

# FORSBROOK PARISH COUNCIL

Clerk: Dawn Plant, 18 Hillside Avenue, Forsbrook, Staffordshire, ST11 9BH

Tel 01782 394626 or 07919 911938

[forsbrookparishcouncil@outlook.com](mailto:forsbrookparishcouncil@outlook.com)

[www.forsbrookparishcouncil.org.uk](http://www.forsbrookparishcouncil.org.uk)

Minutes of the meeting held on Monday 19 September 2016 19:30 hours at Blythe Bridge Village Hall.

## **Members Present**

Chairman Councillor P Jones	Cllr Mould
Cllr Shufflebotham	Cllr Yates
Cllr Cornwall	Cllr Herdman (District Councillor)
Cllr Giblin	Cllr Mancey
Cllr Walker	Cllr Morris

## **In Attendance**

Dawn Plant (Clerk)	PC Dave Stubbs
Members of the Public 9	District Councillor Ross Ward
Inspector Thorley	District Councillor Keith Flunder
PCSO Adam Charlesworth	County Councillor Day

## 1. **Apologies for Absence**

Cllr C Hopley, Cllr F Hopley
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## 2. **Declarations of Interest**

<b>Item</b>	<b>Member</b>	<b>Nature</b>
Foxfield Steam Railway	Councillor A Mould	Volunteer at Foxfield Railway
Staffordshire County Council – William Amory Primary School	Councillor P Shufflebotham	Governor
Staffordshire County Council – Rights of Way Department	Councillor P Shufflebotham	Daughter (Dawn Plant – Clerk) us employed by SCC Rights of Way Department
Blythe Bridge Village Hall Committee	Councillor C Hopley	Part of the management committee
Blythe Bridge Village Hall Committee	Councillor F Hopley	Part of the management committee
Blythe Bridge Village Hall Committee	Councillor J Morris	Part of the management committee
Blythe Bridge Village Hall Committee	Councillor A E Wilson	Part of the management committee
Staffordshire County	Councillor P Jones	Personal – Staffordshire

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Council - Highway Issues		County Council Highway Officer Mary Anne Raftery Personal friend.
Tesco		Personal – employee of Tesco.
Staffordshire County Council- William Amory Primary School	Councillor I Herdman	Governor at William Amory School
SMDC Potential Site allocation		Resident adjacent to site
Butchers Arms Football Club	Councillor K Giblin	Treasurer
For this meeting only	Chairman Cllr P Jones	Planning application at 13 Springfield Drive

***The meeting was open by Chairman Councillor Mr P Jones who requested that everyone stand for a minutes silence in memory of the late Cllr Alan E Wilson so sadly passed away during August.***

3	OPEN SESSION	ACTION
3.1	<b>RESIDENTS ISSUES</b>	
	A member of the public asked if the Council we aware of the issue with the blocked drains in the Parish. The Clerk explained that she had recently reported all the drains again to SCC and had asked how to make a formal complaint. County Councillor Day said he would report it again.	Clerk / County Councillor Day
	A member of the public asked if the Parish Council were aware of the vandalism of the surface under the Basket Swing and the felt surface under the zip wire. She went onto to say that the felt looked like it had been cut with a knife and she was worried that someone was carrying a knife around.	
3.2	<b>COUNTY COUNCILLORS REPORT</b>	
	County Councillor Day stated that gulley’s were a problem across the County. The road mass vehicle had been in the Parish attending to large areas of road resurfacing. Following on from a meeting that had taken place with SCC quite a few of the pot holes had been re categorised from 4 up to 1. He went on to say it is an uphill struggle but he keeps chipping away at it.	
3.3	<b>POLICE ISSUES</b>	
	Inspector Mark Thorley – Policing Commander for Staffordshire Moorlands District Councillor addressed the meeting with	

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regard to the recent issue in Blythe Bride which had been reported on social media and the press. He went on to explain that a number of youths had been reported to be throwing stones at vehicles and in response to this the Police had attended. When the Police arrived they had noticed that present at the scene was a man who was wanted for questioning. In the subsequent wait for back up a man ran from the scene and 2 Police Officers and a PCSO were injured. A Taser was drawn twice but not deployed.

Inspector Thorley wanted to reiterate to the meeting that the issue had been sensationalised by the media and although there was a very small gang element to the issue it was in no means something that the Police could not deal with, they are currently liaising with other agencies i.e. Social Care and probation to ensure that these youths are flagged up to the appropriate people and receive the support they need to ensure that their behaviour does not escalate to criminality.

Section 35 dispersal notices have been used and will continue to be used in the area in conjunction with other forces / councils. This is a yellow warning and the Police do have other steps if this is chosen to be ignored.

Local Police had been in to Blythe Bridge High School and are going to work with the pupils to pass these messages on and they hoped to get parents on board and asked anyone with teenagers to ensure that they know who they are socialising with both in person and on social media. If any parents of teenagers think that they are getting into Something that they may need help with he urged them to contact the Police for help.

He stressed that these youths are entering Blythe Bridge from several areas and the majority were pupils of the high school. He also went on to say that the vast majority of teenagers who were in groups were not a problem.

Inspector Thorley went on to praise PCSO Charlesworth and PC Stubbs for their work and stated that he has to be smart with his resources and he is on the limit of what he can have.

Cllr Mould said he had seen parents dropping teenagers on the recreation ground and parents do seem to turn a blind eye.

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	<p>Councillor Walker asked if they could tackle the issue of underage drink sales, as he had seen 40 plus empty beer cans in the village.</p> <p>Cllr Flunder asked if SMDC could act on a dispersal notice in Stoke on Trent.</p> <p>Inspector Thorley said no but he had been working closely with Stafford Borough to issue notices on their part of the Parish.</p> <p>He went onto to say that CCTV had played a large part in the apprehension of the latest suspect. Cllr Shufflebotham stated that the Parish Council were able to help if the Police needed the keys to the changing rooms to inspect the CCTV</p> <p>Cllr Mould asked if it would be possible to have a WPC available at the Police drop in session at the library. Inspector Thorley said yes he could arrange that.</p>	
<b>4</b>	<b>INFORMATION AND REPORTS FROM REPRESENTITVES ATTENDING OUTSIDE MEETINS INCLUDING DISTRICT COUNCILLORS</b>	
<b>5</b>	<b>TO APPROVE THE DRAFT MINTUES FROM 18.07.16</b>	
	Resolved to approve	
<b>6</b>	<b>MATTERS ARISING FROM MINUTES</b>	
	None to report	
<b>7</b>	<b>CLERKS REPORT</b>	
	The Clerk reported that a quote had been received from JLR metal works for a gate to be installed in the compound around the changing rooms. The Quote was for £1435.20 and the clerk read out the specification. All Councillors agreed that the work was needed. Resolved for the Clerk to order the works	<b>Clerk</b>
<b>7.1</b>	<b>UPDATE FROM THE CHAIRMAN ON HIS ALLOWANCE</b>	
	Chairman Councillor Mr Jones stated that he had given £100 to Blythe Bridge Social Club and the remained £150 he would like to donate to the Parish Fete fund.	
<b>8</b>	<b>CORRESPONDANCE</b>	
<b>8.1</b>	<b>LETTER REGARDING TREES ON GREEN SPACE NEXT TO BUTCHERS ARMS</b>	
	A letter was read out from a resident who was concerned about the safety of a very large tree situated on the green space at The Butchers Arms which is owned by the Parish Council. The Clerk had received a quote for the trees to be trimmed along with a quote for the trees at the cemetery to be trimmed. The tree at the green space was £ 375, and the cemetery trees £950.	<b>Clerk</b>

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	The Councillors agreed that the work needs to be done and resolved for the Clerk to order the works.	
<b>8.2</b>	<b>WEIGHT RESTRICTION ON STALLINGTON ROAD</b>	
	Chairman Councillor Jones read out an email detailing information for a traffic regulation order for weight restrictions on Stallington Lane from Fulford Parish Council.  Councillors were concerned that it would be up to the public to police the order as trading standards were already short staffed.  It was agreed to monitor the situation.	
<b>8.3</b>	<b>THANK YOU FROM THE GUIDES FOR DONATION</b>	<b>NOTED</b>
<b>8.4</b>	<b>ANTISOCIAL BEHAVIOUR</b>	<b>DEALT WITH EAIRLER</b>
<b>8.5</b>	<b>TPO NOTIFICATION DRAYCOTT OLD ROAD</b>	<b>NOTED</b>
<b>8.6</b>	<b>THE CLLR ALAN WILSON</b>	
	The Councillors expressed their deepest sympathy on the passing of Cllr Wilson	
<b>8.7</b>	<b>INSURANCE RENEWAL</b>	
	Chairman Councillor Jones explained that he and Vice Chair Shufflebotham along with the Clerk had attended a meeting with Cane and Company to discuss the imminent end of the three year deal. Cane and Company had provided in their role as agent three quotes. The cheapest of these was from Aviva which was £2102.31 each year for three years. This was cheaper than last years of £2111.38. The Councillors unanimously agreed for the Clerk to proceed with the insurance from Aviva	<b>CLERK</b>
<b>8.8</b>	<b>SCC HIGHWAY ASSET MANAGEMENT POLICY CONSULTATION</b>	<b>NOTED AND CLERK TO COMMENT</b>
<b>9</b>	<b>PLANNING</b>	
<b>9.1</b>	<b>SMD/2016/0453 – 64 GREENACRE, CHAPEL STREET – RETROSPECTIVE FOR AN EXTENSION TO THE FRONT TO FORM SUNROOM, PORCH AND DINING ROOM</b>	
	Cllr Shufflebotham expressed concern that the work had already completed and this was showing people not to bother asking For planning permission and to just build and ask for retrospective permission. It was agreed for the Clerk to convey this to SMDC	<b>CLERK</b>
<b>9.2</b>	<b>SMD/2016/0446 – 1 GREENWOOD ROAD – PROPOSED BAY WINDOW TO FRONT AND ALTERATION OF ROOF PITCH TO MAIN ROOF</b>	

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	Agreed for the Clerk to comment to ensure that the development is in keeping with the street scene, and the privacy of the neighbours is considered	<b>CLERK</b>
<b>9.3</b>	<b>PLANNING APPROVAL / REFUSAL</b>	
<b>9.4</b>	<b>HNT/2016/0025 – REFUSAL – HOLLY EDGE FARM, QUABBS LANE – ORANGERY</b>	<b>NOTED</b>
<b>9.5</b>	<b>SMD/2016/0259 – REFUSAL – 5 DRAYCOTT ROAD – SINGLE DWELLING WITH GARAGE</b>	<b>NOTED</b>
<b>10</b>	<b>NEWSLETTER</b>	
	Cllrs Shufflebotham asked the Councillors to give any ideas for the newsletter to the Clerk and we will look at the ideas after remembrance day.	
<b>11</b>	<b>DONATIONS LIST FOR OCTOBER MEETING</b>	
	The Clerk asked the Councillors to look at the donations list so that they can be approved at the next meeting	<b>COUNCILLORS</b>
<b>12</b>	<b>CEMETERY</b>	
	Councillors Shufflebotham held up an apple and said that the trees in the community orchard are now fruiting.	
<b>13</b>	<b>REMEMBERANCE DAY</b>	
	Cllr Shufflebotham updated the Councillors on the plans, all wreaths have been ordered, and she asked the Clerk to order a new union flag. The Clerk explained that she had left a message for the band to contact her and all the letters were to go out in the next week. Inspector Thorley had asked the clerk to email the police requirements and schedule to him on <a href="mailto:mark.thorley@staffordshire.pnn.police.uk">mark.thorley@staffordshire.pnn.police.uk</a>	<b>CLERK</b>
<b>13</b>	<b>ENVIRONMENT</b>	
	Current Chair of the environment committee Cllr Mancey stated she wanted to step down and Chairman Cllr Jones agreed to take over the role.	
	Cllr Giblin asked the Clerk to chase the dog fouling signs for the recreation ground.	<b>Clerk</b>
	Cllr Giblin reported that the hedges between the Roebuck and Butchers Arms had still not been cut. County Cllr Day stated he asked SCC to cut the hedges and charge the resident. He said he will chase it up.	<b>Cllr Day</b>
	Cllr Jones stated he had seen horses using the footpath on Well Street. The Clerk stated there was little that could be done other than signs.	
	Cllr Morris stated that the recent closure notices of the railway crossing were incorrect and could the Clerk raise this with	<b>CLERK</b>

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	<p>Network Rail.</p> <p>Cllr Mould asked if the state of the grid at Chandai Cottage could be reported to the press as he was sick and tired of the inaction from SCC. The Clerk will take the issue up with a manager at SCC.</p> <p>Cllr Jones thanked the Clerk for her recent attention when the village flooded, he also thanked the Councillors for the recent delivery of flowers for his Golden wedding anniversary.</p>	<b>CLERK</b>
<b>13.1</b>	<b>REQUEST FOR MEMORIAL BENCH ON THE RECREATION GROUND</b>	
	<p>The Clerk explained that a request from the friends and family of the late Jacob Paton for the erection of a memorial bench on recreation ground had been received.</p> <p>The money for the bench has been raised by them all Cllrs agreed that this was a brilliant idea and it was a credit to these young people that they had done this. They asked the Clerk to liaise with the group to find a suitable place.</p>	<b>CLERK</b>
<b>13.2</b>	<b>QUOTES FOR NEW PLAY EQUIPMENT</b>	
	<p>The quote for new play equipment was read out:-                  Skate Park – 61K – 70K                  Swings – 5K – 11K                  Trampolines 2K – 8.5K</p> <p>It was agreed that the Clerk should source more quotes</p>	<b>CLERK</b>
<b>13.3</b>	<b>LENGTHSMAN</b>	
	<p>The Clerk reassured the Councillors that the Lengthsman was giving excellent value for money and that a detailed breakdown for each job is received, alongside quotes for extra work.</p>	
<b>14</b>	<b>PARISH FETE</b>	
	<p>The date for the fete was 01.07.16                  A meeting date was set for Thursday 6 October 2016 at 7pm                  Cllr Shufflebotham thanked Cllr Giblin for setting the bank account up, and a cheque had been raised from the Parish Council bank account to transfer the SMDC District Councillor contribution to the fete £750.</p>	
<b>15</b>	<b>FINANCE</b>	
<b>15.1</b>	<b>APPROVE ACCOUNTS AND PAYMENT SFOR JULY / AUGUST / SEPTEMBER – Resolved to approve.</b>	
	<p>Cheque issued were as followed</p>	

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	<p>402605 – Garden Care - plant watering - £500          402606 – Cheadle Town Council – presentation gift – £35.47          402607 – Quality Office Supplies – first aid kit &amp; stationary - £83.27</p> <p>402608 – Dawn Plant – Clerk salary &amp; expenses - £1084.07          402609 – Village Fete – transfer SMDC contributions to fete £750          402610 – Town and Country – Lengthsman - £2200.80          402611 – EON – Highway lighting - £868.60          402612 – HMRC – PAYE - £1181.65          402613 – Came and Co – Insurance renewal - £2102.31</p>	
<b>15.2</b>	<b>AUDIT DEBRIEF TO INCLUDE REVIEW OF FINANCIAL STANDING ORDERS AND RISK ASSESMENTS.</b>	
	<p>The Clerk presented the Councillors a document with questions the internal auditor had raised :-</p> <p>1. <b>Risk Assessment Review -</b></p> <p style="padding-left: 40px;"><b>Query: Was this reviewed by Council during the audit year?</b></p> <p style="padding-left: 40px;">I am not aware of any risk assessments taking place. I have attached a sample risk assessment and suggest that we use this for the general activities of the clerk, and use a more specific one for events we hold: - i.e. Remembrance Day.</p> <p style="padding-left: 40px;">Query: Are there contingency plans in place in the event of a long term absence of the clerk?</p> <p style="padding-left: 40px;">Yes we would use a locum clerk from the SLCC</p> <p style="padding-left: 40px;"><b>Bldgs. – changing rooms. Give consideration to stating more specifically the health &amp; safety checks that are undertaken.</b></p> <p style="padding-left: 40px;">Since the audit I have purchased a first aid kit and an accident book.</p>	



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I have also purchased these for the Clerks (home) working space

In the football season the showers are run at least once a week, the fire extinguishers are serviced once a year.

A Risk assessment can be undertaken.

## **Financial Regulations / Standing Orders of the Council**

**Query: What are the agreed limits for obtaining competitive quotes or tenders?**

These are in the financial standing orders, for the purpose of this review I suggest we revisit to vote if the below are suitable:-

The council must vote on all items over £5K

The Council will need to elect a small (maybe 3) Councillors who could approve jointly outside of a meeting expenditure up to and including the value of £1K

The Clerk in conjunction with the Chairman of any items below £1K

It was unanimously agreed to accept this and all Councillors acknowledged receipt of the standing order and financial standing orders.

THE MEETING CLOSED AT 9.30PM