

# MINUTES

of the

## Drayton Bassett Parish Council Meeting

Tuesday 28<sup>th</sup> October 2014

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

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

Apologies: Avril Edmond (Vice Chairman)

Parishioner: Mo Smith

Action

### **Apologies**

Apologies were received from Councillor Edmond.

### **Code of Conduct**

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

### **Items for Consideration by members of the public**

None.

### **Minutes of Previous Meeting**

The Minutes of the meeting on 23<sup>rd</sup> September 2014 were recorded as a true and accurate record of proceedings.

### **Matters Arising from those Minutes**

#### **E-mail from Parishioner regarding Condition of Church Close Road And Pavement surfaces (14/660)**

*E-mail received from a parishioner living in Church Close regarding the poor condition of the road which is breaking up, uneven pavement surfaces, weeds in the gutters and array of street lights and maze of cables was circulated prior to the meeting.*

At the 28/10/14 meeting, Councillor Edmond confirmed that she had now met with the parishioner, taken photographs of the area and sent on to Staffordshire Highways and Lichfield District Council and is now awaiting a response.

Councillor Edmond advised that she couldn't find the 'maze of cables' that the parishioner also mentioned.

**Matters Arising from those Minutes cont ...****(14/675) Refilling of the Dog Waste Station (14/661)**

*Parish Clerk advised that she had refilled the station four times in two months and put in 150/200 bags each visit.*

*Chairman Millard asked for the views of the Councillors regarding the future supply of bags.*

*Councillor Reynolds suggested we cease the filling of the station. Councillor Edmond suggested purchasing cheaper bags and erecting a sign advising that the Parish Council are looking at not supplying bags in future. Councillor Potts proposed erecting a notice advising that the provision of bags is going to cease due to cost when supplies end. Councillor Edmond seconded.*

*Councillor Watkins stated that perhaps the location of the bin isn't great and asked whether we could look for a more central place to erect a bin.*

*Chairman Millard asked everyone to look for possible locations to erect a new bin and send to the Parish Clerk in order that we can agree the best location.*

*Councillor Reynolds proposed the purchase of a new bin and Councillor Potts seconded.*

A discussion took place on 28/10/14 and it was suggested that a suitable location for the Dog Waste Station could be near the new electricity substation close to the lamp post. Councillors to look at the suggested location and confirm that this is a suitable location and that we should go ahead and buy a new one.

Councillor Watkins proposed this new location and Councillor Potts seconded.

It was also agreed to move the existing Dog Waste Station from Heathley Lane to Old Manor Close (side of P Smith's house).

Councillor Reynolds to speak to our handyman to arrange.

All

Councillor  
Reynolds**(14/676) Pathway on Drayton Lane towards Coleshill Road (14/662)**

*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

Still ongoing as at 28/10/14.

**Matters Arising from those Minutes cont ...****(12/677) Mill Lane Land – Relocation of Dog Waste Bin (12/663)**

Chairman Millard advised that the flood defence work has now been completed and we can arrange to erect the dog waste bin in the agreed location.

Chairman Millard to drop off plan to Councillor Reynolds.

Chairman

Councillor Reynolds to arrange.

Councillor  
Reynolds**(14/678) Village Signage (12/664)**

*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.*

*As at 23/09/14 one sign still outstanding. Parish Clerk to chase up with Helen Portman.*

Parish Clerk

*At 28/10/14 meeting, Chairman Millard advised that we have issued a formal complaint against Helen Portman and are now awaiting a response.*

**(13/679) Notice Board (13665)**

*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.*

*As at 23/09/14 this item remains outstanding.*

*It was agreed that Councillor Reynolds would arrange for the Notice Board to be taken down and erected in an agreed location in Mayfair Drive now the flood defence work has been completed.*

Councillor  
Reynolds

*Chairman Millard to look for a suitable position and advise Councillor Reynolds who will then arrange for the work to be completed.*

Chairman  
Millard

Ongoing as at 28/10/14.

**Matters Arising from those Minutes cont ...****(13/680) Speed of traffic through the Village (13/666)**

*Chairman Millard advised that a meeting had taken place with Helen Portman and Councilor 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 Moat 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 28/10/14 no response received from Helen Portman. Chairman Millard confirmed that this item has also been raised in the complaint as per action (14/678).*

**Electronic Payments (14/667)**

*At the 23/09/14 meeting, the Financial Regulations document was circulated following the agreed amendments.*

*It was agreed that all Councillors will check the amended document and bring forward any further amendments with a view to adopting these regulations at the October meeting.*

*At 28/10/14 meeting, the Financial Regulations document was approved. Councillor Potts proposed the accepting of the document and Councillor Watkins seconded.*

**Matters Arising from those Minutes cont ...****(14/681) New Councillor Training Course (14/668)**

*Following Councillor Watkins' attendance on the 'New Councillor' training course, it was agreed that he would report on the content from the day highlighting any potential areas that we could benefit from.*

*Councillor Watkins to send a copy of the hand-out from the course to the Parish Clerk.*

As at 28/10/14 Councillor Watkins still to forward pack to Parish Clerk.

Following a further review of the pack, Councillor Watkins advised that there are no contentious areas and no areas that we are not covering so it was agreed no report would be required.

Councillor  
Watkins**(14/682) Donation of Bench for Middleton RSPB Reserve (14/669)**

*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 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.*

*At 23/09/14 meeting Councillor Edmond advised that no contact had been received from Councillor Hemus' contact and it was agreed that Councillor Edmond would take this forward.*

Still ongoing as at 28/10/14. Councillor Edmond to progress.

Councillor  
Edmond

**Matters Arising from those Minutes cont ...****(14/683) Annual Audit (14/670)**

*Parish Clerk confirmed that the Annual Return for the Financial Year ended 31<sup>st</sup> 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.*

Outstanding as at 28/10/14 meeting. Parish Clerk to contact SPCA.

**(14/684) Youth Councils (14/671)**

*Chairman Millard brought to the attention of the Councillors something that he had read recently in a magazine regarding the setting up of Youth Parish Councils who 'shadow' existing Parish Councils particularly looking at issues that affect the youth in the area and asked whether the Councillors felt this is something that we could pursue. There would be some extra work involved for everyone but it might be useful and engaging with young people for the better of the Village and in particular for the future membership of the full Parish Council.*

*Chairman Millard to circulate document to the Councillors to read and this will be discussed at the next meeting.*

Chairman Millard confirmed he had sent a copy to District Councillor, Brian Yeates

Following a discussion it was agreed that Chairman Millard would publicise the possibility of setting up a Youth Council to gauge the interest of the 14+ age group of the Village. It was felt that the setting up of a Youth Council could help with future recruits for the full Council.

All

Parish Clerk

Chairman

**Matters Arising from those Minutes cont ...****(14/685) Felling of Trees (14/672)**

*Following circulation of the Tree Survey, Chairman Millard advised that we need to come up with a plan to carry out the suggested work over say a 6 – 12, 12 – 24 month etc timeframe.*

*It was agreed that a separate meeting would be arranged to discuss this project. Councillor Watkins agreed to act as Chair. Meeting arranged for Thursday 23<sup>rd</sup> October at 7.30pm.*

*Chairman Millard to source some tree surgeons to ask them to quote.*

*District Councillor, Brian Yeates, to provide a number of a tree company that he knows of.*

*Inaugural meeting cancelled due to quotations for work not having been received.*

*It was agreed to re-schedule the meeting once quotations have been received.*

**(14/686) Condition of Football Pitch and Future Maintenance (14/673)**

*Chairman Millard advised that after the July meeting Councillors Reynolds, Watkins and himself had inspected the Football Pitch and it was found that some maintenance work is needed.*

*Following a discussion, it was agreed that Councillor Watkins would look into possible funding opportunities to help with this and seek quotations to roll, spike etc the football pitch.*

*Councillor Watkins to also contact the Football Team manager with a view to seeing how the Football Club and Parish Council can work together to improve the area.*

*District Councillor, Brian Yeates advised that he sits on the Leisure Committee and he would also look at what money is available and advise us accordingly.*

*Following inspection of the Changing Rooms by the Councillors, they were found to be in a terrible state.*

*Chairman Millard advised that both himself and Councillor Edmonds met with Neil Turner and Sara Sleigh from Lichfield District Council to look at possible funding for the work needed to bring the football pitch up to standard, however, Councillor Millard reported that they felt that the pitch was not as bad as some they have seen.*

*Chairman Millard stated that from what Councillor Brian Yeates said, it seemed that they would be able to help us with funding but that wasn't the case. It appears that they would be willing to help us but the Parish Council would need to pay.*

*Chairman Millard advised that we were told that although they have seen pitches far worse than ours, our pitch needs spiking, rolling and sanding and they would arrange for a quote to be sent.*

Chairman

Councillor  
WatkinsCouncillor  
Watkins

**Matters Arising from those Minutes cont ...****(14/687) Condition of Football Pitch and Future Maintenance cont ... (14/673)**

They also identified that the goals are illegal due to the size and hooks on them and that grants are available but we would need to apply.

In terms of more than one team playing on the pitch, they felt that the condition of the pitch was good enough to have more than one team playing and advised that we could get between £600 - £700 per season in rent, and felt that as a Parish Council we shouldn't be giving it away free.

We were also advised that we could get a grant to refurbish the Changing Rooms but again we would need to apply.

Councillor Watkins suggested that we wait until we know how much we should be spending on a maintenance regime and then this will gauge how much we should be charging for the use of the pitch and changing rooms.

It was agreed that Councillor Watkins will make contact with Roger Cordell to advise that the Council are not happy with how the Changing Rooms are being looked after and to look at ways to improve the situation. It was agreed to invite Roger to a future meeting to agree a way forward.

Councillor  
Watkins**Repairs to Play Equipment (14/674)**

*Awaiting quotations for repairs to play equipment.*

*Chairman Millard and Councillor Reynolds to circulate quotes once received.*

*Due to the dangerous condition of the play equipment it was agreed that Chairman Millard would exercise his emergency powers to decide on the best quote to get the repairs done as a matter of urgency.*

*Councillor Edmond proposed this and Councillor Potts seconded.*

Councillor Reynolds confirmed repairs will be carried out w/c 3<sup>rd</sup> November.

**Correspondence****(14/688) Neighbourhood Highway Team Visit**

Highways Team visiting from w/c 3<sup>rd</sup> November.

Councillors to advise Parish Clerk of any areas that need attention that could be put forward for consideration.

All

**Chairman's Items****Elections 2015**

Chairman Millard advised that the process for re-election has now changed and all Councillors are required to complete a nomination form.

If more nominations are received than there are vacancies then a vote will need to take place.

Further details will be available in due course.

**(14/689) Christmas Tree on the Village Green**

Chairman Millard asked the Councillors to consider the purchase of a Christmas Tree for the Village Green as we have done in the past couple of years.

Following a discussion, it was agreed to go ahead.

Councillor Reynolds proposed the purchase of a tree and Councillor Hemus seconded.

Parish Clerk to arrange.

Parish Clerk

**Parish Councillor Items**

None

**Finance Reports**

Finance reports circulated prior to the meeting. No questions were raised.

**Planning**

No outstanding planning applications.

**Best Kept Village Competition 2015**

Chairman Millard asked the Councillors if there was any interest in being involved in the Best Kept Village Competition for 2015.

Following a discussion it was agreed not to enter in 2015.

**HS2**

Councillor Potts gave an overview of his attendance at the House of Commons Select Committee on 21<sup>st</sup> October.

Chairman Millard passed on his thanks to Councillor Potts and parishioner, Mark Longmore, for attending the Select Committee and for their continuing good work.

The meeting finished at 8.55pm

*Italic text indicates notes from previous minutes*