

MINUTES

of the

Drayton Bassett Parish Council Meeting

Tuesday 29th July 2014

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

Present: Philip Millard (Chairman)
Brian Reynolds (Councillor)
Ian Watkins (Councillor)
Geoff Hemus (Councillor)

Apologies: Stuart Potts (Councillor)
Avril Edmond (Vice Chairman)

Parishioners: Mo Smith / Janet Watson

Action

Apologies

All Parish Councillors were present.

Code of Conduct

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

Declaration of Office (14/625)

Parish Clerk confirmed that Declaration of Office forms have now been signed by both the Chairman and Vice Chairman.

Items for Consideration by members of the public

None.

Minutes of Previous Meeting

The Minutes of the meeting on 24th June 2014 were recorded as a true and accurate record of proceedings.

Matters Arising from those Minutes

(14/648) Height of Trees on Playing Field (14/626)

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.

Matters Arising from those Minutes cont...**(14/648) Height of Trees on Playing Field (14/626) cont...**

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

Parish Clerk still to do this as at 29/07/14 meeting.

(14/649) Pathway on Drayton Lane towards Coleshill Road (14/627)

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 29/07/14.

Chairman

(12/650) Mill Lane Land – Relocation of Dog Waste Bin (12/628)

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

(14/651) 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 23rd June with Helen Portman regarding speed indicators he mentioned this outstanding issue and asked if she would follow up.

Chairman Millard advised no response as at 29/07/14 from Helen Portman. Chairman Millard to chase.

Chairman

Matters Arising from those Minutes cont...**(13/652) Notice Board (13/630)**

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 29/07/14.

Councillor
Hemus

Village Signage (13/631)

At 29/07/14 it was agreed to remove this item from the minutes.

(13/653) Speed of traffic through the Village (13/632)

Chairman Millard advised that a meeting had taken place with Helen Portman and Councilor Edmond on 23rd 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 Manor Drive.*

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 Manor Drive.

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

As at 29/07/14 meeting, Chairman Millard confirmed he had contacted Helen Portman to give the go ahead for the second speed survey box.

As at 29/07/14 no response received from Helen Portman regarding the above actions. Chairman Millard to chase.

Chairman

Matters Arising from those Minutes...**(14/654) Electronic Payments (14/633)**

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

As at 29/07/14 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.

Chairman Millard advised that we are now all set up for online banking and once the above document has been typed, circulated and agreed we can proceed.

Parish Clerk

Parish Clerk to provide pin number and Authentication Card number to Councillor Edmond for safe keeping in the case of emergency.

New Councillor Training Course (14/644)

Parish Clerk confirmed Councillor Watkins has been booked on this course in September.

(14/655) Donation of Bench for Middleton RSPB Reserve (14/645)

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 confirmed that he had spoken to his contact and had been advised that they do not encourage benches as they want visitors to walk around the Reserve but said he would consider it with further information.

It was agreed that Councillor Hemus would ask his contact, Nick, to contact Councillor Edmond to discuss in more detail.

Councillor Hemus

(14/656) Felling of Trees

It was agreed to take this item forward to the September meeting.

Chairman Millard to print off the Tree Survey document and contact John Mason with a view to costing up the work ahead of the September meeting.

Chairman

Finance (14/646)

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 confirmed the return of the finance files and the Finance Report for June was circulated. No comments were raised.

HS2 (14/647)

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.

At the 29/07/14 meeting Chairman Millard confirmed our response has now been sent.

Correspondence**(14/657) Use of Football Playing Field by Tamworth Ladies FC**

Chairman Millard advised that we had received a request from a parishioner who plays for Tamworth Ladies FC to use the Football Pitch. This e-mail was subsequently circulated to the Councillors for their comment.

It was discussed and decided not to agree to this request due to the poor condition of the playing field and its inability to take extra matches, and it was felt that the playing field should be for the majority use of Drayton Bassett residents, and any possible future revenue would not compensate for the cost of maintenance and repairs to the football pitch.

Councillor Reynolds proposed this and Councillor Hemus seconded.
Parish Clerk to respond with the Council's decision.

Parish Clerk

It was agreed to add 'Condition of Football Pitch and Future Maintenance' to the September Agenda for discussion.

Parish Clerk

Chairman's Items**(14/658) Filling of Dog Waste Station**

Chairman Millard advised that as the parishioner who currently refills the dog waste station is leaving the Village, the Parish Clerk has agreed to fill the station during August and September and then a rota is to be drawn up between the Councillors going forward.

All

Bring forward to the September meeting.

Parish Councillor Items

None

Felling of Trees

See item [\(14/656\)](#).

Finance

Finance Report for July circulated to the Councillors. No comments were raised.

(14/659) Annual Audit

Parish Clerk confirmed that the Annual Return for the Financial Year ended 31st March 2014 is now ready to be submitted and asked the Parish Council to approve the accounting statements due to be submitted.

Councillor Reynolds proposed that we accept the Annual Return and Councillor Watkins seconded.

Chairman Millard highlighted that we are late with our Annual return submission and there is a possibility that we could be fined.

It was suggested that we seek alternative quotes for this to be done for future years.

Chairman Millard asked the Councillors to let the Parish Clerk know of anyone they know who we could contact with a view to quoting for this work.

Parish Clerk to contact SPCA to ascertain whether they have a preferred supplier list and what qualifications and criteria are needed to be able to produce this annual return.

Parish Clerk to contact SPCA.

All

Parish Clerk

Planning

No planning applications outstanding.

HS2

Mo Smith gave a brief update.

The meeting finished at 8.20pm

Italic text indicates notes from previous minutes