

## **BRERETON AND RAVENHILL PARISH COUNCIL**

Minutes of the Annual Parish Council meeting held at the Parish Hall, Ravenhill Park, Brereton, on Tuesday, 8<sup>th</sup> May 2018.

### **Present**

Councillors R Easton [Chairman], K Ansell, Mrs P Ansell, Ms IJ Brown, Mrs DM Easton, H Farnath, PA Fisher, Miss C Harvey, Mrs G Harvey, TA Jones, GN Molineux and N Parton.

Apologies for absence were received from Councillor Mrs HJ Southwell and District Councillor D Foley.

Mr PG Davies, the Parish Clerk, was also in attendance.

### **1. APPOINTMENT OF CHAIRMAN**

#### **RESOLVED**

That Councillor R Easton be appointed Chairman for the ensuing year.

[The Parish Council placed on record its thanks to the previous Chairman, Councillor PA Fisher and his Vice-Chairman, Ms IJ Brown, for the excellent manner in which they had carried out their duties.]

### **2. DECLARATIONS OF INTEREST**

No declarations were given at the commencement of the meeting.

### **3. APPOINTMENT OF VICE-CHAIRMAN**

#### **RESOLVED**

That Councillor Mrs P Ansell be appointed Vice-Chairman for the ensuing year.

### **4. MINUTES**

#### **RESOLVED**

That the minutes of the meeting held on 3<sup>rd</sup> April 2018, be approved and signed as a correct record.

### **5. POLICE MATTERS**

The Parish Council expressed its concern regarding very serious vandalism which had occurred in Rugeley Town Centre over the Bank Holiday weekend. Members considered that if the vandals who were responsible for these crimes were not punished, it would lead to more and, potentially, worst crimes being committed in the future. Reference was again made to the lack of a prosecution in respect of the damage caused to the flagpole fronting the Parish Hall.

#### **RESOLVED**

That the Clerk write to the Chief Inspector of Police at Cannock expressing the deep concern of the Parish Council and requesting the return of the memory stick containing the images of the damage to the flagpole.

### **6. PROPOSED CHANGES TO LOCAL BUS SERVICES**

The Clerk circulated a letter from Amanda Milling, MP, outlining her opposition to the

decision of the County Council to withdraw subsidies on some local services.

**RESOLVED**

That the letter be noted.

**7. MINING MEMORIAL**

The Parish Council considered the contents of a letter and draft variation of lease received from the District Council, copies of which had been circulated.

**RESOLVED**

That subject to the following, the draft variation of lease be approved:-

- *“Page 3 – 1.1 1 Rugeley to be spelt correctly.*
- *The Plan accompanying the document should show the whole site, the subject of the original lease.*
- *Page 6 – 2.1 – It is not a ‘model’ – it should read ‘comprising a coal mining truck [a smaller version of the standard gauge mining truck].....*
- *Page 7 – 6.4 [e] – This should read ‘a mowing strip is maintained immediately to the rear of the double brick retaining wall constructed as part of the works’”*

**8. GRIT BINS**

**RESOLVED**

That the Parish Hall Management Committee, at its next meeting, consider the possibility of requesting the District Council and County Council to provide smaller and more efficient grit bins and, if these requests were met with a negative response, the Committee consider including a sum in next year’s budget for the purchase of such bins.

**9. DOCUMENTATION**

The Clerk circulated the following document for the information of the Parish Council:-

- Pension Fund – Employer Focus

**10. SECTION 106 AGREEMENT HAWKESYARD: PA/03/00627/OUT**

The Clerk reported that an Officer Working Group [CIL: Strategic Infrastructure Group] at Lichfield District Council had recommended approval of the canal towpaths improvement scheme submitted by this Parish Council. The Working Group considered that the scheme to provide real time bus stop information was outside the terms of the Section 106 Agreement and was not, therefore, recommended for approval.

The Parish Council noted that at a subsequent meeting of the Joint Members Officer Group of Lichfield District Council, the recommendation in respect of the canal towpath scheme was overturned.

A letter of protest had been sent to Amanda Milling, MP, and her response was awaited.

**RESOLVED**

That Lichfield District Council be informed that this Parish Council would support any

complaints of maladministration made to them and the Ombudsman by parishioners in respect of the manner in which this matter had been dealt with.

**11. GULLY – COALPIT LANE TO SWAN CLOSE**

A parishioner had contacted the Parish Council to raise concerns about the terrible state of this gully. Overhanging trees, shrubs and nettles, etc. were all impeding access for pedestrians.

The Parish Council acknowledged that this was an issue for the County Council and the Clerk undertook to refer the matter to them. In the meantime, the Members of the Parish Council kindly undertook to carry out some clearance work themselves, pending proper clearance by the County Council.

The Clerk would inform the parishioner of the action being taken.

**12. ANNUAL AUDIT 2017 – 2018 – ANNUAL GOVERNANCE STATEMENT**

The Parish Council noted the internal audit report, a copy of which had been circulated.

The Parish Council also considered the Annual Governance Statement, a copy of which had also been circulated.

**RESOLVED**

That the Annual Governance Statement 2017-2018, as submitted, be approved and the Chairman and Clerk be authorised to sign the necessary documentation.

**13. ANNUAL AUDIT 2017-2018 – ACCOUNTS**

The Parish Council considered the accounts of the Parish Council, a copy of which had been circulated.

**RESOLVED**

That the accounts of the Parish Council for 2017-2018 be approved and the Chairman and Clerk be authorised to sign the necessary documentation.

**14. BRERETON HOUSE**

The Clerk tabled two documents which had been prepared by Mr H Thornton in respect of Brereton House.

**RESOLVED**

That a letter of thanks be sent to Mr H Thornton for these excellent documents in respect of Brereton House.

**15. RISK REGISTER**

The Parish Council considered a detailed Risk Register for the Parish Council.

**RESOLVED**

That the Risk Register, as submitted, be approved.

**16. STANDING ORDERS AND FINANCIAL REGULATIONS**

**RESOLVED**

That no changes be made to the Parish Council's Standing Orders and Financial Regulations.

**17. TERMS OF REFERENCE OF COMMITTEES**

**RESOLVED**

That the Terms of Reference of Committees, as submitted, be approved.

**18. APPOINTMENTS OF MEMBERS TO COMMITTEES**

**RESOLVED**

That no changes be made to the membership of Committees for the ensuing year.

**19. APPOINTMENT OF MEMBERS TO SERVE ON OUTSIDE BODIES AND LOCAL CONTACTS**

**RESOLVED**

That the following Members be appointed to serve on the outside bodies listed below and to act as local contacts where necessary:-

Chase Rail Promotion Group	Councillor TA Jones Councillor N Parton [substitute]
Brereton and Ravenhill Heritage Committee	No change
Cannock Chase Area of Outstanding Natural Beauty – Parish Liaison Meeting	Councillor Mrs P Ansell and N Parton
Parish Contact for Local Public Transport Issues	Councillor N Parton
Parish Contact for Environmental Issues	Councillor N Parton
Standards Committee – Cannock Chase District Council	Councillor PA Fisher

**20. STANDARDS REGIME**

The Clerk invited Members to update their declarations, copies of which were available at the meeting.

**21. MEDIA POLICY**

**RESOLVED**

That subject to the General Data Protection Regulation being added to paragraph 5, the Media Policy, as submitted, be approved.

**22. COUNCILLOR MRS HJ SOUTHWELL**

The Clerk reported that the three months sanction given to Councillor Mrs HJ Southwell, for not attending meetings due to ill health, would expire on 3<sup>rd</sup> June 2018.

**RESOLVED**

That the sanction be extended for one more month from 3<sup>rd</sup> June 2018, in accordance with Section 85 of the Local Government Act 1972 [as amended].

**23. RESULTS OF THE RIGHTS OF WAY CONSULTATION**

The Parish Council noted the contents of a letter from the County Council setting out the results of the Rights of Way Consultation.

**24. GENERAL DATA PROTECTION REGULATION [GDPR]**

The Clerk presented a policy document on the GDPR and a letter received from the Society of Local Council Clerks.

The Parish Council noted that appropriate letters and consent forms would be sent to all allotment holders, Parish Hall hirers, staff and Members. The appropriate updates would also be made to the website to ensure the Parish Council was in full compliance with the GDPR.

**RESOLVED**

That the policy document on the GDPR be formally approved and adopted by the Parish Council.

**25. PLANNING COMMITTEE**

**RESOLVED**

That the minutes of the Planning Committee held on 3<sup>rd</sup> April 2018, be approved.

**26. PARISH HALL MANAGEMENT COMMITTEE**

**RESOLVED**

That the minutes of the Parish Hall Management Committee held on 2<sup>nd</sup> May 2018, be approved.

**27. FINANCE AND MANAGEMENT COMMITTEE**

**RESOLVED**

That the minutes of the Finance and Management Committee held on 2<sup>nd</sup> May 2018, be approved.

**28. DATE OF NEXT MEETING**

The Parish Council had previously agreed that the next meeting would be held on 5<sup>th</sup> June 2018.

**29. PUBLIC FORUM**

The members of the public indicated that they would welcome the provision of a grit bin in Garden Drive. Residents indicated that they would volunteer to help with the replenishment of the sand and its use during spells of inclement weather.

Residents of Garden Drive also expressed their concern about their road becoming a 'Rat Run' as there was no access from the new development onto Brereton Road. The Chairman requested those present to follow this up by obtaining letters of support from residents living in Garden Drive. These letters should be brought back to the Parish Council, who would then support the residents in referring the matter to the County Council.

Reference was also made to 30 Cherry Tree Road which was being used to accommodate 'troubled youngsters'. From an examination of the website, the Chairman of the Planning Committee indicated that an application had been made to the District Council for a Lawful Development Certificate. This would, in essence, confirm that planning permission was not required for the development.

**RESOLVED**

That the Clerk ascertain the current position in respect of the Lawful Development Certificate.

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[Chairman]