



# **Outwoods Parish Council**

Minutes of Meetings

**2017**



## Outwoods Parish Council

**Minutes of Outwoods Parish Council (OPC) meeting at de Ferrers Academy, Trent Campus, St. Mary's Drive, Burton On Trent.**

**Openness of Local Government Bodies Regulations 2014 has been adopted.**

**Press and members of the public were cordially invited.**

**Date:** Monday 9<sup>th</sup> January 2017

**Members present:** Councillors John Anderson (Chairman), Roy Hall, Bev Walker, Rachael Anderson, Paul Barker, Terry Booth, Jez Elks, June Thomson.

**Clerk:** Verna Smith

**Also present:** Leon Worden PCSO

**1/9/17 Introduction:** The Chairman opened the meeting and asked everyone to introduce themselves to our local PCSO.

**2/9/17 Apologies for Absence:** Cllr Duncan Goodfellow Cllr William Holmes.

**3/9/17 Declarations of Interest:** Cllrs J & R Anderson Friends of Outwoods.

**4/9/17 Election of Vice Chairman:** There was no interest in this position.

**5/9/17 Minutes of meeting held on Monday 12<sup>th</sup> December 2016 for approval and update on actions from minutes.** Kerbstones on St Georges Road. Nothing is being done and the problem appears to be getting worse, and as we have not heard from our County Councillor, Cllr Anderson will make enquiries to another Division County Councillor on this matter.

**6/9/17 Banking system update.** Clerk is now a signatory for cheques. There is an interest earning account available but there is no Financial Advisor at the Bank at present but we will make an appointment to change the account when the Advisor starts working there. When this happens the £29.99 from the return of the voice recorder will be paid into the bank by clerk.

**7/9/17 Wet pour for Beamhill playground.** Cllr Anderson will progress obtaining estimates. He said he has to measure up all of the areas of Wetpour and take photographs to enable Wetpour contractors to quote for the work..

**8/9/17 Proposed diesel farm at Tutbury.** A letter has been sent to ESBC opposing this but as yet no acknowledgement or reply has been received.

**9/9/17 Kitling Greaves Resident.** A letter had been sent to ESBC concerning a Kitling Greaves resident who had concerns about a culvert that ran through his property and may

flood after heavy rain. A reply stating that this matter would be referred to the Open Spaces team has been sent to the resident.

**10/9/17 Form for funding for Wilson Way sign.** This will be completed by Cllr Booth and sent to Cllr Goodfellow.

**11/9/17 Insurance claim for damaged bench in Field Lane.** Cllr Booth will take over this claim with Zurich Insurance. Two quotations are required and photos are to be sent to show our requirements.

**12/9/17 Redhouse farm development. Road names.** Cllr Elks will give clerk a list from the War memorial in St Aiden's Church and clerk will forward this to the Developers.

**13/9/17 Redhouse farm development using Lower Outwoods Road.** This problem has now been sorted, with no access signs on the gate, a chain and padlock securing the gates and pallets of blocks in front of the gates.

The minutes were proposed, seconded and all were in favour that they were a true and correct record.

**14/9/17 Public participation.** PCSO Worden spoke about his role in our Parish and surrounding Parishes and said there is a portal called Smart alert where we can enquire, report and learn about events and alerts in our Parish and also download a mobile app.

**15/9/17 Clerks report.** The letter to highways enforcement about a van parking in a dangerous position on the bend in Field Lane, has been forwarded to Clear Streets, as suggested by highways, who advised it needed to be sent to the Police who said they will pass this on to the local Police. If nothing happens we will contact our local PCSO to pursue the matter.

**16/9/17** Clerk had received an email offering to clean War Memorial wreaths, but we have none.

**17/9/17 Debt Benefit letter.** This stated that due to cuts to Staffordshire County Council, non statutory duties such as the Citizens Advice Bureau will finish. The SCC are asking for donations from Parish Councils to keep services going.

**18/9/17 Lengthsmans Agreement.** This is an annual payment from the County Council for minor highway issues which the Parish Council organizes, however this payment will cease in April 2017.

**19/9/17 Speedy Hire account.** This has now been set up with a thousand pounds credit limit. The invoice for the hired items for the Christmas tree has not been received yet.

**20/9/17 Committee reports, updates and planning enquiries** A planning application has been received for a detached dwelling adjacent to 30 Harehedge Lane. There are no issues for the Parish Council.

**21/9/17 County and Borough Councillors reports** Cllr Goodfellow wrote that ESBC had recalculated the five-year land supply and details will be published on the ESBC website. The changes being made to the disposal of food waste in bins will also be published and details of these will be attached to bins in the next few months.

**22/9/1/17 Items for discussion. Precept/budgets for 2017.** Cllr Elks thanked Cllr Holmes for providing previous year's figures.

Cllr Thomson proposed to make a donation of £1000 to the County Council to help to keep the Citizens Advice Bureau open as it will close if enough funds are not raised. Nobody seconded this.

**23/9/1/17** Cllr Elks proposed to allow £1000 for section 137 (donations to charities and good causes) It was seconded and all were in favour.

**24/9/1/17** A budget of £1000 was proposed, seconded and all were in favour of a training and travel budget which will always be useful for a wide range of training.

**25/9/1/17 The** Little Forest Project on Longhedge Lane will require tools, clothing etc. Some funding has come forward but not enough and it was suggested that the Parish Council should donate to this along with Anslow Parish Council if they were willing. Cllr Thomson proposed £500. This will be placed on the agenda for February.

**26/9/1/17** A round of applause was given to Cllr Elks for his input into producing the budget figures for next year.

**27/9/1/17** Cllr Booth suggested a permanent Christmas tree be provided at the roundabout on Tutbury Road by the Beacon Hotel if permission could be obtained. This was seconded and the motion was carried with one abstention. An email will be sent to SCC Highways asking permission.

**28/9/1/17 Update to banking system.** See item 6/9/1/17.

**30/9/1/17 Annual Meeting** After the success of last year's meeting it was decided to follow a similar format with guest speakers, possibly from the Little Forest project and someone to talk about our local NHS. A vote was proposed, seconded and all were in favour.

#### **31/9/1/17 Expenditure for approval**

Verna Smith	Salary	£350.00
Verna Smith	Phone	£ 5.00
John Anderson	Mileage	£6.75
Roy Hall	Refreshments	£3.80
Paul Barker	Audio recorder	£21.95
Jez Elks	Mileage to SPCA Training	£25.20

**Bank balance on 30<sup>th</sup> December** £14867.04

**Income** None

**Items/comments for next meeting's agenda** Fly tipping in Parish. Election of Vice Chairman

**Date time and place for next meeting** Monday 13<sup>th</sup> February at de Ferrers (Trent Campus)

**Meeting closed at 8.45pm**



## Outwoods Parish Council

**Minutes of Outwoods Parish Council (OPC) meeting at de Ferrers Academy, Trent Campus, St. Mary's Drive, Burton On Trent.**

**Openness of Local Government Bodies Regulations 2014 has been adopted.**

**Press and members of the public were cordially invited.**

**Date:** Monday February 13<sup>th</sup> 2017

**Members present:** Councillors John Anderson (Chairman), Terry Booth, Jez Elks, Roy Hall, Bev Walker.

**Also present:** Cllr Simon Gaskin. Cllr Duncan Goodfellow. Howard Dolman and David Browning

**Clerk:** Verna Smith.

**1/13/2/17 Introduction:** The meeting was opened at 6.30pm and the members of the public were welcomed.  
Cllr William Holmes has resigned and it was decided to buy him a gift for all his work for the Parish Council. Cllr Hall will look into for a suitable gift.

**2/13/2/17 Apologies for Absence:** Cllr Paul Barker and Cllr Rachael Anderson

**3/13/2/17/Declarations of Interest:** None

**4/13/2/17 Election of Vice Chairman** There was no interest in this item.

**5/13/2/17 Minutes on the meeting held on Monday 9th January 2017 for approval and update on actions from minutes.** Diesel farm at Tutbury. A letter of opposition has been sent but no correspondence has been received back.

**6/13/2/17** The reply about the Kitling Greaves resident in which it said that the matter of the brook at the side of the property will be looked at, has been forwarded to the resident.

**7 /13/2/17**The form to apply for funding for the Wilson Way sign was submitted to Cllr Goodfellow and the funding for half the cost which is £237.50 has been approved. The invoice will be approved and the cheque raised at the next meeting.

**8/13/2/17 Insurance claim for bench.** Cllr Booth is organizing this with Zurich Insurance and the order will be placed.

**9/13/2/17 Redhouse farm road names.** The suggestions for these names have now been forwarded to the Developers.

**10/13/2/17 Redhouse Farm using Lower Outwoods Road entrance.** Although this problem has improved greatly, a lorry did use this entrance as it was unable to reverse down the hill. It was agreed that clerk would write to Planning enforcement to suggest a sign at Belvedere Road roundabout to avoid further problems.

**11/13/2/17 Update of banking system.** As there was no one available at the bank to change the account until January, clerk will now make an appointment to get this changed to an interest earning account.

**12/13/2/17 Approval of minutes of last meeting.** This was approved, seconded and all were in favour that these were a true and accurate record

**13/13/2/17 Public participation.** There was none.

**14/13/2/17 Clerks report.** A reply has been received from our local PCSO regarding the van parking in Field Lane in a hazardous position. Photos did not make this clear so Cllr Anderson will take a video which will be forwarded to Leon.

**15/13/2/17 Payment for returned voice recorder.** This has now been paid into the bank.

**16/13/2/17 Complaint from Shobnall resident.** An email and telephone calls were received from a resident concerning dog fouling in Outwoods Street, and it has been referred to Shobnall Parish Council.

**17/13/2/17 Beamhill Road footpaths.** Cllr Anderson had received a complaint from 2 young residents concerning the surface of the recently renovated pavements, which now have water lying on them and generally not in a good state of repair. Clerk will send a letter to Highways concerning this.

**18/13/2/17 Permanent Christmas Tree.** Clerk has sent a letter to Highways asking for a permanent tree on the roundabout on the A511 Tutbury Road

**19/13/2/17 Committee reports/updates (including planning)** None

**20/13/2/17 County and Borough Councillor reports** Cllr Gaskin reported fly tipping in Field Lane and said that he now has a hotline number to the correct department for reporting fly tipping.

**21/13/2/17 Items for discussion. Footpath on Outwoods 10** Cllr Walker has contacted the Rights of Way Officer concerning the state of this footpath which has deep mud by the stile at the top of Lower Outwoods Road. He has suggested the stile, which does not meet standards, be replaced by a gate which would provide a better access but will require a letter from the landowner obtaining permission for this. Cllr Walker will attend to this.

**22/13/2/17 Little Forest Project and donation.** Cllr Anderson has declared an interest in this as he is now a signatory for their Bank account. It was proposed, seconded and all were in favour of a donation of £500 to be made to this project under Section 137 which will be officially opened in March.

**23/13/2/17 Purchase of flask.** Clerk will purchase an extra flask for the Parish Council meetings.

**24/13/2/17 Beamhill playground annual risk assessment.** Clerk will arrange for this to be carried out and inform Councillors who can attend if they wish.

**25/13/2/17 Wetpour for Beamhill playground.** Cllr Anderson has got 3 quotes for this which varied a lot and was very expensive so a meeting was suggested to visit the site to prioritize work over 2 years.

**26/13/2/17 Outwoods Youth Council.** A discussion to get members from local Schools to get this project started which Cllr Anderson will arrange a meeting for.

**27/13/2/17 County Council Elections.** This will take place on May 4<sup>th</sup>

**28/13/2/17 Beamhill Playground.** Some work needs to be done to make it more attractive in the area where a lot of brambles are and generally tidy up as most of the area is good. Clerk will email Trent & Dove to set up a meeting concerning the litter.

**29/13/2/17 Homeless people in Outwoods Parish.** Cllr Anderson advised that there are now homeless people in our Parish.

**30/13/2/17 Annual meeting.** Suggestions for speakers were asked for, for this event and have a similar format to last year, which seemed successful. Cllr Anderson made several suggestions for guest speakers. A budget of £250 to fund this was proposed, seconded and all were in favour. The date was set for 3<sup>rd</sup> April provisionally, depending on availability of the room.

**31/13/2/17 2017 Budget update.** Cllr Elks updated members on the progress of this.

**32/13/2/17 Training Courses.** Clerk will check dates and availability of training for Parish Audits. Cllrs R Anderson, Elks, Booth and Clerk will attend.

**33/13/2/17 Mud on Forest Road/Henhurst Hill.** Cllr Anderson contacted Amey who said a road sweeper was being used at the Branston Heights but this was not sufficient. Amey had since replied that the matter was now closed so clerk will email Highways and suggest a wheel wash for contractor's vehicles as all the mud is blocking the drains and increasing the problem.

**34/13/2/17 Fly tipping.** This is increasing and it was decided to contact ESBC to see if anything could be done.

**35/13/2/17 Insurance claim for basket swing for Beamhill Playground.** Clerk to order this and pay the £100 excess.

**36/13/2/17 Expenditure for approval.**

Verna Smith	Salary	£350.00	Cheque 100442
Verna Smith	Phone copy paper	£7.40	“ “
John Anderson	Mileage	£15.40	“ 100443
Bev Walker		£10.13	Cheque 10441

**37/13/2/17 Bank balance on 29/1/17 £14301.19 Income £29.99**

**38/13/2/17 Items/comments for next meeting's agenda. General meeting in May to**

**be held at Outwoods North.**

**39/13/2/17 Date of next meeting Monday 13<sup>th</sup> March 2017 at 6.30pm at de Ferrers Trent Campus.**

**Meeting closed at 8.30pm**





## Outwoods Parish Council

**Minutes of Outwoods Parish Council (OPC) meeting at de Ferrers Academy, Trent Campus, St. Mary's Drive, Burton On Trent.**

**Date:** Monday 13th March 2017

**Openness of Local Government Bodies Regulations 2014 has been adopted.**

**Press and members of the public were cordially invited.**

**Members present:** Councillor John Anderson (Chairman), Councillors Rachel Anderson, Paul Barker, Terry Booth, Roy Hall and Bev Walker.

**Also present:** Cllr Simon Gaskin, Cllr Duncan Goodfellow, PCSO Leon Worden, Lewis Anderson and Dave Browning

**Clerk:** Verna Smith

**Apologies for Absence:** Cllr Jez Elks

**Declarations of Interest:** None

**1/13/3/17 Introduction:** The meeting was opened by Cllr Booth who welcomed the public members.

**2/13/3/17 Matters arising from last meeting.** The sign for Wilson Way has now been ordered and the cheque is ready to be signed and will be posted tomorrow. The invoice will then be sent to the Council to obtain the grant for half of the cost, which needs to be received by the 20<sup>th</sup> March.

**3/13/3/17 Insurance claim for bench.** The approval to order this has now been received and the motion was proposed, seconded and all were in favour to place the order after a picture of the one the insurers approved was shown to the Councillors.

**4/13/3/17 Update to banking system.** As there is no financial advisor at the bank who can advise on this, it was decided to postpone this.

**5/13/3/17 Public Participation.** PCSO Leon Worden advised of a spate of burglaries in the area and reiterated to take precautions to try and prevent this. An update will be put on the website. A neighbourhood watch system is hoping to be set up in the area. Any residents if they are interested can pass details to Leon.

**6/13/3/17 Clerks report.** A reply has been received from Planning enforcement who agreed to contact the developers at RHF phase 1 to provide a sign at the roundabout at Belvedere Road, to stop Contractors' vehicles using Lower Outwoods Road as an entrance to the site. They have not had a reply yet.

**7/13/3/17 Erection of permanent Christmas tree on roundabout on A511 Tutbury Road.** As there had been no reply to the email asking permission for this, clerk rang them and now has a fault report number-4074815.

**8/13/3/17 Fly tipping in the parish.** Clerk had sent a letter to ESBC about this problem, suggesting possible CCTV camera signs to be used. The reply came back saying permission from the landowner would be required, there was no breach of advertisement content and we would have to cover the finance and maintenance of the signs. It was decided that clerk will write to the Environment agency as they are currently investigating Corporate fly tipping and may offer some preventative ideas.

**9/13/3/17 Beamhill Playground Inspection.** This has been booked for April

**10/13/3/17 Beamhill Road pavements.** Residents had complained about the poor surface of footpaths and a letter was sent to Highways concerning this. A fault report number has been received-4074138.

**11/13/3/17 Audit training.** There is a free course on April 10<sup>th</sup> at 10.30 at Stafford and a free information pack will be sent out before the end of March.

**12/13/3/17 Letter to Trent & Dove regarding the litter next to Beamhill playground.** No reply has been received yet regarding this.

**13/13/3/17 Harehedge Lane Traffic.** Residents are complaining about the ongoing traffic problems as there are 3 schools all contributing to the problem. Cllr Anderson will contact Burton Mail to arrange a photo session.

**14/13/3/17 Planning reports.** Applications for a dwelling on Harehedge lane, a new reservoir next to the existing ones, a side and rear extension on Tutbury Road, the demolition of a conservatory and construction of a dwelling in Field Lane and the removal of 244m of hedgerow at Lount farm Lount Lane, which will have an environmental impact on the wildlife. Cllr Anderson will draft a letter to the Planning Department outlining our concerns. The application for Upper Outwoods farm for landscaping and access has now been approved.

**15/13/3/17 County and Borough Councillor reports.** The pull-ins on Field Lane and Longhedge Lane still have ongoing litter problems. Cllr Gaskin has also reported the litter problems at the garages adjacent to Beamhill playground but as yet has not a reply.

**16/13/3/17 Items for discussion. Footpath/kerbstones on St Georges Road.** This has got worse. Cllr Walker has taken photos and sent a complaint in and AMEY have been looking at the problem. It was proposed, seconded and all were in favour that the Burton Mail would be invited to write an article.

**17/13/3/17 Footpath 10 issues.** The condition of this path is really bad at present. Cllr Walker is in touch with Strata Homes who own the land as once permission is given a new gate will replace the stile and a hardcore path laid.

**18/13/3/17 Mud on Forest Road.** Cllr Anderson and Elks visited and found the road in a very muddy state and a road sweeper had just 'polished' the surface and not improved it.

**19/13/3/17 Little Forest update.** The opening of this was well attended, Cllr Anderson, Walker and clerk were there representing OPC. Fairtrade food was supplied by the Co op. The Chairman Lawrence Oates gave guided tours and talked about the plans for the forest which will be planted sympathetically and have a reading circle. The donation from Outwoods Parish Council was presented to the Head teacher of de Ferrers Academy who are leasing the Forest.

**20/13/3/17 Beamhill Wetpour and basket swing.** The Wetpour will be put on hold until after the risk assessment. The basket swing which disappeared has now returned, damaged. Cllr Anderson contacted the Insurers who as yet have not replied.

**21/13/3/17 Youth Council Update** Cllr Anderson has contacted Schools to get members for this, they suggested we have a meeting to attract people to join. This item is to be deferred until around the Summer holidays.

**22/13/3/17 Annual meeting update.** Speakers have been booked for the Annual meeting. Deb Bacon from the Cooperative Education Trust and Alison Dean a Staffordshire ambassador to talk about the STP-Sustainability and Transformation Plan for the NHS to be more efficient. Julie Hammond from Burton Hospital League of Friends and Nick Holmes the Head Teacher of de Ferrers Academy. Cllr Booth is to design advertising for the Annual meeting. The A boards and Burton Mail and noticeboards will also be used. The budget will be used for refreshments.

**23/13/3/17 General meeting plans.** This will be held with May's meeting on May 8<sup>th</sup>.

**24/13/3/17 Newsletter.** Cllr Barker will design this so that it can be delivered before the Annual meeting. Cllr Booth will write about the Wilson Way sign and Cllr Walker will add something about Lower Outwoods.

#### **25/13/3/17 Expenditure for approval**

Name	Reason	Amount	Cheque no.
Verna Smith	Salary & 'phone,flask	£377.33	100444
"	Mileage		
John Anderson	Mileage, shopping	£58.55	100448
Roy Hall	Refreshments	tba	
ACM	Xmas tree install	£66.74	100445
Little Forest	donation	£500	100446
Yester Home Ltd T/A Signcast	Wilson Way plaque	£570	100447
SPCA	NALC	£410	104450

**27/13/3/17 Bank balance on 01/3/17** £14301.19

**28/13/3/17 Items/comments for next meeting's agenda.** Forest Road footpath and Youth Council.

**29/13/3/17 Date of next meeting Monday 10<sup>th</sup> April 2017 at 6.30pm at de Ferrers Trent Campus.**

**Meeting closed at 9.00pm**

**April meeting was the AGM - No minutes**



## Outwoods Parish Council

### MINUTES OF MEETING

<b>Date of Meeting</b>	8 May 2017
<b>Venue</b>	de Ferrers Academy, Trent Campus, St. Mary's Drive, Burton On Trent.
<b>Openness of Local Government Bodies Regulations 2014 has been adopted. Press and members of the public were cordially invited.</b>	
<b>Members Present</b>	Councillors J. Anderson, Hall, R. Anderson, Walker, Booth, Elks, Barker
<b>Also Present</b>	Deb Bacon, Little Forest Councillor Philip White, Staffordshire County Councillor Councillor Duncan Goodfellow, East Staffordshire Borough Councillor 5 local residents
<b>Clerk</b>	Ellen Bird
<b>Apologies for Absence</b>	Councillor Thompson
<b>Declarations of Interest</b>	None

<b>1.</b>	<b>Introductions/Chairman's Opening Comments</b>
	<p>The Chairman welcomed local residents to the meeting. He introduced the new Parish Clerk and thanked the previous Clerk, Verna Smith, for her work with the Parish.</p> <p>The Chairman reported that there had been an increase in the amount of fly tipping in the area and that he had been in touch with the community enforcement teams who were very efficient at clearing up reported incidents. As this problem seemed to have escalated since charges had been introduced at the local tip he felt the Parish Council may need to look at this in the future.</p>
<b>2.</b>	<b>Apologies</b>
	Apologies were received from Councillor Thompson.
<b>3.</b>	<b>Declarations of Interest</b>
	There were none.
<b>4.</b>	<b>Election of Chair/Vice Chair</b>
	<p>It was proposed that Councillor Anderson be appointed as Chairman of the Parish Council for the 2017/18 municipal year. This was unanimously approved by the Council. No other nominations were received.</p> <p><b>Resolved to appoint Councillor Anderson as Chairman of the Parish Council for 2017/18 the municipal year.</b></p> <p>It was proposed that Councillor Elks be appointed as Vice-Chairman of the Parish Council for the 2017/18 municipal year. This was unanimously approved by the Council. No other nominations were received.</p>

	<b>Resolved to appoint Councillor Elks as Vice-Chairman of the Parish Council for the 2017/18 municipal year.</b>
<b>5.</b>	<b>Approval of minutes from the meeting held on 13 March 2017 and rundown of actions</b>
	<ul style="list-style-type: none"> <li>• <b>Approval of the Minutes from the meeting held on 13 March 2017</b></li> </ul> <p>It was proposed by Councillor R. Anderson and seconded by Councillor Elks that the minutes of the 13 March 2017 be approved as a correct record and signed by the Chairman.</p> <p><b>Resolved to approve the minutes from 13 March 2017.</b></p> <ul style="list-style-type: none"> <li>• <b>Actions from 13 March 2017 Meeting</b></li> </ul> <p><b>10 April 2017 Meeting</b></p> <p>It was noted that the April meeting had been cancelled.</p> <p><b>Tutbury Road Christmas Tree</b></p> <p>It was noted that no reply had been received regarding the installation of a permanent Christmas Tree on Tutbury Road.</p> <p><b>Resolved to ask the Clerk to follow this up.</b></p> <p><b>Beamhill Play Area Annual Inspection Report</b></p> <p>It was noted that the Inspection had been conducted. The Clerk was asked to check whether their report had been received.</p> <p><b>Resolved to ask the Clerk to check whether the report had been received.</b></p> <p><b>Audit Training</b></p> <p>Councillor Booth apologized as he had been unable to attend the training course.</p> <p><b>Harehedge Lane Traffic</b></p> <p>The Chairman reported that the proposal to take photos of the parking issues on Harehedge Lane had been postponed because of purdah. This would be addressed after the General Election in June.</p> <p><b>St Georges Road</b></p> <p>Due to purdah , there had also been a delay in asking the Burton Mail to write an article about the issues with footpaths/kerbstones in St Georges Road</p>
<b>6.</b>	<b>Public Participation</b>
	<p>Standing orders were suspended to allow the public to participate in this agenda item.</p> <p><b>a) Harehedge Lane Parking Issues</b></p> <p>A local resident raised concerns regarding parking on Harehedge Lane - especially at school collection and drop off times.</p> <p>Councillors were happy to support local residents in addressing these problems both here and on other roads in the Parish.</p>

	<p>They noted it was a difficult issue to address as people are entitled to park legally.</p> <p><b>Resolved to come back to this issue in the forthcoming months.</b></p>
<b>7.</b>	<b>Clerk's Report, Correspondence and Enquiries</b>
	<p>The Clerk reported correspondence had been received from:</p> <ul style="list-style-type: none"> <li>• A resident regarding highways issue at Henhurst Hill. The Chairman had directed the complaint to Staffordshire County Council.</li> <li>• The resident who had spoken at the meeting regarding Harehedge Lane</li> <li>• Confirmation from the insurers that the order could be put in for a new swing.</li> <li>• A letter from the external auditors (Grant Thornton) stating they would not approve the 2015/16 audit papers and detailing their reasons.</li> <li>• Staffordshire County Council's Community Paths Initiative asking whether the Parish wished to apply for a grant to maintain public paths in the Parish.</li> <li>• The Chairman reported he had been contacted directly regarding antisocial behavior and vandalism near the garages at Beamhill park. He advised them to contact 101 and report it on every occasion.</li> </ul> <p><b>Resolved</b>  <b>a) to note the update</b>  <b>b) not to apply for a Community Paths Initiative grant this year.</b></p>
<b>8</b>	<b>Committee Reports and Updates</b>
	<p><b>Planning</b></p> <p>It was noted that the application at 118 Field Lane had been refused.</p> <p>An application on Harehedge Lane - Najeluem Barn. Application # P/2017/00369 was considered and the Parish Council had no objections to the application.</p> <p>There were no further Committee Reports/Updates.</p> <p><b>Resolved to note the update.</b></p>
<b>9</b>	<b>County Councillor and Borough Councillor Reports</b>
	<p><b>Councillor Duncan Goodfellow, East Staffordshire Borough Councillor</b></p> <p>Councillor Goodfellow reported that he was aware of the fly tipping issues discussed earlier in the meeting. He said the Borough Council were monitoring the levels of fly tipping following the introduction of certain charges at the local municipal waste tip and said he would report back to a future meeting regarding the Borough Council's approach to this issue.</p> <p><b>Councillor Philip White, Staffordshire County Councillor</b></p> <p>Councillor White introduced himself as the newly elected Councillor for Dove Ward on Staffordshire County Council which covered Outwoods Parish.</p> <p>He said he would endeavor to attend the Parish Council meetings as often as he could (noting that the meetings always clashed with another local parish he covered).</p> <p>He was aware of the traffic and parking problems on Harehedge Lane and he was committed to working with the Parish Council and local residents to try to address these issues.</p> <p><b>Resolved to note the reports.</b></p>

<b>10</b>	<b>Items for Discussion</b>
<b>a)</b>	<b>Section 137 Forest Road Allotments</b>
	<p>Councillor Elks reported local residents wanted a skip to tidy the allotment area up and he felt section 137 monies could be used to help with the cost.</p> <p><b>Resolved to ask Councillor Elks to ask residents write a letter/email to the Parish Clerk requesting funding and detailing costs for consideration at a future meeting.</b></p>
<b>b)</b>	<b>Hospital Parking</b>
	<p>The Chairman reported that he had agreed to represent local residents at the Hospital Parking Committee in June. Councillor Walker said he would also attend.</p> <p><b>Resolved that the Chairman would circulate the date and venue of the meeting and Councillors who wished to attend could do so.</b></p>
<b>c)</b>	<b>Basket Swing and Bench Insurance claims</b>
	<p><b>Bench</b></p> <p>It was noted that the bench cheque was still outstanding. The Clerk reported this would be addressed in her financial report later on agenda.</p> <p><b>Basket Swing</b></p> <p>It was noted that the insurance providers had given written permission for the swing to be ordered and fitted</p> <p><b>Resolved to ask the clerk to order the swing and arrange fitting.</b></p>
<b>d)</b>	<b>Neighbourhood Plan Ammendments</b>
	<p>The Chairman discussed his concerns regarding the Parish Council's Neighbourhood Plan. A recent application for bungalows, which were outside permitted development, had cited the Plan as requiring bungalows within 400m of bus stops and was using this in support of the application.</p> <p>The Chairman wished to meet with East Staffordshire Borough Council Planning Officers to discuss what could be done to address this as they were raising this as a problem.</p> <p><b>Resolved to ask the Chairman to organize a meeting with Planners and to circulate the dates to Councillors.</b></p>
<b>e)</b>	<b>Tutbury Road Island</b>
	<p>The Chairman reported that the traffic island was looking in a very bad state due to the high volume of very large weeds on the island.</p> <p>It was noted that there was possibly a new sponsor for the island but it was not known who this was. Staffordshire County Council Highways department had a 5 year contract to look after the island but it was not known how quickly they would rectify the problem if they were contacted and it was felt a more urgent response was required.</p> <p>Councillor White agreed to raise this issue with the Highways team on behalf of the Parish Council.</p>

	<b>Resolved to ask Councillor White to raise this issue with Staffordshire Highways Team on behalf of the Parish Council.</b>
<b>f)</b>	<b>Noticeboards</b>
	<p>The Chairman asked that Councillors volunteer to take responsibility for a Parish Noticeboard.</p> <p><b>Resolved that the following Councillors would take responsibility for the following Noticeboard:</b></p> <p><b>Booth/Barker - Beamhill Road</b>  <b>Elks - Shobnall Community Centre</b>  <b>Walker - Lower Outwoods Road</b>  <b>Anderson - Field Lane</b></p> <p>The Chairman requested assistance with the 'A Boards' used to inform parishioners of important meetings and Parish news.</p> <p><b>Resolved that Councillors would re-visit the allocation of 'A-Boards' when they were required.</b></p>
<b>g)</b>	<b>Little Forest</b>
	<p>Deb Bacon attended and informed Councillors about:</p> <ul style="list-style-type: none"> <li>• The history of Little Forest</li> <li>• The need to be sensitive towards neighbours throughout the development of the site</li> <li>• The work required to bring the site up to a standard where it can be used by local school children</li> <li>• The installation of a composting toilet</li> <li>• The involvement of the community in the scheme.</li> </ul> <p>The Chairman thanked her for the update and presented the Little Forrest with a £500 donation from the Parish Council.</p> <p><b>Resolved to note the update and thank Deb Bacon and the other workers for their work on getting the project started. It was noted that the money provided by the Council would be used to purchase tools and health and safety equipment for hedge laying.</b></p>
<b>h)</b>	<b>Wilson Way Signs</b>
	<p>It was noted that the signs were now ready and Councillors discussed inviting cadets and army representatives to unveil the sign.</p> <p>It was proposed by Councillor Barker and seconded by Councillor Booth that only one sign be put up initially on Wilson Way.</p> <p><b>Resolved to use one sign on Wilson way and arrange a ceremony for its unveiling.</b></p>
<b>i)</b>	<b>Harehedge Lane traffic Problems</b>
	<p>This issue had been discussed previously.</p>
<b>j)</b>	<b>Tutbury Road Refuge</b>
	<p>It was noted that the bollard had been knocked down over a year ago and had not been replaced.</p> <p><b>Resolved to ask the clerk to report to Staffordshire County Council Highways and copy</b></p>



	<b>in St Modwen's School.</b>
<b>k)</b>	<b>Layby on Tutbury Road</b>
	<p>Councillor Hall raised concerns regarding the layby on Tutbury Road outside the school saying parking had become very problematic.</p> <p><b>Resolved to include the parking issue in the letter to St Modwen's school agreed above asking them to remind parents to park responsibly. An additional letter to be sent to the local children's nurseries asking them to park responsibly.</b></p>
<b>l)</b>	<b>Overgrown Footpath on Tutbury Road</b>
	<p>It was noted that the footpath Councillors had concerns about was in a neighbouring Parish.</p> <p><b>Resolved to ask Councillor White (Staffordshire County Councillor) to raise this with the relevant Parish Council.</b></p>
<b>m)</b>	<b>Parking on Forrest Road</b>
	<p>It was noted that people were parking on the verges and pavements which was causing difficulties for people with pushchairs and wheelchair users.</p> <p><b>Resolved to ask Councillor Elks to draft a letter to local residents regarding parking responsibly and Councillor Barker to print of the required copies.</b></p>
<b>h)</b>	<b>Vehicles using Lower Outwoods Road to access Reservoir Road Building site</b>
	<p>Complaints had been received regarding the developers vehicles using Lower Outwoods Road to access the building site.</p> <p>The complaints had been reported to enforcement officers.</p>
<b>11</b>	<b>Expenditure for approval and Clerk's Financial report</b>
<b>a)</b>	<b>Clerk's financial report</b>

Following the handover of accounts documents to the Clerk after starting in post on 18 April, the clerk reported that she had uncovered a number of issues with the accounts pre-dating her appointment which need to be formally rectified so that the Parish Council had have a clear and transparent audit trail.

The problems were caused by a number of issues:

- One cheque had been accidentally destroyed;
- There was a misreporting of cheque numbers at the last meeting in March, and;
- Cheques were written by the former clerk for a meeting in April that didn't happen. Not realising the cheques were already written and in order to pay outstanding invoices the Chairman re-wrote some cheques creating duplication.

As the Clerk had only been in post for two weeks the bank statements had not yet been re-directed. This made it difficult to ascertain which cheques had been cashed.

As the responsible financial officer, the Clerk highlighted that these issues crossed the financial year end. She emphasised that this going to cause considerable complications in preparing the annual accounts and may attract adverse findings by the Auditors.

**Resolved to:**

**a) cancel cheque number 446 and to replace with cheque number 463**

**b) to cancel cheque number 447 to Signcraft for £475, and;**

**c) to approve retrospectively cheque number 449 to Yester Home Ltd T/A Signcraft for £570**

**d) to cancel the following cheques**

- 451 to Verna Smith for £365.83
- 452 to Zurich Insurance for £490.24
- 454 to John Anderson for £58.33

**e) to retrospectively approve payment of the following cheques**

- 447 to Verna Smith for £350 (Salary)
- 456 to Zurich Insurance for £490.24
- 460 to Verna Smith for £15.83 (Expenses)
- 448 to John Anderson for £58.55

**f) Resolved to approve cheque number 455 to Glasdon Uk for £894.02**

**g) to note the risks raised by the financial officer regarding the pressures to complete the 2016/17 internal and external audit, and;**

**h) to note that the financial issues raised in this report cross the financial year end and may cause considerable complications in completing the audit process for both 2016/17 and 2017/18.**

**b) Accounts for Payment**

	Cost	Invoice No	Cheque Number
Clerk's Wages April 2017	£175	EB1/17/18	100461
Clerk's Wages May 2017	£350	EB2/17/18	100462
Little Forest (Charitable Donation)	£500	-	100463
The Play Inspection Company Ltd (annual inspection on Beamhill Play Area)	£102	26067	100464

It was noted that the balance was £16,417.89

**Resolved to approve the accounts for payment and to approve the format of accounts for payments for future meetings.**

The meeting ended at 20.33 pm



## Outwoods Parish Council

### MINUTES OF MEETING

<b>Date of Meeting</b>	12 June 2017 at 6.30pm
<b>Venue</b>	de Ferrers Academy, Trent Campus, St. Mary's Drive, Burton On Trent.
<b>Openness of Local Government Bodies Regulations 2014 has been adopted. Press and members of the public were cordially invited.</b>	
<b>Members Present</b>	Councillors J. Anderson, Hall, R. Anderson, Walker, Booth, Elks, Barker
<b>Also Present</b>	Councillor Philip White, Staffordshire County Councillor Katie Fellows, PCSO 3 local residents
<b>Clerk</b>	Ellen Bird
<b>Apologies for Absence</b>	Councillor Thompson
<b>Declarations of Interest</b>	None

<b>1.</b>	<b>Introductions/Chairman's Opening Comments</b>
	<p>The Chairman reported that there had been further incidences of fly tipping in the area and that he had been in touch with the community enforcement teams who were very efficient at clearing up reported incidents. As this problem seemed to have escalated since charges had been introduced at the local tip.</p> <p>Local residents had contacted him regarding problems at the garages near Beamhill play area. He had passed their concerns on to the local police.</p> <p>He gave an update to the meeting regarding the Redhouse Farm development.</p>
<b>2.</b>	<b>Apologies</b>
	Apologies were received from Councillor Thompson.
<b>3.</b>	<b>Declarations of Interest</b>
	There were none.
<b>4.</b>	<b>Approval of the minutes of the meeting held on 8 May 2017</b>
	<p>It was proposed by Councillor Booth and seconded by Councillor R Anderson that the minutes be approved. This was agreed unanimously and the minutes were signed by the Chair.</p> <p><b>Resolved to approve the minutes of 8 May as a correct and accurate record of the meeting.</b></p>

<b>5.</b>	<b>Update on actions since the last meeting</b>
<b>a)</b>	<b>Tutbury Road</b> The Clerk was asked to chase this issue.
<b>b)</b>	<b>Beamhill play area inspection report</b>
	It was noted that the clerk had secured a copy of the report. All the risks were rated low or very low. Councillors would explore the findings in greater detail and determine what further work was required.
<b>c)</b>	<b>Harehedge Lane Traffic Issues</b>
	Now that Purdah had elapsed the Chairman agreed to find a suitable date to raise this issue in the press.
<b>d)</b>	<b>Hospital Parking Meeting</b>
	No date had been set for the meeting at the hospital to discuss hospital parking. The Chairman agreed to circulate the details when they were available.
<b>e)</b>	<b>Tutbury Road Roundabout</b>
	It was noted that workers had completed some work on the roundabout. Staffordshire County Council (SCC) were thought to be responsible for the areas around the roundabout. Councillors asked the Clerk to write to SCC requesting that they maintain the area.
<b>f)</b>	<b>Little Forest</b>
	It was noted that the next Little Forest meeting was scheduled for 4th July at 11am. The Chairman and Councillor Walker and councilor R Anderson said they would attend.
<b>g)</b>	<b>Wilson Way</b>
	Councillors noted the sign was now up and an event to officially unveil them was to be arranged. The date would be circulated.
<b>h)</b>	<b>Letter to Forest Road residents regarding Parking</b>
	A letter to residents regarding parking on Forest Road had been drafted. Councillors agreed to send any further amendments and the PCSO confirmed that parking on the pavement was legal providing there was sufficient room for a pushchair or wheelchair to pass.
	<b>Resolved to note the update and approve any further actions detailed above.</b>
<b>6.</b>	<b>Public Participation</b>
	The local PCSO introduced herself and informed the Council about her team. She discussed speeding issues and speedwatch with the Councillors and agreed to report back that speed vans were needed on Reservoir Road, Forest Road and Beamhill Road.  Residents also requested speedwatch target Kitling Green Lane and Lower Outwoods Road.
<b>7.</b>	<b>Clerk's report, Correspondence and enquiries</b>
	A resident had raised concerns regarding Japanese knot weed on Field Lane. The Chairman had responded to this resident.

	<p>The Clerk reported the following Correspondence had been received:</p> <ul style="list-style-type: none"> <li>• Information regarding the swimming gala arrangements</li> <li>• Beamhill inspection report</li> <li>• SCC consultation regarding Burton Dementia Centre</li> </ul> <p><b>Resolved to note the update.</b></p>
<b>8</b>	<b>Committee Reports and Updates</b>
	<p><b>Planning</b></p> <p>It was noted that Parking Standards Support Planning document had been circulated by East Staffordshire Borough Council (ESBC) for comment. Councillors were asked to review the document as it overrode the Neighbourhood Plan.</p> <p><b>Resolved that the Planning Committee should meet to review the document.</b></p> <p>The following planning applications were discussed:</p> <ul style="list-style-type: none"> <li>• P/2017/00020 - 88 lower Outwoods Road</li> </ul> <p>Councillors had no comments</p> <ul style="list-style-type: none"> <li>• P/2017/00551 - 30 Boundary Close</li> </ul> <p>Councillors had no comments</p> <ul style="list-style-type: none"> <li>• ES.16/17 D3 - Burton Dementia Centre, Outwoods Close</li> </ul> <p>Councillors had no comments.</p>
<b>9</b>	<b>County Councillor and Borough Councillor Reports</b>
	<p>Councillors noted apologies had been received from Councillor Gaskin. The Clerk read an update on behalf of Councillor Gaskin regarding work completed since the last meeting.</p> <p>Councillor White gave an update to the Council regarding the work done by SCC.</p> <p><b>Highways</b></p> <p>Work continued on Outwoods Road/Outwoods Farm Road and Tutbury Road.</p> <p>He had taken a highways officer to Harehedge Lane and had raised his concerns with the Cabinet Member. He said the traffic problems on this road were his absolute priority.</p> <p>There was no progress with the development at St Modwens school.</p> <p>He had noted that Tutbury Road surface was breaking down.</p> <p>Verge issues that had been raised at the 8 May meeting had been reported to Rolleston Council.</p> <p>Councillor Walker reported problems with kerb stones near his property on <b>XXX</b>. Councillor White asked him to email him with the details.</p> <p>He reported that extensive work was to be carried out just outside the Parish border at the roundabout near the hospital. The vital work would cause considerable traffic issues but had to be completed to prevent further road break down.</p>

	<p>Residents raised concerns regarding Kitling Greaves Road/ The Brooke. Councillor White agreed to meet with the residents to discuss their concerns.</p> <p>The concerns raised at the last meeting regarding Tutbury Road Island had been raised with Council Officers.</p> <p><b>Resolved to note the update.</b></p>
<b>10</b>	<b>Items for Discussion</b>
<b>a)</b>	<b>Provision of a landline telephone number for OPC</b>
	<p>Councilor Barker reported he had researched a virtual landline number for the Parish which has a local area code.</p> <p>There is a one off charge of £3 (Incl VAT). It would be controlled online. Can be diverted to different numbers. The system has an Voicemail facility. The only ongoing charge is 3p per minute to receive calls.</p> <p><b>Resolved to ask Councillor Barker to set up the phone line on behalf of the Parish Council.</b></p>
<b>b)</b>	<b>Excessive speed by contractors on Reservoir Road</b>
	<p>Councillor Walker reported that a local resident had contacted him regarding excessive speed and an unpleasant altercation with contractors working at the Reservoir Road building site.</p> <p><b>Resolved to ask Councillor Walker to forward the email received regarding the concerns to the relevant enforcement officer at ESBC.</b></p>
<b>c)</b>	<b>Burton Soup Kitchen</b>
	<p>The Chairman reported that Burton Soup Kitchen had been under scrutiny as a whistleblower had reported that food donations were being used by staff and volunteers.</p> <p>Given that Outwoods Parish Council had donated money and food to the organisation using council funds it was felt that a letter of disappointment that funds had not been spent in the spirit that they had been given. The Chairman suggested the matter should be reported to the police.</p> <p><b>Resolved to ask the Clerk and Chairman to write a letter to Burton Soup Kitchen expressing disappointment at the way Council donations had been utilised.</b></p>
<b>d)</b>	<b>Dead Trees around Attenuation Pond on Wilson Way</b>
	<p>The Chairman reported that there were dead trees around Attenuation Pond which needed replacing.</p> <p><b>Resolved to ask Councillor Walker to email the relevant enforcement Officer at ESBC regarding replacement trees.</b></p>
<b>e)</b>	<b>Upper Outwoods Farm entrance onto Beamhill Road</b>
	<p>The Chairman reported that trees neighbouring the Outwoods Farm entrance onto Beamhill Road were making exiting the farm very difficult as sightlines were obscured.</p> <p><b>Resolved to ask Councillor Booth to ask neighbours to cut trees back and to ask the clerk to contact the highways team at SCC to cut trees they had responsibilities for</b></p>

	<b>back.</b>																								
<b>f)</b>	<b>Beamhill Playground Annual Inspection Report</b>																								
	<p>Councillors discussed what actions should be taken following receipt of the report.</p> <p><b>Resolved to arrange a site meeting to look at the findings and to determine what action, if any, was required to address concerns.</b></p>																								
<b>11</b>	<b>Financial Issues</b>																								
<b>a)</b>	<b>Approval of Accounts for Payment</b>																								
	<p>The following accounts were unanimously approved for payment by the Council.</p> <table border="1"> <thead> <tr> <th></th> <th>Cost</th> <th>Invoice No</th> <th>Cheque Number</th> </tr> </thead> <tbody> <tr> <td>Clerk's Wages June 2017</td> <td>£350</td> <td>EB3/17/18</td> <td>10455</td> </tr> <tr> <td>Mr D E Browning for Beam Hill Playground checks May 2017 -2018</td> <td>£300</td> <td>-</td> <td>10456</td> </tr> <tr> <td>BASC Schools Gala 2017 - Donation</td> <td>£80</td> <td>-</td> <td>10457</td> </tr> <tr> <td>Councillor Hall (meeting refreshments Feb - May 2017)</td> <td>£9.38</td> <td>-</td> <td>10458</td> </tr> <tr> <td>Councillor R Anderson (refreshments for annual meeting April 2017)</td> <td>£126.15</td> <td>-</td> <td>10459</td> </tr> </tbody> </table> <p>It was noted that the direct debit payment of £9.59 had been made for the domain name renewal of the Website. (This is paid annually by D/D)</p>		Cost	Invoice No	Cheque Number	Clerk's Wages June 2017	£350	EB3/17/18	10455	Mr D E Browning for Beam Hill Playground checks May 2017 -2018	£300	-	10456	BASC Schools Gala 2017 - Donation	£80	-	10457	Councillor Hall (meeting refreshments Feb - May 2017)	£9.38	-	10458	Councillor R Anderson (refreshments for annual meeting April 2017)	£126.15	-	10459
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<b>b)</b>	<b>Update on progress with Annual Accounts for the External Auditors and actions still outstanding</b>																								
	<p>The Clerk reported that work had progressed well on the accounts for audit. The internal auditor had been booked and there would be a meeting of Outwoods Parish Council on 26 June 2017 to formally approve the necessary paperwork.</p>																								
<b>12.</b>	<b>Risk Register</b>																								
	<p>The risk register was discussed.</p> <p><b>Resolved to approve the risk register and request that it be brought back to a future meeting for review.</b></p>																								
<b>13.</b>	<b>Asset Register</b>																								
	<p>The asset register was discussed.</p> <p><b>Resolved to approve the asset register and to request that this be brought back to a future meeting for review.</b></p>																								
<b>14.</b>	<b>Items for next meeting's agenda</b>																								
	<p>No items were requested.</p>																								
<b>15.</b>	<b>Date/Time/Place of the next meeting</b>																								
	<p><b>Resolved to note the additional meeting to sign off the accounts would be held 26 June</b></p>																								



	<b>2017 at the de Ferrers academy. Councillors asked Councillor Elks to book the Henhurst Club for the venue for the meeting to be held on 10 July.</b>
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The meeting ended at 20.28 pm

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## Outwoods Parish Council

### MINUTES OF MEETING

<b>Date of Meeting</b>	26 June 2017
<b>Venue</b>	de Ferrers Academy, Trent Campus, St. Mary's Drive, Burton On Trent.
<b>Openness of Local Government Bodies Regulations 2014 has been adopted. Press and members of the public were cordially invited.</b>	
<b>Members Present</b>	Councillors J. Anderson, Elks, Barker, Booth, R. Anderson, Walker
<b>Also Present</b>	None.
<b>Clerk</b>	Ellen Bird
<b>Apologies for Absence</b>	Councillor Thompson
<b>Declarations of Interest</b>	Councillors J. Anderson and R. Anderson declared they had completed work for the Council through their business J.A.Properties. The work was detailed in the accounts.

1. Introduction

The Chairman welcomed Councillors to the meeting.

2. Apologies for Absence

Apologies were received from Councillor Thompson

3. Declarations of Interest

Councillors J. Anderson and R. Anderson declared they had completed work for the Council through their business J.A. Properties. The work was detailed in the accounts.

4. Internal Audit Report

Councillors received the report from the internal auditors setting her findings on her recent review of the accounts and detailing suggestions for future improvements.

The Clerk reported she would create a program of work to address the points raised and would bring this to a future meeting.

It was proposed by Councillor Walker and seconded by Councillor Booth that the internal audit report be accepted. This was approved unanimously by the Council.

**Resolved to accept the report from the Internal Auditor.**

5. Annual Governance Statement

Council discussed the accounts and the accompanying paperwork for the external auditors. They reviewed the annual governance statement and approved the findings reported by the responsible finance officer.



## Outwoods Parish Council

It was proposed by Councillor R. Anderson and seconded by Councillor Booth to approve the annual governance statement 2016/17 and that the papers be signed by the Chairman on behalf of the Council. This was approved unanimously by the Council.

### **Resolved to approve the Annual Governance Statement 2016/17.**

The Annual Governance Statement was signed by the Chairman.

#### 6. Accounting Statements

Council reviewed the accounting statements detailed in the report to the external auditor and approved the findings reported by the responsible finance officer. It was proposed by Councillor Walker and seconded by Councillor Booth to approve the accounting statements 2016/17 and that the papers be signed by the Chairman on behalf of the Council. This was approved unanimously by the Council.

### **Resolved to approve the Accounting Statements 2016/17.**

The Accounting Statements were signed by the Chairman.

#### 7. Approval of Accounts for Payment

The following accounts were approved for payment:

	Cost	Invoice No	Cheque Number
Black Rose Solutions - Internal Auditor	£135.36	OPC001	100470
Clerks additional Hours to complete audit process (16 additional hours @ £17.50)	£280	EB4/17/18	100471

#### 8. Items/Comments for next meeting's agenda

It was agreed the outstanding invoice for the work completed in 2016 by the Chairman's company should be brought to the next meeting for payment.

#### 9. Clerk's report/Correspondence

The following updates were reported:

- Zurich Insurance company required the final invoice for the claim for the bench.
- The basket swing still needed to be ordered
- A meeting at Beamhill Playground to look at the site and establish what work was required (following receipt of the risk report) had been arranged for 10am on 27 June 2017.
- A meeting at Harehedge Lane for photographs was to be rearranged.
- The Chairman reported that a local resident had contacted him regarding a car abandoned on Field Lane. This had been reported to the authorities.

### **Resolved to note the report.**



## **Outwoods Parish Council**

### 10. Date, time and place of next meeting

It was noted that the next meeting would take place Monday 10 July at 6.30pm at Henhurst Social Club, Henhurst Hill, Burton-On-Trent DE13 9TB.

Councillors agreed to notify residents of the change of venue using the A Boards.

Meeting Closed: 7.05pm



## Outwoods Parish Council

### MINUTES OF MEETING

<b>Date of Meeting</b>	10 July 2017 at 6.30pm
<b>Venue</b>	Henhurst Social Club, Henhurst Hill, Burton-On-Trent DE13 9TB.
<b>Openness of Local Government Bodies Regulations 2014 has been adopted. Press and members of the public were cordially invited.</b>	
<b>Members Present</b>	Councillors J. Anderson, Hall, R. Anderson, Walker, Booth, Elks, Barker
<b>Also Present</b>	Councillor Duncan Goodfellow, East Staffordshire Borough Council 9 local residents
<b>Clerk</b>	Ellen Bird
<b>Apologies for Absence</b>	Councillor Thompson
<b>Declarations of Interest</b>	None

<b>1.</b>	<b>Introductions/Chairman's Opening Comments</b>
	The Chairman reported that the second phase of development at Redhouse Farm in the Parish had not been permitted. This had reached the final appeal stage. He felt it was now very unlikely that the third phase of development would go ahead.
<b>2.</b>	<b>Apologies</b>
	Apologies were received from Councillor Thompson.
<b>3.</b>	<b>Declarations of Interest</b>
	Councillors J and R Anderson reported that their business had completed works for the Parish Council that were being paid in the accounts for payment.
<b>4.</b>	<b>Approval of the minutes of the meetings held on 12 and 26 June 2017</b>
	<p>It was proposed by Councillor Booth and seconded by Councillor Barker that the minutes of 12 June 2017 be approved. This was agreed unanimously and the minutes were signed by the Chair.</p> <p><b>Resolved to approve the minutes of 12 June 2017 as a correct and accurate record of the meeting.</b></p> <p>It was proposed by Councillor R. Anderson and seconded by Councillor Elks that the minutes of 26 June 2017 be approved. This was agreed unanimously and the minutes were signed by the Chair.</p> <p><b>Resolved to approve the minutes of 12 June 2017 as a correct and accurate record of the meeting.</b></p>

<b>5.</b>	<b>Update on actions since the last meeting</b>
<b>a)</b>	<b>Harehedge Lane</b> The traffic photos had been taken for the Burton Mail.
<b>b)</b>	<b>Hospital parking</b>  The date for the next meeting still hadn't been confirmed.
<b>c)</b>	<b>Little Forest</b>  Most of the Council's donation had now been spent
<b>d)</b>	<b>Tutbury Road Roundabout</b>  It was noted a letter about the weeds had been submitted to Staffordshire County Council (SCC).
<b>e)</b>	<b>Wilson Way</b>  A new date for the formal unveiling of the Wilson Way signs would be circulated.
<b>f)</b>	<b>Speedwatch</b>  Councillors reported organizing speedwatch was underway for Kitling Greaves Lane and Lower Outwoods Road as had been requested by residents at the last meeting.
<b>g)</b>	<b>Trees outside Upper Outwoods Farm entrance onto Beamhill Road</b>  It was noted that the farmers were reluctant to cut back the trees causing the problem. SCC had been contacted regarding the tree on the highway.
<b>6.</b>	<b>Public Participation</b>  Standing orders were suspended to allow the public to participate in this agenda item.  <u>Tutbury Road Roundabout</u>  A Local Resident expressed concern about the state of the roundabout. They said it was very unsightly. The Chairman reported it had been reported to SCC.  Councillor Elks proposed that the Parish Council ask a local gardener to do some work on this area. This was seconded by Councillor Barker. Councillor R Anderson was concerned that this was duplicating work that should be carried out by SCC.  <b>Resolved to ask a local gardener to tidy up Tutbury Road Roundabout and remove weeds.</b> (Councillor R. Anderson voted against)  <u>Trees</u>  Local residents reported concerns about 2 trees in the Parish  1. A weeping Willow on Tutbury Road that was very overgrown 2. a tree growing out of a wall on Tutbury Road (1st house past the pub).  <b>Resolved to ask all Councillors to have a look at both trees and to put it on the agenda at</b>

	<p><b>the next meeting.</b></p> <p><u>Construction Traffic using wrong entry route to Redhouse Farm Phase 1</u></p> <p>Residents were concerned about the use of the entry from Lower Outwoods Road</p> <p>Councillor Walker reported that the gates had now been bolted but that he was monitoring the situation.</p> <p><u>Buses Lower Outwoods Road</u></p> <p>A local resident queried the proposals on Lower Outwoods Road.</p> <p>The Chairman had heard that the rising bollard to prevent unauthorised traffic may not be included in the scheme.</p> <p><b>Resolved to ask the Chairman to write to the Planning Department asking that the bollard remain in the development.</b></p> <p><u>Parking on Lower Outwoods Road</u></p> <p>Residents complained about the parking on Lower Outwoods Road.</p> <p>The Chairman explained that the Hospital Parking Group had not met for some time and that he had been trying to establish the date for the next meeting. This was difficult as many Councillors on the Committee had left or changed roles.</p> <p>He invited the residents to accompany him to the meeting when it did go ahead and said if it wasn't organised in the near future he would set up an alternative forum.</p> <p><u>Parking at St Modwen's School</u></p> <p>Residents reported that the parking at St Modwens school had become increasingly problematic.</p> <p>They said the situation was becoming dangerous.</p> <p>Councillors agreed and reported incidences they had witnessed.</p> <p><b>Resolved to write to the Head teacher requesting a meeting with her and the Police and Community Officer to develop a strategy to tackle the problem</b></p> <p><u>Bollard on Tutbury Road by St Modwen's School</u></p> <p>It was reported that the bollard still had not been replaced on the crossing refuge near the school.</p> <p>The Clerk confirmed she had raised this with Staffordshire Highways.</p> <p><b>Resolved to ask the clerk to raise this again with SCC and copy in Councillor Philip White.</b></p>
7.	<p><b>Clerk's report, Correspondence and enquiries</b></p>
	<p>Councillors noted the correspondence update given by the clerk.</p> <p><b>Resolved to note the update.</b></p>

<b>8</b>	<b>Committee Reports and Updates</b>
	There were none.
<b>9</b>	<b>County Councillor and Borough Councillor Reports</b>
	<p><u>Councillor Goodfellow (ESBC)</u></p> <p>Councillor Goodfellow said ESBC were pleased that the Redhouse Farm review had now been resolved and that the developers had to pay ESBC's substantial costs in the case.</p> <p>He reported a review had been conducted regarding waste and recycling collection which may mean residents bin collection day would change but would result in more efficient and sensible collection routes for the lorries.</p> <p>He was aware of further problems with mud on the road from the henhurst site development but said this was being dealt with and caused by the contractors wheel washing machine being stolen.</p> <p>He agreed to establish the status of the 'rising bollard' in the outwoods road scheme for the next meeting.</p> <p>Apologies were noted from Councillor White (SCC).</p>
<b>10</b>	<b>Items for Discussion</b>
<b>a)</b>	<b>Abandoned Cars Field Lane, Beamhill Garages</b>
	<p>The Chairman reported that 2 cars had been abandoned in the Parish one on Field Lane which had now been removed by ESBC and one by the Beamhill Garages which had been reported to the authorities.</p> <p><b>Noted.</b></p>
<b>b)</b>	<b>Beamhill Playground Risk Assessment</b>
	<p>It was noted that Councillors Hall and J. Anderson had attended the site with local resident David Browning to review the concerns raised in the recent annual risk assessment.</p> <p><b>Resolved to ask the Chairman to follow up queries regarding the chains which were raised in the report with the report authors as there were inconsistencies with the findings.</b></p>
<b>c)</b>	<b>Parking at St Modwen's School</b>
	This had been discussed during public participation. See above.
<b>d)</b>	<b>Fly Tipping</b>
	<p>The Chairman reported that fly tipping was becoming a problem across the Parish and if it continued over the Council recess a letter should go to SCC to ask them to review charges on the municipal rubbish tips.</p> <p><b>Resolved to monitor levels over the summer recess.</b></p>
<b>e)</b>	<b>Meeting with ESBC to discuss Outwoods Neighbourhood Development Plan</b>
	Dates had been circulated with Members from ESBC however these were not suitable for Councillors.



	<b>Resolved to ask the Chairman to request further dates from ESBC and circulate to all Councillors.</b>																																
<b>f)</b>	<b>Online Banking</b>																																
	<p>Councillor Barker reported that in order for the Clerk to gain limited internet banking powers enabling her to review balances and transactions a formal resolution had to be passed by the Council permitting this.</p> <p><b>Resolved to permit the clerk to apply for internet banking.</b></p>																																
<b>g)</b>	<b>Expenses Claim Form</b>																																
	<p>Councillor Walker talked Members through the new Expenses Claim form he had designed. Councillors reported they had struggled to open the documents successfully.</p> <p><b>Resolved to ask the Clerk to try to circulate the form as an Excel document and to adopt use of the form as the expenses form for Outwoods Parish council.</b></p>																																
<b>h)</b>	<b>Potholes on Field Lane</b>																																
	<p>It was noted that some of the pot holes in Field Lane were now very large.</p> <p><b>Resolved to write to Councillor Bernard Peters asking for action on the pot holes.</b></p>																																
<b>11</b>	<b>Financial Issues</b>																																
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<b>b)</b>	<b>Account Signatures</b>																																
	<p>It was noted that Councillor Thompson was a signature on the account. Given her extended stay in hospital it was felt that changing the signatories on the account would be sensible step.</p> <p><b>Resolved to remove Councillor Thompson from the bank account signatures and add Councillor R Anderson to the mandate. Councillor R. Anderson was asked to investigate what was required to do this.</b></p>																																

<b>c)</b>	<b>Approval of spending powers during the summer recess</b>
	<p>Councillors discussed provisions for making any emergency payments (which could not wait until the September meeting) over the summer recess.</p> <p><b>Resolved to ask the Clerk to seek approval of any emergency expenditure over the summer by email. If it was necessary the Chairman would recall the Council.</b></p>
<b>12.</b>	<b>Items for next meeting's agenda</b>
	No items were requested.
<b>13.</b>	<b>Date/Time/Place of the next meeting</b>
	<b>It was noted that the next meeting would be held on 11 September 2017 at 6.30pm at de Ferrers Academy (Trent Campus).</b>

The meeting ended at 20.35 pm



## Outwoods Parish Council

### MINUTES OF MEETING

<b>Date of Meeting</b>	11 September 2017 at 6.30pm
<b>Venue</b>	De Ferrers Academy, St Mary's Drive, Burton Upon Trent, DE13 0LL
<b>Openness of Local Government Bodies Regulations 2014 has been adopted. Press and members of the public were cordially invited.</b>	
<b>Members Present</b>	Councillors J. Anderson, Hall, R. Anderson, Walker, Booth, Elks, Barker
<b>Also Present</b>	Councillor Duncan Goodfellow, East Staffordshire Borough Council (ESBC) Councillor Philip White, Staffordshire County Council (SCC) 2 local residents
<b>Clerk</b>	Ellen Bird
<b>Apologies for Absence</b>	Councillor Thompson
<b>Declarations of Interest</b>	None

<b>1.</b>	<b>Introductions/Chairman's Opening Comments</b>
	<p>The Chairman reported that he and other Councillors had received a lot of questions over the summer holidays regarding building developments and possible sites of interest to developers.</p> <p><b>Resolved to monitor planning developments and to hold a special meeting in the future if necessary to address any planning concerns.</b></p> <p>Councillors noted the Hospital would be holding its Annual Members Meeting on 25 September 2017 at the Medical Development Centre.</p>
<b>2.</b>	<b>Apologies</b>
	Apologies were received from Councillor Thompson.
<b>3.</b>	<b>Councillor June Thompson</b>
	<p>The Chairman reported that he had been in contact with Councillor Thompson over the summer. Councillor Thompson had been unable to attend the Council for several months due to an extended hospital stay. It was hoped that she would be well enough to return to the Council in the near future.</p> <p><b>Resolved to extend Councillor Thompson's permitted leave until December. If necessary this would be reviewed at the December meeting.</b></p>
<b>4.</b>	<b>Declarations of Interest</b>
	None.

<b>5.</b>	<b>Approval of 10 July 2017 Parish Council Minutes</b>
	<p>It was proposed that the minutes of 10 July 2017 be approved. This was agreed unanimously and the minutes were signed by the Chair.</p> <p><b>Resolved to approve the minutes of 10 July 2017 as a correct and accurate record of the meeting.</b></p>
<b>6.</b>	<b>Update on actions since the last meeting</b>
<b>a)</b>	<b>Tutbury Road Roundabout</b>
	<p>Councillors were extremely disappointed there had been no further action on the weeds at Tutbury Road.</p> <p>Councillor White (SCC) reported that he had checked and the weeds on Tutbury Road Roundabout were on the work programme for action but he couldn't say when this would be done.</p> <p><b>Resolved to ask the clerk to write again about this issue and copy Councillor White into the correspondence.</b></p>
<b>b)</b>	<b>Trees outside Upper Outwoods Farm entrance onto Beamhill Road</b>
	<p>The Chairman agreed to contact the farmers again to see if they would be willing to cut the trees back to increase visibility at this dangerous spot.</p>
<b>c)</b>	<b>St Modwen's School – Parking</b>
	<p>It was noted that a letter had been submitted to the Headteacher regarding the parking at St Modwen's but that as the School had been closed there had been no response.</p> <p><b>Resolved to ask the clerk to chase this if no response received in the forthcoming weeks.</b></p>
<b>d)</b>	<b>Pedestrian Refuge Tutbury Road</b>
	<p>It was noted the pedestrian Refuge on Tutbury Road had now been repaired.</p>
<b>e)</b>	<b>Overhanging Trees</b>
	<p>Councillors agreed to go to look at the trees overhanging the pavement which were discussed at the last meeting. It was unclear who the trees belonged to.</p>
<b>f)</b>	<b>Beamhill Park</b>
	<p>The Chairman reported that following the review of Health and safety Issues at the Park he was trying to get a quote to replace the chains on the baby swing which were flagged as a potential cause for concern in the report.</p>
<b>g)</b>	<b>Bank Account Signatures</b>
	<p>Councillor R. Anderson had been unable to progress changing the signatures on the account.</p> <p><b>Resolved to ask the clerk to establish what was necessary to change the signatures.</b></p>

7.	<b>Public Participation</b>
	<p>Standing orders were suspended to allow the public to participate in this agenda item.</p> <p><u>Stile Top of Duckett's Farm</u></p> <p>A Local Resident expressed concern about the stile at the top of Duckett's Farm as it was in poor repair and the holly bush next to it was making it difficult to access.</p> <p><b>Resolved that Councillor Walker would raise this with the rights of way officer.</b></p> <p><u>Waste bin near hospital</u></p> <p>It was suggested that the bin on the lamppost T24 near the hospital should be moved to a different spot nearby as it was difficult to access.</p> <p><b>Resolved to ask Councillor Goodfellow (ESBC) to pick this up as the bin fell under Horninglow Parish Council's jurisdiction.</b></p> <p><u>Outwoods Parish Council Neighbourhood Plan</u></p> <p>A resident noted there were a number of issues that had been raised in previous minutes with regard to the Neighbourhood Plan. He asked what these issues were.</p> <p>The chairman outlined the issues that had been raised and informed him that meetings had been arranged with ESBC to address these concerns.</p>
8.	<b>Clerk's report, Correspondence and enquiries</b>
	<p>Councillors noted the correspondence received and sent since the last meeting</p> <p><b>Resolved</b></p> <p><b>a) to note the update;</b></p> <p><b>b) to ask the Clerk to arrange a meeting between the Chairman and the Chairman of Burton Soup Kitchen. Councillor R. Anderson also wished to attend.</b></p>
9.	<b>Committee Reports and Updates</b>
	<p>Councillors discussed Planning application P/2017/01136 Outwoods Reservoir but had no comments.</p>
10	<b>County Councillor and Borough Councillor Reports</b>
	<p><u>Councillor White (SCC)</u></p> <p>Councillor White noted the frustrations regarding Tutbury Road Roundabout and agreed to help where he could with this.</p> <p>He reported that the kerbstones reported at a previous meeting on St George's Road had been added to the Capital Programme but were not regarded as a high priority so no timescales for when any work would be done had been given.</p> <p>He reported that he had met with traffic engineers and the Police regarding the dangers previously discussed on Harehedge Lane. They met twice over the summer to discuss the problems and options to address the issues were now being explored.</p> <p><b>Resolved to ask Councillor White to arrange a meeting to include Parish councilors and also to arrange for Highways officers to meet with the Parish Councillors to discuss the</b></p>

	<p><b>issues.</b></p> <p><u>Councillor Goodfellow (ESBC)</u></p> <p>Councillor Goodfellow said he was pleased that Outwoods had worked with ESBC on the Supplementary Planning documents.</p>
<b>11</b>	<b>Items for Discussion</b>
<b>a)</b>	<b>Vehicles on Lower Outwoods Road</b>
	<p>Councillor Walker reported that lorries and delivery trucks were heading down Lower Outwoods Road and causing problems but were actually heading for the hospital site. He had raised it at the Hospital Parking meeting and they had promised to speak with contractors and ensure the correct post code was given. Councillor Walker said he would monitor this.</p> <p><b>Noted.</b></p>
<b>b)</b>	<b>Dog Waste Collection Enforcement</b>
	<p>Councillor Walker asked if a note could go on the Website informing local residents about the changes to enforcement regarding dog waste collection.</p> <p><b>Resolved to ask Councillor Walker to write an information sheet to go on the Website.</b></p>
<b>c)</b>	<b>Wilson Way shrubs/trees</b>
	<p>Councillor Walker had previously contacted the relevant officer regarding planting trees on Wilson Way. He had asked him to contact him again during autumn so he would do this shortly.</p> <p><b>Noted</b></p>
<b>d)</b>	<b>Burton Hospital Residents Forum meeting</b>
	<p>Councillor Walker updated Councillors on what had happened at the resident's forum meeting.</p> <p><b>Noted.</b></p>
<b>e)</b>	<b>Harehedge Lane Traffic</b>
	<p>Councillors noted the update from Councillor White regarding actions to address traffic problems at Harehedge Lane</p> <p><b>Resolved to note the update and wait for an invitation to meet with Highways Officers.</b></p>
<b>f)</b>	<b>Photo Shoot Wilson Way Signs</b>
	<p>The Chairman asked Councillor Booth to contact the relatives of those commemorated at Wilson Way to invite them to attend a photo shoot.</p> <p><b>Resolved to ask Councillor Booth to arrange a suitable date for photos at Wilson Way.</b></p>
<b>g)</b>	<b>St George's Road Kerbstones</b>
	<p>It was agreed that this would be looked at again at a future meeting.</p>
<b>h)</b>	<b>Redhouse Farm Phases 1 and 2</b>

	<p>It was noted that the proposed bollard to control traffic was under threat. It was noted that the deadline had now past for comments on Red House farm Stage 2 – a letter had been sent on behalf of the Parish Council.</p> <p><b>Resolved to ask Councillor Walker to contact the Planning Officer to express the Parish Council’s concerns at the removal of the proposed bollard from the scheme.</b></p>																				
<b>i)</b>	<b>Groundworks behind Beamhill Road and Tutbury Road</b>																				
	<p>Residents had raised concerns about groundworks being conducted at the above sites. The Chairman had made several enquiries but could not establish what and why these were happening.</p> <p><b>Noted.</b></p>																				
<b>j)</b>	<b>Complaint from resident regarding Reservoir Road Track</b>																				
	<p>It was noted that the track was not the responsibility of the Parish Council. Councillors agreed to monitor this.</p> <p><b>Noted</b></p>																				
<b>k)</b>	<b>Beamhill Park</b>																				
	<p>Councillors noted that the swing had now been ordered and should be fitted in early October.</p>																				
<b>l)</b>	<b>Speeding Traffic on Rolleston Road</b>																				
	<p>Councillor Walker agreed to contact local police to request the speed van visit Rolleston Road and other speeding hotspots in the Parish.</p>																				
<b>m)</b>	<b>Shobnall Development Plan</b>																				
	<p>It was suggested that Councillors have a look at Shobnall’s Neighbourhood development plan which had recently been published.</p>																				
<b>12</b>	<b>Financial Issues</b>																				
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<b>b)</b>	<b>Annual Accounts</b>																				

	<p>Councillors noted the recent correspondence from Grant Thornton regarding the notice of conclusion of the 15/16 Audit.</p> <p>They discussed the need to develop an action plan together to address the issues raised and asked the clerk to bring this to the next meeting. They requested the report should also address issues raised by the internal auditor for 16/17.</p> <p>The Clerk highlighted that some of the issues raised had been rectified already for the 16/17 audit but that there was further work to be done.</p> <p>It was noted that there had been no correspondence with Grant Thornton regarding the 16/17 audit.</p> <p><b>Resolved to ask the Clerk to bring an action plan to the next meeting to address the issues raised in internal and external auditor's reports.</b></p>
<b>13.</b>	<b>Items for next meeting's agenda</b>
	<p>The following items were requested:</p> <ul style="list-style-type: none"> <li>- Pot Holes on field Lane</li> <li>- Youth Council</li> <li>- Christmas Tree at the Beacon</li> </ul>
<b>14.</b>	<b>Date/Time/Place of the next meeting</b>
	<p><b>It was noted that the next meeting would be held on 9 October 2017 at 6.30pm at de Ferrers Academy (Trent Campus).</b></p>

The meeting ended at 20.25 pm





## Outwoods Parish Council

### MINUTES OF MEETING

<b>Date of Meeting</b>	9 October 2017 at 6.30pm
<b>Venue</b>	De Ferrers Academy, St Mary's Drive, Burton Upon Trent, DE13 0LL
<b>Openness of Local Government Bodies Regulations 2014 has been adopted. Press and members of the public were cordially invited.</b>	
<b>Members Present</b>	Councillors J. Anderson, Hall, R. Anderson, Walker, Booth, Elks, Thompson
<b>Also Present</b>	Police and Community Support Officers (PCSO) Cunningham and Weavers (for part of meeting) 3 local residents
<b>Clerk</b>	Ellen Bird
<b>Apologies for Absence</b>	Councillor Barker
<b>Declarations of Interest</b>	Councillor Elks – Member of Shobnall Traffic Action Group (STAG)

<b>1.</b>	<b>Introductions/Chairman's Opening Comments</b>
	The Chair welcomed everyone to the meeting.
<b>2.</b>	<b>Apologies</b>
	Apologies were received from Councillor Barker.
<b>3.</b>	<b>Declarations of Interest</b>
	Councillor Elks declared he was a member of the Shobnall Traffic Action Group.
<b>4.</b>	<b>Approval of 11 September 2017 Parish Council Minutes</b>
	It was proposed that the minutes of 11 September 2017 be approved. This was agreed unanimously and the minutes were signed by the Chair.  <b>Resolved to approve the minutes of 11 September 2017 as a correct and accurate record of the meeting.</b>
<b>5.</b>	<b>Update on actions since the last meeting</b>
	<b>Tutbury Road Roundabout</b>
	The emailed update from Councillor White (Staffordshire County Council) was noted.  It was agreed that Councillor Elks would contact a local gardener to request a quote to complete further works. This would be an item on the next agenda.

	<b>Trees Outwoods Farm</b>
	The Chairman agreed to speak again to the Farmer and Householder regarding cutting back the trees.
	<b>St Modwen's School Parking Issues</b>
	The Clerk agreed to chase the Chair of Governors about the letter sent in August regarding parking issues.
	<b>Duckett's Farm Stile</b>
	It was agreed the Clerk should write to Mr Duckett to request permission for Rights of Way England to access his land and replace a stile in need of repair with a kissing gate.
	<b>Burton Soup Kitchen</b>
	It was agreed to ask the Clerk to write to Burton Soup Kitchen to arrange a meeting with the Chair and Councillor R. Anderson.
	<b>Trees Wilson Way</b>
	No action had been taken by officers at East Staffordshire Borough Council, (ESBC). Councillor Walker agreed to chase the officer.
	<b>St George's Road Kerbstones</b>
	Councillor Walker agreed to contact the Burton Mail and try to get a piece in the newspaper regarding this issue. A date would be circulated if successful.
	<b>Redhouse Farm Bollard</b>
	Noted that Councillor Walker had emailed as requested about this.
	<b>Beamhill Park</b>
	Noted the swing should be installed imminently.
<b>6.</b>	<b>Public Participation</b>
	There were no comments.
<b>7.</b>	<b>Clerk's report, Correspondence and enquiries</b>
	Councillors noted the correspondence received and sent since the last meeting <b>Resolved to note the update</b>
<b>8.</b>	<b>Committee Reports and Updates</b>
	No concerns were raised regarding any planning applications.
<b>9.</b>	<b>County Councillor and Borough Councillor Reports</b>
	Both Councillors had submitted apologies. Councillor White's (SCC) written update was noted.

	<b>Resolved to note the written update.</b>
<b>10</b>	<b>Items for Discussion</b>
<b>a)</b>	<b>Forest Road</b>
	<p>It was noted that the closure of St Peter's Bridge had helped. It was agreed that the Parish Council needed to be involved in any freight strategy that was developed.</p> <p><b>Resolved to return to this item as necessary.</b></p>
<b>b)</b>	<b>Outwoods 11 Footpath</b>
	<p>Councillor Walker outlined the anti-social behavior problems on the footpath to the PCSOs in attendance.</p> <p>They noted it was on private land so their powers were limited.</p> <p>They agreed to raise the issue with local officers and asked that Councillors encourage local residents to call 101 or crimestoppers every time there was a problem. Call volume would help the police to monitor the situation and direct resources accordingly.</p> <p>The Chairman reported anti-social behavior at the garages at Beamhill playground and speeding on Tutbury Road. PCSO's agreed to pass this on to local police officers.</p> <p>PCSOs agreed to report back at the next meeting regarding the issues raised.</p> <p><b>Resolved to request the PCSOs attendance at the next meeting to report back on the agreed actions.</b></p>
<b>c)</b>	<b>Trees on Tutbury Road</b>
	<p>Local residents were in attendance but were not sure if the tree was on their land or not. If the deeds were unclear they would contact the clerk who would contact officers at ESBC to establish who the land belonged to.</p> <p><b>Noted</b></p>
<b>d)</b>	<b>Wilson Way Sign</b>
	<p>It was noted that a date for a photograph with the Burton Mail had been arranged.</p> <p><b>Noted</b></p>
<b>e)</b>	<b>Letter to residents Forest Road</b>
	<b>Resolved to ask Councillor Elks to deliver the letter regarding parking issues (previously approved on email) to residents on Forest Road.</b>
<b>f)</b>	<b>Little Forest Update</b>
	<p>The Chairman gave a brief update regarding the ongoing work at Little Forest</p> <p><b>Noted</b></p>
<b>g)</b>	<b>Harehedge Lane</b>
	It was noted that Councillor White had begun to arrange a meeting to discuss the traffic issues

	<p>on Harehedge Lane. A date was being arranged for this.</p> <p>The Chairman reported that caretakers were logging incidents/near misses. Councillor Elks suggested these should also be reported to police.</p> <p><b>Noted</b></p>
<b>h)</b>	<b>Redhouse Farm Phase 1 and 2</b>
	<p>Phase 2 was still to be determined and it may be passed on a technicality by the planning inspector</p> <p><b>Resolved to monitor this and have as an agenda item when further news was available.</b></p>
<b>i)</b>	<b>Cameras and Traffic Counters on Beamhill</b>
	<p>It was noted that there had been traffic Counters and cameras on Beamhill but no one knew why they were there.</p> <p><b>Noted</b></p>
<b>j)</b>	<b>Meeting with Head of Planning ESBC to discuss Neighbourhood Plan</b>
	<p>The Chairman reported the meeting had taken place and that ESBC were going to review Outwoods Parish Neighbourhood Plan against their own to ensure consistency and establish whether there were any loop holes planners would exploit.</p> <p><b>Noted</b></p>
<b>k)</b>	<b>Beamhill Playground Repairs</b>
	<p><b>Resolved to ask the Clerk to try to find a contractor who could deal with 'wet pour' to complete repair work at Beamhill playground.</b></p>
<b>l)</b>	<b>Christmas Tree</b>
	<p>Councillors discussed the Christmas Tree.</p> <p><b>Resolved</b></p> <ul style="list-style-type: none"> <li><b>a) To ask Councillor Booth to ask Councillor White (SCC) to try to get a permanent power source in the middle of the roundabout as suggested in his update report, and;</b></li> <li><b>b) To ask Councillor Booth to source a tree for a maximum budget of £300 (to include erection and lights)</b></li> </ul>
<b>m)</b>	<b>Youth Council</b>
	<p>The Chairman suggested he speak to Y10 upwards at De Ferrers School regarding membership of a Youth Council.</p> <p><b>Resolved to ask the Chairman to action this.</b></p>
<b>n)</b>	<b>Potholes</b>
	<p>The Chairman reported complaints from mobility scooter users on Field Lane and Outwoods Lane</p> <p><b>Resolved to ask the clerk to contact Councillor White (SCC) regarding the issues raised.</b></p>

<b>11</b>	<b>Financial Issues</b>								
<b>a)</b>	<b>Approval of Accounts for Payment</b>								
	<p>The bank statements were in the process of being transferred to the clerk's address. This process was ongoing as there was a problem which the clerk and signatories were trying to rectify. The bank balances and any income received would be reported to Councillors as soon as possible.</p> <p>The Parish Council were asked to approve the following payments at their meeting on 09 October 2017:</p> <table border="1"> <thead> <tr> <th></th> <th>Cost</th> <th>Invoice No</th> <th>Cheque Number</th> </tr> </thead> <tbody> <tr> <td>Clerk's Wages October 2017</td> <td>£350</td> <td>EB9/17/18</td> <td>100486</td> </tr> </tbody> </table> <p>No income to report</p>		Cost	Invoice No	Cheque Number	Clerk's Wages October 2017	£350	EB9/17/18	100486
	Cost	Invoice No	Cheque Number						
Clerk's Wages October 2017	£350	EB9/17/18	100486						
<b>b)</b>	<b>External Auditor Response 2016/17 and plan to meet the issues raised by External and internal Auditors over the last year.</b>								
	<p>The Clerk gave a verbal report on the issues raised by the auditors and set out plans to address those issues.</p> <p><b>Resolved to note the actions required to address the issues raised by the auditors.</b></p>								
<b>c)</b>	<b>Internet Banking – Clerk Access</b>								
	<p>The Clerk requested permission to complete the forms to enable access to internet banking. No transactional powers would be available to the clerk other than to view statements online.</p> <p><b>Resolved to approve the application for the Clerk to access internet banking. The form was signed by 2 bank signatories.</b></p>								
<b>12.</b>	<b>Items for next meeting's agenda</b>								
	<ul style="list-style-type: none"> <li>• Permission for the Clerk to have access to the Website.</li> <li>• Tutbury Road roundabout</li> </ul>								
<b>13.</b>	<b>Date/Time/Place of the next meeting</b>								
	<p><b>It was noted that the next meeting would be held on 13 November 2017 at 6.30pm at de Ferrers Academy (Trent Campus).</b></p>								

The meeting ended at 20.32 pm



## Outwoods Parish Council

### MINUTES OF MEETING

<b>Date of Meeting</b>	13 November 2017 at 6.30pm
<b>Venue</b>	De Ferrers Academy, St Mary's Drive, Burton Upon Trent, DE13 0LL
<b>Openness of Local Government Bodies Regulations 2014 has been adopted. Press and members of the public were cordially invited.</b>	
<b>Members Present</b>	Councillors J. Anderson, Hall, Walker, Booth, Elks.
<b>Also Present</b>	Councillor Philip White, Staffordshire County Council (SCC) 3 local residents
<b>Clerk</b>	Ellen Bird
<b>Apologies for Absence</b>	Councillor Barker, R. Anderson and Thompson
<b>Declarations of Interest</b>	Councillor Hall declared the Remembrance Wreaths were bought through his Son-in-law who was involved with the Royal British Legion.

<b>1.</b>	<b>Introductions/Chairman's Opening Comments</b>
	The Chair welcomed everyone to the meeting. He reported that a small service of remembrance had taken place on Wilson Way. It was hoped this would continue into the future.
<b>2.</b>	<b>Apologies</b>
	Apologies were received from Councillor Barker, R. Anderson and Thompson.
<b>3.</b>	<b>Declarations of Interest</b>
	Councillor Hall declared the Remembrance Wreaths were bought through his Son-in-law who was involved with the Royal British Legion.
<b>4.</b>	<b>Co-option of a Councillor.</b>
	It was noted that Barry Hyder was interested in re-joining the Parish Council. It was agreed his Co-Option would be an agenda item at the next meeting.  <b>Resolved to defer this item until the next meeting.</b>
<b>5.</b>	<b>Approval of 9 October 2017 Parish Council Minutes</b>
	It was proposed that the minutes of 9 October 2017 be approved. This was agreed unanimously and the minutes were signed by the Chair.  <b>Resolved to approve the minutes of 9 October 2017 as a correct and accurate record of the meeting.</b>

<b>6.</b>	<b>Update on actions since the last meeting</b>
<b>a)</b>	<b>St Modwen's School Parking Issues</b>
	The Clerk agreed to chase the Chair of Governors again about the letter sent in August regarding parking issues. Councillor White (SCC) agreed to assist by providing the Chair of Governors contact details.
<b>b)</b>	<b>Duckett's Farm Stile</b>
	It was noted that the Clerk had written to Mr. Duckett to request permission for Rights of Way England to access his land and replace a stile in need of repair with a kissing gate.
<b>c)</b>	<b>Burton Soup Kitchen</b>
	It was agreed to ask the Clerk to write to Burton Soup Kitchen to confirm arrangements for a meeting.
<b>d)</b>	<b>Trees Wilson Way</b>
	No action had been taken by officers at East Staffordshire Borough Council, (ESBC). Councillor Walker agreed to chase the officer again as he had been on leave.
<b>e)</b>	<b>St George's Road Kerbstones</b>
	Councillor Walker agreed to contact the Burton Mail and try to get a piece in the newspaper regarding this issue. A date would be circulated if successful.
<b>f)</b>	<b>Beamhill Playground repairs</b>
	It was noted that the Clerk had sourced a contractor who could carry out 'wetpour' repairs at the playground. The Chairman had contacted them and had requested a quote to complete the necessary works.
<b>g)</b>	<b>Christmas Tree</b>
	Councillor Booth reported the Christmas tree would be £156 + VAT.  It was noted that a Cherry Picker would be required to install the tree at a cost of £120 + VAT.  <b>Resolved to increase the proposed budget for a Christmas Tree to a maximum spend of £400.</b>
<b>7.</b>	<b>Public Participation</b>
	A member of the public raised the proposals for a 600/700 house development on Beamhill Road.  Councillors were aware of the proposals and discussed other sites in the Parish where other large developments may be planned.
<b>8.</b>	<b>Clerk's report, Correspondence and enquiries</b>
	Councillors noted the correspondence received and sent since the last meeting  <b>Resolved to note the update</b>

<b>9.</b>	<b>Committee Reports and Updates</b>
	No concerns were raised regarding any planning applications.
<b>10.</b>	<b>County Councillor and Borough Councillor Reports</b>
	<p>Councillor White (SCC) updated the Council with regard to:</p> <ul style="list-style-type: none"> <li>• Forest road/Shobnall Road and Heavy Goods Vehicle access</li> <li>• Community Fund Money</li> <li>• Development Control and the involvement of County Councillors</li> </ul> <p><b>Resolved to note the update.</b></p>
<b>11.</b>	<b>Website</b>
	<p>It was agreed that the Clerk should have access to the website but that under normal circumstances the current arrangements (i.e. Councillor Barker leading on the website with the support of Councillor Booth) should remain.</p> <p><b>Resolved to request that the Clerk be given permission to update the website as necessary.</b></p>
<b>12.</b>	<b>Tutbury Road Roundabout</b>
	<p>It was noted that some weeding had been completed – it was thought by East Staffordshire Borough Council (ESBC).</p> <p><b>Resolved to monitor and to raise again if weeds become a problem.</b></p>
<b>13</b>	<b>Items for Discussion</b>
<b>a)</b>	<b>Wreaths</b>
	<p>The Chairman thanked Councillor Hall for organizing the Wreaths.</p> <p><b>Noted.</b></p>
<b>b)</b>	<b>Hospital Parking</b>
	<p>Councillor Walker reported he was chasing the next Resident's Forum date with the Hospital as he had received several complaints regarding parking.</p> <p><b>Noted</b></p>
<b>c)</b>	<b>Construction Work Hospital Road</b>
	<p>Councillor Walker had received a complaint regarding suspected unauthorized development on St George's Road. He had checked with the Planners and the development was permitted under building regulations.</p> <p><b>Noted.</b></p>
<b>d)</b>	<b>Youth Council</b>
	<p>The Chairman reported he had spoken to the Headteacher at de Ferrers Academy. He was working with them to develop a way to identify children from Outwoods to see if they wished to be involved in a Youth Council.</p>



	<b>Noted.</b>																				
<b>e)</b>	<b>Development in Outwoods</b>																				
	<p>The Chairman provided a brief update on large planning applications in the Parish. Councillors discussed other sites that may have other large development plans submitted.</p> <p>He reported the Government's White Paper on planning may make it harder to prevent large developments in the Parish.</p> <p><b>Noted</b></p>																				
<b>f)</b>	<b>Beamhill playground</b>																				
	<p>Noted that work to find a contractor to complete the necessary repairs was ongoing.</p> <p><b>Noted</b></p>																				
<b>g)</b>	<b>Henhurst Hill</b>																				
	<p>It was noted that the consultation regarding the school was now open.</p> <p><b>Resolved to ask the Clerk to respond stating that residents and Councillors shared concerns regarding:</b></p> <ul style="list-style-type: none"> <li>• <b>The need for a pedestrian crossing with traffic lights rather than the proposed Zebra Crossing.</b></li> <li>• <b>The position of the proposed crossing was too near the corner.</b></li> <li>•</li> </ul>																				
<b>14.</b>	<b>Financial Issues</b>																				
<b>a)</b>	<b>Approval of Accounts for Payment</b>																				
	<p>The bank statements were in the process of being transferred to the clerk's address. This process was ongoing as there was a problem which the clerk and signatories were trying to rectify. The bank balances had been obtained by Councillor Booth and was reported as £12,188.21</p> <p>The Parish Council were asked to approve the following payments at their meeting on 13 November 2017:</p> <table border="1" data-bbox="260 1579 1508 1825"> <thead> <tr> <th></th> <th>Cost</th> <th>Invoice No</th> <th>Cheque Number</th> </tr> </thead> <tbody> <tr> <td>Clerk's Wages November 2017</td> <td>£350</td> <td>EB10/17/18</td> <td>100487</td> </tr> <tr> <td>Grant Thornton 2016 Annual return</td> <td>£462</td> <td>8732885</td> <td>100488</td> </tr> <tr> <td>R Hall Expenses</td> <td>£4.09</td> <td>-</td> <td>100489</td> </tr> <tr> <td>Poppy wreath x 2 Roy Hall for British Legion</td> <td>£40</td> <td></td> <td>100490</td> </tr> </tbody> </table> <p>An Additional payment to Nigel Gould for £860 was added to the payments following the receipt of a late invoice.</p> <p>No income to report</p>		Cost	Invoice No	Cheque Number	Clerk's Wages November 2017	£350	EB10/17/18	100487	Grant Thornton 2016 Annual return	£462	8732885	100488	R Hall Expenses	£4.09	-	100489	Poppy wreath x 2 Roy Hall for British Legion	£40		100490
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<b>b)</b>	<b>Precept</b>
	<p>The Clerk informed the Council that the Precept would need to be considered at their next meeting. She was waiting for correspondence from ESBC regarding the process and timescales.</p> <p><b>Noted.</b></p>
<b>c)</b>	<b>Internet Banking/Bank accounts update</b>
	<p>The clerk reported she was still waiting for news regarding the Internet Banking Request.</p> <p>Councillor Booth reported he had attended the Bank and the address for the bank statements had not been changed successfully. He was assured tis had now been done.</p> <p>He reported that the signatories for the bank were:  Councillor Booth  Councillor Barker  Verna Smith (Former Clerk)</p> <p><b>Resolved to update the mandate ASAP to address this.</b></p>
<b>12.</b>	<b>Items for next meeting's agenda</b>
	There were none.
<b>13.</b>	<b>Date/Time/Place of the next meeting</b>
	<b>It was noted that the next meeting would be held on 10 December 2017 at 6.30pm at de Ferrers Academy (Trent Campus).</b>

The meeting ended at 20.50 pm

**December meeting was cancelled**