

BRINDLEY HEATH PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING HELD ON TUESDAY 19 MAY 2015 AT THE WHITE HOUSE, MARQUIS DRIVE, BRINDLEY HEATH 8.15PM

PRESENT: Parish Councillors: P. Adams (Chairman)
D. Cotton
D. Ballett
Mrs M.A. Turville
R. Turville

IN ATTENDANCE: Mrs. T. Williams (Clerk)

This is the first meeting after the Parish elections on 7 May 2015.

Prior to the start of the meeting a Declaration of Acceptance of Office was completed by each of the members present. Cllor Pearson had made his written Declaration prior to the meeting. These will be retained as parish records.

1. ELECTION OF CHAIR

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

Resolved: To appoint Cllor Adams to the position of chairman.

2. SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE

A Declaration of Acceptance of Office was signed by the Chairman and returned to the Clerk for retention as parish records.

3. ELECTION OF VICE CHAIRMAN

It was proposed by Cllor Cotton and agreed that Cllor R. Turville be appointed to the position of Vice Chairman.

Resolved: To appoint Cllor R. Turville to the position of Vice Chairman.

4. APOLOGIES

Apologies were given and accepted for Cllor A. Pearson (who was attending the Annual Meeting of Hednesford Town Council)

5. DECLARATIONS OF INTEREST

- a) No interests were declared
- b) Completed Register of Member Interests forms were handed to the Clerk from all six Members which will be forwarded to Cannock Chase Council for publication.

6. PUBLIC PARTICIPATION

No members of the public were present

Chairman's Initials

7. MINUTES OF LAST MEETING

Resolved: The minutes of the meeting held on 24 March 2015 were approved as a true record.

8. PROGRESS REPORTS/UPDATES FROM PREVIOUS MINUTES

No items

9. CHAIRMAN’S REPORT/ANNOUNCEMENTS

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

10. PARISH COUNCILLOR VACANCY

It was confirmed that the Council has a vacancy following the elections on 7 May 2015. Six Members have been elected to office, uncontested and one seat was unfilled.

Cllor Bishop had not applied for another term and Members expressed their disappointment that he had decided to stand down. A letter of thanks has been forwarded to him on behalf of the Chairman and Members.

The Local Government Act 1972 requires local councils to give public notice of casual vacancies but there is no statutory requirement to give public notice of vacancies which remain unfilled after an ordinary election. However, in the interests of transparency and good practice it was decided that a notice would be displayed inviting applicants who satisfy eligibility criteria to apply for the position.

Resolved: To display an ‘Expressions of Interest’ notice on the website and notice board inviting applicants to apply for the position of Councillor. Applications should be made in writing and candidates asked to attend a meeting on 14 July 2015 when an appointment will be made.

11. APPOINTMENT OF PLANNING COMMITTEE

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

- D. Cotton
- A. Pearson
- Mrs M.A. Turville
- R. Turville
- D. Ballett
- New Councillor when appointed

It was proposed by Cllor Adams and agreed by all that Cllor Cotton be appointed to the position of Chairman of this Committee.

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 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. Ballett
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

Longdon Cotton Alms-houses	P. Adams
Cannock Chase Council's Standards Committee	R. Turville
Cannock Chase AONB Parish Councils' Meeting	A. Pearson & Mrs. M. A. Turville

13. CORRESPONDENCE

a) Incoming and Outgoing Correspondence

All incoming and outgoing correspondence was noted from the Clerks Report.

b) Items of Interest/Requiring a Response

The following items of incoming post were considered:

- BT Payphone Consultation – Matthew Hardy (Planning Policy at Cannock Chase Council) has advised (in an email dated 8 May 2015) that a final decision notice has been issued to BT (and Secretary of State) not to object to the proposal to remove the vandalised and underused payphone in Brindley Heath Road.

Resolved: The information was noted.

- Staffordshire County Council Library Service update – Mr Michael Lawrence, Cabinet Member of Children & Community Safety has advised (on 11 May 2015) that the County Council are ready to take the next steps with plans to encourage greater community involvement in 23 of its libraries across the county which include Brereton, Heath Hayes, Hednesford and Norton Canes Libraries. From 11 May to 31 July community groups are being invited to apply to demonstrate their ability to manage and deliver their local library service. Applicants will go through a formal section process and be informed of the outcome in September; with the first community run and managed libraries established towards the end of 2015.

Resolved: The information was noted.

- Community Infrastructure Levy – Cannock Chase Council has given notice (in a letter dated April 2015) that a Charging Schedule has been approved. From 1 June 2015 charges will be £40 per square metre on most types of housing development and £60 per square metre on a limited range of retail developments.

Resolved: The information was noted.

- SPCA Weekly Bulletin (regularly forwarded to members via email)

A new Chief Executive has been appointed to Staffordshire County Council, and the jurisdiction of the Ombudsman may be extended to deal with complaints about larger parish councils.

Resolved: The Information in the bulletin is noted.

c) Consultations

Staffordshire Fire & Rescue Service's Community Safety Options Consultation 2015

Dermot Hogan, Western Service Delivery Group Lead had delivered a presentation on this public consultation at the Annual Parish Meeting. He outlined three options for change that are being considered for Fire and Rescue Services at Cannock and Rugeley Community Stations. This included a 'New Delivery Model' which would involve reducing the number of fire stations in Staffordshire that have a response capability from 33 stations and 42 appliances to 15 stations with 15 appliances.

Members had given their views and raised concerns that all Community Safety Options outlined had the potential to negatively impact the efficient and effective delivery of fire and rescue services. Preference was given to keeping the same management model and to refrain from introducing change. Members did

not support the New Delivery Model involving loss of response capability at Rugeley Community Fire Station and loss of retained Fire Fighters.

Resolved: To take the view that Staffordshire Fire and Rescue Service should continue managing its services as it does now, without change. Members did not support the New Delivery Model which would involve the loss of response capability at Rugeley Community Fire Station and loss of retained Fire Fighters. This message had been noted by Dermot (along with other comments) during the Annual Parish Meeting.

14. PLANNING

a) Planning Comments Referred to the District Council

CH/15/0106 Base Station, Car Park Block 1, Cannock Chase Enterprise Centre – Removal and replacement of the existing 15m high monopole with 3 no. antennas for a new 20m high monopole with 6 no. antennas, 1 no. 300mm dish and 1 no. FTTA box.

The District Council were advised on 5 May 2015 that the Parish Council has no objections.

CH/15/0130 Chase View, Fair Oaks – Erection of Summer House

The District Council were advised on 5 May 2015 that the Parish Council has no objections.

CH/15/0147 Brackendale, Penkrige Bank Road – Removal of condition 3 of planning consent CH/05/0162 to allow for the unfettered use of the equestrian facilities

The following observations were forwarded to the Planning Department on 18 May 2015:

We strongly object to the removal of condition 3 of the original consent CH/05/0162 in respect of the equestrian facilities. The reasons for the imposition of this condition at the time are still wholly relevant today.

If the stable block were free from this condition it could be sold to a third party and we would then have to go through the now normal routine of horses being at risk without the owner on site, and a new house will be required in the Green Belt. Worse still if it is sold on and becomes a business with all the traffic chaos on Penkrige Bank and further development of car parking.

CH/15/0148 Brackendale, Penkrige Bank Road – Removal of condition 3 of planning consent CH/06/0116 to allow for the occupation of the garage living accommodation as a separate dwelling from Brackendale, and associated works including construction of a parking area, minor alterations to external elevations and new boundary treatments

The following observations were forwarded to the Planning Department at Cannock Chase Council on 18 May 2015:

The Parish Council objects in the strongest terms to this application. It runs contrary to Cannock Chase Council's own policy for the area.

The condition placed upon the original application to restrict use to the owner of Brackendale was for good reason – mainly to prevent people circumventing planning law and local plans. Allowing this application could have a devastating effect across the whole of Cannock Chase, where there have been many applications over recent years to convert part or all of a garage for domestic occupation. The District Council would have no defence if all applied for removal of this condition in order to make huge profits.

If any person within Cannock Chase applied to build a house, such as this would be, in their garden, it would be so close to the existing property it would be turned down in accordance with current policy. This is no different and should be treated in a likewise manner.

This application would also impact upon the traffic on Penkrige Bank Road as this is probably the most dangerous stretch of the road.

This site is in a very sensitive area of Cannock Chase and such development – the conversion to a habitable dwelling with a new drive/hardstanding and the like, would have a serious detrimental effect.

We would also point out that if allowed, it is very likely that applications will be received from the new owners of both houses for the construction of double or triple garages with playrooms etc. The result would be to permit the creation of a high density development within this area of the Green Belt and Cannock Chase Council must take all steps to avoid such a situation developing.

CH/14/0132 Smallholding, Kingsley Wood Road – Resubmission of planning consent CH/13/0270 change of use from paddock to touring caravan site (for up to 10 caravans) amended description

The following observations were forwarded to the Planning Department at Cannock Chase Council on 14 May 2015:

1. *An increase in the numbers of caravans pitching up on site (from the permitted five to a total of ten) would spoil the vista in this important area and would have a negative impact both on the AONB and openness of the Green Belt*
2. *It would bring an increase in traffic along Kingsley Wood Road to add to existing usage which is bad enough with lorries, caravans and visitors.*
3. *Noise levels would become unacceptable with more caravans and the outdoor pursuits of their occupants.*
4. *There are other caravan sites available in the area, with the Forestry Commission site being only a quarter of a mile away which is big enough to meet demand.*
5. *Mr Hardy's report dated 22 August 2013 which clearly sets out planning policy and views which are in line with those of the Parish Council, identifying that an increase in the number of caravans would be unsuitable in this area.*

In summary, the amended description reducing the number of caravans from 30 to 10 does not alter the Parish Council's conclusion about the application being inappropriate in the Green Belt.

It was also pointed out that neighbouring properties had not been informed of the amended description and that the Parish Council and neighbours who responded to the previous consultation wished to register that their original objections still stood and asked that this be recorded on all documentation sent to Members in reports and retained in the office.

Resolved: To confirm comments submitted to the District and County Councils for all planning applications listed.

b) New Planning Applications Received

CH/15/0156 Penkrige Bank Cottage, Penkrige Bank Road – Non material amendment to planning permission CH/13/0168 for the retention of basement, addition of chimney to kitchen, obscure glazed windows to bathrooms, additional patio doors to study and two additional dormer windows to master bedroom

It was decided that the Planning Department would be asked for an extension to the final date for comments so that a number of details relating to this latest planning application and other matters could be considered and advice sought.

CH.19/01/709 M Rugeley Quarry, Wolseley Road, off Stafford Brook Road – Retention of sand blending plant for the operational life of the quarry

No objections but permission should be renewed periodically so that any issues with the working of the plant (such as noise nuisance) can be reviewed.

CH/15/0164 1 Twin Cottages, Kingsley Wood Road - Remodelling of existing dwelling including part demolition to side and rear, resulting in a detached dwelling, raised roof height to facilitate habitable rooms at first floor, two storey side extension, underground parking and landscaping to front and rear gardens

It was decided that an extension to the final date for comments would be sought from the Planning Department. There are concerns about restrictions on the land at the side and rear (outside the curtilage of the cottage) preventing development. The previous owner of the property had wanted to extend the cottage but was told at the time by the Planning Department that the surrounding land could not be developed and the boundary fence had to stay in position. This point had not been recognised in this planning application but is now being investigated.

CH/15/0162 Land adjacent to unit 2 West Cannock Way, Cannock Chase Enterprise Centre – Erection of vehicle repair garage (B2) to accommodate MOT testing, spray area, workshop and office

There are no objections to this application but business opening hours should be defined within the planning conditions.

Resolved: That the planning observations above would be forwarded to the District and County Council. An extension to the final date for comments would be sought in respect of CH/15/0164 and CH/15/0156 in order that further consideration can be given to the details of the applications.

c) Planning Decisions Made by the District Council

CH/15/0027 Swiss House Farm – variation of condition 8 of planning consent CH/11/0270 to provide suitable accommodation for bats

Planning permission was awarded on 10 April 2015

Resolved: To note the planning decision made by the District Council.

d) Cannock Chase Local Plan Part 2 – Green Belt Review

Cannock Chase Council has advised that following phase 1 of this consultation, the 'Methodology' for assessment and 'Land Parcels' to be assessed have been updated in the light of comments received.

Further comments are now invited on the updated documents, prior to the Review being carried in June. The closing date for comments is 29 May 2015.

Resolved: To add no further comments to those already submitted.

15. PARISH ISSUES

a) Chase Side

Chairman's Initials

The fencing has not been dealt with in Kingsley Wood Road, adjoining Rugeley Quarry land.

Members saw sight of the content of an email message from the Planning Department (dated 10 April 2015) in response to concerns about the future use of the corner plot of land at the junction of Stafford Brook Road and Penkrige Bank Road (and land behind it). The Parish Council concluded that it would seek advice on the law relating to change of use and removal of protected trees. The item will be reported upon at a later date.

Cllor Cotton advised that the red telephone box in Stafford Brook Road would benefit from a clean and tidy up, which will be organised at a later date.

b) Brindley Village

No issues discussed

c) Cannock Chase and AONB

Cannock Chase AONB Visitor Management Strategy has been released and Partners are working on the first four actions to be delivered in 2015-16.

16. INVITATION TO MEETINGS/EVENTS

The following invitations were noted:

- a) Rugeley & Brereton Community Forum – Monday 22 June 2015. Venue to be confirmed
- b) Hednesford Community Forum – Tuesday 30 June 2015. Venue to be confirmed
- c) AONB Parish Councils' Meeting – Tuesday 16 June 2015 at Brocton Village Hall. 7pm
- d) Staffordshire County Council's Countryside Estates Review – 'Developing our Thinking' meeting with Parish Councils – 2 June 2015 at 6pm at the Rudyard Room, No. 1 Staffordshire Place, Tipping Street, Stafford. ST16 2DH
- e) Invitation to join Matthew Ellis, Police and Crime Commissioner on 30 May 2015 from 9.15am to 12 noon to discuss plans to empower neighbourhoods to work better with the Police to cut crime and improve safety in local areas. Venue: Howden Suite at Yarnfield Park Training and Conference Centre, Yarnfield, Stone.
- f) 'Four Winters at War' Community Event on 20 and 21 June 2015. Birches Valley Concert Venue
- g) Rugeley Network PPG Meeting: Wednesday 3rd June 2015. 1pm - 3pm at Springfields Health and Wellbeing Centre, Lovett Court, Rugeley

17. REPORTS ON MEETINGS ATTENDED

Cllor Ballett had attended Hednesford Town Council's Annual Assembly.

Cllor Adams had attended three charity meetings

Cllor Ballett advised that he understood that regular Community Forum meetings were going to cease because they have been poorly attended by members of the public.

18. COUNCILLOR REPORTS

No reports

19. WEBSITE

The Clerk advised that the Parish Council's website is slowly evolving - which will be an ongoing task for some time to come. Members have been able to view the site now that it is live, and said they were pleased with the work done so far.

20. FINANCIAL MATTERS

- a) Financial Position of the Council & Update to Risk Assessment

Chairman's Initials

Account balances brought forward to 1 April 2015 are £4325.43. The first instalment of the precept has been received from Cannock Chase Council and Staffordshire Parish Councils' Association Membership has been renewed. Total funds available at 12 May 2015 are £6061.99 which includes a credit from HMRC for a VAT refund. The HSBC account balance at 2 May 2015 (the most recent bank statement) is £6030.43 (VAT refund credited after this statement was issued).

The Risk Assessment had been updated to reflect the requirements of the Transparency Code (which are mandatory not advisory).

Resolved: To note the financial position of the council (post April 2015) and to approve the updated Risk Assessment which reflects the introduction of the Transparency Code.

b) Approval of Parish Council Accounts for Financial Year 2014-15

Members had each been provided with a copy of the Cash Book, Bank Reconciliation, Analysis Sheet, Statement of Variances and Budget v Expenditure Listing prior to the meeting.

Resolved: To approve the Parish Council's accounts for the financial year 2014-15.

c) To Approve the Annual Return for the Year End 31 March 2015

Resolved: To approve the following sections of the Annual Return for the year end 31 March 2015:

- Section 1 (Accounting Statements)
- Section 2 (Annual Governance Statement)
- Section 4 (Annual Internal Audit Report)

Sections 1 & 2 of the Annual Return were signed by the Chairman and Clerk.

d) To Receive the Internal Auditor's Report for 2014-15

Report not available

Resolved: To consider the report at a future meeting.

e) To adopt Financial Regulations and Standing Orders during 2015-16

Resolved: To adopt the following regulatory documents for the financial year 2015-16:

- NALC's Model Standing Orders 2013; and
- NALC's model Financial Regulations 2014

f) To appoint an Independent Internal Auditor for 2015-16

Resolved: To appoint Julie Hill to undertake the Internal Auditing of the accounts for the financial year 2015-16

g) To appoint a Councillor to audit/check the accounts for 2014-15

Resolved: To appoint Cllor Mrs Turville to look over the accounts for the year 2014-15

h) Cheques for Payment

100070	The White House	£30.00	Use of room for meeting on 19 May 2015
100071	Paul Adams	£125.00	Chairman's Allowance 2015-16

Chairman's Initials

Resolved: To authorise payment of the cheque listed.

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

Cllor Adams advised that an Ironman competition was coming through the Parish on 14 June 2015 and road closures were involved. Disappointingly, the Parish Council had received no contact directly from the County Council or organisers of the event.

Item for next agenda - Future Meetings Schedule & Councillor vacancy

22. SCHEDULE OF NEW MEETING DATES

Resolved: To set 7 July 2015 as the date for the next meeting and to set further dates at that meeting.

23. DATE, TIME AND VENUE OF NEXT MEETING

The next meeting of the Council will be held on Tuesday 14 July 2015 at 7.30pm.

*This date has replaced the date above due to holiday absences.

Members will meet applicants for the Councillor vacancy at 7pm, for the half hour prior to the formal meeting.

The Chairman thanked all present for their attendance and declared the meeting closed at 9.45pm.

Signed.....

Chairman, Mr. P. Adams

Date.....