

BRINDLEY HEATH PARISH COUNCIL

**MINUTES OF MEETING
HELD ON TUESDAY 27 MARCH 2018
AT THE WHITE HOUSE, MARQUIS DRIVE, BRINDLEY HEATH
7.30PM**

PRESENT: Parish Councillors: P. Adams (Chairman)
D. J. Cotton
R. Turville

IN ATTENDANCE: Michelle Cliff, Locality Officer, Support Staffordshire (talk only)
PCSO Liz Dale
Mrs T. Williams

Talk on the work Support Staffordshire

Prior to the start of the agenda, Michelle Cliff, Locality Officer, Support Staffordshire (Cannock Chase and South Staffordshire), gave a talk on her work with voluntary sector organisations in Cannock Chase.

Michelle has been working in the Cannock Chase area for 18 months and is looking to expand the range of people she is working with, especially more groups in Rugeley, as these are currently limited.

In 2015 six CVS's merged with Support Staffordshire to create one organisation. Late last year South Staffordshire joined, and it is now a County wide organisation. The Community Council of Staffordshire are also looking to merge with Support Staffordshire. It was considered advantageous to join forces and pool resources as all groups are bidding for the same funds. Staffordshire County Council has provided funding for the work of Support Staffordshire and some district council funding has also been awarded.

The aims and objectives of Support Staffordshire are to encourage, support and assist in the development of community groups/organisations to enable them to better deliver their services. It provides training and development, mentoring and knowledge sharing through volunteer centres. People are supported in setting up groups, developing a structure including creating committees and appointing trustees, help with securing funding, marketing and in delivering the services.

Support Staffordshire has assisted with the transfer of community managed libraries, worked with Staffordshire and Stoke on Trent Foundation Trust, Country Parks –'Love Cannock Chase' (worked with local organisations, residents and businesses to encourage people to respect the Chase). It has worked with voluntary car schemes, Brereton Million, Age UK, Safer Neighbourhood Panels, helping young people into employment (Talent Match). Due to pressures in the health and social care sector, communities are needing to become more self-supporting, accessible and proactive in encouraging people to stay fit and healthy for longer.

Support Staffordshire holds quarterly forums so that groups get an opportunity to meet other groups. They are able to listen to presentations and learn about one another's services. Everyone gets something out of

the agenda. The process builds capability and encourages people to work together, with a positive impact on local communities.

Support Staffordshire is a membership organisation and offers membership to parish councils at £25 a year. A range of benefits are offered in return (regular bulletins, free support, three free information sessions).

Michelle advised that a funding fair was to be held in Rugeley Community Centre on Thursday 19 April 2018.

Before leaving the meeting, Michelle was thanked for attending the meeting to talk about her work.

1. APOLOGIES

Apologies were received and accepted from Councillors: A. Pearson, Ms S. Wilkes, Mrs M. A. Turville and Miss J. Wilkins.

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

2. POLICE REPORTS

PCSO Liz Dale (8843) gave a verbal report on the work of the local policing team of Etching Hill and the Heath.

She advised that over the previous month there had been 3 road traffic collisions, 2 transport related issues in Penkrige Bank Road and Birches Valley, a fallen tree at Birches Valley, one robbery, 2 domestic incidents, 2 anti-social incidents, one deer injury, one missing person, a suspicious incident – occupant of a motor vehicle was waving a knife, 3 admin jobs at Stafford Brook road – power cables down, and concerns about a vulnerable female. There have also been two burglaries involving the theft of car keys.

PCSO Dale talked about changes that were to be introduced to the staffing structure by the new Chief Constable.

3. PUBLIC PARTICIPATION

No members of the public were present.

Mrs J. Gray (resident) forwarded her apologies as she was unable to attend the meeting.

4. DECLARATION OF INTERESTS

To declare interests for this meeting:

<u>Member</u>	<u>Interest</u>	<u>Type</u>
Cllor P. Adams	Trustee of Etching Hill Charity & Chetwynd's Charity	Personal

5. MINUTES OF LAST MEETING

Resolved: The minutes of the Meeting held on 16 January 2018 were approved as a true record.

6. PROGRESS REPORTS/UPDATES FROM PREVIOUS MINUTES

Woodland Weddings at Tackeroo Campsite – Councillor Turville expressed his views about the positive aspects to the woodland wedding events. They provide an opportunity to have a different kind of wedding to the traditional and bring revenue into the area.

Councillor Adams said that the cumulative effects of the forest concerts, Ironman competition and woodland weddings were impacting residents' enjoyment of their homes. He said he would discuss the matter with the organiser to explore ways in which the weddings can take place without noise disturbance.

Councillor Adams advised that he would be writing to the Chairman of Chetwynd's Charity to discuss the parish councils support of its work through charitable donations.

Proposed 40mph speed limit and Camp Road/Broadhurst Green junction improvements – The alterations to the existing speed limit on approaching roads coupled with the installation of two splitter islands have been completed.

An email from County Councillor Phil Hewitt (dated 25 January 2018) confirmed that the parish councils support of the scheme had been noted and he detailed the work that has been done.

Following completion of the work, no great improvements are noted in respect of sight lines from the left, when exiting Camp Road.

Tents on Rugeley Road

It was noted that the people living in tents had moved on.

Public Access Defibrillators – The Forest Centre Manager at Birches Valley believes 'GoApe' have a defibrillator which staff are supportive of other people using. However, it is not available 24/7, and they are closed some of the year.

7. CHAIRMAN'S REPORT/ANNOUNCEMENTS

None

8. 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:

SPCA Bulletins: no specific items to note.

Brain Tumour Research: The email from the Communications Officer at Brain Tumour Research (25 January 2018) contains information about how people can support the charity and fundraise towards the cause.

Resolved: To note the information.

Staffordshire Playing Fields Association – The association can provide low cost financial support to local clubs, parish councils and play associations. Annual membership costs from £15.

Resolved: To note the information.

Cannock Stadium Community Allotments - an email (dated 23 February 2018) from Cannock Chase council's Consultation & Engagement Officer provides an update on the development of the stadium site off Pye Green Road. Work will include 14 community allotments and a building with electricity, heating and water which can be used as a classroom. The allotments will be fenced and there will be car parking facilities.

Chairman's Initials

55/2017-18

Feedback has been requested on three options for the future running of the site.

Resolved: To note the details of the development and options for its future management. The final date for comments has however, passed.

Special offer on Radar Speed signs – an information leaflet with details of radar speed signs was circulated.

Resolved: To hold the information for future consideration.

c) Consultations

Cannock Chase Council – Strategic Housing and Employment Land Availability Assessment: Call for Sites:

An email from the Principal Planning Officer (dates 20 February 2018) was noted.

Resolved: To note Cannock Chase Council’s request for potential future development sites.

South Staffordshire Council SAD Main Modifications Consultation: Call for Sites

An email (dated 7 February 2018) from the Strategic Planning Team Manager provides information about a consultation on changes to the Site Allocations Document following a series of public hearing sessions.

Resolved: To note the details of the consultation (for information only, as the consultation has recently closed (21 March 2018)).

Neighbourhood Planning – Hednesford and Rugeley updates

Resolved: Progress on the draft Neighbourhood Plans of Hednesford Town Council and Norton Canes Parish Council were noted.

National Planning Policy Framework – National Consultation

Resolved: That members forward comments to the Clerk for submission.

9. **PLANNING**

a) Planning Comments Referred to the District Council

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

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

The following comments were sent to Cannock Chase Council on 12 March 2018:

Members of the Planning Committee have confirmed that they have no objections subject to it being established that the outbuilding is sited within the boundary of the domestic curtilage and not on land beyond it i.e. located within the West Midlands Green Belt, SSI or ANOB wherein there is a presumption against inappropriate development which should only be allowed in circumstances in which very special circumstances have been demonstrated to exist.

May we also deduce that the previously built outbuilding/shed has or will be dismantled based on refusal from your planning department dated 29 December 2017. This was planning reference CH/17/426 (Retrospective application:- Retention of outbuilding)

CH/18/063 Westring, Etching Hill Road - Retrospective application: erection of carport on existing hardstanding

The following comments were sent to Cannock Chase Council on 21 March 2018:

The Parish Council's Planning Committee has no objections to this application. However, applicants should be expected to comply with the planning process and this is a retrospective application. Members feel that the applicant should be made aware of this fact to avoid future unlawful developments on the site.

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

It was agreed that the following comments would be submitted to Cannock Chase Council:

The Parish Council's Planning Committee objects to the development proposal for the reasons stated below:

1. *The stable would be a new building on open land, having a negative impact on the landscape character of the AONB and openness of the Green Belt.*
2. *The stable would be inappropriate development in this protected and sensitive setting. It also has the potential to be converted into other uses.*
3. *The site entrance, to be used by horses, horseboxes and trailers, is on an extremely dangerous bend. Access from the west would be particularly hazardous as the driveway from this direction turns back on itself requiring an approximate 45° approach. To add to the risk, there is a stable complex located almost opposite the entrance, and Stafford Brook Road is a busy lorry route used by very large HGV's travelling to and from the nearby Rugeley Quarry.*

Resolved: To confirm the planning observations made to Cannock Chase Council

b) New Planning Applications Received

CH/18/081 Aldene, 7 Stafford Brook Road, Rugeley – Demolition of existing dwelling and construction of replacement detached dwelling

Resolved: That the following comments be submitted to Cannock Chase Council:

No objections, with a request that the following points are given consideration:

1. *That the new footprint of the residential part of the dwellings within the permitted allowance of a new build, bearing in mind the size of the existing dwelling. We have concerns it may dwarf the adjacent dwelling.*
2. *We have concerns regarding the size of the garage with its staircase and feel it is far too large.*
3. *That the mobile home/log cabin be removed if and when a replacement dwelling is completed.*
4. *That the current gateway leading on to Penkridge Bank Road will be removed and the fence will be re-instated.*
5. *Has or will the neighbouring property owners be advised on the following points:*
 - a. *That the property will be safe during and after demolition.*
 - b. *That bearing in mind the party wall is most likely not a suitable external wall, so will have to be insulated if it remains exposed after demolition.*
 - c. *Will the cavity of the party wall be closed? If so, there is no potential for water ingress and the cavity must be closed.*
 - d. *That the foundation must not be left exposed due to potential washing away underneath by the rain*
 - e. *The foundations underneath the party wall will remain sound.*

Chairman's Initials

57/2017-18

f. *Has consideration been given to the finish of the neighbour's roof after demolition?*

c) Planning Decisions made by Cannock Chase Council and Staffordshire County Council

CH/17/456 1 Twin Cottage, Kingsley Wood Road - application to remove condition 6 and to vary condition 7 to substitute approved drawings to planning permission CH/15/0164

Planning permission awarded on 22 January 2018

Resolved: To note the planning decision of Cannock Chase Council.

d) Changes to planning consultation arrangements from 1 April 2018

A letter (dated 8 February 2018) from the Planning & Economic Development Services Manager at Cannock Chase Council advises that, from 1 April 2018 there will be changes to planning consultation arrangements and charges for pre-application advice on major planning applications.

From 1 April planning applications will be forwarded to town and parish councils solely by electronic means.

Resolved: To note that no hard copy plans would be sent to town and parish councils from 1 April 2018.

e) Cannock Chase Council's Local Plan Update

A letter (dated 5 March 2018) from the Planning Policy Manager provides an update on Cannock Chase council's Local Plan.

Resolved: To note the information provided on Local Plan Part 2.

10. CANNOCK CHASE FOREST

AONB Update – a list of dates for tasks and volunteering days were given along with information about Staffordshire Wildlife Trust working parties. Meetings take place on the 2nd and 4th Wednesday of the month.

IRONMAN – 10 June 2018 – Schedule of Road Access Communications – it was noted that road access leaflets would be published on the IRONMAN website on 1 February 2018 and delivery of hard copy Road Access Leaflets via Royal Mail, to addresses on the bike and run routes, would be issued on 30 April 2018.

On 26-27 May advanced warning signs would be erected on roads.

Gate Installation on Track Section of Kingsley Wood Road – no update

11. PARISH ISSUES

a) Chase Side

Temporary Traffic lights on Penkridge Bank Road – temporary traffic lights are in operation near the Birches Valley junction with no purpose other than to hold up traffic unnecessarily. The matter will be reported to the Highways Department.

Main roads through the parish – such as Bower Lane, and Stafford Brook Road, were not cleared during the snow and snow drifts were making access difficult. Stafford Brook Road is a main route for lorries and should be maintained at all times. Shooting Butts Road was impassable. Feedback would be forwarded to the Highways Department.

Chairman's Initials

58/2017-18

Forestry Commission – the gate at rifle range corner is being left open at weekends. This item will be reported to the Forestry Commission.

Penkrige Bank Road – a request should be made to the Highways Department for no overtaking signs to be installed at the junction with Stafford Brook Road. The junction is dangerous as vehicles overtake whilst traffic is exiting Stafford Brook Road.

Western Power Distribution – maintenance work to trees has not been finished in, and around, Stafford Brook Road and Kingsley Wood Road. In the winter, trees are at risk of bringing high voltage cables down.

Four to five years ago tree work used to be undertaken routinely during the summer and winters would be trouble free with an uninterrupted power supply.

Visit to Recycling plant – A request was made for an enquiry to be made about arranging a visit to our local recycling plant.

Tyres at Sewerage Works in Stafford Brook Road – The removal of discarded tyres in this location is ongoing with Severn Trent Water Authority.

b) Brindley Village

No items

12. BATTLES OVER WW1 CENTENARY CELEBRATIONS ON 11 NOVEMBER 2017

The content of an email from the Great War Project Officer (dated 22 February 2018) asking for information about parish council commemoration events. Nationally there are several initiatives including a bell ringing project to commemorate the end of the War, and the Battle's Over, National Tribute.

An email from Rebecca Mason (dated 20 February 2018) requests that parish councils engage their local churches in the bell ringing segment at 7.05pm on Sunday 11 November.

The national program involves:

Battle's Over – Sleep in peace, now the battle's over – 6.00am

Battle's Over – The Last Post – 6.55pm

Battle's Over – WW1 Beacons of Light – 7.00pm

Battle's Over – Ringing out for Peace – 7.05pm

Resolved: To note the information but Brindley Heath Parish has no churches to engage.

13. INVITATION TO MEETINGS/EVENTS

There were no meeting invitations to report.

14. REPORTS ON MEETINGS ATTENDED

Councillor Adams reported on topics under consideration by the Etching Hill Village Hall.

15. COUNCILLOR REPORTS

County Councillors were not present at the meeting (a meeting of Hednesford Town Council was taking place on the same evening).

Chairman's Initials

59/2017-18

16. LAPEL BADGES

A new design for the badges was circulated and agreed by members. The badges would be 25 millimetres in diameter.

Resolved: That permission to use the Staffordshire Knot emblem is requested.

17. 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 27 March 2018). The budget statement shows the current financial position of the council which has reserves of £9,909.28.

Resolved: To note the financial position of the Council.

b) To authorise cheques for payment

100129	The White House	£30.00	Use of room on 27 March 2018
100130	Trudy Williams	£18.20	Postage (stamps & weighed post)
100131	Trudy Williams	£1,428.77	Salary Sept, Oct, Nov, Dec 2017, Jan, Feb, March 2018

Resolved: To authorise payment of the cheques listed.

c) General Data Protection Regulation: Requirement to Appoint a Data Protection Officer

With the General Data Protection Regulation creating the requirement to appointment a Data Protection Officer, Staffordshire County Council is offering to SPCA member councils a GDPR service level agreement.

While a named Data Protection Officer will oversee matters, a team of data protection and GDPR qualified professionals will be available to support the service. The package is a virtual package done over the phone and via email.

Details of the service model had been circulated to Members, prior to the meeting. This includes a mandatory GAP analysis package which must be undertaken prior to signing up to the service.

A summary of GDPR preparations will be brought to the next meeting.

Resolved: To sign up to Staffordshire County Council’s Data Protection Officer Service – tier 1 or 2.

d) Appointment of Internal Auditor for 2017-18

Resolved: That the Clerk is authorised to appoint an internal auditor to undertake an audit of the Council’s accounts for the year 2017-18.

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

None

19. SCHEDULE OF MEETING DATES AND DATE OF NEXT MEETING

The next meetings will be the Annual Parish Meeting and Annual Meeting to be held on Tuesday 29 May 2018. The start time will be 7.00pm and the venue will be confirmed.

Chairman’s Initials

The following meetings dates were set:

- 24 July 2018
- 18 September 2018
- 27 November 2018
- 19 February 2019

The Chairman closed the meeting and thanked all present for their attendance.

Signed.....

Chairman, Mr. P. Adams