

MINUTES

Drayton Bassett Parish Council Monthly Meeting

Tuesday 19th February 2019
Sports Pavilion, Rectory Close, Drayton Bassett, Staffordshire

Present:

Chair: Cllr. Millard
Councillors: Edmond, Wilkinson, Keenan and Reynolds
Clerk: Sue Stait

Apologies

Apologies accepted from Cllr. Watkins.
Cllr. Hemus absent.

Visitors

Judy Davies
Jean Jennings
Gavin Traynor - Exterius

Declaration of Interest and Code of Conduct

The Chair reminded Councillors of the Code of Conduct. No declarations of interest noted.

Parishioners Items

06/19 A representative from St Peter's Church asked for a temporary additional grass cut in the church grounds to cover a period of ill health. Mr. Traynor from Exterius kindly agreed to do an extra first cut of the year at no extra cost.

07/19 A parishioner enquired as to who was responsible for cutting back the hedge at the end of Drayton Lane. It was confirmed that the hedge belongs to Drayton Lodge and is therefore their responsibility.

Matters Arising from January minutes

31/18 Bus stop opposite Bangley Lane – Staffordshire County Council has no record of a bus stop at this location. Clerk to follow up with Arriva, Tamworth, as it was noted that the 110 will stop here on request.

Action: Clerk to follow up with Arriva

24/18 Improved parking at the recreation ground – Cllr. Reynolds noted there was room for nine cars on the grass adjacent to the car park. It was agreed to trial an additional parking scheme for one month. Clerk to draft a letter/terms of agreement to the football team outlining the plans. The barrier will be kept locked outside of game times and only accessible by the home team.

Action: Clerk to draft a letter to the football team for Cllr. Reynolds.

35/18 Website review – Clerk to provide a progress report at each monthly meeting. More high quality photos of the village needed.

16/18 Conservation area – Lichfield District Council do not provide signage or notices for conservation areas. The Parish Council discussed funding small signs but would need permission from the Landowner to display them. Add agenda item for March meeting.

01/19 and 02/19 Mill Lane gate and notice board – Add agenda item to March meeting.

Action: Clerk to follow up with Cllr. Hemus.

05/19 Best Kept Village 2019 – Clerk to check the deadline for entries and send the link to the on-line application to all Councillors. Encourage involvement from other community groups. Chairman and Clerk to attend the Church PCC in March, date to be confirmed.

Reports and Actions

08/19 NALC (National Association for Local Councils) requirements for meetings – The Chair updated Councillors on a recent article from NALC in the SPCA bulletin. Specific items to note:

- Agenda items should be more detailed
- Be clear what action is required by Councillors in advance of meetings
- Clerk to sign the agenda

Notification of other Parish Matters

33/18 Review ground maintenance contract – the contract was reviewed. A number of issues were raised:

- Grass cutting at Bromford Housing Association properties is to be removed from the contract brief.

Proposed: Cllr. Reynolds

Seconded: Cllr. Wilkinson

Clerk to draft letters to Bromford Housing Association and affected residents notifying them that the Parish Council is no longer cutting the grass on private properties.

- Exterius to confirm if the strip of land at the start of Moat Drive is part of the grass cutting rotation as per the contract.
- A report, including photographs, will be provided after each visit regarding work completed, any issues etc. The report will be emailed to the Clerk who will circulate.
- Exterius to confirm if they apply weed killer to the car park at the recreation ground.
- Clerk to issue a revised brief incorporating the above for discussion with Exterius.
- Mr Traynor confirmed that from March to October the grass is cut every other Thursday

09/19 Annual Assembly – the meeting will be held on 30th April.

Action: Clerk to book the WI Hall and notify all community groups.

10/19 Review Parish Council Policies – Clerk to email a list of policies to Councillors.

Action: Clerk to add agenda item for the next meeting to agree a schedule for review.

11/19 Spring Newsletter Content – discussed ideas for content.

Action: Clerk to produce a first draft prior to the next meeting.

Planning

Nothing to report.

Finance

The Clerk shared the finance report for comment.

12/19 Quote for fence post on the village green – need competitive quotes for review at the next meeting.

Cheques for signature:

19/02/19 – 1356 – HMRC PAYE/NIC (08/18 to 01/19) - £301.31

19/02/19 – 1357 – Clerk salary for January - £226.48

19/02/19 – 1358 – SLCC annual membership - £89

Correspondence

13/19 Footpath diversion between Drayton Bassett and Middleton – Clerk to write to Mr. Lockhart with regard to the temporary diversion of the footpath. Noting that the legal footpath should be fully reinstated once the crop has been harvested.

14/19 Access to recreation ground for dog walkers – discussed an enquiry from a parishioner regarding dog walkers being allowed at the recreation ground. Dog

walkers are prohibited from using the area because of historic issues with dog fouling and Health and Safety issues with the open nature of the park.

15/19 District and parish elections –

Action: Clerk to check the procedure and report back.

Meeting Closed: 21:05

SIGNED AS A TRUE AND ACCURATE RECORD

MEETING CHAIR _____ DATE _____