

# MINUTES

of the

## Drayton Bassett Parish Council Meeting

Tuesday 22<sup>nd</sup> October 2013

In the Sports Pavilion, Rectory Close, Drayton Bassett, Staffordshire

Present: Philip Millard (Chairman)  
Avril Edmond (Councillor)  
Brian Reynolds (Councillor)  
Sue Harris (Councillor)

Apologies: Geoff Hemus (Councillor)  
Mary Garbett (Councillor)

Parishioners: Mo Smith / Stuart Potts

Action

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### Apologies

Apologies received from Councillor's Hemus and Garbett.

### (13/554) Attendance at Parish Council Meetings

Chairman Millard highlighted that due to recent poor attendance and the fact that one Parish Councillor was due to be taking extended holiday, there was a concern that the Council meetings wouldn't be quorate unless all other Councillors make an extra effort to attend.

Chairman Millard made an appeal to everyone to ask that they make every effort to attend.

Councillor Edmond gave her apologies for the next three meetings due to extended holiday and asked that it be minuted accordingly.

Chairman Millard asked that all existing Councillors promote the role of Parish Councillor to anyone you they think might be interested and encourage them to come to a meeting.

All

### Code of Conduct

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

### Minutes of Previous Meeting

The Minutes of the meeting on 24<sup>th</sup> September 2013 were recorded as a true and accurate record of proceedings.

**Matters Arising from those Minutes****Flood Defence Wall (13/536)**

Further to Councillor Edmonds previously highlighting that the foundations in the field looked out of kilter with the plans provided, Chairman Millard advised that following a number of conversations with Shortland Parsley he could confirm that the foundations currently in place are in fact a membrane and not the foundations as first thought. Chairman Millard advised that he has asked Shortland Parsley to come back with exactly what is being done.

With regards to the flood defence, Shortland Parsley have advised that the existing flood defence has been removed but a temporary flood defence of the same standard has been put in place in the event of any flooding during the winter.

**(13/555) Grass Verges (13/537)**

It was previously highlighted by a parishioner that one resident was still parking on the grass verge and it was concluded that the resident may have been outside the original highlighted area and therefore may not have received the original letter sent by Staffordshire County Council.

At the October meeting, the Parish Clerk confirmed she had written to SCC asking for the same letter to be sent to the houses that may have been outside the original area and had received a response advising that they had checked the County Council's mapping and are unable to locate the house numbers we provided.

Chairman Millard to check the additional numbers provided.

Chairman

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**(12/556) Mill Lane Land – Relocation of Dog Waste Bin (12/538)**

Awaiting completion of works currently being carried out by the Environment Agency before we arrange to relocate the dog waste bin.

Councillor Reynolds to invite our handy man to quote once we are in a position to move forward.

Brian Reynolds

**(11/557) Felling of trees (11/539)**

Councillor Garbett advised that she had posted the quotations to the Parish Clerk on the 27<sup>th</sup> June, however, the Parish Clerk confirmed nothing had been received. Councillor Garbett to re-send. Outstanding as at 22/10/13

Councillor  
Garbett

Chairman Millard advised that he had made contact with the Arboriculture Officer at LDC who has agreed to come and give us an independent opinion of the trees on the Village Green and Historical site and asked for permission to progress. Awaiting response as at 23/10/13.

Chairman

**(12/558) Village Signage (12/540)**

Missing/repairs required to Village signage:  
 Village curtilage - junction of Drayton Lane / Portleys Lane (Ashdene farm) missing.  
 Village curtilage - 30 yards from main junction A4091 and Salts Lane - sign lopsided.

Councillor Hemus to arrange to move the Drayton Lane street sign to just in front of Drayton House. Outstanding as at 22/10/13.

Geoff Hemus

Parish Clerk advised that she had still not received a response or acknowledgement of e-mails regarding this issue. Councillor Harris to send Parish Clerk e-mail address of the person who is dealing with Alan's e-mails.

Sue Harris

It was discussed and agreed to write to the Head of Staffordshire County Council to complain about lack of help to resolve this on-going issue.

Parish Clerk

Councillor Edmond to obtain quotes for the Parish Council to purchase new signs and will pass them onto Councillor Reynolds for the next meeting as she will be absent.

Avril Edmond

**(13/559) Community Parish Recycling Scheme (13/541)**

*Chairman Millard advised that he had spoken to Community Council of Staffordshire and confirmed that someone would visit the Village to look for the best location and re-contact him in due course.*

*As per the previous minute (13/500), once we are in receipt of this information a further discussion needs to take place to propose going ahead with this scheme and agree the location of the bin.*

Chairman Millard advised still no response as at 22/10/13 – Chairman to chase, although he does have concerns now over the location of the bin due to the proposed work to the Village Club car park as there may not be sufficient space for the bin to be situated. It was agreed to wait until this work has been completed before we make a decision.

Chairman

**(13/560) Grass Cutting Contract (13/542)**

*Councillor Lockhart proposed that we open up the offer to cut the grass for other elderly parishioners and Councillor Garbett seconded. Chairman Millard also agreed.*

*Chairman Millard to find out demographics in terms of elderly parishioners and bring back to the next meeting and then take a vote. As at 23/09/13 still to progress.*

*It was agreed to wait to progress the remainder of this action until we have ascertained whether the two other gardening companies wish to quote.*

Chairman Millard advised still no response from Tamworth Borough Council as at 23/10/13.

Parish Clerk to chase.

Parish Clerk

**(13/561) Notice Board (13/543)**

Parish Clerk confirmed Notice Board had been ordered and lead time is 4 /6 weeks.

*Location of new Notice Board to be sited parallel to the hedge between the hedge and the pavement on the Village Club car park. The Village Club have given their permission for this.*

*It was also agreed to move the existing Notice Board to Mayfair Drive for those residents. Councillor Reynolds to organise the re siting of the old Notice Board once new Notice Board erected.*

Councillor  
Reynolds

**(13/562) Dog Waste Station – Anti-Dog Fouling Campaign in Conjunction with Drayton Manor & the Manor School (13/544)**

*It was discussed and agreed at the meeting on 24/09/13 that despite no response from Drayton Manor Park regarding this initiative, the Parish Council should still contact Manor Primary School to see if they would be interested in running this campaign in conjunction with the Parish Council. The idea is that the winning Anti Dog Fouling poster would be printed at the cost of the Parish Council and displayed around the Village.*

*It was also suggested that a prize for the winner could be awarded. This is to be discussed and agreed at a future meeting.*

Chairman Millard asked Councillor Harris if she would make contact with the Manor School to see if they would be interested in working with us on this campaign.

Councillor Harris to progress.

Councillor Harris

**(13/563) Village Signage (13/545)**

*Chairman Millard and Councillor Reynolds to meet with Councillor Hemus to obtain his views as the current signs are on his land and this would be brought back to the next meeting.*

Chairman Millard and Councillor Reynolds to progress as a matter of urgency. Chairman Millard to contact Councillor Hemus to check his availability w/c 28<sup>th</sup> October.

Chairman  
B Reynolds

**(13/564) Flag for Pole (13/546)**

Chairman Millard confirmed new flag ordered and will be collecting it tomorrow.

Chairman

**(13/565) Speed of traffic through the Village (13/547)**

*Councillor Harris raised the speed of traffic through the Village from the bottom end of Drayton Lane towards Tamworth Road, and asked if anything can be done regarding the speed of traffic at both ends of Drayton Lane.*

Parish Clerk confirmed she had written to Staffordshire County Council requesting a speed survey is carried out. No response as at 23/10/13.

Parish Clerk to chase.

Parish Clerk

**(13/566) Hybrid Bill Document Deposit (13/549)**

Chairman Millard read out the response received from Jan Heckscher to our e-mail regarding clarification for Parish Councils to provide parishioners with the opportunity to view the Hybrid Bill Document.

Options on where and how the documents could be viewed were discussed and are as follows:

- Possible location for viewing documents could be the Village Club as this is open a lot of the time
- Parish Council could arrange Open Days / Open Evenings
- Multiple Sticks could be made available (quantity is unknown at the moment)
- A library type loan service could be operated
- Static computer station could be provided at a central location
- Access to information on an appointment basis

It was suggested that a notice could be displayed on the Village Notice Board to ascertain parishioner interest in viewing the documents and to find out what they would like to view.

It was agreed that it would be worth asking the lunch club attendees how and when they would want access. Councillor Harris stated that as some of these people do not have access to a computer it would be a good exercise and offered to do a straw poll at the next lunch.

Parishioner, Mo Smith brought the council up to date on the Community Forum situation and how HS2 intend to deal with the petitioning phase of the Hybrid Bill.

**Use of Community Bus to Staffordshire Museum, Whittington (13/550)**

Councillor Harris' advised that this may now not go ahead as planned.

**(13/567) Manor Park Traffic (13/551)**

Councillor Reynolds previously advised that complaints had been received from parishioners regarding the amount of traffic entering and leaving Drayton Manor Park.

Parish Clerk confirmed she had contacted both Alan White from SCC and Fazeley Parish Council and advised that no response has been received from either Alan White or Fazeley Town Council as at today's meeting 23/10/13.

Parish Clerk to chase.

**(13/568) Heathley Lane Dog Waste Bin**

Following a message from Councillor Edmond advising that the dog waste bin on Heathley Lane had not been emptied and the Parish Clerk subsequently contacting Lichfield District Council who confirmed that it is emptied every Monday and had been emptied on the day in question, Monday 21<sup>st</sup> October, Chairman Millard stated that it appears someone may have put a bag of waste on top of the bin and other people did the same giving the impression that the bin was full, however, Councillor Harris advised that the bin was actually not full. It was agreed that the Parish Clerk would check that the bin has been emptied on Tuesday 29<sup>th</sup> October and if it hasn't been emptied she will contact Lichfield District Council again. It was also agreed that in the following weeks Councillor's Harris and Edmond will check on a Tuesday that the bin is emptied.

Sue Harris

Parish Clerk

Parish Clerk  
Avril Edmond  
Sue Harris

**Heathley Lane Dog Waste Bin cont...**

It was agreed that a laminated A4 note would be put on the front of the dog waste bin asking parishioners not to put any bags of waste on top of the bin to avoid giving the impression that it is full if indeed that is the case.

Parish Clerk

Parish Clerk to order some more dog waste bags.

Parish Clerk

**Correspondence****Letter from Bromford Housing**

Chairman Millard advised that following comments from a previous meeting regarding ascertaining rental costs for Bromford Housing, a response has been received giving average rent across Lichfield District but this had not been broken down specifically for Drayton Bassett. Chairman Millard stated that this is available to Councillors to read but is for information only.

**Chairman's Items****(13/569) New Bus Service**

Staffordshire County Council confirmed by letter that Drayton Bassett will be added to the existing bus route to provide a twice daily, six days a week bus service.

Chairman Millard asked 'how does this affect the existing arrangement we have with Tamworth Community Transport Services'?

It was agreed that Councillor Edmond will contact SCC to find out if bus passes can be used and what the fare will be for all other users.

Councillor  
Edmond

It was discussed and agreed that if bus passes cannot be used on the new bus service and the fare is more than is currently paid to use the community bus then the Parish Clerk will write to Tamworth Community Transport Services to ask them to continue to provide the service. However, if bus passes can be used and the fare is less, then the Parish Clerk is to write to Tamworth Community Transport Services cancelling the community bus. If the community bus is cancelled then the Parish Clerk is to produce an A4 laminated sheet to display on the Notice Board advising parishioners that the community bus provided by Tamworth Community Transport Services is being cancelled and will be replaced by the new bus provided by Staffordshire County Council.

Parish Clerk

**(13/560) July 2013 Minutes**

It was highlighted that the outcome of the discussions regarding the contribution towards the Village Lunch Club may have been minuted incorrectly.

Chairman Millard asked the Councillors present to advise what they understood the outcome to be.

It was agreed that the outcome was that the Parish Council would continue to pay £5.00 for another three months and then this would reduce to £2.50 for 3 months.

Parish Clerk to amend the minute on the September 2013 Minutes and obtain Chairman Millard's signature.

Parish Clerk /  
Chairman

### **(13/561) Webpage Update & Actions**

Chairman Millard showed the Councillors present the proposed new web page and asked for their views and comments. These are as follows:

Under **Parish Council, Councillors**; Remove photograph of Roy Lockhart. Still require photograph of Councillors Hemus and Garbett.

Under **Parish Council, Councillors**; Remove Charlie McEwan's name and change Matthew Ellis' name with Alan White.

Under **History, Pictures**; Councillor Harris to provide additional photographs.

Under **Village Life, Businesses**; It was agreed that it would be free for businesses within the Village boundaries to advertise free.

On **Links** page; include Tamworth Borough Council, Fazeley Town Council, Hints & Canwell Parish Council, Middleton Parish Council, link to Facebook page, link to new bus route, link to Manor School.

On **News** page: can we have a capital N for News

On **Parish Council, Meetings**: can we have a capital M for Meetings.

On **Village Life, Events**: can we have a capital E for Events

On **Village Life, Services**: can we have a capital S for Services

On **Village Life, Businesses**: can we have a capital B for Businesses

On **Village Life, Weather**: can we have a capital W for Weather

On **Drayton Bassett Parish Council, Documents**: can we have a capital D for Documents.

Parish Clerk to advise Eric Roy to make the updates.

Parish Clerk

### **Parish Councillor Items**

#### **Drayton Bassett Community Group**

Councillor Harris advised that she had looked into grants for the Lunch Club but confirmed that she is unable to apply under the banner of the Parish Council, however, she was advised by the Community Volunteer Group to set up a separate group which she has done under the name of Drayton Bassett Community Group and has subsequently applied for and been awarded a grant.

Councillor Harris would like the Parish Council to consider in the future either giving a small grant or continue to subsidise the event every month.

#### **Finance Reports**

Finance reports for September and October circulated prior to the meeting. No questions were raised.

**Planning**

No outstanding planning applications.

Councillor Edmond advised that someone from LDC Planning Department will be visiting on 6<sup>th</sup> November to look at the entrance in the hedge in Drayton Lane that has appeared recently.

**HS2**

Nothing additional added following discussion on Hybrid Bill minute above.

The meeting finished at 9.25pm