

MINUTES

of the

Drayton Bassett Parish Council Meeting

Tuesday 20th October 2015

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

Present:

Philip Millard	(Chairman)
Avril Edmond	(Councillor)
Brian Reynolds	(Councillor)
Ian Watkins	(Councillor)
Norma Bacon	(Chairman LDC)
Brian Bacon	(Councillor LDC)
John Mason	(Grass cutter)

	Action
<p><u>Apologies</u></p> <p>Geoff Hemus Stuart Potts</p>	
<p><u>Departing from the Standing Orders</u></p> <p>In view of there being no Chairman, the Council departed from the Standing Orders and nominations were requested for a Councillor to Chair the October meeting.</p> <p>Councillor Reynolds proposed Councillor Millard to act as Chair and Councillor Watts seconded. Councillor Millard accepted.</p>	
<p><u>Code of Conduct</u></p> <p>Chairman Millard reminded those present to observe the Code of Conduct during the meeting.</p>	
<p><u>Visitors</u></p> <p>Councillor Norma Bacon Chairman Lichfield District Council was welcomed.</p> <p>John Mason – Grasscutter attended the start of the</p>	
<p><u>Items for Consideration by members of the public</u></p> <p>Nothing to report</p>	
<p><u>Approval of Minutes from previous meeting</u></p> <p>The minutes from meeting on Tuesday 22nd September were approved by Cllr Edmond & Cllr Reynolds</p>	

<p><u>Matters arising from those minutes</u></p> <p><u>(13/795 Notice Board (13/726))</u></p> <p>Councillor Reynolds advised that it had been fitted but already vandalised the glass had cracked and needs repair. MJH carpentry aware.</p>	<p>Councillor Reynolds</p>
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<p><u>(14/796) Felling of Trees (14/731)</u></p> <p>Councillor Millard confirmed work to begin during November</p>	<p>Councillor Millard</p>
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<p><u>(14/797) 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 met with Kim Shears from the Football Team Paperwork now signed for the new agreement and a set of keys made available. Also attached is the relevant document as per the contract including a list of all players</p> <p>It was agreed that an inspection of the changing rooms will be done alternate Parish Council Meetings</p>	<p>Councillors Millard Edmond Watts Reynolds</p>
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<p><u>(15/798) 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>Parish Clerk was due to attend a course arranged by the SPCA on 15th October 2015 but this was cancelled and rearranged for Wednesday 21st October 2015 and this topic is on the agenda so will advise at November meeting.</p>	<p>Parish Clerk</p>
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<p><u>(15/799) Grant Thornton Audit for y/e 31st March 2015 (15/787)</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 scanned and emailed form to Maxine Monk who completed the form, she is on holiday but will look at on her return.</p>	<p>Parish Clerk</p>
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<p>Parish Clerk queried the invoice from Grant Thornton for £480 as seemed very high and is awaiting call back from Alison Grant Thornton</p>	<p>Parish Clerk</p>
<p><u>(15/800) Remembrance Sunday Service 8th Nov 2015 (15/788)</u></p>	
<p>Councillor Reynolds agreed to do attend this.</p>	
<p>Parish Clerk has ordered Wreaths from Tamworth British Legion which will be dropped off at Cllr Reynolds house. Parish clerk to pass on Cllr Reynolds mobile number to Derek Moore from Tamworth British Legion to arrange a time.</p>	<p>Councillor Reynolds Parish clerk</p>
<p><u>(15/801) Tamworth Civic Society (15/789)</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 now has two names of people in the village who would be willing to do this. (Hilary Williscroft and Ann Foley)</p>	<p>Councillor Reynolds</p>
<p><u>(15/802) Removal of Drayton Lane from County Gritting Schedule (15/791)</u></p>	
<p>Councillor Edmond has checked the Staffordshire Highways Dept. Website and Drayton Lane is still on the schedule for gritting.</p>	
<p><u>Chairman's Items</u></p>	
<p><u>(15/803) Parish Clerk ILCA training (15/782)</u></p>	
<p>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.</p>	<p>Parish Clerk</p>

<p><u>(15/804) Standing orders (15/783)</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>(15/805) Parish Clerk SPCA Meeting (15/790)</u></p> <p>Budget process/Precept/Annual Return meeting on 15th October 2015 was cancelled and is rearranged for 21st October 2015</p> <p><u>Correspondence</u></p> <p><u>(15/806) Email from Geoff Knayston</u></p> <p>Email received regarding right hand turns at Slade Rd/Sutton Rd. Parish clerk to reply advising we only commented, not object and were told they would extend the central reservation to avoid U Turns. Nothing heard from the planning authority since then.</p>	<p>Parish Clerk</p>
<p><u>(15/807) Oakleys fuel advert</u></p> <p>Request from Oakleys fuels to place an advert in Parish Magazine, as we don't have a magazine only website Parish clerk to advise Oakleys</p> <p><u>(15/808) John Mason grass cutting contract</u></p> <p>John Mason attended the start of the meeting and advised the contact with him is due to end soon and he asked if we wish to renew another 2-3 year contract with him. He confirmed verbally his prices will be as 2014-15 plus 3%</p> <p>Parish Clerk to obtain 2 other quotes for grass cutting before the next meeting.</p> <p>John confirmed the Mayfair drive cut is £140 and additional to his current cutting schedule. John has been to see Mayfair Drive.</p> <p>Cllr Millard mentioned that Keith Parsley will claim compensation from the Environmental Agency for picking up the stones at Mayfair Drive grass bank</p> <p>Mayfair Drive Grass bank needs cutting, Cllr Millard asked for extra cut ASAP.</p> <p>Keys needed to access the area if need be new ones to be obtained and John will be reimbursed.</p> <p>John confirmed the weeds were sprayed 6 weeks ago in the car park & will be done again plus scraping around the edges before winter as well as a final cut in the village.</p> <p>John confirmed the last cut of the playing field has been done as per his schedule. It was agreed an additional final cut to be done of the playing field at a cost of £207 and Mayfair Drive land at a cost of £140</p> <p>Cllr Millard proposed Cllr Reynolds seconded</p> <p>John to permanently remove and dispose of the large tyres from the BMX track then flatten the soil. A price for this to be emailed to the Parish clerk</p> <p>John mentioned the chain link fence to the rear of Eddens Wood Bungalows keeps falling down and causing a H&S issue whilst cutting the grass.</p> <p>Parish Clerk to contact Bromford Housing again about the fencing.</p>	<p>Parish Clerk</p> <p>Parish Clerk</p> <p>Parish Clerk</p>

<p><u>Parish Councillor Items</u></p> <p><u>(15/809) Mayfair Drive (15/784)</u></p> <p>Councillor Millard met with Keith Parsley the land agent on 7th October 2015 at Mayfair Drive to discuss matters of the grass bank. Keith Parsley is writing to the Environmental Agency to finalise some outstanding issues regarding items they promised to do but have not done so.</p> <ol style="list-style-type: none"> 1. Three of the trees they planted have died and need replacing 2. Another stone pick is required and compensation to be requested <p>Keith gave the name of Exterior Facilities who may be contacted regarding maintaining the area. Parish Clerk to contact.</p> <p><u>(15/810) Drayton Bassett Bells Appeal</u></p> <p>Councillor Reynolds advised the meeting that he had received a letter regarding the Drayton Bassett Bells Appeal which has raised over £30,000 towards the restoration of two new bells.</p> <p><u>(15/811) Drains in Salts Lane to Main Road</u></p> <p>Councillor Edmond requested that the Parish Clerk to contact the Community Gang to clear the leaves from the bottom of Drayton Lane to Drayton Manor</p>	<p>Parish Clerk</p> <p>Parish clerk</p>
<p><u>(15/812) Finance Reports</u></p> <p>Finance reports circulated prior to the meeting. No questions were raised.</p>	<p>Parish Clerk</p>
<p><u>(15/813) Planning</u></p> <p>No applications received this month</p> <p><u>(15/814) HS2</u></p> <p>Parish Clerk advised a new update USB was delivered re additional provision on 12.10.15 in electronic format.</p>	

The meeting finished at 8.30pm

Italic text indicates notes from previous minutes