

# MINUTES

of the

Drayton Bassett Parish Council

Tuesday 27<sup>th</sup> October 2009

in the Pavilion Building, Drayton Bassett, Staffordshire

Present: P Millard (Chairman)  
R Lockhart (Vice Chairman)  
A Edmond (Councillor)  
M Garbett (Councillor)  
L Brown (Clerk)

Brian Reynolds (Parishioner)  
Martin Jobburnss (Parishioner)  
Maxine Monk (Parishioner / Internal Auditor)

Action

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## Apologies

None

## Code of Conduct

Chairman, P Millard, reminded those present to observe the Code of Conduct during the meeting.

## (09/121) Community First Responder Group Donation Request

Following a donation request from Maxine Monk, both Maxine and her colleague, Dave Atkinson, attended the meeting to explain more about Community First Aid Responders and why they are looking to raise money.

Chairman, P Millard asked Councillors to advise Parish Clerk of their views before the next meeting on whether the Parish Council should make a donation and if so how much they think is reasonable. Parish Clerk to put on the agenda

Councillors  
Parish clerk

## Items for Consideration by Members of the Public

No items.

## Approval of Minutes from the Previous Meeting (09/101)

The Minutes of the meeting on Tuesday 28<sup>th</sup> July 2009 were signed as a true record of proceedings.

As there was not a quorum at the meeting on Tuesday 29<sup>th</sup> September 2009 there were no official minutes.

	Action
<p><b><u>Matters Arising from those Minutes</u></b></p>	
<p><b><u>Council Surgeries (09/103)</u></b></p>	
<p>Chairman, P Millard confirmed that the two Parish Council Surgeries had now taken place and advised that PC Marc Fortin-Tobin had attended the second one but attendance had been zero at one meeting and one person at the other.</p>	
<p>Chairman, P Millard stated that this should be reviewed next year to see if it is viable to hold any further Surgeries as attendance was very poor.</p>	
<p><b><u>(09/122) Gates to Playing Fields (09/104)</u></b></p>	
<p>Councillor, R Lockhart to chase up quote and alternative designs for gates from Kevin Wilkes of KS Plant.</p>	R Lockhart
<p><b><u>(09/123) Perimeter Fence (09/105)</u></b></p>	
<p>It was previously minuted that Councillors, R Lockhart and G Hemus would look at perimeter fence and come up with a plan of action of what to do.</p>	R Lockhart / G Hemus
<p>This is still to be done.</p>	
<p><b><u>(09/124) Historical Site (09/106)</u></b></p>	
<p>Parish Clerk to write to Archaeological Department, Stafford asking for some commitment that the report of findings will be written up. Bob Meeson was the former County Archaeologist.</p>	Parish Clerk
<p><b><u>Item 002 – Letter from John Ikin of Fisher German (Mill Lane) (09/088)</u></b></p>	
<p>Chairman, P Millard advised the outcome of the meeting with Fisher German and the Environment Agency on Wednesday 14<sup>th</sup> October 2009 and what has finally been agreed.</p>	
<p>Chairman, P Millard advised that a contract is to be drawn up by the Environment Agency and signed by both parties.</p>	
<p><b><u>Feedback from the Recreation Play Scheme Sub Committee (09/110)</u></b></p>	
<p>Chairman, P Millard confirmed Goal Posts had been purchased for the children of the Village and these will be left out on a permanent basis.</p>	
<p>Chairman, P Millard also confirmed a BMX assault course had been built with the help of parishioners, Steve Holyoak, Brian Reynolds and Martin Jobburns and some of the children of the Village. Chairman, P Millard reported the purchase of 20 tonnes of soil at a cost of £400.00 and the hire of a JCB to dig the ground to do this.</p>	
<p>Chairman, P Millard asked if any comments had been received. Councillors advised no complaints received.</p>	
<p>Chairman, P Millard also confirmed that the targets and cricket stumps had now been painted.</p>	

	Action
<p><b><u>Matters Arising from those Minutes cont...</u></b></p> <p><b><u>(09/125) Sports Pavilion (Changing Rooms) (09/111)</u></b></p> <p>Chairman, P Millard reported that following an inspection of the Changing Rooms there were a number of broken chairs that need to be disposed of as they could cause an accident. Parish Clerk to chase to ensure this has happened.</p> <p>Chairman, P Millard also reported that a new Agreement between the Football Club and Parish Council had been drawn up and sent to Paul Spence for signing. Chairman, P Millard advised that since the agreement was sent it has come to light that in fact Andy Williams is in charge of the Football Club.</p> <p>Councillor, A Edmond advised that she would speak to Andy Williams to chase up the signing and return of the Agreement.</p> <p><b><u>(09/126) Meeting with Helen Portman of Staffordshire County Council re Traffic Management (09/112)</u></b></p> <p>Chairman, P Millard to contact Helen Portman to get update.</p> <p><b><u>(09/127) Ownership of hawthorn hedge – council land, Drayton Lane and Walkway leading up to Old Manor Close (09/113)</u></b></p> <p>The issue of the ownership of the hawthorn hedge was raised again by Councillor, M Garbett.</p> <p>Parish Clerk to do a Land Registry search. Parish Clerk to contact Lichfield District Council to see if they could advise us of how to get deeds or how to confirm correct ownership of the hedge.</p> <p>Councillor, M Garbett declared a personal interest in this item.</p> <p><b><u>Flagpole</u></b></p> <p>Following a discussion at the meeting in September regarding the purchasing and erection of a flagpole in the Village, it was decided not to go ahead with the purchase.</p> <p><b><u>Play Equipment for Mill Lane</u></b></p> <p>Chairman, P Millard confirmed that it had been decided not to pursue the application for play equipment in Mill Lane due to negative reaction from the Mill Lane and Mayfair View parishioners.</p>	<p>Parish Clerk</p> <p>A Edmond</p> <p>Chairman</p> <p>Parish Clerk</p>

**Correspondence**

A list detailing all the correspondence received was circulated to the Councillors.

**Chairman's Items****Constitution**

Due to there being only four Councillors plus a Chairman on the Parish Council, it was agreed to change the quorum to three until the AGM or the appointment of new Councillors.

Councillor, R Lockhart proposed this and Councillor, G Hemus seconded it.

**Remembrance Day**

Chairman, P Millard advised the Councillors that Remembrance Day is Sunday 8<sup>th</sup> November 2009 and asked that if possible they attend as we are now doing a bit more in the service and are planning to have a procession around the Village .

**Parish Councillor Items****(09/128) Horse and Riders proceeding along walkway between Drayton Lane and Old Manor Close**

Councillor, M Garbett reported that riders are continually riding on the paths around the Village.

Councillor, R Lockhart will speak to the possible owner of the horse from the local Stables and ask that riders do not mount the pavements.

R Lockhart

**(09/129) New Parish Councillors**

Following the resignation of J Walford, Chairman, P Millard and Councillor, A Edmond raised the issue of new Councillors.

Following a discussion, it was agreed that Councillors would ask around the Village to see if anyone would be interested in becoming a Parish Councillor. It was not thought worthwhile placing an advert as this had proved ineffective last year.

All

Parish Clerk to contact the Village Voice to mention it in her column.

Parish Clerk

**(09/130) Finance (09/116)**

Finance Reports circulated.

Following notification of pay increase to Clerks salary, Councillor, A Edmond proposed this and Councillor, R Lockhart seconded it.

Parish Clerk to forward Employment Briefing to Maxine Monk to process.

Parish Clerk

	Action
<p><b><u>(09/131) Planning (09/117)</u></b></p> <p>No outstanding Planning Applications</p> <p>Parish Clerk raised the issue of the need to keep Planning Applications. The issue was discussed and it was agreed that Planning Applications two years and under would be kept and any Planning Applications older would be put on a Planning Application log and disposed of.</p> <p>Parish Clerk to find all old Planning Applications and add to list before disposing.</p> <p>This is still to be done.</p>	Parish Clerk
<p><b><u>(09/132) Website (09/118)</u></b></p> <p>It was previously minuted that the website would be updated in the near future.</p> <p>Chairman, P Millard to send information so this can be done.</p>	Chairman
<p><b><u>(09/133) War Memorial (09/119)</u></b></p> <p>Chairman, P Millard advised that when he had sent off the grant application he was informed that three quotations have to be submitted and we have therefore missed the deadline.</p> <p>Chairman, P Millard to organise two further quotations and will use the specification received from the first quotation for quotation responses together with photographs.</p> <p>Chairman, P Millard advised that we will apply again in April 2010.</p> <p>It was previously reported that Chairman, P Millard would contact Corrine Knight ex partner of army deceased parishioner. This is still to be done.</p>	Chairman Chairman
<p><b><u>Community Gangs</u></b></p> <p>Chairman, P Millard reported that the Community Gangs day in October had taken place.</p>	
<p><b><u>(09/134) Future of Sports Pavilion</u></b></p> <p>Chairman, P Millard advised that a flyer had been sent out to all parishioners asking for ideas for the future use of the Sports Pavilion. Chairman, P Millard reported that no suggestions had been received.</p> <p>Chairman, P Millard advised that Avril Common from Elford had attended a meeting and gave us a talk about how she raised money for Elford Village to build a new Pavilion and that she would be a good contact to have for the future.</p> <p>Chairman, P Millard asked that this item be put on the Agenda for early next year to decide what we want to do with the building.</p>	Parish Clerk
<p><b><u>(09/135) Grass Cutting Contract</u></b></p> <p>Chairman, P Millard advised that the Grass Cutting contract is due for renewal. Parish Clerk to ask John Mason to re quote. Councillor, A Edmond to speak to P &amp; L Llewelyn Landscapes to ask to quote. Send specification used for previous quote.</p>	Parish Clerk A Edmond

	Action
<p><b><u>(09/136) Church Website</u></b></p> <p>Parishioner, Brian Reynolds highlighted that the Church Website is out-of-date. Chairman, P Millard requested Parish Clerk writes to the Church advising them of this.</p> <p><b><u>Car Parking in Village</u></b></p> <p>Parishioner, Martin Jobburns highlighted the issue of parking in the Village.</p> <p>Chairman, P Millard advised he had been informed that John Mason had been asked if he could do something with the club car park to make it safer to use and once the insurance company had passed it for use the club committee were happy for parishioners to use the car park.</p> <p><b><u>Dog Fouling</u></b></p> <p>The issue of dog fouling around the Village was raised.</p> <p>Parishioner, Martin Jobburns advised that if anyone sees someone letting their dog foul on the path, they can contact their local PCSO and they will visit them to make them aware that someone has seen their dog fouling the footpaths and that if they are seen again it could lead to prosecution.</p> <p><b><u>(09/137) What the Village Would Like to See</u></b></p> <p>Chairman, P Millard discussed what more can be done around the Village to make it even better as funds were available.</p> <p>Parishioner, Martin Jobburns suggested a 'suggestion card' be sent to all parishioners asking them what they would like to see in the Village.</p> <p>Parish Clerk to draft up a 'suggestion card' to be distributed.</p>	<p>Parish Clerk</p> <p>Parish Clerk</p>
<p>The meeting finished at 9.00p.m.</p>	