

Meeting of Pattingham & Patshull Parish Council
Pattingham Village Hall, Pattingham
Wednesday 19th October 2016 at 7.30pm

Minutes

Present

Cllr R Lines Chairman
Cllr D Billson
Cllr A Davies
Cllr M Finch
Cllr T Mason
Cllr S Hubble
Cllr J Dyas

Also present, Mrs A Watson (Parish Clerk) 2 members of the public

Public Forum

Parishioner from Burnhill Green requested that the central tree is crown reduced in preparation for the installation of the Christmas lights. Clerk has already organised this work to be undertaken by highways. A request was made to install a rubbish bin on the playing fields at Burnhill Green, Clerk to contact Street Clean team and request one is installed

A Pattingham resident raised concerns regarding potholes in the Parish, particularly one at Clive Road. An additional concern at Clive Road is that the gully's are being worn away by water that is unable to drain. An area of the road (adjacent to number 3) appears to be sinking and the resident is concerned that there is a gas main below. This has been raised during an onsite meeting with a highways inspector. Members of the public were encouraged to call highways with such issues.

Cllrs noted that a Amey vehicle has been working at the flood site on the Wolverhampton Road. Cllr James confirmed that work was due to begin and an update was given.

The Arriva bus has been noted to be parking on the zig zag lines; allegedly 29 times in two months, Clerk to contact Arriva and advise.

80/16 **Apologies**

Apologies and reasons of absence were received and accepted from Cllr Hughes (work commitment) Cllr Burton (family commitment) Cllr Hurford (work commitment)

81/16 **Declarations of Interest /Dispensations**

None.

82/16 **Signing of minutes**

The minutes of the Parish Council meeting held on 14th September 2016 and the Hr Committee held on 12th October 2016 were signed as a correct and true copy.

83/16 **Police matters**

Cllr Mason attended the Accountability forum and explained that there have been a number of increases in various crimes. However, one incident can generate multiple references.

Rowdy and inconsiderate behaviour is a separate category to ASB; it was noted that there is a significantly lower percentage of youth offending in this category.

A number of concerns have been raised by residents at Dartmouth Avenue, these concerns are

being progressed.

Hare coursing has been reported- Clerk notified and concerns shared with the Council.

Cllr Finch raised his own concerns regarding activity around the village hall. He does not feel that sufficient action has been taken to tackle this, he was encouraged to express his concerns to the police/inspector.

84/16 Clerks report

Thanks received from Mr and Mrs Challinor for the anniversary wishes and flowers.

Watkins and Jones have planted the winter planters. To ensure that they were completed to the same standards they have donated £100 and the winter charge will be £100.00. **Resolved** Clerk to send a letter of thanks. The work next year will return to two instalments £200 each unless further notification is received.

Notification has been received to advise that the PC have been awarded a grant for £640 to improve the footways in the area. Clerk will query if the strimmer can be reimbursed from this grant. It was previously resolved that equipment should be purchased to improve those footpaths most frequently used, **resolved** Clerk to liaise with the chairman about the purchase of further equipment.

85/16 Councillor reports

- District report

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?" I will be seeking input from our parish through my parish magazine article – it will be interesting to see what response this elicits.

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. It remains the position that nothing further has been heard as yet.

Small Business Saturday is again being supported by South Staffordshire District and this year is being held on Saturday 3rd December. The parish is being asked to encourage participation in the event. I am aware that the clerk has already circulated everyone with full details.

The local plans "Strategic Allocations Document" has completed its consultation phase and the district council had a members briefing regarding the outcome on 11th October. There are changes to the document regarding Pattingham as a result of this last consultation. I am not at present permitted to advise any further, but I can confirm I have raised a few concerns. I am awaiting further meetings with the local plans team to have responses to these concerns.

I will be publicising in the parish magazine the council's "Goodlife Energy" scheme. Everyone is constantly urged to review their energy bills and consider whether they could save by switching to an alternative supplier. There are however those who lack the confidence or do not have the internet access or skills to go through this process. "Goodlife Energy" is a partnership between South Staffordshire Council and a local company, Compare Energy Bills. They will provide individual advice and help you through the process, providing special rates for our residents.

- County report

Confirmation that the traffic restrictions which are now to be implemented along a section of Westbeech Road to prevent vehicle obstructions that affect the visibility on the road bend approaching Pattingham village. A traffic order has been published and a copy sent to Staffordshire District Council for information.

Flooding on the Perton section of Pattingham road after a heavy rainstorm recently has been reported to the Highways at Gailey for attention. It was informed of the problem in the past as a matter that causes traffic difficulties and in a recent incident a lady had to be assisted from her vehicle there. The Highways Manager, Mark Keeling has sent his Assistant, Simon Griffiths to investigate and meet the Drainage Team on site.

The County Council have received an allocation from the Government of some funding to assist in dealing with road condition repairs in Staffordshire. South Staffordshire will be able to have potholes attended to with the road repair machinery that deals with draining water from the pothole before filling it with tarmac to effect a longer life repair of the damage caused by frost in the Winter. Please report all potholes in the area by registering these through the Parish Council who can notify me of the reference number issued for my progress enquiries and information.

86/16 The Great British Tidy up

Resolved cannot organise as a Parish Council, however there would be support for any parishioner who wanted to organise an event.

87/16 Fly a flag for Common Wealth

Resolved not to participate

88/16 Best Kept Village results

The results were received, Pattingham was highly commended

Cllr Hubble is to remove the signs from around the village

Consideration was given to awarding the school for their participation, **resolved** Clerk to enquire what the PC can purchase for the school up to the value of £200.00

89/16 PTFA request

The Playing Fields Committee had previously granted the PTFA the use of the white railings to advertise events on without seeking further need to seek permission. **Resolved** the PTFA can use the railings at their leisure subject to a period of 14 days advertising and the immediate removal of the banner following the event.

90/16 Muga Inspection

Resolved Cllr Finch will produce an inspection sheet and return to the Clerk, any issues are to be reported to the Clerk immediately. It was noted that the lighting is not currently working on the MUGA

91/16 Small Business Saturday

Cllr Mason will encourage participation in his Parish News magazine article.

92/16 Playing Field Use request

A request from Onefitmama to use the field for fitness classes has been received. **Resolved** the top field can be used at a cost of £20.00 per hour, Clerk to inform OnefitMama representative.

93/16 Christmas Lighting

The Council were presented with a risk assessment for the switch on event. An organiser is required to be noted as the main contact – this is to be verified. **Resolved** to adopt the risk assessment. This is regarding the outside event, St Chad's school have an assessment for indoors which is their responsibility. It has been confirmed by Mrs Yeomans that St John's Ambulance will be present. **Resolved** to revisit minute ref 68/16 regarding purchasing new festoons. An inventory of the equipment has been done and the amount required has reduced. Two lengths of festoon for the shops/Church are now required at a cost of £229.50. A new quote from S J Hopkins to install the lights has been received which include the additional festoon and timer totalling £3113.20. **Resolved** to accept the new amount and updated schedule of works.

94/16 Surveys

Resolved to appoint Cllr Billson and Cllr Lines to advise Clerk of surveys which should be put to full Council to respond

95/16 Social media guidance and use

Council was presented with a policy issued by SSC outlining best practice for the use of social media. **Resolved** to adopt this policy and to use social media accordingly
Setting up a Facebook page as virtual notice board was considered. **Resolved** Cllr Davies is to organise and manage the page with items for publication suggested by the Clerk and Cllr Mason.

96/16 Planning Applications

No responses are to be sent on any planning applications

97/16 Sign Repair

The wooden Pattingham sign erected for the Millennium celebrations needs some care and attention. **Resolved** Cllr Lines is to undertake the work and is to purchase Rustins oil at an expected cost of £35.00 to repaint the sign. Cllr Lines is to be reimbursed for this purchase.

98/16 Legal Fees

Cost to appoint the legal team at SSC may prove favourable when the lease renewals are required. **Resolved** to investigate further when the service is required.

Clerk left the meeting due to a family emergency. Cllr Davies continued to minute the meeting 9.45pm

99/16 Footpath Maintenance

The contract held with J Ellis to maintain the footpaths was discussed and **resolved** to renew at an increased cost of £1200. Council would like to view the maps of the walks.

100/16 Allotment increase

Resolved to defer the decision to accept the increase to £325 until the lease is ready to be considered

Proposed by Cllr Mason to move standing orders to 10.15pm. seconded by Cllr Davies

101/16 Finance

It was resolved to accept the following income and expenditure

01.09.16	722710	A Waston reimbursement for stationery	11.05
01.09.16	722711	HMRC	15.64
01.09.16	722712	Ditton services	1125
01.09.16	722713	Staffordshire pension fund	194.71
01.09.16	722714	Village hall hire	52.25
14.09.16	722715	A Watson sept expenses	45.98
14.09.16	722716	R lines reimbursement goal repair	58.49
14.09.16	722717	A Watson competition prize reimbursement	175.00
14.09.16	7227118	Just Keys (codsall engravers)	40.00
14.09.16	722719	A Watson Mileage	28.62
14.09.16	722720	R Taylor petrol reimbursement	12.52
21.09.16	722721	A Horton gardening	125.00
22.09.16	722723	HMRC	15.64
22.09.16	722724	SPFA Membership	15.00
22.09.16	722725	A Watson sept wage	686.82
22.09.16	722726	Staffordshire pension fund	194.71
27.09.16	722727	A watson reimbursement Stamps	64.00
27.09.16	722728	Church estates allotment rent	120.00
12.10.16	722730	Grant thornton audit costs	360.00

Income received: SSDC precept £24552.50

102/16 Clerk Vacancy

The Clerks resignation was accepted, Clerk has given a one month notice period which ends on 28th October 2016 however has agreed to stay in position until the recruitment of a new Clerk has been resolved at the end of November 2016 .

Resolved that the following advert is to be placed for the recruitment of a Clerk

Parish Clerk and RFO **(10 hours per week)** **Salary** Dependent on experience

Becoming a Parish Clerk is one of the most rewarding jobs in a local community.

The role of the Clerk is to ensure that the Council as a whole conducts its business properly, and to be responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out. The successful applicant will be required to provide professional advice, support and guidance in all aspects of the Council's work.

Applicants will have the determination and organisational skills to manage a busy and varied workload, and also have the financial experience and ability in order to deliver projects on time and within budget. Knowledge of PAYE and maintaining accounts would be desirable

The Post holder will work closely with Councillors to plan and implement the aims and objectives of the Council. It is essential that you have a flexible approach to work in order to meet deadlines and also to attend Council meetings.

Applicants should have an administration or professional qualification, administration experience and a good level of IT skills.

Whilst previous experience of being a Parish Clerk is not critical, knowledge of law, governance

and administration relevant to Parish Councils is essential.

Closing Date: 11th November 2016

It is anticipated that interviews will be held week commencing 21st November 2016

To apply please send a covering letter and CV either by email to the Vice Chairman

CLlr David Billson: davidsbillson@gmail.com

or post to Marlbrook House, Marlbrook Lane, Pattingham, WV6 7BS

Ensure you evidence how you demonstrate the essential criteria for the post.

103/16 Items for future agenda

Councillors were reminded that a full proposal of the item should be sent to the Clerk with sufficient time to be added to the agenda. If a proposal is not received, then it cannot be considered.

No items for consideration

Meeting Closed at 10.06pm.

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 the likely effect of the exercise of those functions and to do all that is reasonably can 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.

Signed:

Dated: