

MINUTES

of the

Drayton Bassett Parish Council Meeting

Tuesday 22nd September 2015

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

Present:

Philip Millard	(Chairman)
Avril Edmond	(Councillor)
Brian Reynolds	(Councillor)
Geoff Hemus	(Councillor)

	Action
<u>Apologies</u> Ian Watkins Stuart Potts	
<u>Departing from the Standing Orders</u> In view of there being no Chairman, the Council departed from the Standing Orders and nominations were requested for a Councillor to Chair the September meeting. Councillor Edmond proposed Councillor Millard to act as Chair and Councillor Reynolds seconded. Councillor Millard accepted.	
<u>Code of Conduct</u> Chairman Millard reminded those present to observe the Code of Conduct during the meeting.	
<u>Items for Consideration by members of the public</u> Nothing to report	
<u>(13/778 Notice Board (13/726))</u> Councillor Reynolds advised that it should be fitted within the next week	Councillor Reynolds

<u>(14/779) Felling of Trees (14/731)</u> Councillor Millard confirmed work to begin during October	Councillor Millard

<p><u>(14/780) Condition of Football Pitch and Future Maintenance (14/732)</u></p> <p>Councillor Millard advised that the Football Team have carried out a refurbishment to the Changing Rooms and Kim Shears from the Football Team wants to meet up and show the Councillors. Also paperwork needs signing for the new agreement and a set of keys made available. Councillor Millard to contact Kim Shears to arrange meeting up on 23rd September along with Councillors Edmond, Hemus and Reynolds. A rota to be set up to inspect changing rooms as agreed quarterly</p>	<p>Councillors Edmond, Hemus Reynolds</p>
<p><u>(15/781) New Finance Regulations (15/733)</u></p> <p><i>Chairman Millard advised that because our income is under £25,000 we do not have to have an external audit undertaken but we have to provide more detailed financial information on the agenda and also include this in the Minutes.</i></p> <p><i>The anticipated changes in the Audit process and the new Transparency Act will affect what is displayed on the Agenda and Notice Board and will therefore need further investigation.</i></p> <p>New Parish Clerk to attend a course arranged by the SPCA on 15th October 2015 and this topic is on the agenda so will advise at October meeting.</p>	<p>Parish Clerk</p>
<p><u>Chairman's Items</u></p> <p><u>(15/782) Parish Clerk ILCA training</u></p> <p><i>The new Parish Clerk has expressed an interest in the online course as an Introduction to Local Council Administration at a cost of £99 – this was agreed Councillor Reynolds proposed Councillor Millard seconded at July meeting. Parish Clerk to enrol on the course.</i></p>	<p>Parish Clerk</p>
<p><u>(15/783) Parish Councillor Items</u></p> <p>Review of standing orders, Parish clerk has compared old and new standing orders and is to update DBPC standing orders and get signed by councillors at the next meeting.</p>	<p>Parish Clerk</p>
<p><u>Correspondence</u></p> <p><u>(15/784) Email from Keith Parsley re land behind Mayfair Drive</u></p> <p>Correspondence and update from Keith Parsley in relation to the Environmental Agency (EA) completed planting works. The EA confirmed they will continue to maintain the trees & shrubs until</p>	

<p>autumn 2020 but from August 2015 it is the responsibility of the council to maintain the grassland. The email states the flood defence bank is well kept. DBPC are to mow the flat grass area which was full of weeds, rocks and debris on last inspection. Councillor Hemus to investigate.</p> <p>Parish clerk to inform John Mason he needs to cut the grass as the back of Mayfair Drive now we have the all clear from the Environmental agency. Also to clarify if John Mason includes the cutting of Mayfair Drive in his charges for the last season. If so we need a rebate as this has not been cut.</p> <p>Parish Clerk to email Keith Parsley to arrange a meeting on site regarding Mayfair Drive ASAP</p>	<p>Councillor Hemus</p> <p>Parish clerk</p> <p>Parish Clerk</p>
<p><u>(15/785) John Mason – car park weeds</u></p> <p>Parish Clerk to contact John Mason and request he sprays the weeds around the edge of the pavilion car park</p> <p><u>(15/786) Community Council of Staffordshire AGM 8th Oct 2015</u></p> <p>An invite to the AGM, it was confirmed this won't be attended.</p> <p><u>(15/787) Grant Thornton Audit for y/e 31st March 2015</u></p> <p>Letter from Grant Thornton re the audit was discussed there were a few matters reported regarding the incorrect completion of this years and last year's audit form. Parish Clerk to scan and email form to Maxine Monk who completed the form to see what action is needed. Parish Clerk to query the invoice from Grant Thornton for £480</p>	<p>Parish Clerk</p> <p>Parish Clerk</p> <p>Parish Clerk</p> <p>Parish Clerk</p>
<p><u>(15/788) Remembrance Sunday Service 8th November 2015</u></p> <p>Email received from Maureen Casson asking if a council representative could read the names of the fallen and lay wreaths. Councillor Reynolds agreed to do this.</p> <p>Parish Clerk to reply to Maureen Casson and order Wreaths from Tamworth British Legion</p> <p>Email received from Don Hellmouth advising the service starts at the earlier time of 10am</p>	<p>Parish Clerk</p>

<p><u>(15/789) Tamworth Civic Society</u></p> <p>Letter received regarding village members with local knowledge that maybe willing to accompany the Civic Society on a village walk and talk about the history of the village and places of interest. Councillor Reynolds to ask some people in the village if they would be willing, he will report back next meeting.</p> <p><u>(15/790) SPCA Meeting</u></p> <p>There is a meeting relating to Budget process/Precept/Annual Return on 15th October 2015. The Parish clerk will attend the meeting.</p>	<p>Councillor Reynolds</p> <p>Parish Clerk</p>
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<p><u>Parish Councillor Items</u></p>	
<p><u>(15/791) Removal of Drayton Lane from County Gritting Schedule</u></p> <p>Councillor Edmond had spoken to Roy Lockhart who advised her that Drayton Lane was to be removed from the gritting schedule. Councillor Edmond will investigate the issue with Staffordshire Highways Dept.</p> <p><u>(15/792) Purchase of bulbs for village area</u></p> <p>Councillor Edmond asked if DBPC could purchase some bulbs to plant around the village to help reinforce not parking on verges and the grassed areas to Moat Drive. Councillor Reynolds proposed seconded by Councillor Millard. Councillor Millard offered to plant some daffodils. John Crockett does the planters around the village he was chasing his June invoice. Councillor Edmond to contact John and ask him to resubmit.</p>	<p>Councillor Edmond</p> <p>Councillor Edmond</p> <p>Councillor Edmond</p>

<p><u>Finance Reports</u></p> <p>Finance reports circulated prior to the meeting. No questions were raised.</p>	
<p><u>(15/793) Planning</u></p> <p>15/00727/FUL Daisy Cottage 120 Shirall Drive 15/00837/FUL The Granary Portleys Lane 15/01003/ABN ML Farming Ltd Healthley Farm</p>	

<p>The applications were emailed to the Councillors prior to meeting and it was agreed by Councillors Edmond, Reynolds, Millard and Hemus there were no objections. Applications signed at the meeting. Parish Clerk to advise Lichfield District Council</p>	<p>Parish Clerk</p>
<p><u>(15/794) HS2</u></p> <p>Parish Clerk advised a new update USB to be delivered re additional provision on 12.10.15 in electronic format.</p>	

The meeting finished at 8.45pm

Italic text indicates notes from previous minutes