23.00
Total		3323.04	340.50	3663.54

➤ **RESOLVED:**

To approve payment of May 2013 accounts.

15. ACCOUNTS FOR YEAR ENDING 31 MARCH 2013.

15.1 Copies of the following documents were received and noted:

- Annual Return for period ending 31st March 2013.
- Accounts for period ending 31st March 2013.
- Payments due as at 31st March 2013.
- Statement of significant variances and bank reconciliation as at 31st March 2013.
- Fixed asset register for period ending 31st March 2013.
- Parish Council Internal Audit Control.
- Income and Expenditure for period 1st April 2012 to 31st March 2013.

No questions were raised.

15.2 Internal Audit for Financial Year 2012/13.

The following report from the internal auditor 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.

E. Thompson, CPFA.

Internal Auditor – 8th May 2013.”

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

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 8.25pm.

Clerk to the Council

Chairman