

# **BRINDLEY HEATH PARISH COUNCIL**

## **MINUTES OF ANNUAL MEETING HELD ON TUESDAY 15 MAY 2019 AT THE WHITE HOUSE, MARQUIS DRIVE, BRINDLEY HEATH**

**PRESENT:** Parish Councillors: R. Turville (Chairman from item 2)  
P. Adams (Chairman for item 1 and Councillor from item 8)  
Mrs M. A. Turville (Vice Chairman)  
D. Cotton  
A. Pearson

**IN ATTENDANCE:** P. Adams (item 2 to 7)  
County Councillor B. Jones  
1 Member of the public  
Mrs T. Williams (Clerk)

### **1. ELECTION OF CHAIR**

The Chairman, Mr P. Adams, invited nominations for Chairman.

It was proposed by Cllor D. Cotton and seconded by Cllr Mrs M. A. Turville that Cllor R. Turville be appointed to the position of Chairman. All Members agreed.

**Resolved:** To appoint Cllor R. Turville as Chairman to Brindley Heath Parish Council for the municipal year 2019-20.

### **2. SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE**

The Clerk invited Councillor R. Turville to sign the Declaration of Acceptance of Office and he received the Badge of Office.

Mr Adams stood down and Councillor R. Turville took the Chair.

### **3. ELECTION OF VICE CHAIR**

It was proposed by Cllor R. Turville and seconded by Cllor Pearson that Cllor Mrs M. A. Turville be appointed to the position of Vice Chairman. There were no further nominations and all Members agreed.

**Resolved:** To appoint Cllor Mrs M. A. Turville as Vice Chairman to Brindley Heath Parish Council for the municipal year 2019-20.

### **4. APOLOGIES**

Apologies were received from Cllor M. Sutherland.

Apologies were also received from County Councillor P. Hewitt.

Chairman's Initials .....

1/2019-20

**5. DECLARATION OF ACCEPTANCE OF OFFICE**

The receipt by the Clerk of declarations of acceptance of office from all parish councillors present at the meeting, were noted.

It was agreed that Ms J. Wilkes’ declaration of acceptance of office could be accepted after the meeting (on Thursday 16 May if possible).

**6. DECLARATION OF INTERESTS**

a. No interests were declared.

<u>Member</u>	<u>Interest</u>	<u>Type</u>
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b. The Clerk acknowledged that Disclosable Pecuniary Interests forms had been received from all Members present at the meeting. These would be forwarded to Cannock Chase Council for publication on the Council’s website.

**7. PARISH COUNCILLOR VACANCY**

It was proposed by Councillor Pearson, seconded by Councillor Cotton and agreed that Mr Paul Adams be co-opted to the Parish Council to fill the Councillor vacancy in Brindley Village ward, following the parish elections on 2 May 2019. Councillor Adams accepted and was invited to join the meeting.

Resolved: That Mr Paul Adams be co-opted as Parish Councillor to Brindley Village Parish Ward.

**8. DISPENSATIONS**

**Resolved:** To grant dispensations under the Council’s Code of Conduct for the period up to the Council’s Annual Meeting in May 2023 to:

- a. All Parish Councillors who live within the Parish Council boundary in respect of the Council’s budget and precept process.
- b. All Parish Councillors who are also Staffordshire County Councillors and Cannock Chase District Councillors, in respect of matters related to the business of those Councils.

**9. PLANNING COMMITTEE TERMS OF REFERENCE**

Terms of reference for the Planning Committee were discussed and it was agreed that these be documented for consideration at the next meeting.

**10. APPOINTMENT OF PLANNING COMMITTEE**

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

- D. Cotton
- Mrs M. A. Turville
- R. Turville
- Miss J. Wilkins
- M. Sutherland

**11. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES**

**Resolved:** To make the following appointments:

Slitting Mill Village Hall	M. Sutherland
Etching Hill Village Hall	D. Cotton

Chairman’s Initials .....

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
Longdon Cotton Alms-houses (four-year term from 2016)	P. Adams (to 2020)
Cannock Chase Council's Standards Committee	R. Turville
Cannock Chase AONB Parish Councils' Meeting	A. Pearson & Mrs. M. A. Turville

**12. MINUTES OF LAST MEETING**

**Resolved:** The minutes of the meeting held on 12 March 2019 were approved as a true record.

**13. PROGRESS REPORTS/UPDATES FROM PREVIOUS MINUTES**

There were no reports from the previous minutes.

**14. CHAIRMAN'S REPORT/ANNOUNCEMENTS**

There was no report.

**15. CORRESPONDENCE**

a) Incoming and Outgoing Correspondence

All correspondence was noted from the Clerks Report.

b) Items of Interest/Requiring a Response

There were no specific items of post for consideration.

Noise nuisance and traffic issues at Hednesford Raceway during the Bank Holiday event was raised.

Meetings have taken place (some time ago) between parish councillors, representatives of Cannock Chase Council and Hednesford Raceway, but the issues have not been fully resolved.

c) Consultations

**Cannock Chase Local Plan Consultation**

The Council considered an email from the Planning Policy Manager at Cannock Chase Council inviting views on Cannock Chase Local Plan which is under public consultation between 13 May and 8 July 2019. The Council is undertaking a review of its adopted Local Plan (Part 1) due to a number of recent national and local policy changes.

**Resolved:** To note the content of the consultation and to seek an extension to the close date to enable a response to be given after the parish meeting in July.

**16. PLANNING**

a) Planning Comments Referred to the District Council

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

**CH/19/104 Stafford Brook Road, Rugeley** – Extension to hay barn, alterations to existing access.

Observations: No objections (letter forwarded to Cannock Chase Council on 25 March 2019)

Chairman's Initials .....

3/2019-20

**CH/19/112 Cannock Chase Cycle Centre, Birches Valley Forest Centre, Birches Valley, Rugeley – Proposed erection of a single storey side extension to the Cycle Centre**

The following observations were forwarded to Cannock Chase Council on 13 April 2019:

*The Parish Council wishes to object to the development proposal for the reasons given below:  
'Policy CP1 of the Local Plan states that in Cannock Chase District the focus of investment and regeneration will be in existing settlements whilst conserving and enhancing the landscape of the AONB, Hednesford Hills, Green Belt and the green infrastructure of the District. It goes on to state that development proposals at locations within the Green Belt will be assessed against the NPPF and Policy CP14.  
Whilst we understand and appreciate the enterprising aspects of this application, we do have concerns regarding the increase of cycles and mountain bikes and the effect they are having on Cannock Chase around Birches Valley.*

*Unfortunately, bikes do not keep to the recognised bike routes and understandably look for more challenging tracks. These tracks are used by walkers, hikers, wildlife photographers and horse riders and therefore unfairly encroach upon their activities.*

*This proposal facilitates an additional 40 bikes for hire, increasing their offer by 100% and encouraging further erosion of Cannock Chase. Therefore, we feel some responsibility to control the increasing erosion of areas of the Chase should be seriously considered. On this basis we wish to object to the application'.*

The following observations were forwarded to Cannock Chase Council on 28 April 2019:

*Thank you for the opportunity to make further observations on this planning application following receipt of new information/clarification from Hewitt & Carr Architects.*

*Brindley Heath Parish Council wishes to withdraw the objections made in its letter dated 13 April 2019. Members have asked that the following comments are forwarded to you:*

*'Having read the comments made by Rob Duncan, we wish to give this application our support.*

*May we also add that Members make every effort to support local businesses and acknowledge that an established business such as Cannock Chase Cycle Centre, operates to a very high standard. Therefore, clarification regarding cycle routes and the range of dedicated trails that the Cycle Centre encourages their customers to use, is most reassuring.*

*It has always been the policy of Brindley Heath Parish Council to be constructive in its response to planning applications. However, in this instance our original comments were misplaced'.*

b) New Planning Applications Received

No new planning applications have been received.

c) Planning Decisions made by the District Council

**CH/18/409 Dorfield, Stafford Brook Road, Rugeley – Construction of ménage**

Planning permission awarded on 17 April 2019.

Chairman's Initials .....

4/2019-20

**CH/19/005 2 Fair Oak Cottages, Birches Valley** – Extension to garage (retrospective)

Planning permission awarded on 3 March 2019.

**Resolved:** To note the District Council's planning decisions.

d) Other Planning Issues

**Tackeroo Camp Site, Penkrige Bank Road, Rugeley**

Information has not been received confirming whether planning conditions for the camp site state how many and what type of events can be held in any one year and the conditions that apply to those events.

**Resolved:** To note the information pending on the permitted uses of the Tackeroo Camp Site.

**17. PARISH ISSUES**

a) Chase Side

**Fly tipping/rubbish dumping in Kingsley Wood Road**

The Clerk was asked to forward the registration number of a vehicle to Cannock Chase Council, whose occupants were seen off-loading rubbish/litter at the track end of Kingsley Wood Road.

**Stable/Structure on land off Shooting Butts Road**

Further concerns have been raised by local residents about another wooden structure/building erected on land off Shooting Butts Road.

The Clerk was asked to raise the issue with Cannock Chase Council to establish whether planning permission is required. The Parish Council is aware that some structures such as horse shelters not fixed to the ground, are classed as chattels rather than buildings.

**Marquis Drive Flooding**

The County Council has raised a work ticket to carry out further investigatory works and is looking to install an additional manhole and new ditch to take the surface water away from the junction with Penkrige Bank Road.

**Highway safety concerns at Stafford Brook Road and Penkrige Bank Road Junction**

The Community Highway Infrastructure Manager is in consultation with a Traffic Management Colleague, on the matter of this dangerous junction and the parish council is waiting for an update.

**Resolved:** To note the parish issues in Chase Side and to make enquiries as necessary.

b) Brindley Village

The refusal of planning permission for the erection of a garage in Brindley Crescent is being looked at by Cllr Pearson in consultation with the landowner and Cannock Chase Council.

c) Cannock Chase Forest and AONB

**Grazing on Cannock Chase**

The Council noted the content of an email from Councillor Sutherland dated 19 April 2019 which documents information about cattle grazing on Cannock Chase.

### **Litter along Penkrudge Bank Road**

The Community Highway Liaison Officer has confirmed that litter is the responsibility of Cannock Chase Council and/or the Forestry Commission.

The Cleansing Supervisor at Cannock Chase Council confirmed in an email dated 4 April 2019 that he had cleared some fly tipping from the area. He said that car parks on the Chase are the responsibility of Staffordshire County Council.

### **Sustainable Development Fund**

An email from the AONB Land Management Officer, Cannock Chase AONB Partnership (dated 4 April 2019) advises the Parish Council about the AONB Sustainable Development Fund (SDF) grant scheme which is available for projects that bring environmental, social and economic benefits to the AONB (and helps to deliver the Cannock Chase AONB Management Plan). The closing date for first round applications was 10 May 2019 but further funding may be available in the future.

### **Ironman – Road access information**

The Ironman event will be held on 9 June with the race beginning and ending in Stafford town. Questions were raised about the need to hold the event in the same locality and on the same route each year which repeatedly inconveniences people living in the vicinity as they cannot get in and out of their homes during road closure times. There is also concern that vulnerable people will not get the support they need, and stewards must have the means to communicate with one another to ensure that access is available to carers.

The Clerk was asked to check that the arrangements for managing the event were in place.

**Resolved:** To note the concerns in Chase Side and to forward reports to the County and District Councils as necessary.

## **18. INVITATION TO MEETINGS/EVENTS**

Information about SPCA Councillor and Chairmanship training Events on 14, 29 and 12 June 2019 was circulated.

## **19. REPORTS ON MEETINGS ATTENDED**

No reports.

## **20. COUNCILLOR REPORTS**

County Councillor Bryan Jones said that extensive construction work was taking place on Pye Green Road.

Councillor Jones offered to take up the Ironman concerns next week as he has a meeting with the group and leader of the Council. He asked for information on the roads that made up the route.

Councillor Pearson expressed his concerns about the continuing issue of speeding vehicles on roads across the Chase, and fears that a serious accident will occur.

## **21. 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 15 May 2019). The budget statement shows the current financial position of the Council with reserves totalling £13,285.40.

Chairman's Initials .....

6/2019-20

**Resolved:** To note the financial position of the Council.

b) Annual Governance and Accountability Return 2018-19

Prior to the meeting, Members of the Council had received copies of the end of year accounts for the financial year 2018-19 comprising: cash book, bank reconciliation, budget and spend statements, variance report and analysis of budget heads.

i) Certificate of Exemption

Completed by smaller authorities where the higher of gross income or gross expenditure does not exceed £25,000 in the year of account ended 31 March 2019 who wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.

The Council noted that there is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor provided it has certified itself as exempt at a meeting of the Council after 31 March 2019, and a Certificate of Exemption is submitted notifying the external auditor.

**Resolved:** That the Chairman signs the Certificate of Exemption to confirm that the Council is exempt from a limited assurance review.

ii) To receive and note the Annual Internal Audit Report for 2018-19

The Council noted that an internal audit had been completed by the internal auditor for the financial year 2018-19 and that no issues of concern had been raised. Internal control objectives have been achieved within standards that meet the needs of a smaller authority.

**Resolved:** That the report of the Internal Auditor is noted.

iii) To approve the Annual Governance Statement 2018-19 (Section 1)

**Resolved:** The Annual Governance Statement for the financial year 2018-19 was approved.

iv) To approve the Accounting Statements 2018-19 (Section 2)

**Resolved:** The Accounting Statements 2018-19 were approved.

c) Confirm appointment of a Responsible Finance Officer for the year 2019-20

**Resolved:** The Parish Clerk was confirmed as Responsible Finance Officer for the year 2019-20.

d) Confirm appointment of Independent Internal Auditor for the year 2019-20

**Resolved:** Mr Ray Smythe was confirmed as Independent Internal Auditor for the year 2019-20.

e) To appoint a Councillor to check accounts for 2018-19

**Resolved:** That Cllor Mrs Turville take on the internal auditor (Councillor) role for 2018-19.

f) To adopt NALC's Model Financial Regulations and Standing Orders for 2019-20

**Resolved:** To consider NALC's model Financial Regulations and most recent model Standing Orders at the next meeting of the parish council.

g) To review the Risk Assessment and Management Plan for 2019-20

A Risk Assessment report was circulated at the meeting.

Risks have been reviewed and found to be covered satisfactorily.

**Resolved:** To approve the risk assessment for 2019-20

h) To receive a Data Protection update

The Parish Council considered the following tables documenting the management of data protection risks:

- Data Protection Risk Management Plan 2019
- Data Breach Risk Assessment

The Council agreed that it would not take out a Tier 1 service level agreement with Staffordshire County Council's Information Governance Unit at a cost of £150 with the mandatory GAP analysis package at a cost of £140, taken prior to signing up to the service. Brindley Heath Parish Council is small in size and Town and Parish Councils are not required to employ a Data Protection Officer under the Data Protection Act 2018.

**Resolved:** That the Data Breach Risk Management Plan is accepted.

i) To update the Council's Bank Mandate

**Resolved:** That the item be deferred until all signatures of members have been received.

j) To authorise cheques for payment

100152	The White House	£30.00	Use of room on 15 May 209
100153	Staffordshire Parish Councils' Association	228.00	Subscription 2019-20
100154	Ray Smythe	£40.00	Internal Audit of accounts for the financial year 2018-19
100155	Came & Company	£218.00	Insurance renewal from 6 July 2019 to 5 July 2020

**Renewal of the Council's insurance cover**

The Clerk in consultation with the Chairman was authorised to renew the Council's insurance cover for the period 6 July 2019 to 5 July 2020 based on the price received from Came and Company for the existing levels of cover.

The policy 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 authorise payment of the cheques listed.

**Resolved:** To make an enquiry about the cost of insurance for the telephone box and a defibrillator, if installed, in Stafford Brook Road.

**22. ANY OTHER ITEMS FOR INFORMATION AND ITEMS FOR NEXT AGENDA**

Councillor Adams asked that Western Power are thanked for the undergrounding of cables work done in Stafford Brook Road and Kingsley Wood Road. He also asked that attention is drawn to a fencing repair and churned up verges that require attention following completion of the work.

A book on the history of Brindley Village is now available for purchase from Brindley Village Legacy Group and the Museum of Cannock Chase.

**23. DATE OF NEXT MEETING**

The next meeting of the Council will be held on Tuesday 9 July 2019 at the White house, Marquis Drive, Brindley Heath.

The Chairman thanked all present for their attendance.

Signed.....

Chairman, Mr. R. Turville

Date.....