

MINUTES OF A PATTINGHAM AND PATSHULL PARISH COUNCIL MEETING HELD ON  
MONDAY 29<sup>TH</sup> JULY 2019 AT PATTINGHAM VILLAGE HALL

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Present: Councillors: Councillors R Lines (Chairman), D Billson (Vice Chairman), J Tomlinson, A Freeman, N Hill, L Billingham, Mrs C Clarke, N Land, Mrs A Davies and County Councillor K James

Also present Miss J Cree - Clerk

92/19. Apologies for Absence.

An apology of absence was received from T Mason. Councillor M Finch was not in attendance.

93/19. Declarations of Councillors' Interest.

None were declared.

94/19. Public Forum - Democratic fifteen minute period / public question time.

For note: The public participation is for the public to address the Parish Council on matters that they wish to. The Parish Council cannot comment or resolve action on any points raised at this time. If the item requires information being sent from the Council, the Clerk will do this following the meeting. If it is a matter for further discussion it may be added to a future agenda. All meetings are recorded and any member of the public not wishing to be recorded should advise the Chairman.

Members of the Council agreed to raise Standing orders to enable members of the public to speak.

PCSO Sian Fryer addressed the Parish Council in relation to the previously circulated crime report for the Parish.

The Chairman commented on the delayed response re drugs being dealt and reported to the Police arriving some 3 hours later on a recent report made to them. PCSO Sian asked for further details relating to the vehicle from the CCTV footage. The Chairman will forward the information to her as soon as possible (complying with GDPR).

Standing orders were reinstated.

95/19. To receive for confirmation and adoption, the Minutes of the Parish Council meeting held on 17<sup>th</sup> June 2019.

The minutes of the meetings detailed above were agreed as a true and accurate record of proceedings with the exception that:-

“82/19. To discuss what action to request from the County Council re the drains on Clive Road/flooding on the road

Cllr Tomlinson reported that the above road still has a major problem in that the drains system under the road appears to be collapsing. Cllr Tomlinson had not reported the issue to Staffordshire County Council **recently.....**”

96/19. County / District Councillors to address the Council on any matters relevant to the Parish

## **DISTRICT REPORT FOR JULY 2019 MEETING FROM COUNCILLOR T MASON**

We had a presentation by Mark Keeling of County Highways last week at District. I have attached a copy of his presentation, but the gist is that if parishes expect any improvement in service levels it will only come by partnership working with parish councils or friends groups. I would point you to the last page of the presentation and the link [www.highwaysyourway.info](http://www.highwaysyourway.info). There is not sufficient time to go into more detail and it may be that this should be discussed in more detail at the next meeting.

The parish summit is taking place on Friday 11<sup>th</sup> October and I would encourage as many councillors as are available to attend. Items on the agenda for the 2019 Parish Summit include loneliness, planning, community safety / enforcement and localities.

It is expected that the next local plan will go out to consultation in September or October. I will draw attention to this as and when it becomes public.

## **County Council Report for Pattingham Parish Council Meeting on July 29th from Councillor K James.**

The County Council Highways Manager, Mark Keeling was contacted recently by myself for a meeting to provide updates on outstanding issues in my Division. In respect of those issues in Pattingham. I have inquired about the position of work in Orchard Close and Clive Road after e mails that I picked up on these areas still seem to be unresolved. I was told that these places are in the pipeline by the contractors and repairs and resurfacing was in hand. A follow up visit to these sites will be carried out to monitor progress.

Further information on the changes to the Community Fund includes the title that the scheme will be run as People helping People to support community led projects. These grants of £2,500 are only available by an on line application that is covered by criteria explained in the County Council publication available on Staffordshire County Council Website by looking up the People Helping People app. It is intended that applications can then be submitted after checking with a County Councillor that the requirements are met for the funds qualifying requirements stated in the available criteria in the booklet.

In making inquiries concerning the speed restriction signs along Burnhill Road. I have been told that this is still current for my contribution of the DHP allowance that is available for this purpose. It seems the delay to carry out this project is a requirement for the County to advertise the intention to those bodies that will need to know.

It was noted that Amey had been undertaking work with the cut and break team, they have been resurfacing footpaths in the Parish, and had resurfaced Orchard Close in places not all of the pavement. The £20,000 allocation from the Government to help Parishes with outstanding matters is still to be spent, Councillor K James will put forward works to be completed by Amey. The Roadmaster machine is scheduled for Clive Road in October and a road closure notice has been applied for.

If any reports are made re road defects they must be copied to Councillor K James to follow up on our behalf.

With regard to the Community Fund this is a sum of money allocated to each County Councillor for spending in the community. The Councillor has to progress the applications that have to be made

online by the applicants. Members asked for Councillor K James to forward the criteria for applicants so this can be distributed to all members and posted on our Facebook and Webpages.

97/19. Matters arising from Previous Minutes.

It was noted that:-

Burnhill Green defib is installed and the Clerk has submitted forms to the Ambulance Service to register it.

The Park football goal sockets are due to be installed, as soon as the contractor is available.

The new SID post has been installed and the sign has been re-erected on it.

98/19. Update on Football and discuss recruiting a new contractor to clean the changing rooms

The 2 football clubs have agreed they wish to continue using the football pitch for the coming season, they have been sent their respective invoices and 1 has made the payment.

The invoice is still outstanding for the Pattingham Old Boys that hired it for a charity match. Councillor Mrs A Davies to progress.

Following the charity football match, on inspection of the pitch area, it was noted that one of the goal socket covers is missing (which appears to have been missing for some time), this needs to be replaced to stop debris falling into the goal socket. The cost to purchase 4 new covers as the others are worn, is £199.00. It was agreed to purchase these covers as soon as possible.

In addition it has been noted that one of the ground sockets has sunk and needs rectifying when the new sockets are installed and new permanent pitch marker carrots are required to keep the measurements of the football pitch, these are a cost of £90 for 25 markers. This was agreed.

Last year it was agreed that the football teams could use the pitch to have pre match friendly games, which they did undertake (approx. 2 x pre-season friendly games were held), this season they have played a few more games and they are using the pitch twice weekly. Members noted that in the next year's contract they will discuss putting a limit to the number of friendly / pre-season games that are acceptable.

The chairperson of the Village Hall Committee asked if the football team could be written to and reminded that they should not use the village hall car park to park on match days, they should be using the far end of the Pigot Arms car park. It was agreed that the Clerk write to the teams to inform them of this.

The Changing rooms need a new cleaner as Mrs Clarke is now a Parish Councillor and can no longer continue in this role. It was therefore agreed that the work be offered to the Lengthsman, if she does not wish to undertake the role as additional duties then the Clerk will prepare an advert for the job, the agreed rate of pay is £20 per clean and on average its 2 -3 cleans per month from September to April.

99/19. Update re the drains on Clive Road/flooding on the road (Councillors J Tomlinson / M Finch to report)

This was briefly discussed when County Councillor K James was present, it was noted that any reference numbers for reports need to be sent to him directly for him to progress, but at this time

the drain is not scheduled for any work, but any flooding issues need to be reported as soon as they happen so they can be inspected as soon as practicable.

100/19. Update on communication via social media.

The page has been changed to public, so people can see all posts without being friends of Pattingham Parish Council, the Clerk will also add to the page the agendas and minutes as they happen.

101/19. To discuss VE/VJ Day 75<sup>th</sup> Anniversary celebrations

It was agreed to agenda this for the next meeting, to discuss ideas on possible celebrations.

The Clerk will investigate costs / grants for erecting a war memorial and will look at bespoke bench costs. She will also arrange the purchase of 20 more large poppies to replace the damaged ones put up last year and order the annual wreathes.

102/19. To discuss Public Right of Ways and Millennium Walks

The Chairman informed members that complaints had been received regarding the Public Right of Ways (PRoW's) at Burnhill Green. It is the landowner's responsibility to keep PRoW's open and accessible, but the lack of active farming at Burnhill Green Farm has resulted in some areas becoming overgrown. In an effort to assist local residents in their efforts to keep these paths open, our lengths-man has assisted clearing the paths. Due to the on-going maintenance issues, and some incomplete schedules for where paths are cut, Members agreed that the lengthsman takes over doing these paths for the rest of the season and the paths contractor be written to, to explain this. It was noted that some residents have been helping to cut back the pathways, and that this should be an agenda item for the October meeting at Burnhill Green to discuss further to get additional local volunteer help for the future.

The Millennium Walks agreement/lease is due to expire in July 2020. With the Patshull Estate currently for sale it is unlikely the Crown Estate will agree to extending this agreement in advance. However, as such agreements usually involve solicitors and a significant amount of time to complete, it was agreed the Chairman should write and start a dialogue on the matter. It was noted that any new owner of the land may not be interested in offering a permissive walks agreement.

103/19 To discuss protecting open spaces in Pattingham / Burnhill Green

The Chairman has looked into a way of protecting the open green spaces within the Parish. They can be protected with land owner's permission using Fields in Trust. If the Landowners are not supportive of this process then a second option is to open a dialogue with the Crown Estate agents to try to buy the Burnhill Green playing fields and the green in Burnhill Green.

Members agreed that the Clerk and Chairman start the process of applying for Fields in Trust status, and if this is unsuccessful, look at opening dialogue with the Crown Estate and report back to the next meeting.

104/19. To discuss replacing benches around the Village Hall / Park

It was noted that some of the benches are looking a bit shabby. Last year's BKV report noted their poor condition. Councillor Mrs C Clarke agreed to inspect/survey the benches around the hall and report back to councillors. The Clerk will get prices and designs for members to discuss at the next meeting.

105/19. Update on Speed Indication Device – information

The new post has been installed and the speed sign erected onto it. It was noted that the battery will need changing in the sign periodically.

106/19 To decide whether to purchase a #2minutelitterpick board  
The 2 minute litter pick board which was trialled from the District Council seemed to be a success. Therefore members agreed to purchase our own personalised board at a maximum cost of £500.

107/19. Discuss Tennis Courts opening & closing and holiday cover  
Members were grateful to Councillor M Finch for opening and closing the tennis courts on a daily basis. During Wimbledon week the school attempted to use the courts for their regular tennis class but were unable to access them because the gate was padlocked. Cllr Finch was on holiday, and it was not clear who was covering that absence. It was agreed to have more keys cut and deposit one with the school, one with the village hall caretaker, and an additional councillor.

108/19. Repairs to Multi Use Games Arena (MUGA) – decision  
The 2 basketball hoops have now completely failed and have been removed for safety. To replace the backboards and 2 new hoops the cost is £1500, or if the rings can be reused then the cost reduces to £1110. Members agreed that the boards be replaced and a maximum budget be set of £1500, but to supply the company with the existing rings to see if they can be reused safely to reduce the cost.

109/19. To discuss a request South Staffs Job Club funding request  
The above organisation has written to the Parish Council to ask for assistance in donating funds to help with the running of the Job Club. Members noted the importance of the service but felt before making a decision on funding, they would need to know the usage of the Job Club by Pattingham residents and also an idea of the sum that they are looking for. In addition a completed grant application form needs to be submitted with the relevant accounts information before the grant can be considered.

110/19. Report from the Clerk.

The following documents have been received for consultation:-

CONSULTATION: Staffordshire County Council's draft revised Statement of Community Involvement – this was noted.

South Staffordshire Council Open Space Study – the Chairman completed a response, which was circulated for comments and then sent to the District Council.

Council Tax Empty Property Discount Consultation notification, circulated to all members and noted.

111/19. Accounts for Payment.

The accounts detailed below were accepted.

**Ratification list for July Pattingham Parish Council**

<b>Chq No.</b>	<b>Payee</b>	<b>Description</b>	<b>Amount (inc VAT)</b>
723081	Chairman's Allowance		250.00
723082	Watkins and Jones	Flower for tubs	200.00

29/07/2019

723083	Dittons	Grass Cutting	472.50
723084	Neat N Tidy	Lengthsmen's work	210.00
723085	J P E	Footpath Maintenance	600.00
723086	R Taylor	Fuel for mower	15.36
723087	Mums and Toddler Group	Grant	500.00
723088	Pattingham Village Hall	Replacement front security doors paid from contingency funds held for the village hall	3042.00
723089	R H Electrical	Installing defib	234.00
723090	SPCA	Training	35.00
723091	Cancelled		0.00
723092	Neat N Tidy	Lengthsmen's work	132.00
723093	SPCA	Training	20.00
723094	Inland Revenue	July payment	149.88
723095	J Cree	July payment	584.49
723096	Water Plus	rates	26.66
723097	Dittons	Field cut	472.50
723098	Turnocks	Xmas light leads	691.20
723099	A Horton	August contract payment	140.00
723100	J Cree	August wages	584.49
723101	Inland Revenue	August payment	149.88
DD	EE	Monthly Charge	17.00
DD	Utility Warehouse	Monthly charge	12.83
DD	BT	Monthly charge	46.08

8585.87

**Income**

Wombourne Pool Bar	650.00
	<u>650.00</u>

112/19. Accounts up to 3<sup>rd</sup> July 2019

The accounts as attached as appendix 1 to these minutes were accepted. The Vice Chairman asked that a projected expenditure account including all the agreed expenditure from this meeting, be prepared and circulated to members prior to the next meeting. The Clerk agreed to issue the figures as soon as possible.

113/19. Items for future Meetings

Date for latest items is Wednesday 28<sup>th</sup> August.

Highways Presentation, VE/VJ Day celebrations, Work Club Grant, Tennis Court cleaning, projected costs update.

114/19. Dates of Next Meetings –

9 <sup>th</sup> September 2019	Pattingham Village Hall
14 <sup>th</sup> October 2019	Crown Rooms, Burnhill Green
18 <sup>th</sup> November 2019	Precept - Pattingham Village Hall
2 <sup>nd</sup> December 2019	Pattingham Village Hall

## Financial Summary - Cashbook

Summary between 01/04/19 and 03/07/19 inclusive.

Balances at the start of the year

### Ordinary Accounts

Santander £38,052.76

### Short Term Investment Accounts

Santander Deposit account £32,505.33

Total £70,558.09

RECEIPTS	Net	Vat	Gross
Council	£26,982.67	£0.00	£26,982.67
Total Receipts	£26,982.67	£0.00	£26,982.67
PAYMENTS	Net	Vat	Gross
Council	£11,822.19	£304.89	£12,127.08
Total Payments	£11,822.19	£304.89	£12,127.08

Closing

### Ordinary Accounts

Santander £52,908.35

### Short Term Investment Accounts

Santander Deposit account £32,505.33

Total £85,413.68

Signed

Chair

Clerk / Responsible Financial

# Financial Budget Comparison

Comparison between 01/04/19 and 04/07/19 inclusive.

Excludes transactions with an invoice date prior to 01/04/19

		2019/2020	Actual Net	Balance
<b>INCOME</b>				
<b>Council</b>				
100	Donations	£0.00	£0.00	£0.00
101	Precept	£48,790.00	£24,395.00	-£24,395.00
103	Football Income	£1,650.00	£650.00	-£1,000.00
104	Misc Items	£0.00	£0.00	£0.00
110	Interest on Santander deposit acc	£60.00	£0.00	-£60.00
<b>Total Council</b>		£50,500.00	£25,045.00	£25,455.00
<b>Total Income</b>		£50,500.00	£25,045.00	-£25,455.00
<b>EXPENDITURE</b>				
<b>Council</b>				
1	Administration	£1,800.00	£513.45	£1,286.55
2	Audit Costs	£550.00	£250.00	£300.00
5	Best Kept Village Competition	£600.00	£200.00	£400.00
8	CCTV	£750.00	£0.00	£750.00
9	Chairman's Allowance	£250.00	£250.00	£0.00
10	Play Park Loan	£1,500.00	£1,500.00	£0.00
12	Christmas Lights	£4,750.00	£200.00	£4,550.00
14	Clerks Salary	£9,000.00	£2,049.75	£6,950.25
15	Defibulator	£100.00	£0.00	£100.00
16	Elections	£3,000.00	£0.00	£3,000.00
17	Footpath Maintenance	£2,000.00	£600.00	£1,400.00
18	Gardening	£1,750.00	£432.80	£1,317.20
19	Insurance	£2,000.00	£1,200.15	£799.85
25	Playing Flds Maintenance	£8,000.00	£1,117.04	£6,882.96
28	Grants / Other exp	£9,000.00	£2,500.00	£6,500.00
29	Subscriptions	£500.00	£0.00	£500.00
30	Training	£500.00	£0.00	£500.00
34	Storage Village Hall	£150.00	£0.00	£150.00
36	Football Expenditure	£700.00	£0.00	£700.00
37	Village Maintenance Improvements	£3,600.00	£990.00	£2,610.00
<b>Total Council</b>		£50,500.00	£11,803.19	-£38,696.81
<b>Total Expenditure</b>		£50,500.00	£11,803.19	£38,696.81
Total Income		£50,500.00	£25,045.00	-£25,455.00
Total Expenditure		£50,500.00	£11,803.19	£38,696.81
Funded by reserves			£0.00	
<b>Total Net Balance</b>		<b>£0.00</b>	<b>£13,241.81</b>	