



## 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 26 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>
	<p>Standing orders were suspended to allow the public to participate in this agenda item.</p> <p><u>Tutbury Road Roundabout</u></p> <p>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.</p> <p>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.</p> <p><b>Resolved to ask a local gardener to tidy up Tutbury Road Roundabout and remove weeds.</b> (Councillor R. Anderson voted against)</p> <p><u>Trees</u></p> <p>Local residents reported concerns about 2 trees in the Parish</p> <ol style="list-style-type: none"> <li>1. A weeping Willow on Tutbury Road that was very overgrown</li> <li>2. a tree growing out of a wall on Tutbury Road (1st house past the pub).</li> </ol> <p><b>Resolved to ask all Councillors to have a look at both trees and to put it on the agenda at</b></p>

**the next meeting.**

Construction Traffic using wrong entry route to Redhouse Farm Phase 1

Residents were concerned about the use of the entry from Lower Outwoods Road

Councillor Walker reported that the gates had now been bolted but that he was monitoring the situation.

Buses Lower Outwoods Road

A local resident queried the proposals on Lower Outwoods Road.

The Chairman had heard that the rising bollard to prevent unauthorised traffic may not be included in the scheme.

**Resolved to ask the Chairman to write to the Planning Department asking that the bollard remain in the development.**

Parking on Lower Outwoods Road

Residents complained about the parking on Lower Outwoods Road.

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.

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.

Parking at St Modwen's School

Residents reported that the parking at St Modwens school had become increasingly problematic.

They said the situation was becoming dangerous.

Councillors agreed and reported incidences they had witnessed.

**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**

Bollard on Tutbury Road by St Modwen's School

It was reported that the bollard still had not been replaced on the crossing refuge near the school.

The Clerk confirmed she had raised this with Staffordshire Highways.

**Resolved to ask the clerk to raise this again with SCC and copy in Councillor Philip White.**

**7. Clerk's report, Correspondence and enquiries**

Councillors noted the correspondence update given by the clerk.

**Resolved to note the update.**

<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>																																
<b>a)</b>	<b>Approval of Accounts for Payment</b>																																
	<p>The Parish Council were asked to approve the following payments at their meeting on 10 July 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>Peach and Co Accountants (April 2016 - March 2017 incl)</td> <td>£120</td> <td>14605</td> <td>100472</td> </tr> <tr> <td>Paul Barker (Tablet, Fixings for Wilson way Plaque, landline setup)</td> <td>£140.35</td> <td>-</td> <td>100473</td> </tr> <tr> <td>S.J. Anderson (T/A J. A. Properties)</td> <td>£1698.97</td> <td>-</td> <td>100474</td> </tr> <tr> <td>J. Anderson travel expenses (47 miles @ 45p per mile)</td> <td>£21.15</td> <td>-</td> <td>100475</td> </tr> <tr> <td>Clerk's overtime for additional work done on the accounts</td> <td>£87.50</td> <td>EB5/17/18</td> <td>100476</td> </tr> <tr> <td>Clerk's Wages July 2017</td> <td>£350</td> <td>EB6/17/18</td> <td>100477</td> </tr> <tr> <td>Clerk's Wages August 2017</td> <td>£350</td> <td>EB7/17/18</td> <td>100478</td> </tr> </tbody> </table> <p>There was no income to report</p>		Cost	Invoice No	Cheque Number	Peach and Co Accountants (April 2016 - March 2017 incl)	£120	14605	100472	Paul Barker (Tablet, Fixings for Wilson way Plaque, landline setup)	£140.35	-	100473	S.J. Anderson (T/A J. A. Properties)	£1698.97	-	100474	J. Anderson travel expenses (47 miles @ 45p per mile)	£21.15	-	100475	Clerk's overtime for additional work done on the accounts	£87.50	EB5/17/18	100476	Clerk's Wages July 2017	£350	EB6/17/18	100477	Clerk's Wages August 2017	£350	EB7/17/18	100478
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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>
	It was noted that the next meeting would be held on 11 September 2017 at 6.30pm at de Ferrers Academy (Trent Campus).

The meeting ended at 20.35 pm

DRAFT