

BRINDLEY HEATH PARISH COUNCIL

**MINUTES OF ANNUAL MEETING
HELD ON TUESDAY 24 MAY 2016
AT THE WHITE HOUSE, MARQUIS DRIVE, BRINDLEY HEATH
7.30PM**

PRESENT: Parish Councillors: R. Turville (Vice Chairman)
Ms S. Wilkes
Mrs M. A. Turville
D. Cotton

IN ATTENDANCE: Mrs T. Williams (Clerk)

1. ELECTION OF CHAIR

It was proposed by Cllor R. Turville, seconded by Cllor Cotton and agreed by all that Cllor Adams be appointed to the position of Chairman.

Resolved: To appoint Cllor Adams to the position of chairman.

In the absence of Cllor Adams (just his first/second missed meeting in thirty years) it was agreed that Cllor R. Turville be appointed as Chairman for this meeting.

2. SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE

The declaration of acceptance of office would be signed by Cllor Adams at a later date.

3. ELECTION OF VICE CHAIR

It was proposed by Cllor Cotton, seconded by Cllor Mrs Turville and agreed by all that Cllor R. Turville be appointed to the position of Vice Chairman.

Resolved: To appoint Cllor R. Turville to the position of Vice Chairman.

4. APOLOGIES

Apologies were received and accepted from Cllor P. Adams, Cllor A. Pearson and Cllor D. Ballett.

5. DECLARATION OF INTERESTS

a. To declare interests for this meeting

<u>Member</u>	<u>Interest</u>	<u>Type</u>
None		

b. Register of Interests forms – Members were advised that their interests form displayed on both the District and Parish Council’s websites should be checked for accuracy and outdatedness. If amendments are necessary, a new form should be completed to replace the form on display.

6. POLICE REPORTS

Chairman’s Initials

17/2016

No Police Officers were in attendance. The date of the Annual Meeting had been given (but officers are not always available).

7. PUBLIC PARTICIPATION

No members of the public were present

8. MINUTES OF LAST MEETING

Resolved: The minutes of the meeting held on 12 April 2016 were approved as a true record.

9. PROGRESS REPORTS/UPDATES FROM PREVIOUS MINUTES

Western Power had been contacted to advise that Rugeley Quarry would not object if Western Power wanted to undertake a branch cutting exercise to trees that are very close to power lines on quarry land.

10. CHAIRMAN'S REPORT/ANNOUNCEMENTS

A report had been made during the Annual Parish Meeting, which preceded this meeting.

11. APPOINTMENT OF PLANNING COMMITTEE

Resolved: To appoint the following Members to the Planning Committee:

- D. Cotton
- A. Pearson
- Mrs M.A. Turville
- R. Turville
- D. Ballett
- Ms S. Wilkes

It was also resolved that Cllor Cotton be reappointed as Chairman of the Planning Committee for the ensuing year.

12. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

Resolved: To make the following appointments:

Slitting Mill Village Hall	A. Pearson
Etching Hill Village Hall	D. Cotton
Chetwynd's Charity	P. Adams
Charity for the Recreation Ground for the Benefit of the Inhabitants of the Ancient Parish of Rugeley and Neighbourhood in the County of Stafford	P. Adams & D. Cotton
Charity for an Allotment for the Labouring Poor in the Ancient Parish of Rugeley in the County of Stafford	P. Adams & D. Cotton & Ms S. Wilkes
Longdon Cotton Alms-houses	P. Adams
Cannock Chase Council's Standards Committee	R. Turville
Cannock Chase AONB Parish Councils' Meeting	A. Pearson & Mrs. M. A. Turville

13. CORRESPONDENCE

a) Incoming and Outgoing Correspondence

All incoming and outgoing correspondence was noted from the Clerks Report.

b) Items of Interest/Requiring a Response

The following items of incoming post were considered:

Chairman's Initials

Highways and Environmental Maintenance Changes – a letter (dated 13 April 2016) from Councillor Mark Deaville, Cabinet member for Highways & Transport, advises that over the next 12 months the County Council will be working with parish councils, councillors, district and borough partners to consider how community involvement can be increased. Apart from meeting its budget challenges it is looking to devolve power from the centre to towns, villages and communities so that solutions to service needs can be tailored to more accurately meet local requirements.

He advised that from April 2016 the number of Neighbourhood Highways Team hours available to parishes and district councils will be reduced as well as the lengthsman service ending in April 2017. There are also plans to explore the longer term future of the cyclical maintenance work programme.

Resolved: To note the information.

Notice that Neighbourhood Highways Team are in the area on 9 and 10 June 2016 – Cllor Cotton asked that two 30mph signs be cleaned (one in Kingsley Wood Road (near the junction with Stafford Brook Road) and the other in Stafford Brook Road (near the junction with Penkridge Bank Road)).

Resolved: To forward the work items to the Community Highways Liaison Officer.

Community Council of Staffordshire – letter from the Chief Executive, Chris Welch (dated April 2016) inviting the parish council to take up membership.

Resolved: To decline the invitation to take up membership with the Community Council of Staffordshire (although the work done by the Community Council and benefits offered to parish councils and communities are recognised and valued).

Youth Endeavour Award – email from Louise Onions, PA in Managing Director’s Office, Cannock Chase Council. The closing date for nominations has passed but as this is an annual award, the criteria for recognising the achievements of young people and rewarding their contribution were noted for the future.

Resolved: To note the details of the Youth Endeavour Award.

SPCA Weekly Bulletins – the next round of the ‘Bags of Help Grant Scheme’ opens on 18 April 2016. This is a funding opportunity run by Tesco and aims to make improvements to open spaces possible (in parks, nature area, sports area etc) through awards of £8k, £10k and £12k. The money is raised from the plastic bag charge.

Resolved: The opportunities available through the Bags of Help Grant Scheme were noted.

Referendum Notice – details of the upcoming referendum on Thursday 23 June 2016 have been uploaded to the parish council’s website.

c) Consultations

There were no consultations to report.

14. PUBLIC ACCESS DEFIBRILLATOR

A Community Fund application has been made to the three County Councillors for the Parish: Cllor George Adamson, Cllor Christine Mitchell (Hednesford and Rawnsley Division) and Cllor Geoffrey Martin (Etching Hill and the Heath Division). Cllor Pearson has previously spoken to both Cllor Adamson and Cllor Mrs Mitchell about the project and the Clerk contacted Cllor Martin by telephone (prior to making a formal written application).

All members have indicated their support for a public access defibrillator to be installed near to Penkridge Bank car park. Councillor Adamson telephoned the Clerk (on 24 May 2016) to advise that he was supporting the project and had submitted the form for processing to the County. He said that it was necessary for the Parish Council to make a contribution from its precept (which it has pledged to do). All

Councillors have been asked for £500 from their Community Funds and the Parish Council would finance the remaining £500 (which would deliver the necessary value for placing an order with AEDdonate).

Resolved: To note that Community Fund applications had been submitted to County Members and to wait to hear the outcome.

15. PLANNING

a) Planning Comments Referred to the District Council

To confirm the observations made by the Parish Council's Planning Committee:

CH.16/03/709 M Rugeley Quarry, Wulseley Road, off Stafford Brook Road – manufacture of top soil by blending screened sand with PAS: 100 compost using a wheeled loading shovel.

The application paperwork had been circulated to all members of the parish council during the consultation period and individual concerns were raised about the increase to HGV movements and their impact on residential amenity. Just one indirect comment had been forwarded to the parish council from a local resident/neighbour in respect of this planning application. Neighbour comments were not accessible for viewing on the County Council's planning register.

After carefully considering the details of the application Members of the Planning Committee collectively concluded that the proposals were aligned with the operational activity one might expect at a quarry and would on balance be more beneficial than not, to the local area. A soil blending plant would extend the life of the quarry and provide benefits economically. The Parish Council wish to see a balance achieved between residential amenity and economic benefit, particularly in respect of job opportunities for local people. Members of the public are right and justified in being concerned about the size of HGV vehicles using these narrow roads, but not all lorries travelling along Bower Lane and Stafford Brook Road are heading for Rugeley Quarry. The road is an authorised HGV route and only the Highways Department can do something about this matter. A liaison committee was supposedly going to be set up to increase communication between the Quarry, County Council and local people which was hoped would address some of the concerns that have previously been raised by residents.

Having weighed up the advantages and disadvantages of the proposal it was decided that a Letter would be forwarded to Staffordshire County Council's Planning Department (on 5 May 2016) raising no objections.

Cllor Cotton advised members during the meeting that a number of local residents in Stafford Brook Road and Bower Lane have set up a committee/residents group to look at the issue of HGV routes and movements in Rugeley, particularly along Bower Lane and Stafford Brook Road. The group will be looking at the size of vehicles using the route and also what can be done to make it safer. It is understood that the organisers will be looking to invite a representative from Brindley Heath Parish Council onto the group. The Clerk was asked to write to Mrs Gray (of Stafford Brook Road) to advise that Cllor Ms Suzanne Wilkes would be pleased to join the residents' group as a parish council representative.

CH/16/0144 The Tackeroo, Bracken Close, Hednesford – Residential development. Erection of 13 x 2 bed apartments. The following comments were forwarded to Cannock Chase Council on 10 May 2016:

Members of the Planning Committee have considered the details of the proposal and have no objections to the development of the site for housing accommodation to assist in addressing the housing shortfall locally.

However, a number of comments have been made by individual Members about the design and appearance of the building. It would be appreciated if these could be taken into account when making your decision:

Chairman's Initials

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1. *This build is modern and designed for the requirements of today's shortage of accommodation. We must get away from traditional design concepts. As long as the character of the build fits in with the rural setting it will benefit the area.*
2. *Care should be taken when choosing the colour scheme as this imposing building could be oppressive if not sympathetically chosen.*
3. *The corner location is extremely prominent and is adjacent to the AONB. The colour scheme as it is would make the building stand out more than would be desirable.*
4. *Reservations about adequacy of the numbers of parking spaces provided.*
5. *A building of this height with a flat roof would be intrusive. The three storeys would be better at the front of Bracken Close (facing Brindley Heath Road) with living accommodation put in the space provided by a pitched roof.*

Clor Turville asked the Clerk to forward to him the contact details for the developer so that he could make enquires about the possibility of sponsorship of a public access defibrillator in the Bracken Close area, upon completion of the project.

Resolved: To confirm the comments forwarded to Staffordshire County Council and Cannock Chase Council in respect of the planning applications listed.

b) New Planning Applications Received

CH/15/0164 1 Twin Cottages, Kingsley Wood Road, Rugeley – Remodelling of existing dwelling including part demolition to side and rear, resulting in a detached dwelling, raised roof height to facilitate habitable rooms at first floor, two storey side extension, garage to rear and landscaping to front and rear gardens (amended description and plans).

The plans were viewed and discussed by members of the Planning Committee. Members had no objection to the work proposed for the remodelling of the dwelling. Concerns were however raised that the driveway at the side appeared to still encroach onto the adjoining land.

The Planning Committee also concluded that permission for the installation of a pond on the land at the rear should be made in a separate planning application. The land does not form part of the domestic curtilage of the property. A pond constitutes development in planning terms and its effects on the AONB and Green Belt should be considered independently. Members felt that strong planning conditions should be applied to ensure that no further work is undertaken (or treatments added) to the pond or land without further permissions.

Resolved: To raise no objections to the remodelling work to the dwelling but to ask that the development of the land at the rear be dealt with through a separate planning application (to protect its designation) and the drive at the side should be clear of the adjoining land.

c) Planning Decisions made by the District Council

CH/16/118 Hickory House, Penkridge Bank Road

Application approved on 16 May 2016.

Resolved: The planning decision was noted.

d) Cannock Chase Local Plan Part 2 – Green Belt Review

An email message (from Matthew Hardy, Planning Policy, on 18 April 2016) advises that the Green Belt Review has been completed and documentation is now available online at Cannock Chase Council's website. The Study recommends minor boundary adjustments which are all outside Brindley Heath Parish.

The boundaries of the Green Belt within the parish remain unchanged. However, the areas at the back of the houses on Bradbury Lane, and land next to Bracken Close, are considered to be a low performing area of Green Belt.

Resolved: That members access the documentation for full details of the Green Belt Review findings.

e) Accumulation of debris at Oak Tree Farm

Staffordshire County Council has confirmed that the following notices were served on the owner/operator on Friday 13 May 2016:

1. A Stop Notice. The notice comes into effect from 17 May 2016 and prevents the importing of any new waste material. It doesn't impose any obligation to remove what is already there. It is permanent and not temporary or time limited.
2. An Enforcement Notice. The notice comes into effect 28 days from service (on 11 June 2016). The operator/owner has two months to completely clear the waste material from site (by 7 August 2016). Plant should be removed by 14 August 2016.

It was confirmed that the missing information in respect of planning application CH.16/04/781 W was not supplied by the applicant within the timeframe given. The application was therefore not validated.

No updates on the concurrent action being taken by the Environment Agency (to deregister the exemptions) have been given.

Members of the public, the parish council and other local councillors are concerned about the environmental impact that the accumulation of waste is having on the Green Belt and AONB. Cllor Cotton advised members that Brereton and Ravenhill Parish Council had offered to support Brindley Heath Parish Council with any written representations made to the agencies involved with the case.

Resolved: To note the information and monitor progress with the matter closely.

f) Housing and Planning Bill – Copy letter from Brereton and Ravenhill Parish Council

A copy of a letter dated 5 May 2016 from Brereton and Ravenhill Parish Council (BRPC) sent to the Department of Communities and Local Government was noted. The Housing and Planning Bill is introducing two new consultation requirements in respect of Urban Development Corporations and include requirements to consult local authorities in the numbering of the version of the Bill presented by the House of Lords (HC Bill 117). BRPC is concerned that 'local authorities' is often defined in such a way as to exclude parish councils and is asking that in respect of these clauses, it is defined to include them.

Resolved: To note the comments of Brereton and Ravenhill Parish Council in its letter to the Department of Communities and Local Government.

g) CPRE Assistance to Parish Councils

Membership of the Campaign to Protect Rural England (CPRE) offers parish councils support (from their local and national office) on planning, local development and environmental matters. These might include neighbourhood planning, challenging planning applications, specialist areas such as renewable energy and the proposed route for HS2, social and charitable events and talks. It also highlights national campaigns such as the recent Green Belt Campaign which is of interest and great importance to people locally.

Full membership of CPRE costs £36 pa (or alternatively an annual contribution can be made to Staffordshire CPRE). Members were asked to consider whether taking up membership would be beneficial to the parish.

Resolved: To postpone a decision about whether to become a member of CPRE.

h) Stafford Borough Council – notice of submission of Local Plan Part 2 Publication

Resolved: It was noted that the Plan for Stafford Borough part 2 had been submitted to the Secretary of State for independent examination on 27 April 2016 and that a copy of the documentation was available for viewing on Stafford Borough Council’s website and at its offices.

16. PARISH ISSUES

a) Chase Side

Flooding on Marquis Drive

Workmen from Staffordshire County Council have attended the site (near the junction with Penkridge Bank Road) and carried out some work to remedy the defect that is causing flooding. Time will tell whether the work has been successful. (report reference 403881).

Hednesford Raceway (three-day event in August 2016)

The Chairman, Cllor Adams had (between meetings) asked the Clerk to write to the Senior Environmental Health Officer after receiving a complaint that Hednesford Raceway is holding another three-day event in August 2016 (on 5, 6 and 7th). He and Cllr Cotton were told at their meeting with Mr Ness, Ms Holland (Principal Property Services Officer) and the Race Director (on 8 October 2015) that this type of event would not happen again for several years as it was in demand at all their tracks around the country and Hednesford Raceway had been very lucky to get it last year.

In an email (dated 24 May 2016) Mr Ness advised that as far as he is aware the three-day event was allowed by the terms of the lease and has been held annually at the raceway for a considerable number of years. Ms Holland also confirmed (in an email dated 24 May 2016) that Incarace hold a national weekend event, usually in early August, every year. This event is permitted under the terms of the existing Code of Practice.

Last year there was a second weekend event held from 11th-13th September. This event was the World Championship for formula 2 stock cars. Each promotor is given the opportunity by the British Stock Car Association to host this event about once every 12 years. Incarace had not run the World Championship event at Hednesford previously but sought the District Council’s consent (as landlord) to do so last year. As the Code of Practice permits an additional weekend event per year with the landlord’s consent where the event is of national/inter-national status the Council gave its consent to the event. Incarace do not expect to host this event at Hednesford again for the foreseeable future

The possibility of screen planting has been considered by Mr Ness and Ms Holland and both conclude that it would not be an effective solution to noise reduction.

Fly-tipping in Kingsley Wood Road (track side)

The debris should have been removed by Cannock Chase Council.

Tree Work in the Sac

On the request of Brindley Heath Parish Council, the Tree and Landscape Protection Officer has investigated a case where trees were seen being cut in the SAC. The work being undertaken on land off Stafford Brook Road, was found to be legitimate and in line with policy.

b) Brindley Village

No items discussed.

c) Cannock Chase Forest and AONB

Chairman’s Initials

Ironman Event on Sunday 12 June 2016

An email message was sent to the Operations Executive at Ironman (on 8 April 2016) with County Councillor Winnington copied in, advising that Brindley Heath Parish Council is concerned about the impact of the road closures on residents' ability to get in and out of their homes on the day. Information was sought on the arrangements for giving access to homes for essential purposes such as health and social care needs. A list of properties in Brindley Heath Parish (Stafford Brook Road, Kingsley Wood Road, Penkridge Bank Road) that will receive the information leaflet via a door drop was also requested. Staffordshire County Council had advised that this was going to be the method for letting people know who are directly on the course and in the area surrounding it.

The Operations Executive confirmed (on 8 April 2016) that essential access for carers will be facilitated on an individual basis and carers should be directed to: staffordshire70.3@ironmanroadaccess.com so that Ironman can work with them. Residents should be encouraged to get in touch if they would like help or advice in planning specific journeys.

Roads will be reopened as soon as the final athlete has finished this stage of the race, and as soon as it is entirely safe to allow vehicle access once again. Pedestrians can cross the course at all times when safe to do so and there are no restrictions at any time to any of the emergency services.

A hard copy of the leaflet was to be delivered to all households in the affected areas in two weeks (from 8 April) via Royal Mail door drop.

A telephone contact number to Ironman, for use on the day is 0333 0116 600.

Resolved: To note the information supplied by Ironman.

d) Other Issues for noting

None

17. INVITATION TO MEETINGS/EVENTS

The following invitation was noted:

AONB parish Councils' Meeting was due to take place on 24 May 2016 but will now be rearranged due to low attendance numbers.

The District Council's Standards Board meeting is scheduled to take place on 4 July 2016 (if the meeting goes ahead). Meeting papers will be issued on 24 June 2016.

Resolved: Upcoming events were noted.

18. REPORTS ON MEETINGS ATTENDED

No reports

19. COUNCILLOR REPORTS

No reports

20. FINANCIAL MATTERS

a) Financial Position of the Council

A breakdown of income and expenditure for the financial year to date was provided (Clerks Report dated 24 May 2016). The budget statement shows the current financial position of the council and the bank account balance, which is £6671.00 (all cheques presented).

Chairman's Initials

24/2016

Resolved: To note the financial position of the Council.

b) To adopt NALC's latest Financial Regulations and Standing Orders for 2016-17

Resolved:

- To adopt NALC's updated model Financial Regulations (dated January 2016) which include the following updates: 1. Regulation 1.6 has been amended to provide for the possibility of disciplinary action in the event of breach of the Regulations, rather than a definitive statement as to gross misconduct. 2. Regulation 6.4 has been re-written to apply more generally than merely in respect of disclosable interests. 3. Incorporation of the specific requirements of The Public Contracts Regulations 2015 in regulation 11.
- To adopt the mandatory statutory requirements of NALC's model Standing Orders (version 2013) with amendments to accommodate the filming, photographing and recording of meetings (introduced 5 August 2014).

c) To review the Risk Assessment and Management Plan for 2016-17

The Risk Assessment has been reviewed and has been found to be comprehensive. Three questions have been asked: Are all the identified risks still present? (yes) Are the levels of risk still the same? (yes) Have any new risks been identified? (no). Internal controls are adequate and no additional actions are required.

Resolved: To approve the risk assessment for 2016-17

d) To receive the Internal Auditor's Report for 2015-16

The internal audit has been completed by Ray Smythe for the financial year 2015-16. He advised that loose leaf minutes should be consecutively numbered either cumulatively or annually (for example; pages may be numbered 1/2016, 2/2016 etc).

Resolved: To note the comments of the Internal Auditor after undertaking an audit of the financial records for 2015-16. The Clerk will act upon the advice given.

e) To appoint a Councillor to check the accounts for 2015-16

Resolved: It was agreed that Cllor Ms Wilkes would act as an internal auditor (with knowledge of Council activity) and check the accounts to ensure they are in order.

f) To consider a request for a charity donation

An email/letter (dated 15 April 2016) has been received from Mrs Tranter, District Secretary of Cannock Chase District Scout Association. The association is celebrating 100 years of Scouting within the district and the Executive Committee has decided that the occasion should be celebrated with a large district camp at Shugborough Outdoor Education Centre in September. Funding is requested to provide as many interesting physical and adventurous activities as possible for the enjoyment of young people from 6 to 18. The young people are from the Cannock District which includes groups from Brindley Heath Parish.

Resolved: To award £50 to Cannock Chase District Scout Association for its 100 years of Scouting celebration in September 2016.

g) To renew the Councils insurance cover

Four quotations have been obtained in preparation for the renewal of the Parish Council's insurance from 6 July 2016. A micro policy costing £164.25 is the cheapest and provides the same levels of baseline cover as a standard basic parish council policy (in respect of public liability, hirer's liability, employers' liability, libel and slander, money, fidelity guarantee, increased cost of working, loss of revenue, commercial legal

protection, office equipment, key man cover, defibrillators, equipment breakdown). It excludes cover for: firework displays, bonfires, skate parks, BMX tracks, Zip Wires, ponds (water related activities) and playground equipment from the Public Liability section.

Resolved: To purchase the micro policy at a cost of £164.25, after asking the Chairman (Cllor Adams) to confirm his agreement that the terms and levels of cover are acceptable.

h) To authorise cheques for payment

100089	The White House	£30	Use of room for parish meeting on 24 May 2016
100090	Came and Company	£164.25	Insurance renewal from 6 July 2016 to 5 July 2017
100091	Ray Smythe	£40	Internal Audit of accounts for the financial year 2015-16
100092	Cannock Chase District Scouts Association	£50	Charity donation
100093	Cllor Paul Adams	£125	Chairman's Allowance for financial year 2016-17

Resolved: To authorise payment of the cheques listed.

21. ANY OTHER ITEMS FOR INFORMATION AND ITEMS FOR NEXT AGENDA

None

22. SCHEDULE OF MEETING DATES AND DATE OF NEXT MEETING

The next meeting of the Council will be held on Tuesday 26 July 2016 at 7.30pm at the White house. Other meeting dates were set as:

27 September 2016

15 November 2016

13 December 2016

The Chairman thanked all present for their attendance and the meeting was closed at 9.00pm.

Signed.....

Chairman, Mr. P. Adams

Date.....

Chairman's Initials

26/2016