

BRINDLEY HEATH PARISH COUNCIL

**MINUTES OF ANNUAL MEETING
HELD ON TUESDAY 29 MAY 2018
AT RUGELEY COMMUNITY FIRE STATION, BRYANS LANE, RUGELEY
7.50PM**

PRESENT: Parish Councillors: P. Adams (Chairman)
R. Turville (Vice Chairman)
Mrs M. A. Turville
D. Cotton
A. Pearson
Miss J. Wilkins

IN ATTENDANCE: Mrs T. Williams (Clerk)

1. ELECTION OF CHAIR

It was proposed by Cllor R. Turville, seconded by Cllor A. Pearson and agreed that Cllor Adams be appointed to the position of Chairman.

Resolved: To appoint Cllor Adams as Chairman to Brindley Heath Parish Council for the municipal year 2018-19.

2. SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE

The declaration of acceptance of office was signed by the Chairman, Cllor Adams.

3. ELECTION OF VICE CHAIR

It was proposed by Cllor Adams, seconded by Cllor Pearson and agreed that Cllor R. Turville be appointed to the position of Vice Chairman.

Resolved: To appoint Cllor R. Turville as Vice Chairman to Brindley Heath Parish Council for the municipal year 2018-19.

4. APOLOGIES

Apologies were received and accepted from Cllor Ms S. Wilkes.

Councillor Ms Wilkes was awarded leave of absence for the next two meetings should this be necessary due to unavoidable work commitments.

Apologies were also received from County Councillors: Bryan Jones, Phil Hewitt and Mike Sutherland.

5. DECLARATION OF INTERESTS

a. To declare interests for this meeting:

| <u>Member</u> | <u>Interest</u> | <u>Type</u> |
|---------------|---------------------------------------|-------------|
| A. Pearson | District Council's Planning Committee | Personal |

Chairman's Initials

1/2018-19

- b. Register of Interests forms – Members were advised that their Members Interests forms (displayed on the District Council and Parish Council websites) should be reviewed to ensure they remain up to date. A new form should be completed where amendments are necessary.

6. PUBLIC PARTICIPATION

Members of the public had raised items in the Annual Parish Meeting.

7. MINUTES OF LAST MEETING

Resolved: The minutes of the meeting held on 27 March 2018 were approved as a true record.

8. PROGRESS REPORTS/UPDATES FROM PREVIOUS MINUTES

A visit to the local Waste Recycling Plant at Four Ashes should be arranged on a Tuesday or Thursday from mid-June onwards.

The Community Infrastructure Liaison Manager would be invited to attend the next meeting of the Parish Council to discuss highway related items raised at previous meetings. This should include overtaking concerns on Penkrige Bank Road at the junction with Stafford Brook Road, managing local roads in icy weather, Camp Road junction improvements and flooding on Marquis Drive.

9. CHAIRMAN’S REPORT/ANNOUNCEMENTS

A report had been made during the Annual Parish Meeting, which preceded this meeting.

10. APPOINTMENT OF PLANNING COMMITTEE

Resolved: To appoint the following Members to the Planning Committee:

- D. Cotton
- Mrs M.A. Turville
- R. Turville
- Ms S. Wilkes
- Miss J. Wilkins

11. APPOINTMENT OF CHAIRMAN TO THE PLANNING COMMITTEE

It was proposed by Cllor Pearson and seconded by Cllor R. Turville and agreed that Cllor D. Cotton be appointed to the position of Chairman of the Planning Committee.

Resolved: To appoint Cllor D. Cotton as Chairman of the Planning Committee for the municipal year 2018-19.

12. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

Resolved: To make the following appointments:

| | |
|---|----------------------|
| Slitting Mill Village Hall | A. Pearson |
| Etching Hill Village Hall | D. Cotton |
| Chetwynd’s Charity | P. Adams |
| Charity for the Recreation Ground for the Benefit of the Inhabitants of the Ancient Parish of Rugeley and Neighbourhood in the County of Stafford | P. Adams & D. Cotton |
| Charity for an Allotment for the Labouring Poor in the Ancient Parish of Rugeley in the County of Stafford | P. Adams & D. Cotton |

Chairman’s Initials

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|---|----------------------------------|
| Longdon Cotton Alms-houses (four-year term from 2016) | P. Adams |
| Cannock Chase Council's Standards Committee | R. Turville |
| Cannock Chase AONB Parish Councils' Meeting | A. Pearson & Mrs. M. A. Turville |

Questions were raised about who was running the AONB now that previous officers had departed. No meeting with Parish and Town Council representatives had taken place for over a year.

13. CORRESPONDENCE

a) Incoming and Outgoing Correspondence

All correspondence was noted from the Clerks Report.

b) Items of Interest/Requiring a Response

The following items of incoming post were considered:

2018 National Rural Crime Network Survey – a letter (dated 26 April 2018) from the Office of the Police and Crime Commissioner asks that parish councillors complete the 2018 National rural Crime Survey to assist in identifying the true picture of crime and anti-social behaviour in rural communities across the county. The closing date is 10 June 2018.

Resolved: To note the information.

Community First Responders & Cannock Chase – a letter (dated 29 March 2018) requests financial support with the purchase of a new response vehicle.

Resolved: To decline an award as Rugeley & District Community First Responders provide the most local service to Cannock Chase and the parish of Brindley Heath.

Registration for the GB Consortium's Aerial Photography Great Britain Agreement (APGB) – a letter dated 11 May 2018 from the Head of the Public Sector Mapping Agreement Secretariat provides information about joining the APGB which provides free access to aerial photography and height data from 1 April 2018. Contact details will automatically be supplied to the GB Consortium who will provide details of the licence and how to get the data.

Resolved: To note the benefits of the Aerial Photography Great Britain Agreement.

Community Council of Staffordshire – Press Release – Support Staffordshire and the Community Council of Staffordshire are to unite to create a countywide VCSE support organisation for Staffordshire to represent urban and rural areas. The merger is anticipated to take place in August 2018.

Resolved: To note the merger of Support Staffordshire with the Community Council of Staffordshire.

SPCA Weekly Bulletins – there were no items for specific noting.

c) Consultations

Results of the Rights of Way Consultation

The Council considered a letter dated 29 March 2018 from Cllor Mark Deaville and Mrs Gill Heath, Cabinet Members for Commercial with results of the recent Rights of Way Consultation. They welcome the input of local councils into discussions to develop the volunteer opportunities with user groups and voluntary sector groups. This request has come from a reduction in income and the need to develop volunteer schemes to assist the County Council in looking after its rights of way network.

Resolved: To note the information.

Chairman's Initials

South Staffordshire Local Plan – Site Allocation Document

The Council considered an email (dated 10 May 2018) from the Strategic Planning Team Manager at South Staffordshire Council advising that the report of the independent Planning Inspector appointed to carry out a full examination of the SAD, has now been received. The inspector's report is available for viewing and Members will be invited to adopt the SAD at a meeting of the Council on 19 June 2018.

Resolved: To note the information.

14. SUPPORT STAFFORDSHIRE

The Council considered the benefits of membership of Support Staffordshire following a presentation delivered by Michelle Cliff at the last meeting. The benefits include a closer working relationship with Support Staffordshire, news and information through regular electronic information, free advice and information from a local sector expert on community and organisational development (via email or telephone).

Resolved: To become members of Support Staffordshire at a cost of £25 for one year.

15. BRINDLEY HEATH INCLUSION IN POSTAL ADDRESSES

The Council considered an email received from Amanda Milling's Office advising of a decision by Royal Mail to include Brereton in the postal addresses of residents in the area and of her contact by constituents in Brindley Heath who have expressed a wish for 'Brindley Heath' to be included in their address. She invites a letter of support to her constituency office.

Resolved: To write to the office of Amanda Milling MP, supporting the inclusion of 'Brindley Heath' in the postal addresses of residents in the area.

16. PLANNING

a) Planning Comments Referred to the District Council

To confirm the observations made by the Parish Council's Planning Committee:

CH/16/144/B The Tackeroo, Bracken Close, Hednesford – discharge of condition 19 (Community notice board) for planning permission CH/16/144

Observations: No objections (forwarded to Cannock Chase Council on 22 May 2018)

b) New Planning Applications Received

No new planning applications received.

A discussion took place about the loss of hard copy plans since the District Council's decision (with effect from 1 April) to give notice to parish and town councils by electronic means only. It was suggested that a note be forwarded to the Development Control Manager asking whether consideration could be given to resuming the old system.

c) Planning Decisions made by the District Council

CH/17/419 Oakenway, Kingsley Wood Road – Demolition of existing bungalow, garage and outbuilding and erection of 1 x house (resubmission of approved application CH/16/275)

Planning permission awarded on 27 March 2018.

CH/18/056 Fallow Lodge, Kingsley Wood Road – Retrospective application: Demolition of existing shed. Erection of new shed (resubmission of application CH/17/426)

Planning permission awarded on 15 May 2018.

CH/18/063 Westring, Etching Hill Road – Retrospective application: Erection of car port on existing hardstanding

Planning permission awarded on 12 April 2018.

CH/18/073 Field adjoining Wolseley Park Estate, Stafford Brook Road – stable building and hardstanding

Planning permission awarded on 9 May 2018.

Resolved: The District Council’s planning decisions were noted.

d) Community Infrastructure Levy – Receipts 2017-18 Local Neighbourhoods Fund Allocation

A letter (sent via email on 16 April 2018) from the Principal Planning Policy Officer at Cannock Chase Council advises that from 1 October 2017 to 31 March 2018 the District Council has received £15,080.43 in CIL receipts from developments occurring in the Brindley Heath Parish. In accordance with regulations, 15% of these receipts, totalling £2,262.06 are to be transferred to the Parish Council.

CIL Regulation 59C states that neighbourhood money received can be spent on infrastructure projects or anything else that helps support the developments occurring in the parish. CIL Regulation 62A requires the parish council to submit an annual report to the District Council by 31 December following the reporting financial year outlining: the total CIL receipts received, how much of the money received has been spent, the items it has been spent on and monies banked. If applicable the report will also have to publish details of monies recovered by the District Council, where money has been inappropriately spent and/or not spent within five years of receipt.

Resolved: To note the value of the CIL money received and to consider a future infrastructure project that the money could be spent on.

17. PARISH ISSUES

a) Chase Side

Types on Severn Trent Water Authority site

Following several reports made to Severn Trent Water Authority the discarded tyres were removed from the site.

Unfortunately, tyres have started to appear again.

Resolved: To notify Severn Trent Water Authority that more tyres have appeared on the grounds of the sewerage plant in Stafford Brook Road.

Gates at Rifle Range Corner/Kingsley Wood Road

To monitor the situation

Resolved: To monitor the situation.

b) Brindley Village

Camp Road junction improvement works

Chairman’s Initials

The Chairman reported that he didn't feel the improvements had made a significant difference to the dangerous junction.

Resolved: to discuss the item with the Community Infrastructure Liaison Manager at the next meeting of the Council.

c) Cannock Chase Forest and AONB

Ironman – Road access information

Road access information for 10 June 2018 is available on the Ironman website.

AONB Staff Losses

The information received from the Assistant AONB officer (in an email dated 9 April 2018) was noted with concern.

Resolved: That enquiries are made to Staffordshire County Council to ask who will be running the AONB Team now that the existing staff have left their posts.

Glo Festival on land off Penkrige Bank Road

Concerns have been raised by a number of local people about a proposal to hold a three-day Glo Festival at Four Oaks Farm, on land off Penkrige Bank Road following publicity seen on websites and more recently on leaflets distributed to homes locally. Information suggests that entry will be via the gate off Penkrige Bank Road and facilities such as toilets and running water will be available with fire pits, camping plots and tents for hire. The event will be held on 31 August and 1 and 2 September 2018 and involve alcohol, music, films and late-night refreshments.

Many concerns are raised about the impact the event will have on the Cannock Chase Area of Outstanding Natural Beauty. No notification has been received of any pending planning application relating to camping or use of the land for these purposes.

It has been confirmed that the Licensing Unit at Cannock Chase Council has received a licensing application and advertising requirements will apply. There will be a public consultation period of 28 days and notices will be displayed around the site within the next day or two. Members of the public will be invited to make representations in favour or against the event. Following the close of the consultation period the Licensing Sub-Committee will made a decision about whether a licence can be granted.

Resolved: That Brindley Heath Parish Council objects to use of the site for festivals and other public events and asks that the Licensing Sub-Committee reject the application in the interests of environmental protection. The site is within an Area of Outstanding Natural Beauty which should be protected against the harm caused by noise nuisance, the potential for public disorder, land damage and road safety issues. The effect of these events on the residential amenity of neighbouring homes is also an important consideration.

18. LAPEL BADGES

Cllor Cotton showed the meeting his revised design for which prices would be obtained. Prices will be requested for 2 large badges and 12 lapel badges.

A letter has been sent to Lord Stafford to ask for permission to use the Stafford Knot.

Resolved: To note progress with the project.

19. INVITATION TO MEETINGS/EVENTS

'The Chase Through Time' project on 31 May 2018 at Chase Golf Club was noted

20. REPORTS ON MEETINGS ATTENDED

No reports.

21. COUNCILLOR REPORTS

No reports.

22. FINANCIAL MATTERS

a) Financial Position of the Council

A breakdown of income and expenditure for the financial year to date was provided (Clerks Report dated 29 May 2018). The budget statement shows the current financial position of the Council with reserves totalling £12,716.37 (including CIL income recently received).

Resolved: To note the financial position of the Council.

b) Annual Governance and Accountability Return 2017-18

Prior to the meeting Members of the Council had received copies of the end of year accounts for the financial year 2017-18 comprising: cash book, bank reconciliation, budget and spend statements, variance report and analysis of budget heads.

i) Certificate of Exemption

To be completed only by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2018, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.

There is no requirement to have a limited assurance review or to submit an Annual Governance and accountability Return to the external auditor, provide that the authority has certified itself as exempt at a meeting of the Council after 31 March 2018 and a Certificate of Exemption is submitted notifying the external auditor.

Resolved: That the Council is certified as exempt from a limited assurance review and Chairman signed the Certificate of Exemption.

ii) To receive and note the Annual Internal Audit Report for 2017-18

The internal audit has been completed by the internal auditor for the financial year 2017-18. No issues of concern were raised as internal control objectives have been achieved with standards that meet the needs of a smaller authority.

Resolved: That the report of the Internal Auditor is noted.

iii) To approve the Annual Governance Statement 2017-18 (Section 1)

Resolved: The Annual Governance Statement for the financial year 2017-18 was approved.

iv) To approve the Accounting Statements 2017-18 (Section 2)

Chairman's Initials

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Resolved: The Accounting Statements 2017-18 were approved.

c) General Data Protection Order (GDPR) – Staffordshire County Council’s Detailed Contract Service Specification

A table with the parish council’s GDPR preparations was considered.

The Council also considered the service level agreement with Staffordshire County Council’s Information Governance Unit. The levels of service provided by the three options had been detailed. It was also noted that there might not now be a requirement to employ a Data Protection Officer under GDPR.

Resolved: That the Parish Council note the preparations for GDPR and that it purchases the Tier 1 service level agreement with Staffordshire County Council for one year at a cost of £150 with the mandatory GAP analysis package which must be taken prior to signing up to the DPO service at a cost of £140.

d) To adopt NALC’s Model Financial Regulations and Standing Orders for 2018-19

Resolved:

- To adopt NALC’s model Financial Regulations (dated January 2016).
- To adopt the mandatory statutory requirements of NALC’s model Standing Orders version 2018.

e) To review the Risk Assessment and Management Plan for 2018-19

The Risk Assessment has been reviewed and risks found to be covered compressively. The following three questions are satisfied: Are all the identified risks still present? (yes) Are the levels of risk still the same? (yes). Have any new risks been identified? (yes). Requirements for GDPR were incorporated into the risk assessment.

Resolved: To approve the risk assessment for 2018-19

f) To appoint a Councillor to check the accounts for 2016-17

Resolved: That Cllor Mrs Turville take on the internal auditor (Councillor) role for 2018-19.

g) To update the Council’s Bank Mandate

Resolved: That the item be deferred until all signatures of members have been received.

h) To authorise cheques for payment

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|--------|--|---------|---|
| 100132 | Staffordshire Parish Councils’ Association | £228.00 | Subscription 2018-19 |
| 100133 | Cllor Paul Adams | £125.00 | Chairman’s Allowance for financial year 2018-19 |
| 100134 | Ray Smythe | £40.00 | Internal Audit of accounts for the financial year 2017-18 |
| 100135 | Staffordshire County Council | £290.00 | Data Protection Services – |

Chairman’s Initials

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|--------|-----------------------|---------|---|
| | | | Tier 1 & GAP Analysis |
| 100136 | Came & Company | £218.00 | Insurance renewal from 6 July 2017 to 5 July 2018 |
| 100137 | Support Staffordshire | £25.00 | Membership subscription 2018-19 |

Renewal of the Council's insurance cover

The Clerk in consultation with the Chairman was authorised to renew the Council's insurance cover for the period 6 July 2018 to 5 July 2019 based on the best price for existing levels of cover.

The policy could exclude cover for: firework displays, bonfires, skate parks, BMX tracks, Zip Wires, ponds (water related activities) and playground equipment from the Public Liability section.

Resolved: To authorise payment of the cheques listed.

23. ANY OTHER ITEMS FOR INFORMATION AND ITEMS FOR NEXT AGENDA

None

24. DATE OF NEXT MEETING

The next meeting of the Council will be held on Tuesday 24 July 2018 at the White house, Marquis Drive, Brindley Heath.

The Chairman thanked all present for their attendance and the meeting was closed at 9.10pm.

Signed.....

Chairman, Mr. P. Adams

Date.....