



Outwoods Parish Council

MINUTES OF MEETING

Date of Meeting	08 January 2018 at 6.30pm
Venue	De Ferrers Academy, St Mary's Drive, Burton Upon Trent, DE13 0LL
Openness of Local Government Bodies Regulations 2014 has been adopted. Press and members of the public were cordially invited.	
Members Present	Councillors J. Anderson, Hall, Walker, Booth, Elks, Barker, R Anderson.
Also Present	Councillor P. White, Staffordshire County Council (SCC) Councillor D. Goodfellow, East Staffordshire Borough Council (ESBC) 3 local residents
Clerk	Ellen Bird
Apologies for Absence	Councillor Thompson
Declarations of Interest	None

1.	Introductions/Chairman's Opening Comments
	The Chair welcomed everyone to the meeting. He reported that there were a number of large Housing Applications which would affect the Parish – these were on the agenda.
2.	Apologies
	Apologies were received from Councillor Thompson.
3.	Declarations of Interest
	There were none.
4.	Co-option of a Councillor.
	It was noted that the gentleman who had been interested in becoming a Councillor had withdrawn from the process for personal reasons. A member of the public who was in attendance expressed an interest in joining the Council. Resolved to consider the application at a future meeting and to invite the applicant to attend the next few meetings.
5.	Approval of Parish Council Minutes
	The Chairman reported that in relation to the establishment of a Youth Council he had spoken to the Head of VI form and not the Head teacher as stated in the minutes. Subject to this amendment, it was proposed that the minutes of 13 November 2017 be approved. This was agreed unanimously and the minutes were signed by the Chair. The December meeting had been cancelled because of heavy snow.

	Resolved to approve the minutes of 13 November 2017 (subject to the above amendment) as a correct and accurate record of the meeting.
6.	Update on actions since the last meeting
a)	St Modwen's School Parking Issues
	The Clerk agreed to chase the Chair of Governors again regarding the parking issues as an email directly to the Chair of Governors had received no reply.
b)	Duckett's Farm Stile
	A brochure had been received with different options for gates for the farm path. Resolved to ask the Clerk to forward this to Mr. Duckett.
c)	Burton Soup Kitchen
	It was noted that a letter had been received from the Soup Kitchen withdrawing the offer of a meeting. Resolved the Chairman to write a letter expressing the Council's disappointment in the withdrawal of a meeting.
d)	Trees Wilson Way
	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. To include this as an agenda item at the next meeting and to ask Councillor Walker to contact the ESBC officer again.
e)	Hospital Parking
	A meeting had taken place at the Hospital attended by Councillors J. Anderson and Walker. They reported no real progress and that the next meeting would be held in 3 months. Noted
7.	Public Participation
	<u>Litter – Redhouse Farm Development</u> A member of the public reported that a lot of insulation material, plastic wrapping, rubbish etc. was blowing from the Redhouse farm development site. This was also collecting by the reservoir fence. Resolved to ask Councillor Walker to contact the enforcement officer for the site. <u>Indication Pole for Gas</u> It was queried whether a pole indicating the location of gas pipes outside 12-18 Outwoods Road was new and whether this was connected to Redhouse Farm Phase 2 Councillor walker reported they had all been replaced in the last 12 months and that he didn't think this was particularly new. Noted

8.	Clerk's report, Correspondence and enquiries
	<p>Councillors noted the correspondence received and sent since the last meeting</p> <p>Resolved to note the update and;</p> <p>a) To ask Councillor Booth to contact the gardener who had helped with the tree to ask for costs to do the grass cutting;</p> <p>b) To ask Councillors J and R Anderson to take the registration and company of the van parking badly on Field Lane and to take photos to pass to the Clerk who would contact the company to try to establish who the driver is.</p>
9.	Committee Reports and Updates
	<p>No concerns were raised regarding any planning applications.</p>
10.	County Councillor and Borough Councillor Reports
	<p>Councillor Goodfellow (ESBC) reported that:</p> <ul style="list-style-type: none"> • The final appeal for Redhouse farm II has been dismissed. • The land supply in the borough was reportedly 5.23 years. <p>Councillor White (SCC) updated the Council with regard to:</p> <ul style="list-style-type: none"> • Harehedge Lane <p>Resolved to note the update.</p>
11.	Defibrillator
	<p>It was noted that the pads required replacement and that as the December meeting had been cancelled these had been ordered and passed on to the school to be used. The cheque was for approval in accounts for payment later on this agenda.</p> <p>Councillors were concerned that the defibrillator was located inside the school and therefore access was not possible 24/7.</p> <p>Resolved to request that the Clerk write to the school to establish</p> <ul style="list-style-type: none"> • Why it was placed inside • What the access arrangements are • Whether it could be moved to outside the school gates.
12	Items for Discussion
a)	Planning Issues
	<p>Councillors discussed a number of queries from the public regarding planning applications. These included Upper Outwoods Farm, Glenville Farm, Burton Hospital, Land on Forest Road.</p> <p>Resolved to note the applications and</p> <ul style="list-style-type: none"> • Consultation on Burton Hospital development on 17.01.18 • To ask the Chair to write to the planning officer for the Forest road application as documents were not available to view on the website.

b)	Youth Council																				
	<p>Councillor J. Anderson reported he had contacted the Head of VI form at De Ferrers Academy to progress this but had not yet had a response.</p> <p>Noted</p>																				
c)	Beamhill Playground																				
	<p>It was noted that the Chairman was meeting a representative from Colin Avris/ Abacus on Friday 12 January regarding repair of the wet pour.</p> <p>Noted</p>																				
d)	Harehedge Lane																				
	<p>The Chairman felt that a campaign in the local press was necessary to highlight the traffic problems on Harehedge Lane.</p> <p>He agreed to contact the Burton Mail and to lead on publicizing the issues on this busy road.</p> <p>Resolved to ask the Chairman to contact the Burton Mail regarding Harehedge Lane.</p>																				
e)	St George's Kerb Stones																				
	<p>Councillor Walker said he now had a number of local residents who were willing to be in the local press regarding the collapse of the pavement and kerb stones.</p> <p>Resolved to ask Councillor Walker to contact the Burton Mail regarding this issue.</p>																				
13.	Financial Issues																				
a)	Approval of Accounts for Payment																				
	<p>The bank statements have now been transferred to the clerk's address. The balance as at 29 December 2017 was £11,415.12.</p> <p>The Parish Council would have been asked to approve the following payments at their meeting on 11 December 2017, however, the meeting was cancelled. Councillors were therefore requested to approve these cheques at this meeting:</p> <table border="1" data-bbox="277 1570 1522 1845"> <thead> <tr> <th></th> <th>Cost</th> <th>Invoice No</th> <th>Cheque Number</th> </tr> </thead> <tbody> <tr> <td>Andrew Deptford (Defibrillator Maintenance)</td> <td>£108</td> <td>11878</td> <td>100492</td> </tr> <tr> <td>Clerk's Wages December</td> <td>£350</td> <td>EB11/17/18</td> <td>100493</td> </tr> <tr> <td>Clerk's Overtime (5 hours @ £17.50 per hour)</td> <td>£87.50</td> <td>EB12/17/18</td> <td>100494</td> </tr> <tr> <td>Christmas Tree Costs</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>A Cheque for £1358 was received as an insurance payment for the basket swing. This was deposited 3 December 2017 and is seen on the current bank statement.</p>		Cost	Invoice No	Cheque Number	Andrew Deptford (Defibrillator Maintenance)	£108	11878	100492	Clerk's Wages December	£350	EB11/17/18	100493	Clerk's Overtime (5 hours @ £17.50 per hour)	£87.50	EB12/17/18	100494	Christmas Tree Costs			
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In addition, the Council were also asked to approve the following cheques at their meeting on 08 January 2018:

	Cost	Invoice No	Cheque Number
Clerk's Wages January	£350	EB13/17/18	100495
Zurich Municipal	£427.27	29322679	100496
RBS Landscaping (Christmas Tree installation)(Chq to R Bates)	£170	1132	100497
Firs Farm Nursery (Christmas Tree)	£187.20	20170056	100498

A late invoice from Grant Thornton had been received (Invoice No 8740471) for £180. This was included in this month's payments (Cheque number 100499).

Additionally, Councillor Walker presented 2 invoices that he had paid on behalf of the Parish for the Christmas Tree. These totaled £16.61 (Cheque no 100500) and were also included in the accounts for payment.

Resolved to approve the accounts for payment.

Councillor Booth raised the problems with paying the Clerk by Cheque that had been experienced over the previous 3 months. He suggested that the clerk be paid by Direct Debit. This was supported by the Council.

Resolved to ask the signatories to request a Standing Order be set up at the bank to pay the Clerk's wages.

b) Precept and Budget

The Clerk presented financial records to the end of quarter 2, a bank reconciliation and a budget statement setting out expenditure and forecasts for the rest of the year.

Following discussion of the circulated documents, Councillors discussed the Precept levels for the forthcoming year.

It was noted that the Precept had not increased for several years.

Councillors discussed spending some additional money on Beamhill Park Playground.

Resolved to

- a) **Note the Receipts and Payments to the end of quarter 2;**
- b) **Note the bank reconciliation;**
- c) **Note the budget statement, and;**
- d) **To increase the Precept to £10, 563.15 for 2018/19 to enable Councillors to undertake additional work on Beamhill Park.**

14. Insurance

It was noted that the invoice for the insurance had required payment but that the document needed looking at alongside the asset register at the next meeting.

Resolved to add to the next meeting's agenda.

12. Items for next meeting's agenda

Resolved to add the following items to the next agenda

- **Risk Register**
- **Asset Register**

	<ul style="list-style-type: none">• Insurance• Trees Wilson Way
13.	Date/Time/Place of the next meeting
	It was noted that the next meeting would be held on 12 February at 6.30pm at de Ferrers Academy (Trent Campus).

The meeting ended at 20.55 pm