

# MINUTES

of the

## Drayton Bassett Parish Council Meeting

Tuesday 24<sup>th</sup> June 2014

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

Present: Philip Millard (Chairman)  
Avril Edmond (Vice Chairman)  
Brian Reynolds (Councillor)  
Stuart Potts (Councillor)  
Geoff Hemus (Councillor)  
Ian Watkins (Councillor)

Action

### Apologies

All Parish Councillors were present.

### Code of Conduct

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

### (13/625) Declaration of Office (14/610)

Parish Clerk to arrange for Declaration of Office forms to be signed by both Chairman and Vice Chairman as this is outstanding from the May meeting.

Parish Clerk

### Items for Consideration by members of the public

None.

### Minutes of Previous Meeting

The Minutes of the meeting on 20<sup>th</sup> May 2014 were recorded as a true and accurate record of proceedings.

### Matters Arising from those Minutes

#### (14/626) Height of Trees on Playing Field (14/611)

*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.*

At the June meeting the Parish Clerk advised that she had informed the parishioner of the outcome and had then received a response from the parishioner advising that he wasn't referring to the conifers as the Councillors first thought but the large Cherry tree backing onto his garden.

Chairman Millard advised that the tree in question is one of the trees that was recently surveyed in the Tree Survey and any future maintenance on this tree will fall under that future plan. Parish Clerk to inform the parishioner of this.

Parish Clerk

**Matters Arising from those Minutes****(14/627) Pathway on Drayton Lane towards Coleshill Road (14/612)**

*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.

Still ongoing as at 24/06/14.

Chairman

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

It was agreed that as this action is in hand it should be removed from the Minutes.

**(12/628) Mill Lane Land – Relocation of Dog Waste Bin (12/614)**

*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

**(11/629) Felling of trees (11/615)**

Tree survey now carried out and report circulated to all Councillors.

Chairman Millard advised that there is no immediate work to be done, however, a plan is needed for the next 12 months and then a 5 year plan onwards.

Chairman Millard highlighted some key areas and asked Councillors to fully read the report so a more thorough discussion can take place at the next meeting.

All

Parish Clerk to add this item to the Agenda.

Parish Clerk

**Village Signage (12/616)**

*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.*

Chairman Millard advised that at a meeting on 23<sup>rd</sup> June with Helen Portman regarding speed indicators he mentioned this outstanding issue and asked if she would follow up.

**Matters Arising from those Minutes cont...****(13/630) Notice Board (13/617)**

*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.*

Outstanding as at 24/06/14.

Councillor  
Hemus

**(13/631) Village Signage (13/618)**

*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.

Chairman /  
B Reynolds

**(13/632) Speed of traffic through the Village (13/619)**

Chairman Millard advised that a meeting had taken place with Helen Portman and Councillor Edmond on 23<sup>rd</sup> June and a number of actions were agreed as follows:-

- HP to chase up the speed and volume survey and look to have this installed in the next week or so prior to the summer holidays. If it is likely to go much into July it was suggested we wait until September to get a truer picture.
- HP to establish whether Drayton Bassett are in line for the 20 is Plenty scheme for the road in front of the school.
- HP to look for the plan of traffic calming measures that was done as a report some years ago.
- HP offered to investigate whether we would be able to have some 30mph repeater signs in certain areas and whether the painting of chevrons would be a viable prospect.
- HP to chase the installation of the speed indicator detector modules and again one will be placed on the existing post adjacent to the Village Club, while the other will be placed on the grass verge at the side of the first house into Old Manor Close.

At the meeting it was also discussed whether the Parish Council would fund a second speed survey box at a cost of £200.00; one is to be located near the Village Club on Drayton Lane and the other further down in-between Church Close and Old Manor Close.

Chairman Millard asked for agreement from the Councillors to purchase this. It was agreed to go ahead and this decision was unanimous.

Chairman Millard to e-mail Helen Portman to give the go ahead and await response from Helen Portman regarding the above actions.

Chairman  
Millard

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

Chairman Millard advised that the inaugural meeting of the Village Working Group had taken place on Wednesday 18<sup>th</sup> June and there was good representation from all the Village Groups with the exception of the Football Team.

A number of actions have been agreed and the next meeting date agreed.

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

Parish Clerk confirmed that she now has the spare key to the station.

**Drayton Manor Traffic (14/622)**

At 24/06/14 meeting it was agreed that as the amount of traffic near Drayton Manor Park has calmed down since this item was first raised it should be removed from the minutes.

**(14/633) Electronic Payments (14/623)**

*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.*

As at 24/06/14 Parish Clerk confirmed she is in the process of re-typing the document with amendments agreed and will circulate once done for final sign off.

Parish Clerk

**Correspondence****Lights Out Project**

Chairman Millard mentioned a project being set up by Lichfield District Council as part of the national commemorations of World War One and asked whether this is something that the Parish Council would like to get involved in.

Following a conversation, it was agreed that this is not something that the Parish Council wish to take part in as there are no public buildings in which to take part, however, it was agreed that we would display any posters provided should parishioners wish to take part in their own homes.

**Chairman's Items****Roller Shutter Door Quotation**

Quote of £291.60 + VAT received to replace the electric tubular motor.

Chairman Millard asked for views on going ahead.

Following a discussion, it was agreed to wait until the motor is irreparable before replacing.

Councillor Edmond proposed this and Councillor Reynolds seconded.

**Chairman's Items****(14/644) New Councillor Training Course**

The Staffordshire Parish Councils' Association are currently running a course aimed at new Councillors in September.

Chairman Millard asked if either Councillor Potts or Watkins were interested in attending or indeed the other Councillors as a refresher.

Any Councillor wishing to attend should e-mail the Parish Clerk and she will book places.

All / Parish Clerk

**Parish Councillor Items****(14/645) Donation of Bench for Middleton RSPB Reserve**

Councillor Edmond asked the Councillors to consider donating a bench to be situated on the Middleton RSPB Reserve positioned within the Drayton Bassett boundaries overlooking the Village as most people who visit the Reserve believe it to be in Middleton, however, part of it is within the Drayton Bassett boundary. It was suggested that a plaque could be fixed to the bench with the words 'you are now facing Drayton Bassett' or something similar.

Councillor Hemus to speak to his contact at the Reserve regarding this and advise at the next meeting.

Councillor  
Hemus**(14/646) Finance**

Parish Clerk advised that she has been unable to produce the Finance Report for June as the finance files are currently with the Internal Auditor who is completing the Annual Audit Return.

Parish Clerk to produce and circulate the Finance Report for June once files have been returned.

Parish Clerk

**(14/647) HS2**

Councillor Potts gave an update on HS2 in particular with regards to the next stage of the petition.

Parish Clerk confirmed receipt of a letter from HS2 regarding additional land requirements.

Councillor Potts to draft our response and this is to be signed by the Parish Clerk.

Parish Clerk

The meeting finished at 8.35pm

*Italic text indicates notes from previous minutes*