

# MINUTES

of the

## Drayton Bassett Parish Council Meeting

Tuesday 20<sup>th</sup> May 2014

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

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

Apologies: Stuart Potts (Councillor)  
Absent: Geoff Hemus (Councillor)

Parishioners: Ian Watkins

Action

### Apologies

Apologies received from Councillor Potts. No apologies received from Councillor Hemus.

### Code of Conduct

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

### (14/610) Declaration of Office

Nominations were received and officers appointed as follows:-

#### Chairman

P Millard was nominated to stand for Chairman. Councillor Edmond proposed this and Councillor Reynolds seconded it.

#### Vice Chairman

A Edmond was nominated to stand for Vice Chairman. Councillor Reynolds proposed this and P Millard seconded.

Parish Clerk to get Declaration of Office forms signed by both Chairman and Vice Chairman.

Parish Clerk

### Items for Consideration by members of the public

#### (14/611) Height of Trees on Playing Field

A request has been received from a parishioner asking for the trees on the Playing Fields near to his property to be reduced in height. Councillors present inspected the trees and a subsequent discussion took place. It was agreed that the conifers were well maintained and a reasonable height and it was therefore agreed that no action would be taken.

Councillor Edmond proposed this and Councillor Reynolds seconded.

Parish Clerk to advise parishioner of outcome.

Parish Clerk

**Minutes of Previous Meeting**

The Minutes of the meeting on 25<sup>th</sup> March 2014 were recorded as a true and accurate record of proceedings.

**Matters Arising from those Minutes****(14/612) Pathway on Drayton Lane towards Coleshill Road**

*Parish Council to look at options available and if necessary speak to Staffordshire Highways.*

At 20/05/14 meeting, Chairman Millard asked Councillors for ideas on possible options to resolve the issue of having no footpath on Drayton Lane towards Coleshill Road.

A few ideas were suggested but it was agreed that Chairman Millard would write to Staffordshire Highways in the first instance to request pedestrian access in the form of a footpath.

Chairman

**(14/613) Repainting of 'No Dog Fouling' Signs (14/597)**

Parish Clerk advised that a response has been received from LDC advising that some new 'No Dog Fouling' signs have been erected, however, the repainting of signs on the footpaths has not been done. LDC advised that they can spray signs in small areas where there are no other dog fouling signs present or posts where other signs can be erected.

It was discussed and agreed to request that 'No Dog Fouling' signs are painted on the footpath from Church Close, past Manor Primary School, finishing at the end of the footpath just before St Peter's Church due to the number of complaints received near to the school.

Parish Clerk

**(12/614) Mill Lane Land – Relocation of Dog Waste Bin (12/598)**

*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.*

Chairman Millard confirmed that the work has now been completed and only the laying of the grass remains to be done. Councillor Reynolds to arrange for the dog bin to be re-located.

Brian Reynolds

**(11/615) Felling of trees (11/599)**

*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.*

Chairman Millard advised that he is waiting on a call from the Arboriculture Officer to arrange a date for the site survey to be carried out and to bring to the attention of the Councillors that there will be a cost involved in this.

Chairman

**Matters Arising from those Minutes cont...****(12/616) Village Signage (12/600)**

*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.*

Parish Clerk advised that a response has now been received from Alan White confirming that the issue has been passed to Helen Portman who confirmed that the new signs have been designed and subject to the designs being suitable, will then raise a job for the signs to be ordered and erected.

Parish Clerk to chase up as Councillor Edmond confirmed this action still remains outstanding.

Parish Clerk

**Community Parish Recycling Scheme (13/601)**

Chairman Millard advised that this scheme has now finished so it should be removed from the Minutes.

**Grass Cutting Contract (13/602)**

*Councillor Harris advised that the Drayton Village based company who were initially interested in quoting have declined to quote due to the contract being too big.*

*Chairman Millard asked Councillor Harris to ask the company to e-mail the Parish Clerk advising that they do not wish to quote to record that we have sought alternative quotations.*

At 20/05/14 meeting, it was felt that as this document has still not been received it is unlikely that it will be sent now so it was agreed to close the action.

**(13/617) Notice Board (13/603)**

*It was agreed that Councillor Hemus would arrange to take down the existing Notice Board and store it until we are in a position to erect it on Mayfair Drive once the flood defence works have been completed.*

Councillor  
Hemus

Outstanding as at 20/05/14. Parish Clerk to e-mail Councillor Hemus to progress.

Parish Clerk

**(13/618) Village Signage (13/604)**

*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 to contact Councillor Hemus to try to re-schedule the cancelled February meeting to w/c 26<sup>th</sup> May.

Chairman /  
B Reynolds

**Matters Arising from those Minutes cont...****(13/619) Speed of traffic through the Village (13/605)**

*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.*

*Chairman Millard stated that Helen Portman from Lichfield District Council had advised that LDC are erecting speed indicators in the Village to monitor traffic, however, no response has been received to our e-mail asking to know the location of the speed indicators, when they are likely to be installed and how many will be installed.*

*Chairman Millard advised at the January 2014 meeting that Helen Portman had advised early December that Staffordshire Highways are actually carrying out a speed and volume survey of the road which will give them a base for the speed, however, this doesn't mean that a SID cannot be put in but the speed and volume will give an accurate indication of the normal road use.*

*Chairman Millard advised that no further update had been received as at the February meeting. Councillor Harris stated that she had spoken to Helen Portman a few weeks ago and Chairman Millard asked if she would be happy to make contact with Helen to follow this up and report back at the next meeting. Councillor Harris agreed.*

Still on-going as at 20/05/14. Parish Clerk to chase Helen Portman.

Parish Clerk

**Manor Park Traffic (13/562)**

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

*Chairman Millard advised that both he and the Parish Clerk attended a meeting at Fazeley Town Council to discuss this issue, where it was advised by Staffordshire County Councillor, Alan White, who was also present, that a meeting between Staffordshire County Council and Drayton Manor Park sometime in March /April has been arranged to discuss a new traffic calming method.*

*It was agreed that once this meeting has taken place a Working Committee of two councillors from Fazeley Town Council and two from Drayton Bassett would be set up.*

**(14/620) Meeting with Rev. Jonathan Iddon (14/607)**

*Chairman Millard advised that he had met with Rev. Jonathan Iddon to try to build links between the Parish Council and the Church and stated that Rev. Iddon is keen to reach out to more people in the Village and is keen to get involved.*

*It was agreed that they would work together to create a Working Committee consisting of two people from each Village Group as well as two people who do not represent a group i.e. the parishioners with the aim of linking all the Groups together with the ultimate aim of organising a large event in 2015.*

At 20/05/14 meeting, Chairman Millard advised that a meeting is being arranged for Wednesday 18<sup>th</sup> June to try to take this to the next stage. Rev. Jonathan Iddon and Simon Robson, Head Teacher, have both confirmed their involvement and attendance. It is hoped that two people from each Village Group will also be part of this committee.

Chairman Millard to write to each Village Group: Manor Primary School PTA, Scouts, Football Team, Drayton Bassett Community Group, Village Club, WI and Coton Green Football Club. Chairman Millard to put on the web page and Parish Clerk to do a notice for the Notice Board. Chairman Millard to ask for the meeting to be mentioned in the Village Voice. Chairman Millard to also ask Mo Smith to e-mail all her contacts.

Chairman /  
Parish Clerk

**General Untidiness of the Village (14/609)**

Chairman Millard confirmed that he added details of the Highways Team and telephone number to report fly tipping onto the Parish Council website.

**Correspondence****Control of Dogs in Public Parks**

Chairman Millard discussed the letter received from Staffordshire County Council regarding the control of dogs in public parks. Following a discussion it was agreed that this was not relevant to Drayton Bassett and therefore no action is required.

**(14/621) Dog Waste Bags**

Following the resignation of Sue Harris, a conversation ensued regarding the refilling of the Dog Waste Station.

Parish Clerk stated that Sue had advised that she was happy to continue to refill the station and the Councillors were happy for this to continue. If anything changed in the future then this would be looked at at that time.

Parish Clerk to request the spare key to the station from Sue.

Parish Clerk

**Request from St Peter's Church for Access to the Electoral Register**

Chairman Millard brought to the attention of the Council, for information purposes only, that a request had been received from St Peter's Church for a copy of the Electoral Register for the purposes of sending out a questionnaire to parishioners.

Chairman Millard stated that our copy of the Electoral Register is for the purpose of 'establishing whether a person is entitled to attend and participate in a meeting of, or take any action on behalf of, the parish' or 'for the purposes of a local poll under section 116 of the Local Government Act 2003'.

**Chairman's Items**

No items.

**Parish Councillor Items****(14/622) Drayton Manor Traffic**

Councillor Reynolds raised the issue again of traffic around Drayton Manor Park advising that on one particular day it was absolutely horrendous, however, since then it seems to have calmed down. Chairman Millard suggested that Councillor Reynolds be part of the Working Group that is referred to in the previous action (13/562), and suggested Councillor Reynolds makes contact with Fazeley Town Council and Alan White at Staffordshire County Council to progress.

Parish Clerk to pass on Alan White's details to Councillor Reynolds.

Parish Clerk

**Finance**

Finance report circulated prior to the meeting.

No questions were raised.

**Planning**

*Chairman Millard confirmed that Councillor Edmond had now met with the Planning Inspector of Lichfield District Council and having seen the area in question is going to look at satellite pictures of the area and historical planning applications to see what they can find and report back in due course.*

Councillor Edmond advised that a response has been received from LDC regarding this and following inspection of satellite images and historical planning applications it has been confirmed that there was a gate there previously so there is nothing that can be done about it.

**(14/623) Electronic Payments (14/608)**

Having circulated the draft Financial Regulations document to the Councillors to read and make any amendments, this document was walked through at the meeting and amendments were discussed and agreed by everyone present.

Parish Clerk to re-type document for final sign off.

Parish Clerk

**(14/624) Co-option of Ian Watkins onto the Parish Council**

Councillor Reynolds nominated the co-option of Ian Watkins for the Drayton Bassett Village Ward and Councillor Reynolds seconded this.

Chairman Millard to arrange to meet with Ian to discuss the role and expectations of a Parish Councillor.

Chairman

The co-option was unanimous.

The meeting finished at 8.20pm

*Italic text indicates notes from previous minutes*