

MINUTES OF A PATTINGHAM AND PATSHULL PARISH COUNCIL MEETING HELD ON MONDAY 12TH DECEMBER 2016 AT PATTINGHAM VILLAGE HALL, HIGH STREET, PATTINGHAM

Present: Councillors: Councillors R Lines (Chairman), D Billson (Vice Chairman), Mrs S Hughes, T Mason, S Hubble, J Dyas, M Finch, Mrs J Burton MBE and Mrs A Davies

Also present: Mrs A Watson, Mrs J Spaul and a member of the public

Public Forum

A member of the public reported that there had been 38 incidents of the Arriva bus double parking on the zig zags by the school and this was of great concern to him. Members agreed that the Clerk write to the bus company again including photographs of the incidents to remind them of this ongoing problem.

113/16 APOLOGIES FOR ABSENCE

Cllrs K James, W Hurford and G Deane sent their apologies for the meeting.

114/16 DECLARATIONS OF INTEREST/ DISPENSATIONS

There were no declarations of interest.

115/16 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on the 19TH October, 23rd November and the HR minutes of the 30th November were approved and signed as a true record of the proceedings of those meetings with the following exceptions:-

19th December minutes:-

the location of the meeting should be Crown Rooms, Burnhill Green not Pattingham Village Hall

Public Forum – Cllr M Finch wished the minutes to show that he had personally cleared the flood water in the area of Wolverhampton Road and Westbeech Road, to reflect that there is a serious problem in this area (he acted upon his own initiative and was not clearing the road on behalf of the Parish Council).

Minute ref 83/16 - Cllr M Finch also attended the Police forum.

116/16 GOOD LIFE CONNECTOR PRESENTATION

Ros Burton of SSDC address the members and the following is a summary of the item discussed:-

- The SSCVA help to engage with local groups / organisations to promote and setup facilities for the community.
- They work with local Councils and voluntary / charity groups.
- Their aim is to help people and connect the community together.

- They are looking for a representative from every Parish Council to become the local Good Life Parish Champion.
- The role entails the following:-
 - To promote the Goodlife Website
 - To have a standing agenda item to update the local Council on work that is being undertaken for the role
 - Attend the Lets Work Together sessions at Codsall
 - Link in with other Connectors each week
 - Promote the Good Life through local community events

Cllr M Finch volunteered for this role, and the members agreed that he should be the Pattingham and Patshull Good Life Parish Champion.

The role does not require any DBS checks to be undertaken.

Members thanked Ros for her time in attending the meeting.

117/16 POLICE MATTERS

The Crime statistics were presented by the Chairman as below:-

Reported incidents in October 2016 - 1 Violence / Sexual offences, 1 ASB
 Reported incidents in September 2016 – 2 Violence / Sexual offences, 1 vehicle crime, 2 burglaries and 1 ASB.

The above were noted.

118/16 CLERKS REPORT

The report of the Clerk is detailed below:-

Information

J Williams (litter officer) has resigned with effect from 30.11.16.

The field is booked for the Church Fete on 1st July 2017

Due to an issue with the festoons near the shops a purchase of new festoons and bulbs was deemed essential for the switch on event. A cost of £319 was incurred for 50m festoon and 100 bulbs

Highways and maintenance

Concerns raised regarding the lack of gritting on main roads

Concerns raised regarding buses parking on the lines

Items emailed to councillors

16.11.16 SSDC Home alone at Christmas

16.11.16 R Parry Burnhill Green Play area report

17.11.16 planning application 16/01019/FUL

17.11.16 planning application 16/00994/LBC

17.11.16 planning application 16/00993/FUL

17.11.16 SPCA New bulletin

20.11.16 Came and Co info on volunteering within the parish

18.11.16 planning ref 16/00901/FUL

18.11.16 SPFA annual meeting minutes
18.11.16 Parish Summit details
23.11.16 SSDC Diligent policing
25.11.16 SPCA News bulletin
28.11.16 A White Debt benefit and consumer advice SSC
28.11.16 SSDC Small business Saturday
02.11.16 SPCA news bulletin
05.12.16 G Colling SSDC Draft housing enforcement policy
05.12.16 SSDC Enforcement cases
6.12.16 G Riley, what's in in your library

Information for further consideration at January Precept meeting

Remuneration for councillors- to be discussed precept 2017
Notice board renovation- Precept January 2017 for next financial year

119/16 COUNTY AND DISTRICT COUNCILLORS TO ADDRESS THE COUNCIL

Cllr T Mason reported:-

This year, I am chairing the District Council's "Your Place" challenge panel and the topic this year is "Digital Engagement – How do we engage with our residents and businesses through electronic channels, including the website and social media?" It has been proposed that the District offers parish clerks and councillors training, if they wish, on the new South Staffs website, the MyStaffs app and the Goodlife offering, so that they are better able to direct residents on how they can access services and information. We will also be looking at how we as parishes communicate with residents and the district's media team would like Pattingham, as one of the smaller parishes, to consider piloting this. There will be no cost to the parish other than some time spent.

Members agreed to add this to the 23rd January meeting agenda.

As reported at the last two meetings the owners of Hall End Farm have submitted a renewed application for a lawful use certificate similar to that turned down in 2015. The parish chairman and I have been invited to attend a hearing on the morning of 12th December and we may be in a position to report further at the meeting.

I have a district member's budget of £400 available to be spent to benefit groups in the community. At present I have one application. If anyone is aware of any community group (which must have its own bank account) that may wish to apply for part of this to assist with any project they may have, please ask them to contact me.

Cllr K James report was circulated to all members and noted in his absence:-

The Winter gritting programme has now been published and I am forwarding a copy to the Council after a request by Councillor T Mason for information following an accident along the Pattingham road recently. The gritters are expected to cover the areas that are given priority such as bus routes and main roads. Untreated roads and minor routes will have a grit bin for use by the public. If the areas that have not seen to have received a visit, it should be reported to the Highways office. In some circumstances they could have gritted too early, especially in the case of snow.

The County Council have sent out a communication concerning Debt and Consumer Advice. This facility was commissioned by the Citizens Advice Organization and is funded by the County Council. There is now a need to introduce additional savings across all the County

Council operations as a result of not receiving an anticipated contribution of £15 million, from the Better Care Fund. As the Debt and Advice service is not a statutory duty for the County Council and the range of alternative sources of information and advice is becoming increasingly available. It is expected that the need for this service will fall,

There was a local priority meeting held by the County Council during November and a presentation was delivered to illustrate the methods used to assess the health needs and features that are looked at to provide support activities throughout the region for these purposes. Many opportunities exist and can be found by logging on to the Council's website.

120/16 TO DISCUSS PURCHASING THE EDGE DESIGN ACCOUNTS PACKAGE

This software is the only Parish Council bespoke software on the market. All Parish Council's use this software. There is no purchase cost for the software. There is a one off installation and setup fee of £70 and an annual maintenance of £250 (if a 5 year agreement is signed). There can be an extra £20 per annum for the Council logo to be added to the software. This has been a recommendation on the External Audit for the past 2 years, and the Council agreed to purchase this software at a cost of £270 per annum for a 5 year period and a one off set up cost of £70.

121/16 ALLOTMENT INSURANCE RENEWAL

The allotment insurance is due for renewal at a cost of circa £80 on the 1st January 2017. This matter has been checked by the Clerk with the insurance company and SPCA who have advised that although the Church Estate Trustees have public liability insurance for Newgate Field (which is recharged to the tenant), the allotment group also have to carry their own liability cover. The Parish Council has supported paying this charge in the past. Members of the Council agreed to pay the renewal when it is received (up to a maximum of £80) for this year only, but in future years the cost is to be looked at being passed to the Allotment Group to fund themselves, now they are fully established and up and running.

The Clerk will investigate the exact duties and responsibilities of the Council re allotments for a future meeting so members are aware of what the Parish Council are responsible for.

122/16 TO DISCUSS JOINING THE NO COLD CALLING SCHEME

The information on this item was circulated to all members. This appears to be a cross over with the Neighbourhood Watch scheme, which runs in Patingham and Patshull already. Members did not feel there was a need to take on another scheme when it was already covered by the Police and Neighbourhood Watch.

The Clerk to contact the parishioner that had raised this matter and let them know the Council's decision.

123/16 TO CONSIDER PURCHASING BOOKS FOR ST CHADS SCHOOL FOR THE BKV

The Parish Council have been asked to purchase Guided Reading Books, the cost of the books is circa £2000 and they are requesting £200 towards the cost.

Remaining in the Budget for the Best Kept Village competition is £185. Members therefore agreed to give £185 to St Chads School towards the cost of the required Guided Reading Books.

124/16 TO CONSIDER ANY PLANNING APPLICATIONS RECEIVED SINCE THE PREVIOUS

12/12/2016

MEETING

There were no current applications for discussion.

125/16 SLCC MEMBERSHIP

The new Clerk is already a member of the SLCC and therefore this expenditure is no longer required saving £121 per annum.

126/16 TO DISCUSS THE PEST CONTROL CONTRACT

To consider renewing the contract held with Stafford Borough Council at a cost of £460 (plus vat) for both Pattingham and Burnhill Green (singular cost £300 and £250 plus vat).

Cllr Mrs S Hughes objected to any form of pest control measures for removing moles from the playing fields.

Some members expressed their concerns over the cost of the pest control at the 2 locations, however it was noted that having received a considerable Lottery Grant the Parish Council had a duty to maintain functional pitches or they could be in breach of the grant terms.

Members agreed to continue with the contract for a further 12 months. If members see any mole hills could they please report them directly to the contractor (details to be circulated to all members).

127/16 BURNHILL GREEN

To receive an update on the recreational ground lease from the Chairman R Lines:-

The Crown Estate Lease had expired in 2013, in discussions with them, the Chairman was informed that they wished to double the lease cost per annum from £50 to £100 and they also requested that the Parish Council pay half of the legal costs for drawing up the new lease.

This has now been re-negotiated and the area of the lease has been extended to include an extra piece of land and the cost will be £100 per annum to the Parish Council for 15 years. Legal costs will be met by the Crown Estate.

The extra piece of land will not cost anymore to maintain for the Council as it has already been included into the Grass Cutting Contract that was negotiated last year.

It was agreed that the Chairman contact Crown Estate Agents to request that they draw up the lease.

To consider repairs required for the bollards on the green. One of the bollards has been damaged and needs to be replaced, the cost will be £50. Members agreed to engage John Teige to undertake this work as soon as practicable.

128/16 ROAD SIGNS

12/12/2016

To consider the installation of Accompanied Horses warning signs along the Wolverhampton Road.

The Chairman reported that he had noticed along the Wolverhampton Road from Perton through to Pattingham that there are no warning signs for horse riders.

This is a very fast road where the speed limit is 40 mph, but cars frequently travel much faster. It is the main route for the horses / ponies from the riding school to access the Bridle path network.

Members agreed that the Clerk / Chairman investigate the costs for erecting / purchasing horse signs and what permissions are required from the County Council.

129/16 CHRISTMAS LIGHTING

To consider contributing towards the switch on events, a maximum amount of £50 for Burnhill Green and £132.50 for Pattingham for 2016. For 2017, £50 for Burnhill Green and £100 for Pattingham.

Over the past years, there has been a complicated system of funds being received from the Fair people on the Christmas Lights switch on event, then a payment is made from the Parish Council for hiring the Village Hall, so money is exchanged from one organisation to another. Also there are chocolates given to children at Burnhill Green and additional costs reimbursed for their Christmas switch on also. To simplify matters it was proposed by the Chairman that for this year the room hire is paid to the Village Hall for £132.50 as that was already agreed for this year, and £50 is given to the Burnhill Green Committee to distribute for costs relating to their Christmas Lights switch on event. Next year, the Fair people can give the donation directly to the Switch on event organisers and the Parish Council will contribute £100 to the Pattingham switch on event and £50 to the Burnhill Green event.

This was agreed.

Date			
17.10.16	722731	A Watson Oct expenses	45.98
17.10.16	722732	Staffs LPGS	194.71
17.10.16	722733	HMRC	15.64
17.10.16	722734	A Watson Oct wage	686.82
17.10.16	722735	A Horton gardening	125.00
17.10.16	722736	D W Shotton drainage application	15189.87
19.10.16	722737	British legion wreaths	40.00
1.11.16	722738	Watkins and Jones planters	100.00
1.11.16	722739	Anne Raymonds flowers	40.65
1.11.16	722740	J Ellis gate and footpaths	580.00
1.11.16	722741	R Lines reimbursement for Rustins Danish Oil	30.91
18.11.16	722742	Scottish power changing rooms costs	152.44
20.11.16	722743	D Roberts Xmas trees	160.00
21.11.16	722744	A Horton gardening contract	125.00
21.11.16	722745	A Watson expenses	45.98
21.11.16	722746	A Watson working from home final pmt	150.00
21.11.16	722747	HMRC	15.64
21.11.16	722748	A Watson Nov wage	686.82
23.11.16	722749	Old peoples welfare committee	3000.00

Income received: sport England drainage application 14.10.16 £1820.00 4.11.16 £14540.00

Allotment rent 13.10.16 £240.00, £200 (payable to the PF Fabric fund from the switch on event

It was noted that the bills for Scottish Power are still being estimated for the Changing rooms and these they need to have an exact meter reading, the Chairman of the Council with Cllr J Dyas to meet with Mr Keith Turner (ex chair of the playing fields committee) to read the meter as soon as possible. An update to be reported at the 23rd January meeting.

To consider appointing new bank signatories, the new Clerk is being added to the mandates for the Bank Accounts, but a full review of the signatories will take place at the AGM.

131/16 CLERKS APPOINTMENT

That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

Mrs J Spaul left the meeting for this item.

To consider the recommendation by the HR Committee regarding the contract offer.

Members agreed the contract terms as set out in the written statement of Employment. The new Clerks start date is the 7th December. The Chairman was authorised to sign the contract on behalf of the Parish Council.

Mrs J Spaul returned to the meeting.

Members agreed that a one off licence of £120 is purchased for Microsoft Office for the Clerks laptop, Mrs Watson will download all relevant files to a memory stick and clear the laptop ready for the new software.

A mobile phone contract was agreed to be taken out by the Parish Council for £22 per month for the new Clerk, all text and call charges are included in that price.

132/16 ITEMS FOR FUTURE AGENDA

Closing date for items for the next agenda is 3rd January 2017

9th January meeting – precept

23rd January meeting:-

- Digital Services (T Mason)
- Dog Fouling
- Litter in the lanes and fly tipping
- Good Life Champion
- Update on Scottish Power – re changing rooms
- Removal of clothing / book banks
- Speed bump for the entrance of Dodd's Field

133/16 DATE OF NEXT MEETING

The date of the next meetings were noted as **Monday 9th January 2017** (precept meeting) at 7.30pm

The meeting dates are listed below for the coming year:-

23 rd January	Pattingham Village Hall
6 th March	Crown Rooms, Burnhill Green
10 th April (APM)	Pattingham Village Hall
15 th May	Pattingham Village Hall
19 th June	Pattingham Village Hall
24 th July	Pattingham Village Hall
11 th September	Pattingham Village Hall
16 th October	Crown Rooms, Burnhill Green
4 th December	Pattingham Village Hall

Crime and Disorder Implications

Section 17 of the Crime and Disorder Act 1998 places a duty on local authorities to consider the crime and disorder implications when exercising its functions with due regard to likely effect of the exercise of those functions and to do all that is reasonable to prevent crime and disorder in its area.

Where relevant any decisions made at the Parish Council meeting have taken this duty of care into consideration.

Code of Conduct Dispensations

The only way in which a Councillor can speak about an item that they have an interest in is if they have been granted a dispensation by their Council. A request for a Dispensation has to be made in writing to the Clerk and to be granted by decision of the Council, so it must form an item of business on the agenda.