



**DISTRICT OF CANNOCK CHASE
COUNTY OF STAFFORDSHIRE**

Chairman: Councillor P A Fisher
55 Birch Lane
Brereton
Rugeley
WS15 1EJ

Acting Parish Clerk: Mr P Harrison JP BA (Hons)
c/o Brereton and Ravenhill
Parish Hall
Main Road
Brereton
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23 December 2021

Dear Councillor

Parish Council Meeting – 7:30 pm on Tuesday 4 January 2022

You are requested to attend the Parish Council meeting being held at 7:30 pm on Tuesday 4 January 2022 in the Brereton and Ravenhill Parish Hall, Main Road, Brereton

The Chairman of the Council will give members of the public an opportunity to ask questions or make statements outside of the formal meeting.

Yours faithfully


Peter Harrison
Acting Parish Clerk

To: All Members of the Council

AGENDA

1. Declarations of Interest
2. Apologies
3. Minutes – To approve as a correct record the attached minutes of the meeting held on 7 December 2021 (enclosed)
4. Bus Services
5. Police Matters

6. Deployment of ANPR – Commonwealth Games
7. Budget and Precept 2022-23 – (Estimates enclosed)
8. Committees (Minutes enclosed)
 Planning Committee – 7 December 2021
9. Members' Items
10. Exclusion of Public
11. Recruitment of post of permanent Parish Clerk
12. Date of Next Meeting – 1 February 2022

BRERETON AND RAVENHILL PARISH COUNCIL

A meeting of the Parish Council was held in the Parish Hall at 7:30 pm on Tuesday 7 December 2021

Present:

Councillors: Cllrs P A Fisher (Chairman), K Ansell, Alderwoman Mrs P A Ansell, Alderman R Easton, Mrs M Easton, Ms C Hodgkiss, Mrs L Johnson and T A Jones

In attendance: Mr P Harrison Acting Parish Clerk

The Chairman welcomed Cllr Hodgkiss to her first meeting since being co-opted to serve on the Council

Reference was made to the funeral of the former Clerk which the Chairman, some members and officers had attended. A photograph was to be obtained to accompany the plaque to Mr Davies that was already on display at the Parish Hall. The Council continued to support Mrs Davies through her period of bereavement

1. DECLARATIONS OF INTEREST

No declarations were given at the start of the meeting

2. APOLOGIES

Apologies for absence were received from Cllrs J Brown, Mrs W Fisher, Mrs G Harvey, J C Harvey and D Johnson and District Cllr G Molineux and County Cllr P Kruskonjic

3. MINUTES

RESOLVED:

That the minutes of the meeting held on 2 November 2021 be approved and signed as a correct record

4. BUS SERVICES

Council Members continued to express concern about the dearth of bus services in the local area. No further correspondence had been received from the MP. A letter sent to the County Council had not been acknowledged but County Cllr Kruskonjic had raised this matter with the portfolio holder and cabinet member for Roads and Transport (County Cllr D Williams) who had indicated that he would be prepared to attend a meeting with the Parish Council. It was also understood that Rugeley Town Council had expressed similar concerns regarding lack of bus services in its area

As well as withdrawal of local routes it was reported that the current limited services were often being cancelled without notice

RESOLVED:

- a) That a letter be sent to the MP asking what the Government is doing within the Brereton and Ravenhill and local area to honour the statement made by the Prime Minister in February 2020 regarding improvements to bus services and further pointing out the discontent with the standard of the limited service at the current time due to the frequency of cancellations without notice

- b) That a reminder be sent to the Chief Executive of the County Council requesting a reply
- c) That the offer from County Councillor D Williams to meet the Parish Council be pursued at an appropriate time
- d) That the Acting Clerk write to Rugeley Town Council to explore the possibility of better liaison with a view to mutual support in campaigning for improvements to bus services

5. **POLICE MATTERS**

PCSO's Chad Carrington and Hannah Lloyd were present for this item. A written report setting out details of crime in the Parish had been circulated. It was reported that there had been a 33% reduction in ASB crime within Cannock Chase and that Brereton crime figures were far less than in other areas

Members raised the issue of illicit activity relating to taking of and dealing in drugs at 2 locations in the Parish. PCSO's would continue to monitor but staffing was still an issue with officers being trained to fill existing vacancies. There was no indication as to where they would be deployed in future

Reference was made to recently introduced covid regulations requiring the wearing of face masks on public transport and in retail shops and the difficulties in enforcement. However, it was noted that fines had been issued in cases where individuals had refused encouragement and advice to wear a mask

The officers were thanked for their attendance

6. **HM THE QUEEN – PLATINUM JUBILEE (2 TO 5 JUNE 2022)**

It was agreed that a meeting be arranged with parish organisations and interested parties early in the New Year with a view to coordinating any arrangements to celebrate the Jubilee with the possibility of a "party in the park" being organised on 4 June

7. **REVIEW OF COMMITTEE MEMBERSHIP**

RESOLVED:

That Cllr Ms C Hodgkiss be appointed to serve on the Parish Hall and Property Management and Finance and Management Committees

8. **CALENDAR OF MEETINGS – 2022**

RESOLVED:

That the calendar of meetings for 2022 shown at Annex 1 of these minutes be approved

9. **PUBLIC SPACE PROTECTION ORDER (ALCOHOL RESTRICTION ORDER) RAVENHILL PARK**

It was reported that the Order was to replace an earlier Order which had lapsed

RESOLVED:

That the Council support the making of the Order by Cannock Chase Council

10. **PLANNING COMMITTEE – 2 NOVEMBER 2021**

RESOLVED:

That the minutes of this committee be noted

11. **UPDATE FROM COUNTY COUNCILLOR**

County Cllr P Kruskonjic had advised that he was unable to attend due to a clash of meetings. In addition to the position regarding bus services (see Minute 4 above) he had advised that the Highway Authority was to write to the property owner pointing out their liabilities in respect of large overhanging trees at Main Road. He also advised that the bollard replacement at the junction of Redbrook Lane and Main Road had been delayed as this had been identified as an illuminated bollard and had been referred to EON to deal with

RESOLVED:

That the update be noted and the Parish Council send a letter in similar terms to the property owner regarding the overhanging trees at Main Road

12. **RECRUITMENT OF REPLACEMENT PARISH CLERK**

It was reported that the panel appointed to meet individuals who had expressed an interest in the position of Parish Clerk had seen one person. A further expression of interest had been received and arrangements were being made to see that person also

RESOLVED:

That this be noted with the intention that a firm recommendation can be made to the next Council meeting regarding an appointment

13. **PROPOSALS FOR GOVERNANCE AND ACCOUNTABILITY REVIEW**

Consideration was given to a proposal from Toplis Associates for a Governance Review. The Acting Clerk indicated that this should be of assistance to the new permanent Clerk when appointed and it would also provide the Council with benchmarking advice relating to the terms and conditions of employees

RESOLVED:

That the proposals received from Toplis Associates be accepted and the review commence upon the appointment of the new Clerk

(Alderwoman Mrs P A Ansell declared an interest in this matter)

14. **BANK MANDATE**

With reference to Minute 5 of the Council Meeting held on 7 October it was:

RESOLVED:

That it be confirmed that the following be included on the mandate with HSBC Bank

Alderman R Easton and Cllrs Mrs DM Easton, PA Fisher, Mrs L Johnson, D Johnson, Mrs G Harvey and Mrs Davies [Committee Clerk]

and that two signatories who are not spouses be required to authorise cheques for payment

NEXT MEETING

This would be held on 4 January 2022

The meeting ended at 8:45 pm

Signed:

Dated:

ANNEX 1

BRERETON AND RAVENHILL PARISH COUNCIL - SCHEDULE OF MEETINGS – 2022

FULL COUNCIL	PLANNING CTTEE	PARISH HALL & PROPERTY MANGEMENT CTTEE	FINANCE AND MANAGEMENT COMMITTEE
Tuesdays	Tuesdays	Thursdays	Thursdays
4 January	4 January	6 January	6 January
1 February	1 February	3 February	3 February
1 March	1 March	3 March	3 March
5 April	5 April	7 April	7 April
3 May (Annual Mtg)	3 May	5 May	5 May
7 June	7 June	9 June	9 June
19 July	19 July	14 July	14 July
6 September	6 September	8 September	8 September
4 October	4 October	6 October	6 October
1 November	1 November	3 November	3 November
6 December	6 December	8 December	8 December

START TIMES OF MEETINGS

Full Council Meetings will commence at 7:30 pm

Planning Committee Meetings will commence immediately following the Council Meeting

Parish Hall and Property Management Committee Meetings will commence at 7:30 pm

Finance and Management Committee Meetings will commence immediately following the Parish Hall and Property Management Committee Meeting

OTHER MEETINGS

The Annual Parish Meeting will be held at 8:30 pm on Tuesday 5 April 2022

VENUE FOR MEETINGS

Brereton and Ravenhill Parish Hall, Main Road, Brereton, WS15 1DU

Members of the public are invited to attend all meetings when there is an opportunity to ask questions or make statements

Papers for meetings will be available on the Council website - <https://www.breretonandravenhill.co.uk/>

BRERETON AND RAVENHILL PARISH COUNCIL

REPORT OF ACTING CLERK

ESTIMATES OF INCOME AND EXPENDITURE AND PRECEPT 2022-23

The Council has a statutory power to precept local government electors in its area to finance the activities that flow from the exercise of its discretionary powers and subsequent legal obligations

In accordance with Section 4 of the Local Government Finance Act 1992, as amended, the Parish Council is required to issue its precept by 1 March 2022. The District Council has asked for this information by early January 2022. It should be noted that the District Council cannot pay anything in excess of the amount demanded by way of precept

Attached is a draft budget for the 2022-23 financial year. The schedule shows estimated expenditure and income for the current year against the approved budget

A financial summary of the overall position of the accounts for 2021-22 is also attached along with a financial appraisal for the 2022-23 financial year. The tax base for the parish is 1960.61 (the figure for 2021-22 was 1966.87)

If the precept for 2022-23 remains at £62969 the effect would be to increase the Band D charge by 0.3% - that is an increase from £32.01 to £32.12. **The recommended precept of £62550 reduces the Band D charge to £31.90**

The Council should consider whether it wishes to review allotment rentals and Parish Hall hire fees

Section 137 of the Local Government Act 1972 enables local councils to spend a limited amount of money for purposes for which they have no other specific statutory expenditure. The Ministry of Housing, Communities and Local Government (MHCLG) set the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for parish and town councils in England for 2021-22 at £8.41 per elector. The amount for 2022-23 will be determined by any change in the retail index between September 2020 and September 2021, in accordance with Schedule 12B to the 1972 Act

Members should note the following provisions of Section 106 of the Local Government Act 1992:-

If, when a local council is considering budgetary items or its precept, any councillor who is in arrears for more than two months with his council tax payments, must declare that Section 106 applies and not vote on the matter before the council

RECOMMENDED:

- a) That the Precept for 2022-23 be determined
- b) That the budget for 2022-23 be approved
- c) That consideration be given to allotment rentals and fees for the hire of the Parish Hall

BRERETON AND RAVENHILL PARISH COUNCIL

PROPOSED BUDGET 2022-23	Budget 2021-22	Estimated Spend 01/12/2021	Estimated out-turn 31/03/2022	Draft Budget 2022-23
	£	£	£	£
PROJECTS				
Bus Shelters	2000	0	0	2000
Grit Bins	500	0	500	500
Footpaths	300	0	0	300
Notice Boards	500	0	0	500
Tennis Court Fund	1000	0	0	1000
Christmas Lights	14770	0	14770	15000
Street Cleaning Machine	500	0	100	500
Street Cleaning Machine Replacement Fund	1000	0	0	1000
Allotments	200	0	100	200
Tractor maintenance etc	200	0	100	200
Defibrillator	100	0	0	100
Mining Memorial & Remembrance Sunday	500	315	315	1000
<u>Sub Total</u>	<u>21570</u>	<u>315</u>	<u>15885</u>	<u>22300</u>
PARISH HALL				
Revenue Expenditure	11000	5350	11000	11300
CCTV	1000	60	60	1000
Maintenance including running costs	10000	3433	8000	10000
Business Rates	0	0	0	0
Energy management initiative	500	0	0	500
Refurbishment of contents	2000	0	0	1500
<u>Sub Total</u>	<u>24500</u>	<u>8843</u>	<u>19060</u>	<u>24300</u>

	Budget 2021-22	Estimated Spend	Estimated out-turn	Draft Budget
	£	01/12/2021	31/03/2022	2022-23
	£	£	£	£
GRANTS AND DONATIONS				
Miscellaneous Grants	100	0	100	100
<u>Sub Total</u>	<u>100</u>	<u>0</u>	<u>100</u>	<u>100</u>
OTHER INITIATIVES				
Civic Service	500	0	0	0
Minutes Binding Document Disposal Fund	200	0	0	100
Neighbourhood Plan	400	0	0	400
Website Management	350	360	360	500
Purchase of Flags	25	25	25	40
<u>Sub Total</u>	<u>1475</u>	<u>385</u>	<u>385</u>	<u>1040</u>
MISCELLANEOUS				
Wreath	40	50	50	60
Printing	1000	300	500	1000
Advertising	100	404	404	100
Stationery/Postage	1200	500	525	1000
<u>Sub Total</u>	<u>2340</u>	<u>1254</u>	<u>1479</u>	<u>2160</u>
Ordnance Survey Licence	68	0	0	0
Insurances	2300	1596	1596	2300
Audit Fees	1081	510	510	1100
Elections	500	0	0	500
Member Training	100	0	0	100
<u>Sub Total</u>	<u>4049</u>	<u>2106</u>	<u>2106</u>	<u>4000</u>

	Budget 2021-22	Estimated Spend	Estimated out-turn	Draft Budget
	£	01/12/2021	31/03/2022	2022-23
	£	£	£	£
ADMINISTRATION AND GENERAL EXPENDITURE				
Revenue	25004	17104	25000	26000
National Insurance (Parish Council)	2242	632	2240	2500
Superannuation (Parish Council)	6465	3515	5000	7000
Professional Subscription	47	50	50	50
Members Travel/Subsistence	50	0	0	50
Chairman's Allowance	390	0	390	0
Sub Total	<u>34198</u>	<u>21301</u>	<u>32680</u>	<u>35600</u>
GRAND TOTAL	<u>88232</u>	<u>34204</u>	<u>71695</u>	<u>89500</u>

FINANCIAL SUMMARY 2021-22

ESTIMATED INCOME	£	Estimated Inc 01/12/2021	Estimated out-turn 31/03/2022	Drat Budget 2022-23
Balance c/f from 2020-21	82908			
Hire Fees - Parish Hall (Estimate)	4000	3900	8000	10000
Precept 2021-22	62969	62969	62969	62550
Interest on Accounts (Estimate)	50	50	50	50
Refund of VAT (Estimate)	4925	740	1500	2000
CIL Receipts	2015	0	750	800
Rent Allotments	700	570	700	700
Donations (Estimate)	267	202	202	0
TOTAL	<u>74926</u>	<u>68431</u>	<u>74171</u>	<u>76100</u>
ESTIMATED EXPENDITURE				
2021-22 Financial Year	71695			
Estimated credit balance as at 31/3/22	85384			

BRERETON AND RAVENHILL PARISH COUNCIL

Minutes of a meeting of the Planning Committee held in the Parish Hall at 8:46 pm on Tuesday 7 December 2021

Present

Councillors: T A Jones [Chairman], Alderman R Easton, P Fisher, Mrs M Easton and Mrs L Johnson
Mr P Harrison Acting Parish Clerk was also in attendance.

1. DECLARATION OF INTERESTS

None

2. APOLOGIES

Apologies for absence were received from Councillors Mrs W Fisher, J C Harvey and D Johnson

3. MINUTES

RESOLVED:

That the minutes of the meeting held on 2 November 2021 be approved and signed as a correct record.

4. PLANNING DECISIONS

None

5. PLANNING APPLICATIONS

Consideration was given to the following applications

RESOLVED:

a) CH21/0448 – 54 Ashtree Bank – Extension

That there is no objection to this application, subject to a condition stating that, in the interests of neighbours, no work shall be carried out and no deliveries take place after noon on Saturdays or on Sundays and Public Holidays and during night-times

b) CH/21/0023 – Castle Inn – Demolition and erection of apartment block etc. AMENDED PLANS

That the Council confirm its original objections to the application and concern be expressed that the revised elevation drawings give an incorrect impression relating to the location of Brereton House and the size of the rear façade of St Michael's Church which is opposite the proposed development and in order to appreciate the height and mass of the proposed development in relation to existing buildings the Planning Committee should undertake a site visit before determining the application

6. WAR MEMORIAL - LISTING

Historic England had advised that it was considering requests for the War Memorial to be listed as a building of historical and architectural interest and the Parish Council had been asked for comments

RESOLVED:

That the Council support the listing of the War Memorial as it is a key feature within the street scene at the eastern entrance to the parish

The meeting ended at 9:00 pm

Signed:

Dated:

1 (07/12/21)