

FORSBROOK PARISH COUNCIL

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

Tel 01782 394626 or 07919 911938

forsbrookparishcouncil@outlook.com

www.forsbrookparishcouncil.org.uk

Minutes of the meeting held on Monday 18 June 2018 19:30 hours at Blythe Bridge Village Hall.

Members Present

Chairman Cllr Jones	Cllr Mould
Cllr Yates	Cllr Walker
Cllr Kemp	Cllr Bagnall
Cllr Herdman (District)	Cllr Morris
Cllr Mancey	Cllr Hughes

In Attendance

District Cllr Flunder (part)	
Dawn Plant – Clerk	

1. Apologies for Absence

County Cllr Ward

2. Declarations of Interest

<u>Item</u>	<u>Member</u>	<u>Nature</u>
Foxfield Steam Railway	Councillor A Mould	Volunteer at Foxfield Railway
Blythe Bridge Village Hall Committee	Councillor J Morris	Part of the management committee
Blythe Bridge Village Hall Committee	Councillor S Bagnall	Part of the management committee
Staffordshire County Council - Highway Issues	Councillor P Jones	Personal – Staffordshire 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

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SMDC Potential Site allocation		Resident adjacent to site
Family Land Ownership Caverswall Old Road	Councillor Walker	Housing sites and general highways issues

3.	<p>OPEN SESSION</p> <p>No residents present</p> <p>The Clerk read out an email from Ms Macari who had complained about the cemetery.</p> <p>The email contained a number of photographs which the Cllrs considered.</p> <p>The Clerk went onto explain that she had corresponded with Ms Marari and explained that the Lengthsman would be cutting the bushes adjacent to her husband’s grave and that the weeds had recently been treated and we were awaiting the die back.</p> <p>The Cllrs discussed the issues raised and felt that the comments in the email were unjustified, the maintenance regime in the cemetery had not changed and the cemetery was well maintained.</p> <p>Chairman Cllr Jones asked if the Clerk could contact Ms Macari and state that if she wanted extra maintenance around her husband’s grave then she could pay an extra pre-arranged fee for that.</p> <p>Cllr Mancey asked for the item of cemetery maintenance to be added to the next agenda for discussion.</p>	Clerk
4.	<p>COUNTY COUNCILLORS REPORT</p> <p>None as County Cllr Ward not present</p>	
4.1	<p>INFORMATION AND REPORTS FROM REPRESENTITVES ATTENDING OUTSIDE MEETINS INCLUDING DISTRICT COUNCILLORS –</p>	

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	<p>Chairman Cllr Jones told the meeting that he and Cllr Mould had attended the Parish Assembly. The attendance by other Cllrs was very poor due to an issue with SMDC emails not being received by the majority of the people invited.</p> <p>He went onto to say that the WW1 memorial grants would be dispatched soon.</p> <p>District Cllr Herdman thanked everyone involved for their hard work at the fete.</p>	
5	<p>TO APPROVE THE DRAFT MINTUES FROM May 2018</p> <p>Unanimously agreed to approve</p>	
6	<p>MATTERS ARISING FROM MINUTES</p>	
7	<p>CLERKS REPORT</p> <p>The Clerk explained to the Cllrs that a few minor errors had been found in the annual internal audit and she felt that these came from the overuse of excel spread sheets which makes the process of preparing the accounts extremely complicated. She asked if the Cllrs would consider purchasing an accounting package called Scribe accounts. She had recently had an online demonstration and the pacakage came recommended by many Parish Councils. The cost would be £340</p> <p>The Cllrs unanimously agreed to purchase the package.</p>	
8	<p>CORRESPONDANCE</p>	
8.1	<p>Goal posts on the recreation ground</p> <p>An email was read out from Mr J Giblin – the manage of the Butchers Arms football team.</p> <p>The email explained how the goal posts on the recreation ground were in a poor state and were not safe to re-erect next year.</p> <p>The Cllrs discussed the ongoing high costs of running the football facility and did not feel comfortable in spending between 1.5 – 2K on goals which only benefitted a few people.</p>	Clerk

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	<p>Cllr Herdman asked if the Clerk could contact Mr Giblin and ask if they could apply for funding for the goals and the Council could look at matching the funding.</p>	
8.2	<p>Email regarding pavements on East Bank Ride</p> <p>Chairman Cllr Jones read out an email regarding the terrible state of the pavements in East Bank Ride.</p> <p>Cllr Mould stated that it was disgusting as the majority of the residents in this area were older.</p> <p>The Councillors asked the Clerk to chase County Cllr Ward as to any action on the matter.</p>	
8.3	<p>Speed signs</p> <p>The Cllrs read an email from David Greatbatch SCC regarding mobile speed signs. It was agreed that these signs would be too expensive for the Parish to purchase and maintain. Cllr Walker asked the Clerk to contact SCC Highways. Chairman Cllr Jones suggested that a meeting is arranged with Highways, Ross Ward, Mark Deaville and a member of SCC Highways team to discuss what can be done about the speeding traffic in Forsbrook. The Clerk will action this.</p>	
8.4	<p>A50 Annual report</p> <p>NOTED</p>	
9	<p>PLANNING</p>	
	<p>SMD/2018/0357 – 1 Bankhouse Road – Single storey rear extension inc insertion of window to side elevation</p> <p>The Cllrs agreed that this extension was over development and asked the Clerk to notify SMDC</p>	
10	<p>CEMETERY</p>	
	<p>Cemetery issue raised in Public Session</p>	
11	<p>ENVIRONMENT</p>	
	<p>Chairman Cllr Jones raised concerned that an amended planning application had been submitted by the Hairdressers on Uttoxeter Road and the proposed vehicular access had again been</p>	CLERK

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	<p>amended. He asked if the Cllrs would agree to the Clerk objecting to the proposal on Highways grounds. The Cllrs unanimously agreed.</p> <p>Chairman Cllr Jones explained he had been contacted today regarding the High School Children and how they had congregated around the village due to them finishing their exams. One lady had witnessed a fight between the children.</p> <p>The Clls asked the Clerk to email Blythe High School and copy in Mr Ian Parry as Chair of Governors to express our disappointment.</p> <p>Chairman Cllr Jones explained that the tree on the Butchers Arms green was the responsibility of Duck paddle and the Clerk was trying to make contact.</p> <p>Cllr Mancey asked the Clerk to report the missing Beechwood Sign.</p>																															
12	<p>FINANCE Bank reconciliation was presented along with the bank balance and approval of monthly payments – Unanimously agreed to approve.</p> <p>The annual accounts were available to inspect along with the internal auditors recommendations. It was agreed that the new Scribe accounts package would rectify the issues in the future. The Clerk had had a very difficult year losing her mum Cllr P Shufflebotham.</p> <p>Approve monthly accounts</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 40%; text-align: center;">Dawn Plant</td> <td style="width: 30%;">Salary</td> <td style="width: 30%; text-align: right;">1002</td> </tr> <tr> <td></td> <td>Expenses</td> <td></td> </tr> <tr> <td></td> <td>Phone Bill</td> <td style="text-align: right;">58.19</td> </tr> <tr> <td style="text-align: center;">Staffs Pensions</td> <td>Clerks pension</td> <td style="text-align: right;">357.48</td> </tr> <tr> <td style="text-align: center;">Quality Office Supplies</td> <td>Office Supplies</td> <td style="text-align: right;">87.80</td> </tr> <tr> <td style="text-align: center;">Jacksons Marquees</td> <td>Marquee Hire fete</td> <td style="text-align: right;">547.50</td> </tr> <tr> <td style="text-align: center;">Broxap</td> <td>Seat</td> <td style="text-align: right;">633.60</td> </tr> <tr> <td style="text-align: center;">MW Gardening</td> <td>Plant watering</td> <td style="text-align: right;">500</td> </tr> <tr> <td style="text-align: center;">Cllr Mancey</td> <td>Expenses for the fete</td> <td style="text-align: right;">86.98</td> </tr> <tr> <td style="text-align: center;">Town and Country</td> <td>lengthsman</td> <td style="text-align: right;">2007</td> </tr> </table>	Dawn Plant	Salary	1002		Expenses			Phone Bill	58.19	Staffs Pensions	Clerks pension	357.48	Quality Office Supplies	Office Supplies	87.80	Jacksons Marquees	Marquee Hire fete	547.50	Broxap	Seat	633.60	MW Gardening	Plant watering	500	Cllr Mancey	Expenses for the fete	86.98	Town and Country	lengthsman	2007	
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12.1	Approval of the Annual Governance Statement Unanimously agreed to approve and the Chairman to sign																															
12.3	Approval of the Annual Accounting Statement																															

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