



Outwoods Parish Council

Minutes of Meetings

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MINUTES OF THE MEETING OUTWOODS PARISH COUNCIL DE FERRERS ACADEMY TRENT CAMPUS

MONDAY 12TH JANUARY 2015, 6.30. P.M.

PUBLIC PARTICIPATION – 7.00 – 7.15 P.M.

PRESS AND MEMBERS OF THE PUBLIC ARE CORDIALLY INVITED

Present: Cllr T Booth (chairman), Cllr Mrs J Thompson, Cllr P Barker, Cllr W Holmes, Cllr J Elks, Cllr B Hyder , Kay Lear (clerk)

In attendance: County Cllr B Fraser, Borough Cllr Mrs L Staples, Borough Cllr S Smith

- 6437/12-01-15 Apologies for absence – Cllr A Foy
- 6438/12-01-15 Declarations of interest submitted
- 6439/12-01-15 Guest speaker - Salvation Army – Phil Dukes from Salvation army attended to present the growing need for local residents for the service. Councillors and residents presented Mr Dukes with food donations.
- 6440/12-01-15 Community Engagement Meeting Update – 3rd December, The Maltsters – It was resolved that the clerk arranged a follow up meeting for parish council representatives. Parish councillors to also meet to discuss further questions to be explored at the follow on meeting.
- 6441/12-01-15 Community Engagement Meeting with Barwoods, Mr Skipper – It was resolved that the clerk obtained to some dates/times for a meeting. These to be discussed at the next parish council meeting when Cllr A Foy would be in attendance.
- 6442/12-01-15 Green Valley Play Area Project – Cllr Holmes informed the council that he had a site visit with Andy Mason, HAG, Lewis Anderson and John Anderson on the 22nd December. HAG was going to forward to Lewis proposed play equipment for him to discuss with students from De ferrers school. Cllr Holmes felt the play area was only adequate for under 6's. Cllr Holmes informed the council that he had been reviewing a policy on ESBC's website, LEAP and NEAP.

The clerk informed the council that they had received an email from a resident concerned about the changes being proposed. Andy Mason has been made aware of this and requested that the resident be informed that a thorough consultation would take place before any equipment was proposed. The clerk also

recommended to the council that any press coverage needed to be approved by ESBC/Parish Council and Working Group before going to print. ESBC would prefer a press release at project completion stage. Cllr Holmes proposed that Andy Mason be invited to the next parish council meeting to discuss play strategy in the borough. Clerk to organize.

6443/12-01-15 Sustainability report – Council had no comments to make to the report.

6444/12-01-15 Balancing Lagoon for the proposed development at Forest Road, Shobnall – It was resolved that the clerk obtained some costings if possible in readiness for the next meeting.

6445/12-01-15 Neighbourhood Development Plats - Stretton Neighbourhood Development Plan – It was resolved that the propose response be submitted to Corinne O Hare.
Outwoods Neighbourhood Development Plan – It was resolved that the clerk formally submits approval on behalf of the parish council to Corinne O Hare.

The chairman requested that it be minuted that he wished to formally thank members of the parish council and the steering committee for all the hard work that had taken place to create a solid document.

It was resolved that an open event would be organized to promote the plan to local residents. Leaflet to be created and distributed to all residents.

Saturday 31st January or Saturday 7th February preferred dates for the event. Clerk to organize and co ordinate events.

6446/12-01-15 Planning Matters

Forest Road Planning Application – It was resolved that Cllr J Elks would attend the planning committee to speak on behalf of the parish council. Clerk to confirm arrangements.

Red House Farm Phase 2 – It was resolved that the parish council would object to the application.

6447/12-01-15 Minutes for approval – It was resolved that minutes of the last meeting were approved as a true record. No factual changes. Chairman to sign accordingly.

6448/12-01-15 Website update – There were discussions on what additional information needed to be added to the website.
It was resolved that Cllr Holmes would speak to De ferrers DofE group and Outwoods Football teams to hopefully obtain articles to go on the parish council website.

Cllr Barker asked if the clerk could present a schedule of dates for meetings for 2015 to enable him to update the website. It was

agreed that due to elections, May meeting would take place on Monday, 18th May.

6448/12-01-15

Clerks report

Best kept village competition – Council to possibly consider next year.

Emergency Plan – Cllr Holmes to supply a list of names and addresses for clerk to contact to establish any support they could give to residents in the event of an emergency. Clerk to draft letter. Cllr Holmes to supply names and addresses to clerk.

Cycling Strategy – Item not discussed.

Revised Sustainability Appraisal – Council resolved that they had no comments to make.

Licensing policy – Council resolved that they had no comments to make.

Dates for diary-

Invitation to East Staffordshire Commission Group invitation- 15th January 2015

Invitation to Burton Albion Sports Award Event – 10th February 2015

Councillor training – week commencing 23rd February 2015 – councillors to confirm availability to clerk.

Beam Hill Annual Play Inspection – Clerk to organize week commencing 23rd February.

6449/12-01-15

Finance/Treasurers report -

| Cheque no | Payee | Amount | Brief explanation |
|-----------|------------------|---------|--------------------------------|
| 100116 | HMRC | £70.00 | Tax payment |
| 100117 | K Lear | £296.32 | Telephone /salary/refreshments |
| 100118 | Zurich Insurance | £478.79 | Annual insurance renewal |

Bank reconciliation

Precept – It was resolved that there would be no increase the next financial year.

Income to be received £500 towards fencing – Beam hill play area

Reimbursement for Bpud and administration – approx. £3k

Money to be reserved for planning support etc – Clerk to investigate costs for council to consider at the next meeting.

6450/12-01-15

County councillor/borough councillor reports

Borough Cllr S Smith requested some additional information for the WASP application and for the clerk to complete the documentation.

County Councillor B Fraser asked the council to consider a relief road which had not been agreed yet.

The parish council felt that it would be beneficial for all the affected parish councils to get up a working group to explore a possible location for the relief road. Cllr J Elks and Cllr B Hyder requested to be on the working group. Cllr Fraser to present a proposal and discussion with representatives from the appropriate parish councils.

There was discussion on whether the Neighbourhood plan for Outwoods could be changed.

Borough Cllr Mrs L Staples felt that it was a good plan and that it was too late to change at this stage.

- 6451/12-01-15 Any other business (item requested by members) – No additional items for discussion.
- 6452/12-01-15 Date of next meeting – Monday, 9th February, at 7pm, De Ferrers Academy, Trent Campus

**CLLR TERRY BOOTH
CHAIRMAN – OUTWOODS PARISH COUNCIL**



MINUTES OF THE MEETING MONDAY 9TH FEBRUARY 2015, 7.00. P.M.

PUBLIC PARTICIPATION – 7.00 – 7.15 P.M.

**OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014
HAS BEEN ADOPTED**

PRESS AND MEMBERS OF THE PUBLIC WERE CORDIALLY INVITED

Present : Cllr T Booth, Cllr A Foy, Cllr P Barker, Cllr B Hyder, Cllr W Holmes,

Cllr J Elks, Kay Lear

In attendance: County Cllr B Fraser, Andy Mason

Cllr Joy opened the meeting by thanking Cllr T Booth for deputizing in his absence.

6453/09-02-15 Apologies for absence were accepted for Cllr J Thompson, Borough councillors S Smith and Ms L Staples

6454/09-02-15 Declarations of interest submitted – none submitted

6455/09-02-15 Guest speaker – Andy Mason was asked to attend the meeting to inform the parish council about ESBC play area strategy. Andy Mason informed the council that it was important for the parish council to identify what was required for the play areas.
Action: Andy Mason will send documents which will be of interest via the clerk for all councillors information. This information will be useful when the parish council meets with developers going forward.

6456/09-02-15 Lead councillor reports
Emergency Plan update - Cllr W Holmes visited 4 farmers. Cllr W Holmes has given the names and addresses to the clerk. The draft letter was approved by the full council.
Action: Clerk to send out letters to farmers to include self addressed envelopes. Cllr W Holmes will then present the plan to Mr William Read, at ESBC.

6457/09-02-15 Community Engagement Meeting – Upper Outwoods Farm
It was agreed that the buffer zone land between Beam Hill and the developers would be reviewed. Suggestions will be proposed at the next meeting. Layout of the site is yet to be agreed which will be discussed at the next meeting. The developers want to build 2, 3, 4 bedroom homes. A percentage to be affordable homes. There is a provision to build a health centre. Other access points for the site were also discussed.

Action: Clerk to invite someone from PCT to establish exact position with regards to GP services for the growing population in Outwoods. Clerk to establish who owns land at the end of Beaconsfield Road ie curbing before the fencing.

6458/09-02-15 Barwoods Engagement Meeting – Council to agree attendees to Red House Farm – proposed date for meeting 19th February.
Action: Cllr T Booth, Cllr P Barker, Cllr J Elks, Cllr A Foy to have an open discussion on what the proposals are.

6459/09-02-15 Planning applications/matters –No new planning applications this month. 83 properties were approved, Forest Road. The planning committee accepted the changes which residents proposed. The approval was on the grounds that the buildings would be commenced within a 2 year period.
Action: No actions

6460/09-02-15 Minutes of the last meeting for approval. Any factual changes. It was resolved that the minutes be signed as true record by the chairman.

6461/09-02-15 Neighbourhood development plan/consultation day update. Good attendance on the day. Good interest in buffer zone provided. Good positive day. Two more weeks to go for comments to be sent to ESBC. The plan will then go to the independent inspector. Still on target for June referendum. Cllr Holmes requested that it be minuted that he had handed response forms completed by residents to the clerk who would deliver to ESBC.
Action: Clerk to deliver completed responses to ESBC.

6462/09-02-15 Website - additional information for website – Cllr Holmes
Action: Articles to be added to website.

6463/09-02-15 Emergency Plan – Council were happy with proposed letter.
Action: Clerk to send letters to farmers to include self addressed envelope.

6464/09-02-15 Clerks report

- 1) Meeting proposal 19th February 2pm Red House Farm
Action Clerk to organize.
- 2) Elections in May – thoughts on any publicity, drop in events
Action – Item not discussed.
- 3) Existing members standing for election May 2015.
Action: Clerk to email members asking if they will be standing for election May 2015.
- 4) Balancing Lagoon, Forest Road – maintenance costs, unable to confirm, but would welcome the parish councils support in principle of taking on the lagoon .

Action: Clerk to inform company that drainage management company will be in charge for the maintenance. Clerk to refer company back to Jim Malkin, ESBC.

- 5) Councillor training arranged as per councils request.
Action: Clerk to remind members of date, time and venue.
- 6) Upper outwoods farm – further actions required of the parish council for recording/discussion
Action
- 7) Chris Callinor – electricity update for supply to tree.
Action: Cllr T Booth to speak to Chris Challinor to explore.
- 8) ESBC conservation area appraisal for comments
Action; No action required,
- 9) Bpud additional support – clerk obtained costings as per request last month by the council. Costs were obtained for assistance with planning applications etc during the next few months.
Action: It was resolved that Bpud would be paid on an ad hoc basis for any further work required.
- 10) Wasp application with additional quotations submitted to Cllr Smith.

6465/09-02-15 The following expenditure was approved by full council.

| Cheque no | Payee | Amount | Brief explanation |
|-----------|-------------------|---------|---|
| 100119 | SCC | £67.50 | Room hire for event 31 st January 2015 |
| 100120 | HMRC | £70.00 | Tax payment |
| 100121 | K Lear | £412.69 | Telephone /salary/printing for event 31 st January/refreshments for 31 st January |
| 100122 | Data commissioner | £35.00 | Annual data protection membership |

Bank reconciliation : £5996.22 - Income received £500

6466/09-02-15 County councillor/borough councillor reports
County Cllr Fraser informed the parish council that a meeting would be set up shortly for representatives from the parish council to attend. Clerk will be informed of proposed date/time for circulation to parish councillors.

6467/09-02-15 Any other business (requested by members) – clerk to investigate ready for next meeting how grass verges which are damaged could be reported/prevented being damaged.

6468/09-02-15 Date of next meeting - Monday 9th March 2015, 6.30 p.m.

**CLLR AMBROSE FOY
CHAIRMAN – OUTWOODS PARISH COUNCIL**

Minutes of the meeting – Outwoods parish council, Monday, 9th February, 2015 at 7.00 p.m.
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**MINUTES OF THE MEETING
OUTWOODS PARISH COUNCIL MEETING
AT DE FERRERS ACADEMY TRENT CAMPUS**

MONDAY 9TH MARCH 2015, 6.30. P.M.

PUBLIC PARTICIPATION – 6.30 – 6.45 P.M.

OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014

HAS BEEN ADOPTED

PRESS AND MEMBERS OF THE PUBLIC ARE CORDIALLY INVITED

Present: Cllr A Foy, Cllr T Booth, Cllr B Hyder, Cllr W Homes, Cllr J Elks, Cllr P Barker, Kay Lear

NOTE: Documents circulated with agenda – minutes of the last meeting, location map of Beaconsfield Road, Play inspection report, clerks report, ESBC play area criteria.

Public participation – A resident attended to raise concerns regarding an Oak Tree which had a TPO on it. A planning application had been submitted for its removal.

6469/9-3-15 Apologies for absence – none received

6470/9-3-15 Declarations of interest – none submitted

6471/9-3-15 Lead councillor reports/updates –

The lighting of the Christmas tree has now been resolved.
Cllr P Barker has suggested that a solar panel could also be introduced on the planter.

ACTION: Clerk to send letter to Chris Challinor confirming Parish councils approval.

6472/9-3-15 Council to consider any further actions following Community Engagement Meetings
ACTION: Team to meet up to explore outstanding actions.

6473/9-3-15 Rocks – It was resolved that Cllr Barker and Cllr Booth would make enquiries with Chris Challinor
ACTION: Cllr Barker and Cllr Booth to make enquiries with Chris Challinor and make a decision on behalf of the parish council.

6474/9-3-15 Council to consider any formal responses to planning applications/matters.
Removal of TPO Oak Tree/Henhurst Club – It was resolved that the parish council objected to the planning application. The tree was over

100 years old. It was resolved that the parish council would visit the site.

ACTION: clerk to set up a visit to the site. Objection to be submitted.

6475/9-3-15

Council to consider approval of minutes of the last meeting. Any factual changes. There was no factual changes. It was resolved that the chairman sign the minutes of the meeting as a true record.

6476/9-3-15

Council to consider any responses to recent Local plan communication. The clerk made the council aware that Bpud had confirmed that they will be making further representation to the Neighbourhood plan. It was resolved that Bpud would carry out the additional work for a cost of £300. Local plan additional work will cost of £750.

ACTION; Clerk to formally appoint Bpud to carry out the work confirming acceptance of costings as discussed.

6477/9-3-15

Annual play area inspection. – The chairman informed council that he had not seen the report. The volunteer handyman attended the parish council meeting as he had concerns with some of the items identified as a concern by the inspector.

ACTION: It was resolved that the clerk speaks to the company who carried out the inspection.

6478/9-3-15

Clerks report

Council to consider possible names for small development off Harehedge lane. Prior to the meeting the council had asked the clerk to carry out some investigations regarding WW1 veterans in the parish. The clerk had obtained some information. It was resolved that an article would be put in the Burton Mail.

ACTION: Chairman and Vice Chairman to meet Burton mail on site

Red house farm proposed meeting – It was resolved that the parish council would meet with Red House Farm agents and client on 1st April. Cllr Foy confirmed that he will not be participating in the discussion as he is a neighbour to the land in question.

ACTION: Clerk to confirm meeting.

Wasp application for £700 has been approved. Thanks were extended to Cllr L Staples and Cllr S Smith for their support. It was resolved that the parish council would fund the shortfall.

ACTION: Clerk to order equipment.

Memorial Garden – It was resolved that the clerk made enquiries regarding the Memorial garden and discuss next steps with Chris Challinor.

ACTION: Clerk to speak to Chris Challinor.

Clinical commission event – 19th May – It was resolved that Cllr Foy and Cllr Holmes would be attending the event. No actions agreed.

Grass verges – The council were concerned regarding the state of the verges. No actions agreed.

Community path fund – The clerk made the council aware of the funding stream. Cllr Holmes offered to look at the fund.

Four parish walks – Clerk made members aware of the national forest walk which included a walk through Outwoods parish.

GP Provision concern – It was resolved that the clerk contacted local GP's to establish provisions to support the growing Outwoods population.
ACTION: Clerk to write to local GP's.

Emergency plan support – council made aware of support given my local residents. Cllr Holmes proposed that the emergency plan be handed to Mr W Read at some stage. No further actions agreed.

Parish council elections – there was a discussion regarding the benefits of obtaining a diverse group of residents to join the parish council.
ACTION: Article to be placed in the Burton Mail.

6479/9-3-15 Finance update

The following expenditure was approved by the full council.

| Cheque no | Payee | Amount | Brief explanation |
|-----------|---------------------------------|---------|------------------------------------|
| 100123 | W Holmes | £19.99 | Ink cartridge |
| 100124 | HMRC | £70.00 | Tax |
| 100125 | The Play Inspection Company Ltd | £90.00 | Annual play inspection – Beam Hill |
| 100126 | Kay Lear | £326.02 | Salary, Gift, Postage, Telephone |
| 100127 | SPCA | £148.80 | Councillor training |

Bank reconciliation February 2015 - £5411.03

The chairman requested that the parish council submits a VAT claim every 6 months.

6480/9-3-15 Council to receive County councillor/borough councillor reports - none

6481/9-3-15 Any other business (item requested by members) – Cllr Foy asked the clerk to confirm that she forwarded the agenda to County and Borough councillors prior to the meeting.

Cllr Foy was concerned that the clerks job description was still outstanding. The clerk informed council that any matter involving the clerk should be discussed out of the public domain.

Cllr Foy informed the council that this wasn't intended to anyone in particular, but felt that emails were still not being copied into everyone. The clerk commented that she thought that it was agreed that she circulated emails to the chairman and vice chairman who would circulate accordingly as discussed at the 1 to 1 before Cllr Foy went on annual leave. Cllr Foy stated that he needed to correct the clerk, it was the clerk that made this suggestion. Cllr Foy informed the clerk that sending an email to him and the vice chairman was also confusing.

The clerk apologized to the council that she wanted to raise a point which she should have raised in the clerks report.

A local member of the public had approached the clerk. They felt there was a lot of litter along Kitling Greaves Jitty towards Green Valley Drive. The resident was happy to assist with a community litter pick. The clerk wondered if the parish council wanted to organize a community litter pick. A regular member of the public informed the clerk that he had not seen any litter when he was doing door knocking around the area.

Planter junction of Beam Hill was discussed. The council asked the clerk to investigate whether the planter would be maintained for 5 years by Amey as per the agreement for other areas.

6482/9-3-15 Date of next meeting - Monday, 13th April, 6.30 p.m. De ferrers academy, Trent Campus. It was resolved that the local PCSO be invited to the next meeting.

CLLR AMBROSE FOY
CHAIRMAN – OUTWOODS PARISH COUNCIL



**MINUTES OF THE MEETING OF OUTWOOD PARISH COUNCIL
MEETING AT DE FERRERS ACADEMY TRENT CAMPUS
MONDAY 13th APRIL 2015, 6.30. P.M.**

PUBLIC PARTICIPATION – 6.30 – 6.45 P.M.

**OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014
HAS BEEN ADOPTED**

PRESS AND MEMBERS OF THE PUBLIC WERE CORDIALLY INVITED

5 members of the public were present.

MEETING TO CLOSE AT 8.30 P.M.

Present: Cllr W Holmes, Cllr A Foy, Cllr Mrs J Thompson, Cllr J Elks,

Cllr T Booth, Cllr P Barker, Kay Lear

Attendance: County Cllr B Fraser, Cllr S Smith

Public participation:

Mr Anderson was concerned that Lewis had not received emails in relation to neighbourhood development plan progress.

Mr Anderson requested that he received a copy of the examiners questions.

6483/13-4-15 Apologies for absence - Apologies were received and approved for Cllr B Hyder. Chairman requested that the clerk organized a card for Cllr Hyder.

6484/13-4-15 Declarations of interest submitted – none submitted

6485/13-4-15 Welcome to PCSO – Louise Bradley – Ms Bradley offered residents the opportunity to receive a shed alarm for any risk areas.

6486/13-4-15 Lead councillor reports/updates

Cllr P Barker informed the council that this month there was a requirement to discuss the planning application Glenville Farm. Cllr Smith recommended that the parish council speaks to the developer to discuss S106 agreements. There is still some contentious issues still around the power supply of the electricity for the Christmas tree. Cllr Barker and Cllr Booth are also speaking to the contractor.

Cllr B Holmes – parking Anslow pub for emergency location for Outwoods residents.

Cllr Elks informed the council that the parish council were informed that the Victoria school will be expanding to former St Modwens school.

- 6487/13-4-15 Council to consider invitation to Red House Farm (Phase 2) client meeting, proposal 23rd April, 2pm and agenda. It was suggested that the clerk speaks to planning regarding the planning application.
ACTION: Clerk to organize meeting.
- 6488/13-4-15 Council to consider any formal responses to planning applications/matters
It was resolved that the parish council would object to the Glenville Farm planning application. Cllr P Barker to draft for circulation and approval.
ACTION: Clerk to submit objection on behalf of the parish council.
- 6489/13-4-15 Council to consider approval of minutes of the last meeting. Any factual changes. Minutes were approved as a true and accurate record. The chairman signed them accordingly.
- 6490/13-4-15 Council to discuss refuse collection
ACTION: Clerk to speak to refuse collectors along Beam Hill.
- 6491/13-4-15 Council to consider commencing discussions with SCC regarding Glenville Farm
ACTION: Clerk to confirm parish councils involvement.
- 6492/13-4-15 Council to consider date/time for proposed engagement meeting (Red House Farm 1) developer
ACTION: Meeting 5th May 2pm proposed.
- 6493/13-4-15 Council to consider next steps for community engagement meeting along with outstanding actions (Upper Outwoods Farm).
ACTION: It was resolved that no further action takes place at the moment.
- 6494/13-4-15 Clerks report

George Ford – memorial – relocation in hand.
Plants for planter – Cllr P Barker and Cllr T Booth to organize.
Cil information – no decision yet has been made by ESBC.

NDP is onto the next stage – Bpud have suggested an interim meeting week commencing 27th April in the evening – clerk to confirm with SG/PC.
- 6495/13-4-15 Finance update

| Cheque no | Payee | Amount | Brief explanation | Power |
|-----------|-----------------|---------|--|----------------------|
| 100301 | Andrew Deptford | £1650.0 | Defibrillator – subject to receipt of item | Local government act |
| 100302 | Paul Barker | £64.40 | Reimbursement - stationery | Local government act |
| 100303 | Kay Lear | £313.76 | Salary, telephone, refreshments, postage | Local government act |
| 100304 | Viking direct | £47.35 | NDP Stationery/new councillor stationery | Local government act |
| 100305 | HMRC | £73.00 | HMRC payment | Local government act |
| 100306 | Ambrose Foy | £18.98 | Felt, paint for notice boards | Local government act |
| 100307 | Bpud Limited | £360.00 | NDP project | Local government act |

NOTE: New cheque book for new financial year

Bank reconciliation March 2015 £4624 – check £132 not cleared yet
NDP Income claimed

6496/13-4-15 Council to receive County councillor/borough councillor reports A511 junction for discussion.
Traffic cannot turn down Calais Road. Cllr B Fraser will speak to Richard Rayson about this junction. Cllr Foy suggested that a small roundabout would resolve it.
The council informed County Councillor Fraser that there was speeding issues along Beam Hill Road and Field Lane.
County Cllr Fraser felt that speeding was a police matter.

ACTION: Permanent speed cameras to be considered. Clerk to make enquiries regarding costs. Slow down cameras/signs to be introduced along Field Lane/Beam Hill – clerk to investigate costs.

6497/13-4-15 Any other business (item requested by members)

Date of next meeting – 18th May 6.30 p.m. Annual assembly and Annual general meeting.

CLLR AMBROSE FOY
CHAIRMAN – OUTWOODS PARISH COUNCIL

OUTWOODS PARISH COUNCIL
MINUTES OF ANNUAL GENERAL MEETING HELD ON
THE 18TH MAY 2015 HELD AT DE FERRERS ACADEMY
TRENT CAMPUS, ST MARY'S DRIVE, BURTON

**OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS
2014 HAS BEEN ADOPTED**

Present:

Cllr. Ambrose Foy, Cllr Terry Booth, Cllr Paul Barker, Cllr. William Holmes, Cllr. Jez Elkes, Cllr. Rachael Anderson, Cllr John Anderson.

And from 7pm Cllr June Thompson.

Seven members of the public and ESBC representative William Reid.

And from 7.40pm PCSO Lesley Hardware, PCSO Katie Fellows and John Widdowson Burton Albion Health and Inclusion.

**THE MEETING WAS DECLARED OPEN BY CLLR. A. FOY AT
6.38PM. ALL IN THE ROOM WERE MADE WELCOME AND CLLR
FOY GAVE A BRIEF DESCRIPTION OF OUTWOODS
NEIGHBOURHOOD DEVELOPMENT PLAN**

6498/18-05-15 **APOLOGIES:**

County Cllr. Bob Fraser, Cllr. Simon Gaskin, Cllr. Duncan Goodfellow, Cllr Barry Hyder, Parish Clerk Kay Lear.

6499/18-05-15 **ELECTION OF CHAIRMAN AND VICE
CHAIRMAN**

Nominations were requested for the position of chairman.

Cllr. Ambrose Foy offered to stand and was duly elected (uncontested).

Nominations were requested for the position of vice chair.

Cllr. Terry Booth and Cllr. John Anderson offered to stand.

A ballot was held and Cllr. John Anderson was duly elected, the seven votes being split 4:3.

6500/18-05-15 **LEAD COUNCILLOR REPORTS**

Cllr. Jez Elkes.

A new site had not yet been chosen for the new secondary school, there was a possibility of it being built in Outwoods.

Cllr. Paul Barker.

Cllr. Barker wished to have access to the archives to update them.

(Action Cllr Barker, clerk).

Four new planning applications were made to ESBC:

1 : Extension to 250 Tutbury Road. This application came under the Party Wall Act. Cllr. Barker informed the room of The Party Wall Act and how ESBC were not obliged to notify applicants. Outwoods PC would inform the applicants and their immediate neighbours as a courtesy. (Action clerk).

2 : Glenville Farm, 500 dwellings. Outwoods Parish Council had lodged an objection to this development. Cllr Barker offered to show the letter of objection if required.

3 : Harehedge Lane. Development of 24 dwellings. An application has been made for substitution of house types on the development.

4 : Garage on front of 96 Field Lane. A similar application was refused on Beamhill Rd and was also refused permission at appeal. It was put to the vote and the motion carried (unanimous with 1 abstention), to object to the application. (Action Cllr. Barker/clerk).

Cllr. William Holmes, Neighbourhood Emergency Plan.

Three farmers had signed up to say they would help with transport in the event of an emergency. One had a query over insurance for transporting residents. ESBC's William Reid informed Cllr. Holmes the farmers would never be requested to carry Residents.

It was decided that a letter of thanks be sent to the farmers. (Action Cllr. Holmes/clerk).

6501/18-05-15 APPROVE MINUTES OF THE LAST MEETING
(13th April 2015)

Cllr. W. Holmes wished to add to item 6496. He said Cllr. B. Fraser had stated previously that signage would be erected on the two bends on Field Lane which was being described as an accident black spot. Cllr Fraser now stated the signs would "never happen". Minutes were approved subject to the changes mentioned.

It was voted that a letter be sent to Richard Raison of Staffordshire Highways requesting signage, the letter would include photographs of damaged vehicles on the bend. It was also agreed to inquire if it would be possible to have a speed monitor on Beamhill Rd.

(Action clerk).

6502/18-05-15 APPROVE END OF YEAR ACCOUNTS

It was not possible to do this without the clerk being present.

6503/18-05-15 FORTH COMING MEETINGS

Redhouse Farm Phase 2 : Dates to be arranged to discuss Section 106 with the planning officer.

Primary Care Trust : To discuss the possibility of funding for new Medical/ Health Centres on the new Developments.

Dates of meeting to be arranged by email.

6504/18-05-15 Discussed (above) in 3 – by Cllr Barker.

6505/18-05-15 To be discussed in AOB.

6506/18-05-15 Expenditure was approved.

AT THIS POINT PUBLIC PARTICIPATION WAS INVITED

1: A resident of Beam Close for forty years stated he was appalled by the standard of mowing on Beamhill and in Outwoods in general.

Another resident of Beamhill Road commented on the lack of mowing of the bank adjacent to Beam hill playground.

A request was made to the parish council to contact ESBC, find the name of the contractor and person supervising the work to express concern over the quality of mowing. It was also suggested that photographic evidence may help.

Cllr A. Foy agreed to follow this up with ESBC.

2 : David Browning, who completes regular inspections of Beamhill Playground for the parish council stated that two signs, the lack of which was identified in a recent inspectors report, are urgently required. The signs will inform playground users of emergency and non emergency telephone numbers. (Action Cllr A. Foy).

The bottom of the gate on the playground has now been repaired at a cost of £50.

A resident suggested that contact be made with the newly elected Borough Councillors. Note: contact has already been made and apologies of absence made for this meeting. (Action clerk).

A resident asked if a meeting could be arranged between the parishes affected by the Glenville Farm development to discuss community benefits should the application be approved, also if it may be possible to negotiate a community centre on the site.

Note: The parish council has already agreed to engage with developers within Outwoods. The Neighbourhood Development Plan will also help in these discussions. The various parish councils would need to agree to such a meeting.

(Action Cllr. A. Foy).

6507/18-05-15 BOROUGH/COUNTY COUNCILLORS REPORTS
All had tendered apologies.

6508/18-05-15 ANY OTHER BUSINESS (AOB)

1 : Cllr. J. Thompson mentioned the amount of potholes in the parish, also the road subsidence on Field Lane (rural) where vehicles were “bottoming”.

It was agreed to encourage residents to use Staffordshire County Council’s on line complaint link. (Action residents).

It was suggested that the County Council are responsible for any damage caused by potholes once they have been properly reported. This has to be confirmed.

2 : Cllr W. Holmes felt the 1012 standing orders should be updated since some information is now incorrect.
(Action Cllr W. Holmes).

3 : Cllr A. Foy stated that at times documents needed to be written and it could be a time consuming process. It was proposed that a sub committee be set up to deal with this.

The vote was unanimous for the proposal.

The sub committee will consist of Cllr’s W. Holmes, T. Booth, P. Barker and B. Hyder.

All agreed that Clerk Kay Lear should be congratulated for dealing with a recent document related to Outwoods Neighbourhood Development Plan. The Chairman thanked all Councillors present for their effort.

4 : A proposal was made to purchase a hot water dispenser to use at future meetings. Voted, unanimous.
To be actioned by Cllr. R. Anderson.

5 : Cllr. A. Foy brought up the subject of internal parish council emails. The current system of all council members being copied onto all emails to keep them “in the loop” was favoured by all. Obviously this could not apply to personal or sensitive information.
All councillors agreed that all emails must be respectful and polite at all times, without exception.

6509/18-05-15 DATE AND TIME OF NEXT MEETING
Monday 8th June 6.30pm

THE CHAIR CLOSED THE MEETING AT 8PM

CLLR AMBROSE FOY
CHAIRMAN – OUTWOODS PARISH COUNCIL

OUTWOODS ANNUAL ASSEMBLY

The Annual Assembly was attended by:

Councillors Ambrose Foy, William Holmes, Paul Barker, Terry Booth, Jez Elkes, June Thompson, Rachael Anderson and John Anderson.

Seven members of the public.

William Reid, ESBC.

1 – OUTWOODS NEIGHBOURHOOD DEVELOPMENT PLAN

Cllr. A. Foy welcomed everyone to the meeting.

He briefly summarised the latest news on the Outwoods Neighbourhood Development Plan.

Cllr. W. Holmes then read out a summary of the changes that had been necessary to make the plan comply with planning policy. See attachment ONDP1.

A leaflet drop will take place to inform residents of the changes before the plan goes to referendum later this year.

Discussion took place on how to get more public involvement. The following suggestions were offered:

- 1 : Burton mail.
- 2 : Signage.
- 3 : Email distribution list.
- 4 : To have the parish website address on all correspondence.

2 – BURTON ALBION HEALTH AND INCLUSION

John Widdowson spoke of an initiative called Action 4 Lonliness. There would be an event at St. Lukes Park, starting on the 4th June for six weeks. It would start with a 30-40 minute walk then various activities. It is aimed at socially isolated people but is open to all. John handed out leaflets. The parish council offered to support the initiative where possible.

The Annual Assembly was closed by the chairman at 8.50pm

Refreshments were then offered after the meeting !

OUTWOODS PARISH COUNCIL

MINUTES OF THE MEETING OUTWOODS PARISH COUNCIL

DE FERRERS ACADEMY TRENT CAMPUS MONDAY 8TH JUNE, 6.30. P.M.

PUBLIC PARTICIPATION 7.00 – 7.15 P.M.

(PRESS AND MEMBERS OF THE PUBLIC WERE CORDIALLY INVITED)

Present: Cllr A Foy, Cllr W Holmes, Cllr T Booth, Cllr P Barker, Cllr Mrs R Anderson, Cllr J Anderson, Kay Lear (1st day back after 3 weeks of sickness/absence)

In attendance: Burton Mail

Members of the public present: Lewis Anderson was present for the meeting

The meeting opened at 6.45 – Cllr Foy wished to collect sign in book, cheque book etc which he had from the last meeting.

6510/08-06-15 **APOLOGIES FOR ABSENCE:**

Apologies for absence were received and accepted for Cllr J Elks, Cllr B Hyder, Borough Cllr Gaskin and County Cllr B Fraser

6511/08-06-15 **DECLARATIONS OF INTEREST:**

Cllr J Anderson wished to abstain when the co option of Mr Ian Bradley was confirmed as he knew Ian.

6512/08-06-15 **WELCOME BOROUGH COUNCILLORS –**

Simon Gaskin and Duncan Goodfellow. The clerk informed members that unfortunately both Cllr Gaskin and Goodfellow were unable to attend the meeting due to borough councillor training.

Cllr Foy informed the council that he was disappointed that no apologies had been received from Borough Councillor Goodfellow.

6513/08-06-15 **MINUTES OF THE LAST MEETING**

Minutes were approved as a true and factual record. The chairman did not sign the minutes at the meeting.

NOTE: Clerk/Proper Officer, Kay Lear, had no input in compiling the minutes of the meeting, 18th May nor input in compiling the agenda for the public meeting 8th June.

The clerk asked the chairman if she could have a copy of the minutes of the last meeting. Unfortunately no more copies were available.

OUTWOODS PARISH COUNCIL

Cllr Barker commented that he hoped that the clerk still had the list of members of the public who attended the drop in event regarding the neighbourhood plan. The clerk confirmed that she still had the list, there were approximately 30 email addresses. Cllr Barker stated that there were a lot more.

Cllr Barker commented that he still had not received a copy of the letter which he had asked the clerk to send to ESBC regarding litter collection.

Cllr Holmes commented that he had just given a letter to the clerk to type and forward to the local farmers regarding emergency plan.

Cllr Booth informed the chairman that he had made several enquiries regarding the planter. Still no response.

The clerk asked whether short term should Phil Gould be approached to de-weed the planter and plant a few plants. As this item was long standing it was agreed for the clerk to proceed under delegated responsibilities. Cllr Mrs R Anderson wished to abstain.

Cllr Barker said that he had a concern with the grass verges and the roundabout by the Beacon Hotel. The clerk was asked to look into this. Cllr Foy said that he had had a very productive discussion with Michael Hoovers. There was a lot of discussion regarding this item. Some members present were unclear to the exact location.

The clerk asked permission to make a suggestion that going forward discussions like this would be beneficial if photographs were available.

The council felt that Cllr Foy needed to follow up with other parishes benefits as a result of Glenville Farm development.

6514/08-06-15

CO OPTION OF NEW MEMBER (not an agenda item)

Mr Ian Bradley gave some background of his experience to date and how he could add value to the parish.

It was resolved that Mr Bradley be co opted with immediate effect. Declaration of acceptance of office had been completed on the 4th June and was handed to the clerk along with email address and contact details.

6515/08-06-15

CLERKS REPORT

The clerk explained that as she had only returned to work that day,

OUTWOODS PARISH COUNCIL

she had only a few items to raise, make the council aware of. Parish councillor training for new councillors – places are still available for the training on the 30th June, at Stafford.

Cllr Bradley informed the clerk that he would like to attend. Cllr Anderson informed the clerk that he had a governors meeting that evening. Cllr Mrs Anderson said that she would not be able to attend. Cllr Holmes offered to look after Lewis Anderson if that prevented her from attending. Cllr Mrs Anderson said that she needed to be up for work at 4.30 am and it would be difficult to attend an evening meeting.

The clerk informed the council that there were several items that needed to be included on the website to comply with the transparency code under the financial regulations and that she would speak to Cllr Barker direct about this.

The clerk informed the council that Ethics training was available via ESBC. Cost per delegate £25.

Cllr Anderson felt that the training was not required for everyone, all members were aware and understood ethics. It was suggested that 2 members from the council would attend and cascade down to all members.

The clerk informed the council that at the next meeting the council needed to agree which code of conduct they wished to adopt.

ESBC had asked for confirmation of where the Neighbourhood plan document needed to be displayed. The council confirmed, Shobnall Community Centre, Beacon Hotel, De ferrers academy, Dove campus and Henhurst club. Clerk to collect and organise.

Liz Staples had formally thanked the chairman and council for the flowers and card. (Chairmans allowance was used for this purpose).

The secondary school location had now been confirmed. The location will be Tatenhill.

Trevor Hathaway had forwarded thanks to the parish council for organising the grass cutting.

The clerk informed the council that she was not clear on what actions had taken place from the previous meeting; she had not been given a copy of the minutes of the last meeting.

The council felt that it was important that meetings with

OUTWOODS PARISH COUNCIL

agents/developers in relation to the following were organised as soon as possible:

Red House Farm 1
Red House Farm 2
NHS England

Upper Outwoods should be progressed as a matter of urgency. Clerk to contact the above and ask members to confirm availability.

Cllr Foy informed the clerk that she needed to be present at these meetings if possible. The clerk confirmed that she would try and attend these meetings where possible.

The clerk asked if any particular members needed to be present at these meetings. It was agreed that as many as possible, no member in particular to attend.

Cllr Barker felt that the upper outwoods farm meeting should not take place. He felt that if discussions are left then nothing would happen.

The clerk expressed her concern that the parish may miss out if they do not pursue the discussions.

Cllr Booth felt that the clerk had a point.

6516/08-06-15

FINANCE, END OF YEAR ACCOUNTS/GOVERNANCE FOR APPROVAL

The clerk circulated the end of year accounts and annual governance for approval along with supplementary documents.

Cllr Bradley and Cllr Barker questioned why assets value remained the same. The clerk informed the council that she had attended recently a Grant Thornton presentation who suggested that assets demonstrated the value of the items should they need replacing, and therefore depreciation values were not required.

It was resolved that year end be approved. Clerk and chairman signed the documentation on behalf of the council.

6517/08-06-15

EXPENDITURE FOR APPROVAL

The following expenditure was approved under the clerks employment contract obligations and were signed by Cllr Booth and Cllr Foy.

Cllr Barker informed the clerk that he had not been reimbursed for expenditure from last month for renewing the website domain fee for £5.99. A cheque was raised, signed and issued to Cllr Barker by

OUTWOODS PARISH COUNCIL

Cllr Booth and Cllr Foy.

| CHEQUE NO | PAYEE | AMOUNT | BRIEF SUMMARY | POWER TO ACT |
|-----------|----------|---------|--------------------------|----------------------|
| 100319 | Kay Lear | £345.32 | Salary and telephone | Local government act |
| 100320 | HMRC | £20. 00 | BR Tax/Kay Lear | Local government act |
| 100321 | P Barker | £5.99 | Direct debit for website | Local government act |

Income: 1st precept and grant payment received: £4365.44,

Reimbursement received and paid into the bank - SCC/Gold lettering £132

Bank recon May 2015: £6229.76

6518/08-06-15

PARISH COUNCILLORS LEAD ROLE, FEEDBACK

Cllr Barker informed the council that there had been no planning applications

Cllr Holmes informed the council that he had just handed a letter to the clerk for typing and circulating in relation to the emergency plan.

Cllr Holmes asked the clerk for an electronic copy of the standing orders as he wished to update them.

Cllr Booth was concerned that residents would not support the Neighbourhood Plan at the referendum on the 23rd July.

6519/08-06-15

LEAD ROLE CHANGES, SKILL SHARING, UPDATE; A FOY

The clerk was not given a copy of the lead role proposed changes.

Cllr Holmes requested that Cllr Booth be added to the emergency plan. Cllr Bradley informed the council that he would like to be added also.

Cllr Foy informed the council that Cllr Thompson for lots of reasons was unable to carry out her role and suggested that Cllr Mrs Anderson took on the lead roles with Cllr Mrs Thompson.

6520/08-06-15

PARISH COUNCILLORS SUGGESTIONS/IDEAS FOR GOING FORWARD

OUTWOODS PARISH COUNCIL

Cllr Mrs Anderson suggested that not everyone read the website and suggested that parish councillors door knocked. She also suggested that newsletters be issued to all residents and hand delivered. Cllr Barker said that these ideas had already been tried.

Cllr Foy referred to the lead roles he had created for discussion at the meeting. The clerk informed the chairman that she had not been given a copy, her paperwork at the beginning of the meeting was given to Cllr Bradley. Unfortunately there were no spare copies.

Cllr Bradley felt that the council should consider speaking to ESBC to reintroduce the parish council forum.

Cllr Anderson suggested that Cllr Bradley should be added to the planning committee. Everyone present felt it was a good idea. Cllr Holmes confirmed that he had little planning experience and had supported whilst Barry Hyder was in hospital.

Cllr Foy suggested that Cllr Booth and Cllr Anderson should have lead roles for community engagement.

Cllr Bradley said that he would assist with press releases.

Cllr Anderson felt that A boards should be purchased for the referendum as he had a contact. The council agreed that Cllr Anderson should pursue. Cllr Foy informed the council that chains needed to be purchased to prevent the A Boards going astray. Cllr Anderson said that he would book de ferrers for the event as he was a governor there. He offered to also book Henhurst Club as he knew the management group very well and felt that the parish council would be able to use the facility free of charge.

Cllr Anderson felt that lots of posters needed to be displayed around the parish with 'shocker headlines'.

Cllr Anderson felt that the parish council should consider social media ie introducing facebook. He felt that Rolleston Parish councils face book was very effective. He informed the council that Branston parish councils facebook was dormant.

Cllr Anderson felt that all planning applications should be discussed out of the public. He was concerned that councillors had to comment on sometimes neighbours planning applications, he was worried how local residents would react to councillors. Cllr Holmes said that he felt very scared when a member of the public challenged him when he was doing speedwatch.

The clerk asked permission to speak regarding the transparency

OUTWOODS PARISH COUNCIL

code. Cllr Foy would not allow her to make any comments regarding this matter at this stage.

It was suggested that Cllr Holmes would be replaced by Cllr Bradley for planning application matters.

Cllr Bradley felt that the planning committee needed to also include licencing.

Cllr Foy suggested that Cllr Hyder, Holmes and Barker reviewed the standing orders.

Cllr Mrs Anderson asked Cllr Anderson if she could leave. Cllr Foy suggested that Lewis Anderson escorted his mum back to her car to ensure she was safe walking back.

Cllr Anderson felt that local businesses should be added to the website. There was a discussion regarding whether payment should be requested by businesses who wished to advertise. Cllr Booth and Cllr Holmes felt that businesses should be charged. They mentioned that it was discussed at the parish council training. Cllr Anderson felt that no payment should be considered, it was purely to make residents aware of businesses in the parish.

Cllr Anderson felt that a youth council should be considered.

Cllr Anderson felt that the agenda should be displayed on the white board for local residents to see.

Meeting closed for Public Participation

PUBLIC PARTICIPATION

Cllr Foy asked Lewis Anderson if he had anything to ask.

Cllr Foy informed the council that he had been made aware that Lewis had been nominated for an award for all the work he has done for the community which the Burton mail were hosting.

Cllr Foy requested that the council applaud Lewis for his nomination.

Cllr Barker said that the parish council will soon have a page on the website just for the Andersons.

Meeting reconvened.

6521/08-06-15

DATE OF NEXT MEETING - Monday 13th July, 6.30 p.m., De Ferrers Academy Trent Campus.

The meeting closed at 9.40 p.m.

OUTWOODS PARISH COUNCIL

CLLR AMBROSE FOY

CHAIRMAN - OUTWOODS PARISH COUNCIL

OUTWOODS PARISH COUNCIL

MINUTES OF THE MEETING OUTWOODS PARISH COUNCIL HELD

AT DE FERRERS ACADEMY TRENT CAMPUS

MONDAY 13th JULY 2015, 6.30. P.M.

PUBLIC PARTICIPATION – 6.30 – 6.45 P.M.

OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014

HAS BEEN ADOPTED

PRESS AND MEMBERS OF THE PUBLIC WERE CORDIALLY INVITED

MEETING TO CLOSE AT 8.30 P.M.

Present: Cllr J Anderson, Cllr Mrs R Anderson, Cllr J Elks, Cllr T Booth,
Cllr P Barker, Cllr W Holmes, Cllr Mrs J Thompson, Cllr I Bradley, Cllr B Hyder,
Kay Lear

In attendance: Borough councillors S Gaskin, D Goodfellow.
County Councillor B Fraser.

PUBLIC PARTICIPATION – 3 residents were present

Lewis Anderson explained to the parish council that Andy Mason has now proposed the equipment for the enhancement of the play area. The cost of the play equipment is approximately £16K.

Full consultation will be taking place before any changes can take place. Cllr Holmes asked Lewis to keep him in the loop in relation to activities.

One member of the public who attended, Cllr Anderson informed the resident that the parish council still had vacancies on the parish council if he wanted to consider joining.

6510/13-7-15 APOLOGIES FOR ABSENCE – Apologies were received and accepted for Cllr A Foy.

6511/13-7-15 DECLARATIONS OF INTEREST SUBMITTED – None submitted,

6512/13-7-15 WELCOME ESBC BOROUGH COUNCILLORS/COUNTY COUNCILLOR

Cllr Gaskin assured the parish council that he was actioning the weeds concern on the roundabout, junction of Harehedge Lane. Cllr Gaskin confirmed that he would be willing to water the plants in Outwoods planters. The parish council thanked him for his support.

OUTWOODS PARISH COUNCIL

Cllr Anderson informed Cllr Fraser that there were still concerns regarding the bend at the top of Field Lane. Cllr Anderson said that Lewis and himself had witnessed many serious incidents. He also has photographs to prove this. Cllr Fraser felt that if the parish council wanted to present him with a petition he could take it to county.

Cllr Anderson asked Cllr Fraser if he would be willing to support young people in the youth council. Cllr Anderson said that his son had attended a recent event. Cllr Fraser informed Cllr Anderson that if the young people wanted to contact him direct he would consider the request.

6513/13-7-15

MINUTES OF THE MEETING, 8TH JUNE FOR APPROVAL – FACTUAL CHANGES ONLY . Cllr Holmes informed the council that he had read the minutes. Cllr Anderson requested that it be noted that he felt he was given permission to purchase the A Boards. The clerk explained that this was not her understanding of the subject at the meeting.

ACTION: Clerk to add appendix to the minutes as per request by Cllr Anderson.

6514/13-7-15

LEAD COUNCILLOR REPORTS/UPDATES

Cllr Barker – There were no planning applications to discuss.

Cllr Holmes – The standing orders are still being reviewed. The clerk asked that contrary to an email distributed by a parish councillor, it should be noted that on several occasions, which had been minuted she proposed that the standing orders needed to be reviewed. The chairman felt that until more members had been recruited, procedural items needed to be put on hold.

6515/13-7-15

PLANNING APPLICATION/MATTERS

Glenfield Farm – S106 currently in discussion with Agent and ESBC – It was resolved that a meeting needed to be set up.

ACTION: Clerk to set up a meeting with ESBC.

Red House Farm 2 - Planning committee 21st July – It was resolved that Cllr Holmes would attend the planning committee meeting. Parish council to approve the 3 minute brief.

ACTION: Clerk to confirm attendance. Cllr Holmes to compile brief for approval.

OUTWOODS PARISH COUNCIL

Glenville farm 28th July – Planning committee 28th July – It was resolved that Cllr Anderson would attend the planning committee meeting.

ACTION: Clerk to confirm attendance.

6516/13-7-15

ITEMS DISCUSSED

| COUNCILLOR | ITEM FOR DISCUSSION | DECISION |
|-----------------|---|---|
| Cllr J Anderson | Council to discuss and consider how they can support a local resident who has lost her privacy in her rear garden | Location: Last house on the right by St Modwens school. Now the new St Modwens school has come into play the resident is concerned regarding privacy. There was a consultation on this with local residents at the time, the resident was told that there was going to be a hedge around her garden. ACTION: Cllr Mrs Anderson and seconder Cllr Holmes felt that the parish council should write to SCC to make enquiries regarding a fence to be introduced for the local resident to ensure more privacy. Cllr Anderson to send details to the clerk in whom she should contact. |
| Cllr I Bradley | Council to discuss and consider introducing a parish competition. | There were discussions regarding how to engage the community more positively. It was resolved that a group of people get together to explore ideas and actions going forward. It was suggested that the group be called the Entertainment committee. |

OUTWOODS PARISH COUNCIL

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| | | ACTION: Clerk to put on the agenda for the next meeting to discuss proposals. |
| K Lear | Council to discuss and agree S106 requirements for Outwoods parish | There were discussions regarding possible improvements: No provision for allotments. Public house was this necessary. Provision for parking, ie just drop off points Unclear of the 2 parks, the map is different. There were concerns regarding locations. A meeting needs to be set up with developer/planning officer. ACTION: Clerk to set up a meeting with ESBC initially. |
| K Lear | Council to discuss and agree code of conduct to be adopted | Cllr Holmes informed the clerk that members had not had time to read the code of conduct proposals and therefore were unable to make comments. ACTION: Councillors to read the codes distributed by the clerk and vote on which code of conduct to adopt at the September meeting. |
| Cllr J Anderson | Council to discuss and consider a donation to League of Friends. Proposal £35.00 | Cllr Anderson said that at the Tutbury Market Cllr Thompson was collecting for the League of Friends, he felt that the parish council should consider making a donation to such a good cause. There were lots of discussions regarding the fund. Cllr Mrs Anderson felt that |

OUTWOODS PARISH COUNCIL

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| | | £35 was a little low. It was resolved that a donation for £350 would be given to the fund. ACTION: Clerk to organize cheque and hand to Cllr Thompson who was involved in the fund raising. |
| Cllr W Holmes | Council to send a letter of thanks to the person who has planted the planter at the junction of Beam Hill | The council were unclear as to who had introduced the plants ACTION: Cllr Booth to make enquiries, update at the next meeting. |
| Cllr W Holmes | Council to discuss weeds/ roundabout, junction Harehedge Lane | Propose that the parish council writes a letter of complaint to SCC. ACTION: Clerk to write to SCC to raise the parish councils concerns. |
| Cllr I Bradley | Council to discuss and consider improvements to street signs | ACTION: Clerk to establish who is responsible for the street signs. |
| Cllr I Bradley | Council to discuss and consider ID template for council members | No action proposed. |
| K Lear | Council to discuss and consider whether they wish to participate on the national forest walk festival next year 2016 | ACTION: The parish council would like to participate. Entertainment committee to look at. |
| Cllr J Anderson | Council to discuss and consider the introduction of a youth council | There were lots of discussions regarding how the youth club would be set up. The group felt it was a good idea. The council were happy with the concept. Cllr Anderson informed the council that Winshill Parish Council had a youth council. Stretton parish council had one but it had failed. Cllr Anderson informed the council that he had |

OUTWOODS PARISH COUNCIL

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| | | all the requirements ie CRB check, safe guarding certificate. ACTION: Clerk to look at terms of reference for the next meeting and investigate further. |
| Cllr J Anderson | Feedback to be discussed following drop in events 11 th July | Henhurst: Cllr Elks, Cllr Holmes, Kay Lear Dove: Cllr Anderson, Cllr Booth, Cllr Barker There were lots of discussions regarding the recent drop in events. ACTION: A second leaflet drop – Clerk/Cllr Barker to co ordinate. |

6517/13-7-15 CLERKS REPORT

Clarification on powers to act/legislation – requested by Cllr Anderson

The clerk informed the council that she appreciated that the full council wanted to manage the council, but that she felt her role was to protect them. She had no intention of taking any power from the council but she wanted to help them. The clerk read the following:

The statutory responsibility for handling of all financial transactions rest with the council as a whole.

However S151 of the LGA 1972 requires a local council to ensure that one of its officers has overall responsibility for the administration of its financial affairs.

The clerks role is impartial and as such is the best route for delegated powers.

Internal auditor also pointed out that it was not good practice for clerk and councillors to purchase items for reimbursement and where possible request invoices for payment ie P Barker purchasing tablets last year

The matter of the discharge of functions is covered in Section 101 of the LGA. There is no provision made for the discharge of functions by a councillor. S112 enables councils to appoint a paid officer to discharge its functions rather than leave matters in the hands of the full council. Section 151 requires a local council to ensure that one of its officers has overall responsibility for the administration of its financial affairs.

Cllr Holmes and Cllr Mrs Anderson said that Cllr Anderson had been given permission to purchase the A boards.

OUTWOODS PARISH COUNCIL

Cllr Booth said that it was a shame that the council had not had time to purchase them separately.

Cllr Elks said that it was confusing and the council should respect the clerks proposals on best practice.

Cllr Hyder said that it was agreed that everything needs to go through the clerk.

What does localism mean – Council to consider the possibility of partnership working - Item not discussed.

Clarification on whether a parish councillor can be appointed as deputy clerk – item not discussed

The clerk also explained the following to the council as she had received an email from Cllr Mrs Anderson regarding the chairman approving the purchase of drinks flask at the meeting in May and Cllr Anderson questioning who had approved the purchase of flowers for Borough Councillor L Staples.

The chairman within the LGA S15 can receive an allowance for his expenses, small purchases.

The flowers for Liz Staples were within those powers and as such did not need to be approved by full council. The purchase of the flask could also be included if the chairman wished to purchase this item.

Financial regulations for reviewing – template attached – The clerk informed the council that the financial regulations needed reviewing. She felt that the council would prefer to review these rather than the clerk. The clerk would be willing to give advice if invited.

Cllr Barker asked the clerk if she had responded to the 2 requests submitted by residents via webmaster.

The clerk confirmed that she had responded to the residents enquiries. No further action was required.

6518/13-7-15 EXPENDITURE APPROVED

| Cheque no | Amount | Payee | Explanation |
|-----------|---------|------------|---|
| 100322 | £50.00 | S Cammack | Internal audit NOTE: 1 st cheque cancelled |
| BACS | £350.00 | Auto signs | A Boards for |
| 100323 | £192.00 | Signcraft | Signage for play area |
| 100324 | £255.00 | Signcraft | Printing for NDP |
| 100325 | £14.00 | W Holmes | Locks for A Boards/travelling expenses. No receipts given. Cllr Holmes to bring receipts to the |

OUTWOODS PARISH COUNCIL

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| | | | September meeting. |
| 100326 | £343.85 | K Lear | Salary (June), telephone, postage for Cllr Foy/External audit/refreshments |
| 100327 | £20.00 | HMRC | Tax (over payment 2014/15) |
| 100328 | £295.32 | K Lear | Salary (July – note; No meeting in August), telephone |
| 100329 | £70.00 | HMRC | Tax (note: no meeting in August) |
| 100330 | £46.81 | R Anderson | Purchase of flask for parish meetings plus refreshments for the drop in event on the 11 th July. |
| 100331 | £495.00 | Bpud | NDP project |
| 100332 | £20.00 | SPCA | Training for Cllr I Bradley |
| 100333 | £350.00 | League of Friends | Donation for local hospital. 137 Expenditure approved by full council. |

INCOME RECEIVED – VAT REIMBURSEMENT received
BANK RECONCILIATION JUNE 2015
1st QUARTER BUDGET REVIEW AND DISCUSSED

7 A BOARDS HAVE BEEN ADDED TO THE ASSET LIST

Cllr Holmes asked why AOB had not been included on the agenda.
Cllr Anderson confirmed that the item was left off the agenda due to the time constraints.

6519/13-7-15

DATE/TIME/VENUE – NEXT MEETING 14 SEPTEMBER
DE FERRERS ACADEMY, 6.30 P.M. START

CLLR JOHN ANDERSON
VICE CHAIRMAN – OUTWOODS PARISH COUNCIL

MEETING TO CLOSE 8.40 P.M.

OUTWOODS PARISH COUNCIL

6522/14-9-15

MINUTES OF THE MEETING, 13TH JULY FOR APPROVAL – FACTUAL CHANGES ONLY. MINUTES OF MEETINGS WITH ESBC 23RD JULY AND 6TH AUGUST FOR APPROVAL – FACTUAL CHANGES ONLY.

The minutes were approved as a true record. It was resolved that the minutes be signed as a true and accurate record. Cllr Holmes asked if the clerk could inform the parish council in relation enquiries were made by local residents as he liked to be kept up to date (it was mentioned in the last minutes). The clerk confirmed that they were low level requests but if the parish council wished all requests to come to full council before any action was taken then she would do this. She informed the council that one resident contacted the clerk to obtain an update on the Forest Road development and another resident had contacted her to establish whether there were any plot vacancies.

Cllr Mrs Anderson suggested that all councillors were linked into the email so that all councillors could see the correspondence and so that depending on the enquiry, the appropriate parish councillor would respond directly. The clerk stated that the council agreed that all correspondence would be sent via the clerk and this new process could become confusing on who had responded etc. Cllr Bradley felt that the clerk was the paid employee and should be the point of contact for the public. Cllr Holmes informed the council that he would like to know about enquiries. Cllr Holmes proposed this and Cllr Mrs Thompson second the proposal. Cllr Mrs Anderson asked if it would be possible for an email address to be set up for her rather than she using her existing works email address.

ACTION: Clerk to include any questions raised by residents on the clerks report. Cllr Barker to set up email addresses for Cllr Mrs Anderson.

6523/14-9-15

CO OPTION INTERVIEW – MR R HALL It was resolved that Mr Hall joined with immediate effect. Register of interest to be completed and returned to the clerk by the next meeting.

6524/14-9-15

LEAD COUNCILLOR REPORTS/UPDATES

Cllr Holmes – Councillor Holmes informed the council that Cllr Hyder and Cllr Anderson joined him to discuss with Keith Mann, NHS England the parishes concerns in relation to GP services. Cllr Holmes felt at this stage there was no further action to be taken.

Standing orders update – Cllr Holmes confirmed that he and Cllr Anderson were reviewing the standing orders. They were going through the Nalc standard and only half way through. More work is required before the document goes to full council for consideration. Everyone is welcome to make comments.

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Cllr P Barker – Cllr Barker had a meeting with Waste management in relation to bins not being returned and left on the highway. Waste management will now be carrying out spot checks. Cllr Holmes was asked to review the situation the following day and feedback to the council.

ACTION; To discuss at the next meeting to see what improvements have taken place. Update at the next meeting. Clerk to clarify procedure for additional waste.

6525/14-9-15

PLANNING APPLICATION/MATTERS

Glenville Farm planning application will be discussed at planning committee - 22nd September. Cllr Anderson was proposed to attend. Unfortunately due to work commitments, Cllr Anderson could find it difficult but would attend if no one could attend. Cllr Elks confirmed that he would be happy to attend and speak. There was a discussion regarding what approach the parish council would like to take. It was resolved that the parish council would object to the planning application but also raise benefits should the application be supported. Cllr Elks would be attending the planning committee to speak on behalf of the parish council.

ACTION; Clerk to inform ESBC and to forward a copy of the formal response to Cllr Elks for his reference.

6 properties Beam Hill Road – The parish council objected to this application. It has now gone to appeal.

6526/14-9-15

ITEMS DISCUSSED

| COUNCILLOR | ITEMS DISCUSSED | DECISION |
|-------------|----------------------------|--|
| Cllr J Elks | Forest Road traffic issues | Forest Road is identified as a key road. Due to increased traffic maintenance work is required. ACTION: Letter to be written to SCC raising concerns in relation to lack of maintenance, patches that need to be repaired, large proportion of the man holes and drains are 6-7cm below the ground. It was resolved that the |

OUTWOODS PARISH COUNCIL

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| | | parish council wrote to SCC. Cllr Frazer requested that he be copied into correspondence. |
| Cllr J Anderson | Council to consider inviting members of the public to submit contact details to the clerk upon arrival. | Cllr Anderson felt it was polite to ask residents to confirm contact details and felt this was a good idea. Everyone agreed. ACTION; Clerk to set up a system for residents. |
| Cllr I Bradley | Council to discuss actions/community engagement for the proposed village centre/Harehedge Lane | Cllr Bradley informed the council that he felt that should the development proceed, the parish council have an opportunity to extend/develop the parish. Cllr Anderson felt that this was something that the parish council needed to keep revisiting. ACTION: The parish council to continually consider what benefits they wish to achieve for the local residents in the event of the development proceeding. |
| K Lear | Council to discuss and consider next stages for the possible introduction of a Youth council. See attached | The clerk asked the council if they had any comments/thoughts in relation to the points she issued for consideration. Cllr Holmes was unable to open the file. Some members felt that it would be a good idea to set up a youth council. The clerk suggested that in the first instance the parish council could consult with the local schools to explore what interest there was. ie De ferrers, Outwoods primary school and St Modwens school could be approached to see if they would be interested in working with the parish council. Cllr Anderson felt that Moseley |

OUTWOODS PARISH COUNCIL

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| | | <p>School should also be approached. Cllr Anderson informed the council that whoever got involved would need to be CRB checked and have a safe guarding certificate. Cllr Anderson confirmed that he had both of these.</p> <p>Cllr Anderson felt that there was not sufficient time to discuss the item and felt that a sub committee needed to be set up to review the proposals submitted by the clerk. Cllr Holmes and Cllr Mrs Anderson requested that they joined. Cllr Bradley asked if Lewis Anderson could act as a voluntary advisor but would have no voting rights. Cllr Barker said that unfortunately Lewis was not 18 and could not join the parish council.</p> <p>ACTION: Cllr Anderson, Cllr Mrs Anderson and Cllr Holmes to submit points for discussion at the next meeting.</p> |
| K Lear | Council to vote on which code of conduct to be adopted/ESBC or NALC | <p>There was a discussion regarding which code to adopt. Cllr Holmes confirmed that he had not read the codes during his summer break. 4 members were in favour of the NALC code of conduct. Acting chairman had a casting vote. NALC code to be adopted.</p> <p>ACTION: Clerk to inform the monitoring officer at ESBC.</p> |
| Cllr B Hyder | Council to discuss the proposal of an account being set up to hold funds for donations for community projects. | Defer to next meeting |
| Cllr B Hyder | Council to discuss and vote whether they are happy that the method of operation as per flow chart be adhered to until any changes to | Defer to next meeting |

OUTWOODS PARISH COUNCIL

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| | standing orders have been adopted. | |
| Cllr B Hyder | Council to discuss and consider the proposal that funding requests from the parish council must be made in writing to OPC clerk. Funding will be given to registered organisations only. | Defer to next meeting |
| Cllr I Bradley | Council to discuss and consider the introduction of Outwoods parish onto street signs. ESBC have given approval for existing street signs to have the label introduced. Some street signs will need cleaning prior. | ACTION: Outwoods parish to be added to street signs. Clerk to obtain further quotes. Cllr Bradley to confirm font etc |
| Cllr J Anderson | Council to discuss and consider the following highway issues:- -Introduction of signage at Lower Outwoods Road/St Margarets/St Georges to signify dead end. -Pot holes on Field Lane/subsidence of surfacing needs addressing -Dangerous bend Field Lane – Cllr Anderson would like to discuss the item further with full council -Abuse of parking restriction double yellow lines Lower Outwoods Road, council to discuss possible actions -Grit box falling apart near to 144 Field Lane. Council to discuss possible actions | Lots of discussions regarding these items. Cllr Mrs Anderson informed the council that she had reported issues via the staffordshire email and issues were addressed within a few weeks. ACTION: It was resolved that these issues be included with the highways letter discussed earlier in the meeting. |
| Cllr P Barker | Council to discuss speeding along Beam Hill Road | There was lots of discussions regarding speeding along Beam Hill Road. ACTION: Permanent speed cameras to be considered. Clerk to contact SCC for their assistance. |
| Cllr B Holmes | Council to discuss and consider an addition to the ONDP document | No action required. |
| K Lear | Council to discuss whether they wish any assistance from the clerk in relation to financial regulations to be adopted. Issued at the last meeting | The clerk asked the parish council if anyone had any comments regarding the document. No comments/proposals were made. The clerk suggested that the document be reviewed with the standing orders. |
| Cllr J Anderson on behalf of Cllr T Booth | Council to discuss the proposal that formal thanks are forwarded to The Firs for the planting scheme introduced in Outwoods planter. Sponsorship sign to also be processed. | ACTION: Thanks to be forwarded to the Firs. |
| Cllr P Barker | Council to discuss landscaping Beacon roundabout | Many residents had raised concerns regarding |

OUTWOODS PARISH COUNCIL

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| | | landscaping. Members thought that it was Amey who were dealing with this still. ACTION: Clerk to contact Amey to invite to an on site meeting, |
| K Lear | Council to discuss and consider proposed walk should they wish to participate in the national forest walk week next May 2016. Walks need to be submitted by 18 th September | It was resolved that a walk would be explored by Cllr Holmes. ACTION: Cllr Holmes to forward walk to clerk for submission by 18 th September. |
| Cllr I Bradley | Council to discuss and consider the invitation to attend a meeting with K Green and ESBC | It was resolved that the parish council would not join Ken Green for the meeting with ESBC. Cllr Bradley felt that the parish council needed to be more proactive and suggested that a meeting be set up with Andy O Brien to discuss this with him. Cllr Bradley was concerned that borough councillors had not attended the meeting again. The clerk did inform the council that both borough councillors when submitting their apologies did request that any support they could give to any matters for the clerk to contact them. ACTION: Clerk to obtain a suitable date when Andy O Brien would be available to meet parish council representatives. |

6527/14-9-15

CLERKS REPORT

Cllr Anderson due to time constraints asked the clerk to be brief. The clerk asked council if there were any questions, comments, actions in relation to the clerks report. ACTION : Members had no comments.

Articles for consideration for website please

Article following Liz Staples retiring

Article confirming League of Friends donation

Article confirming defibrillator donation to de derrers academy Dove campus

OUTWOODS PARISH COUNCIL

Pensions: Auto-enrolment

The latest advice from the Pensions Regulator clarifies some basic points that have led to some confusion about the responsibilities of employers who have no 'eligible' employees in respect of auto-enrolment.

If a council employs anyone aged between 22 and state pension age, who earns over £192 a week (£833 a month), it must automatically enrol them (i.e. the 'eligible' employees) in a pension scheme to which the council makes contributions, after the staging date.

However, there is no need to set up a pension scheme if there are no staff eligible for automatic enrolment.

Although staff may not be eligible for automatic enrolment, they can nonetheless still ask to go into a pension scheme. If this happens, the employer will need to set one up at this point. If a member of staff earns more than £112 a week, (or £486 a month), employers must make contributions to the scheme as well. If they earn less than this, employers can choose whether to contribute or not.

If there are staff aged between 22 and state pension age, employers will need to check each time they are paid after the staging date whether their earnings are over £192 a week (£833 a month). If their earnings are over this amount, a pension scheme will need to be provided for them.

Employers must write to all of staff to let them know that they have not been automatically enrolled but can ask to go into a pension scheme. Employers must also complete a declaration of compliance to confirm to the Pensions Regulator that the legal duties have been complied with. Model letters to write to employees are available on the Pensions Regulator's website.

NALC Transparency Fund

NALC has this week launched its new multi-million pound 'transparency fund' to help small parish councils meet new audit and transparency rules. NALC successfully persuaded the Government to provide financial assistance to smaller sized parish councils to help them become web-enabled and comply with new rules on publishing information about their work and finances.

The fund is now open to applications from councils which have a turnover of less than £25,000 per annum to enable them to move to online publishing of financial and other information, ensuring that they are transparent and accountable to their local communities.

The new rules are contained in the Government's Transparency Code for smaller authorities to support their policy of placing more power into citizens' hands to increase democratic accountability. The Code is mandatory and requires the online publication of key spending and governance information on the occasions specified in the Code. (See the attached NALC Legal Briefing LO2-15 and issues of the SPCA "Bulletin" dated 2nd April, 14th May, 16th July for further details)

OUTWOODS PARISH COUNCIL

The application process has been developed in consultation with the Society of Local Council Clerks (SLCC), Association of Drainage Authorities (ADA) and DCLG. The first monies will be made available to Parish councils in November 2015 and monthly from then until the end of the 2015/16 financial year when the process will be reviewed.

Beam Hill Road – SIDS

Clerk has made enquiries regarding the above. Tim Buxton, Community Traffic Monitoring Officer will be making enquiries on behalf of the parish council

Fencing – Resident – Tutbury Road – Entrust have forwarded the following information in relation to property adjacent to St Modwens Catholic School

Further to our conversation today I can confirm that we have enquired about a likely cost for a timber fence to be sited around the boundary of the adjacent property to St Modwen's Primary School on Tutbury Road. This was under the instruction of our client; Staffordshire County Council however it does not mean the fencing will proceed when the cost is returned by our contractor. Any new fencing will be a good will gesture as there is no obligation for additional screening to be supplied; the project in this respect has fulfilled its planning requirements and I can confirm that to mitigate such privacy issues at that time a new hedgerow was planted alongside a new security fence plus a nature area was purposely sited between the property and school building.

When I receive further news I will update you, therefore I trust you find this satisfactory please contact me should you require further information.

Neighbourhood forum – invite for projects

Parish councils are invited to submit any community project proposals before 31st October. Council to consider any improvement projects for discussion at the October meeting please.

Allotment site vacancies locally

Belvior allotments – 1 vacancy

Mona C allotments – 8 vacancies

Belvedere Road allotments – no vacancies

Stretton association – no vacancies

Eton Park – no vacancies

Bradmore Road – no vacancies

Party Wall Act

OUTWOODS PARISH COUNCIL

Clerk forwarded details in relation to the above to applicant and residents when a local planning application was submitted. SPCA recommends that the parish council remains objective in these matters.

Landscaping – Beam Hill

Residents have contacted the clerk regarding plants used as part of the enhanced landscaping. Actioned.

Forest Road – drains/pot holes

SCC require specific locations to address the above concerns by local residents.

Additional markings – Route Outwoods 13

Clerk has liaised with community rights of way team regarding the above route. Additional markings to be introduced.

Invitation to Parish council meeting – Open spaces manager

Unfortunately Michael Hovers is not able to attend the September meeting. Open spaces policy issued to Cllr Holmes and Cllr Hyder.

Parish councillor as deputy clerk

A councillor may fulfil the role of the clerk but they cannot assume the title of clerk, a specific position without remuneration can be created. A person who has been a member of the council may not be appointed as clerk with remuneration until a period of 12 months (expenses can be reimbursed) has elapsed since he/she ceased to be a councillor.

League of friends donation

Formal letter of thanks has been received.

6528/14-9-15 EXPENDITURE APPROVED BY FULL COUNCIL

| Cheque no | Amount | Payee | Explanation |
|-----------|---------|----------------------------|--|
| 100334 | £10.00 | T Booth | Printing for A Boards/NDP work |
| 100335 | £55.00 | J Anderson | Repairing of bench/Field Lane |
| 100336 | £90.00 | Signcraft | Printing for NDP project |
| 100337 | £70.00 | HMRC | Tax for employee |
| 100338 | £306.32 | K Lear | Salary (August)/Telephone – K Lear |
| 100339 | £120.00 | Grant Thornton UK | External audit payment |
| 100340 | £60.00 | P Gould | Strimming bank in front of Beam Hill Play Area |
| 100341 | £4.26 | Horninglow and Eton Parish | Printing of minutes etc, July meeting. |

OUTWOODS PARISH COUNCIL

| | | Council | |
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| 100342 | £10.00 | T Booth | Printing for Neighbourhood development plan |
| 100343 | £10.48 | J Anderson | Refreshments for parish council meeting 14/9/15/additional locks for A Boards. |

Bank reconciliation August 2015- £6389.65

The clerk informed the council that the external audit was approved by the audit commission. No further action was required.

Cllr Holmes asked the clerk if the parish council had had an independent audit. The clerk confirmed that it had taken place prior to the external audit. The internal audit is carried out by an independent auditor.

The clerk also confirmed that when members signed the cheques they would also check the invoices and bank statement and initial to confirm that these have also been verified. All councillors can review payments and invoices every month, not just members who sign the cheques and initial invoices.

6529/14-9-15

DATE/TIME/VENUE – NEXT MEETING
Henhurst Club, 12th October, 6.30p.m.

**CLLR JOHN ANDERSON
ACTING CHAIRMAN
OUTWOODS PARISH COUNCIL**

OUTWOODS PARISH COUNCIL

MINUTES OF THE MEETING OF OUTWOODS PARISH COUNCIL

HELD AT HENHURST CLUB, HENHURST

12 OCTOBER 2015, 6.30 PM PUBLIC PARTICIPATION – 6.30 – 6.45

OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014

HAS BEEN ADOPTED

PRESS AND MEMBERS OF THE PUBLIC WERE CORDIALLY INVITED

Present: Cllr J Anderson, Cllr P Barker, Cllr R Booth, Cllr B Hyder, Cllr J Elks, Cllr Mrs R Anderson, Cllr A Foy, Cllr W Holmes, Cllr R Hall, Cllr I Bradley.

In attendance: Borough Cllr S Gaskin,

6 members of the public were present

A member of the public asked if the parish council would clarify why the Glenville planning application is going ahead. He thought that the 5 year land supply had been met.

6530/12-10-15 APOLOGIES FOR ABSENCE: Apologies were received and accepted for Cllr B Fraser, Cllr D Goodfellow and Mr A O'Brien.

6531/12-10-15 RESIGNATION OF CHAIRMAN/APPOINTMENT OF CHAIRMAN

Thanks were recorded to Cllr A Foy for his chairmanship during the last few years.

Cllr A Foy confirmed that he would like to continue as a parish councillor although would not be able to attend many meetings.

Cllr Foy wished to record his thanks for Cllr Anderson standing in as chairman whilst he has been away.

Cllr Anderson asked if anyone would like to be nominated for chairman. The clerk stated that she felt everything was via secret ballot. Cllr Anderson felt that it was important to establish who would like to be nominated.

Cllr Anderson asked for nominations.

Cllr Anderson requested to be considered for nomination. Cllr Holmes second the proposal. All elected members supported the proposal. It was resolved that Cllr Anderson would be appointed as chairman with immediate effect.

OUTWOODS PARISH COUNCIL

Cllr Anderson asked for nominations of vice chairman.
Cllr T Booth and Cllr W Holmes were proposed and seconded.
Following secret ballot, Cllr W Holmes was appointed as vice chairman with immediate effect.

6532/12-10-15 DECLARATIONS OF INTEREST SUBMITTED – None submitted

6533/12-10-15 MINUTES OF THE MEETING, 14TH SEPTEMBER FOR APPROVAL – FACTUAL CHANGES ONLY. It was resolved that the minutes would be signed as a true record.

6534/12-10-15 CLERKS REPORT – INCLUDES UPDATE FROM LAST MEETING

Highways update - Pot Holes, man holes etc have all been reported
Grit box Field Lane has been reported for repair or replacement.

Dead end, Lower Outwoods Road. The clerk explained that she had made several enquiries with ESBC and SCC regarding the introduction of dead end signs. One did exist near to the entrance of the Queens Hospital and could be repositioned. Clerk has spoken to highways and they would be willing to relocate this sign.

The clerk confirmed that she had also spoken to ESBC in relation to dead end signs being introduced when the street signs are replaced to the entrance of St Margarets and St Georges Roads. The clerk informed the council that a recently introduced street sign ie Wilson Way had a dead end symbol on the street sign.

Speeding – Beam Hill/Field lane – The clerk had spoken to SCC who had suggested bin stickers to high light the speed restriction and also speed watch. SCC felt that SIDS too often does dilute its effectiveness. SCC have requested that SID is planned for Beam Hill.

Parking on double yellow lines – the clerk confirmed that she had reported the parish councils concerns in relation to cars being parked on double yellow lines.

Field Lane – dangerous bend. SCC felt that statistically no reports had been received in relation to this bend, black spot. It was resolved that any near misses needed to be reported to highways.

OUTWOODS PARISH COUNCIL

Cllr Anderson felt that the parish council were not being listened to and suggested that an article be put in the Burton mail. It was resolved that councillors would meet with the Burton mail for a photograph and to discuss the article.

ACTION: Cllr Anderson to arrange a date and time for councillors to meet up with the Burton Mail.

Financial regulations: Clerk circulated 4 sections from the financial regulations proposal for councillors to feedback comments in relation to the content before the next meeting.

6535/12-10-15

LEAD COUNCILLOR REPORTS/UPDATES

Cllr Booth – A meeting has taken place with Jeff Green in relation to the roundabout. ACTION: Clerk to speak to Jeff Green to explore an update.

Cllr Elks confirmed that highways have now marked the highway along Forest Road. As this route is the strategic route for lorries, the clerk and Cllr Elks are exploring other possible improvements. It was resolved that it would be worth considering distributing a flyer to once residents with an update at a later date.

Cllr Homes – The emergency plan is now complete. Cllr Hall, Cllr Hyder and Cllr Mrs Anderson volunteered to be part of the emergency plan co ordination team. ACTION: Clerk to speak to William Read to obtain some dates for training.

6536/12-10-15

COUNTY AND BOROUGH COUNCILLOR REPORTS – Cllr S Gaskin had nothing to report. Cllr Bradley asked if Cllr Gaskin could support the parish council in getting the roundabout tidied up. Cllr Gaskin confirmed that he would make some enquiries.

6537/12-10-15

PLANNING APPLICATION/MATTERS

Glenville farm – the latest we have is it is going to committee 27th October. At the moment it is only an outline application. ACTION: Clerk to confirm with ESBC that that Cllr Elks will be attending to speak on behalf of the parish council.

Red House Farm 1 – an application has now been made for detailed plan. A response to the application was circulated to members for approval. It was resolved that the letter would be forwarded to ESBC. Traffic concern was also discussed in particular the

OUTWOODS PARISH COUNCIL

proposed parking zone. It was requested that this would be discussed at the next parish council meeting by Cllr Foy.
ACTION: Clerk to send correspondence to ESBC.

6538/12-10-15

ITEMS DISCUSSED

| COUNCILLOR | ITEM FOR DISCUSSION | DECISION |
|--------------|--|---|
| Kay Lear | Council to discuss, consider and vote regarding the introduction of a bus shelter to replace the bus stop outside no 254 Tutbury Road. Residents have contacted the clerk asking if the parish council would consider this project. This bus stop is well used by local residents. A licence to plant would have to be obtained by the parish council from SCC if the parish council wished to pursue the project. Approximate cost £2.5K. | Cllr Anderson asked the clerk how many residents had raised this request? Was it just one resident. Cllr Hall informed the council that there used to be a bus shelter along Tutbury Road but this had disappeared. The parish council felt that the parish council should not be spending precept money on bus shelters. Cllr Bradley felt that the parish council may wish to consider introducing a bus shelter as part of the parish council branding ie other parish councils had introduced bus shelters in their parishes. ACTION: Clerk to establish what had happened to the previous bus shelter and timer. |
| Kay Lear | Council to discuss, and consider and vote on proposed risk management plan. Council to discuss any additional items for inclusion please. | Cllr Holmes requested that he looked at each policy monthly for possible additions. ACTION: Clerk to forward asset list to Cllr Holmes |
| Cllr B Hyder | Council to discuss and consider that in order to ensure that the council work in a transparent and disciplined manner, the Council work to the agreed method of operation until any new methods are approved as part of the | The clerk commented that she did not understand why all members were copied into every email correspondence particularly in the event of |

OUTWOODS PARISH COUNCIL

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| | standing order review. Copies attached. | sensitive information. Cllr Holmes proposed that he would meet with Cllr Hyder and other members to relook at the policy. ACTION: It was resolved that the flow chart is reviewed for discussion at the next meeting. |
| Cllr T Booth | Council to discuss, consider and vote on any possible PR event now that Wilson Way street sign has been introduced. | ACTION: Clerk to establish from Staffordshire regiment what could be put on a plaque to commemorate the death of Wilson brothers. Permission to be obtained from ESBC also if the plaque is to be introduced. |
| Cllr B Hyder | Council to consider, discuss and vote that all donations to charities are on hold until a strict set of criteria has been agreed for doing so. Council to also discuss, consider and debate that future charitable donations should be made out of funds raised at events laid on for that purpose and therefore not using the precept which is taxpayers money | Following discussions, it as proposed and seconded that all donations to charities are on hold until a strict set of criteria has been agreed for doing do. ACTION: Clerk to send a copy of the grant application to all members. |
| Cllr J Anderson | Update on Youth council discussions with Cllr Mrs Anderson, Cllr Holmes. Council to consider the following items for discussion and voting: 1)Title of council proposal: OYPC; Outwoods youth parish council 2)Age for membership to be agreed. Proposal up to 25 years. 3)Recruitment method : Proposal - notice inviting individuals to apply. Parish notice boards, contacting schools., A Boards, newsletter. 4) Council to discuss and consider recruitment area, ie Outwoods or distance of limit 5) Proposed structure of youth council once | There were discussions in relation to age range, advertising, which schools, groups to approach to establish their interest. The local football/scout group were suggested as possible contacts. Visiting local heads at the schools were also suggested. 50% of members needed to live in the parish. Age range would be 11-17, once 18 hopefully they would join the parish council which would be good succession planning. Meeting times and venue need to be considered also. A min of 5 members need to be in place before a |

OUTWOODS PARISH COUNCIL

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| | <p>sufficient members have shown interest: Election of chair and secretary</p> <p>6) Safeguarding proposal: sub committee members to be DBS checked.</p> <p>7) Once group is established - OYPC to be on each OP agenda to bring forward items for discussion/approval</p> | <p>youth council can be established.</p> <p>ACTION: The sub committee to draft terms of reference for full council to approve. The youth council will agree their own rules once the group has been established. Clerk to make enquiries in relation to DBS checks for sub committee members. Cllr Barker to set up website for young people to register their interest in becoming a member of the youth council.</p> |
| Cllr J Anderson | Update on Residents project - Green Valley Playground. | ACTION : Defer. Report at the next meeting. |

6539/12-10-15

EXPENDITURE FOR APPROVAL – THE FOLLOWING EXPENDITURE WAS APPROVED BY THE FULL COUNCIL

| Cheque no | Amount | Rec. VAT | Payee | Explanation |
|-----------|---------|----------|------------------------------------|--|
| 100344 | £314.80 | £3.25 | K Lear | Salary/telephone/tablet case |
| 100345 | £800.00 | | P Gould | Grass cutting 2015 season |
| 100346 | £120.00 | | P Barker | Repair of computer/NDP project work |
| 100347 | £70.00 | | HMRC | Tax BR |
| 100348 | £9.00 | | Horninglow and Eton Parish council | Printing for meeting |
| 100349 | £20.40 | | T Booth | Printing for advertising monthly meeting |

BANK RECONCILIATION SEPTEMBER 2015

Up to 29th Sept - £5593.59

Income to be received- VAT return – April 2015 – September 2015
Precept payment £4365.44 . NDP reimbursement to be processed.

ACTION: Members to submit any outstanding payments for the NDP project work.

6540/12-10-15

DATE/TIME/VENUE

November 9th 6.30 pm De ferrers academy

Cllr W Holmes asked if Any Other Business to be added to the agenda for discussion at the next meeting.

OUTWOODS PARISH COUNCIL

**CLLR JOHN ANDERSON
CHAIRMAN - OUTWOODS PARISH COUNCIL**

OUTWOODS PARISH COUNCIL

MINUTES OF THE MEETING FOR OUTWOODS PARISH COUNCIL MONDAY 9th NOVEMBER 2015 6.30 P.M. DE FERRERS ACADEMY, TRENT CAMPUS

PUBLIC PARTICIPATION – 6.30 – 6.45 P.M.

OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014 HAS BEEN ADOPTED

PRESS AND MEMBERS OF THE PUBLIC WERE CORDIALLY INVITED

MEETING TO CLOSE AT 8.30 P.M.

CHAIRMAN: Cllr J Anderson, VICE CHAIRMAN: Cllr W Holmes

Attendees: Cllr T Booth, Cllr P Barker, Cllr J Elks, Cllr B Hyder, Cllr Mrs R Anderson,
Cllr R Hall, Cllr W Holmes, Cllr Mrs J Thompson, Cllr J Anderson, Kay Lear

In attendance: Borough Councillor S Gaskin

- 6541/09-11-15 **APOLOGIES FOR ABSENCE** – Apologies were received and accepted for Cllr A Foy who had forwarded apologies to the chairman, and Cllr D Goodfellow.
- 6542/9-11-15 **DECLARATIONS OF INTEREST SUBMITTED** – Cllr Anderson wished to declare an interest when Tutbury Market item was discussed later on in the evening
- 6543/9-11-15 **MINUTES OF THE MEETING 12TH OCTOBER FOR APPROVAL .**
Cllr Mrs J Thompson noted that she had been missed off the attendance list. An adjustment was made to the minutes. The minutes were approved as a true and accurate record. It was resolved that Cllr Anderson signed them accordingly.
- 6544/9-11-15 **LEAD COUNCILLOR REPORTS**
Cllr P Barker – It was discussed that battery Christmas tree lights and batteries were purchased for the Christmas tree which is located by the Beacon Hotel. There was a discussion in relation to white/coloured lights. Approx cost up to £250.
ACTION: Clerk to explore the reimbursement of the batteries and lights. Cllr Barker to place the order on behalf of the council via direct debit. Clerk to explore bank card in the name of the parish council for future reference. The clerk discussed prior to the meeting with Cllr Barker the VAT implications when other councillors place orders on behalf of the parish council. The clerk also offered to purchase the items as per financial

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procedure but Cllr Barker preferred to place the order to ensure that correct items were ordered.

Cllr W Holmes – Cllr Holmes confirmed that he would update the emergency plan document and forward to William Read.

ACTION: Cllr Holmes to forward emergency plan to William Read. Cllr Holmes to circulate some proposed dates/times for members to meet William Read for training.

6545/9-11-15

CORRESPONDENCE

Tutbury Market – The parish council discussed the Tutbury Market and agreed that the introduction of the Market would be supported. Unanimous decision. ACTION: Clerk to write the letter to Mr Mark Ritz to confirm this.

Tutbury Road Roundabout – Mr C Challinor has made contact with the parish council to inform them that SCC Landscaping will be reviewing the roundabout prior to any further work taking place. The council asked the clerk if a date for the visit had been confirmed. The clerk informed the council that Mr Challinor was unable to give a specific date and time for the visit. ACTION: Clerk to give update at the next meeting

SPCA invitation December– Members did not wish to attend the meeting. ACTION: Clerk to forward thanks for invitation and to forward apologies.

Food Campaign – Members felt that it was important to support the local food campaign. ACTION: Cllr Anderson to invite a speaker to the next meeting and also to advertise to members of the public to deliver any donations to the next meeting.

Training for councillors – ACTION: Clerk to explore dates to host a training session early in the new year at Burton. Clerk to establish if any other councils would be interested in attending once a date has been proposed and agreed.

Student enquiry – ACTION: Planning sub committee will meet up to discuss a response to the student and will respond to the student enquiry on behalf of the parish council.

ESBC REPOSE IN RELATION TO 5 YEAR LAND SUPPLY: Response was circulated to all members.

SCC CONSULTATION – ACTION: Clerk to make enquiries in relation to what SCC owned which could be related to as part of the consultation.

ASSET LIST – Cllr Barker said that the asset list which the clerk had circulated did not include the A boards nor the tablet cases. Cllr Holmes said that the clerk had given him a breakdown of locations etc of items at the beginning of the evening meeting. Cllr Holmes said that his background was this type of work and if the council wished him to he would compile an asset list. He

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also suggested that a Health and Safety sub committee be set up. He had been reading some information via Nalc and felt this was important. Cllr Barker said that he had given the clerk a list of tablet serial numbers. The clerk commented that the A boards would be listed on the consumable asset list. Cllr Anderson informed the council that he needed to get an Aboard returned from Mr Ian Bradley. Members also noted that the A Boards had not been displayed in the local streets advertising that evenings meeting.

DBS CHECKS/YOUTH COUNCIL – Cllr Anderson circulated details for members (Cllr Holmes, Cllr Elks, Cllr Mrs Anderson, Cllr Anderson) to arrange for DBS Checks to be processed. ACTION: Members to book appointments with the voluntary services; appropriate ID to be taken.

RESIDENT COMPLAINT – A resident had raised a verbal complaint following the article in the Burton mail in relation to Red House Farm 1. A member made comment that it was important that press articles were approved by members. Members looked at the article and felt that the article was an accurate account.

DRAFT FINANCIAL REGULATIONS - Only one parish councillor had forwarded comments to the clerk since the meeting in October.

6546/9-11-15

ANY OTHER BUSINESS TO BE ADDED TO THE AGENDA – The clerk explained that this is an unusual request. There was a discussion in relation to why it would be appropriate to include this item on future agenda. The item would be added as a peg on which to hang the exchange of urgent information. Additionally the item could be used to allow genuinely urgent issues to be raised but no decisions should be taken in respect of issues; as per Nalc recommendations. ACTION: Clerk to add to future agendas.

6547/9-11-15

PLANNING APPLICATION/MATTERS UPDATE

Red House Farm – An objection was submitted.

Glenville Farm – Outline application passed at committee.

218 Beam Hill Road – proposed 2 dwellings. Demolition of existing properties. The neighbours may have something to say. The parish council have until the 17th November to make comments. The parish council felt that a precedent had already been set. ACTION; None. The parish council felt that there were no comments to make to the planning application.

6548/9-11-15

ITEMS DISCUSSED

| COUNCILLOR | DISCUSSION | DECISION |
|-----------------|--------------|---|
| Cllr J Anderson | SCC highways | Cllr Elks mentioned that he had noticed that there is a sign on one side of the highway but there isn't a |

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| | | <p>sign one the other. Cllr Holmes felt that there needed to be a case put forward for the chevrons. Cllr Barker asked if the parish council had received any response yet from Tim Buxton in relation to SIDS being introduced again along Beam Hill Road.</p> <p>ACTION: If county council deemed it fit to put a warning sign on one side and not the other, it was resolved that the parish council write a letter to Bob Fraser, there is currently a sign on one side but not on the other. Why is this the case. Viewing is also a concern due to the hedge row during the summer which causes visibility issues. The parish council would welcome any support he could give to address this issue.</p> <p>ACTION: Tim Buxton to be asked if he had a date when the SIDs was going to be on site. Clerk to update at the next meeting. Clerk to explore costs for SIDs device to be purchased by the parish council. The parish council to also make enquiries as to whether any additional signage could be introduced. Evenings and weekends are the worse time.</p> |
| Cllr J Anderson | | <p>£6K designated to this project. £9K from the neighbourhood forum. £3K consolidated charity. Project to proceed by March 2016. There was a discussion in relation to where the S106 monies had gone from when the land was handed over by Permission homes. Cllr Barker wished to abstain. Everyone else was in favour. ACTION: It was resolved that £200 would be given to the project.</p> |
| Cllr R Hall | SCC bus shelter | <p>The bus stop in question is well used. There was a substantial shelter. It was resolved that the clerk makes</p> |

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| | | <p>enquiries as to where the previous shelter had gone.</p> <p>ACTION: Clerk to make enquiries as to where the original shelter went as the parish council would like to reinstate the old one.</p> |
| Cllr W Holmes | <p>Council to discuss and consider the proposal that all requests to the parish council via the website should automatically have all councillors copied in.</p> | <p>Cllr B Holmes wished to be copied into all parish council enquiries via the website.</p> <p>The clerk informed the council that this was an unusual request. Cllr Barker said that the clerk had not responded to a request by a resident. The clerk requested that this be checked via the server as she felt that she had responded to the resident and circulated the email to all members.</p> <p>There was also a discussion in relation to councillors not responding to the emails. The link was purely for information only.</p> <p>Cllr Barker said that the clerk would forward any emails to the appropriate parish councillor as per an incident where a councillor wanted information in relation to the Party Wall Act.</p> <p>Cllrs T Booth, P Barker, J Elks, B Hyder, J Thompson, R Hall, B Holmes were in favour.</p> <p>ACTION: Cllr Barker to set up the system.</p> |
| Cllr A Foy | <p>Parking zone Lower Outwoods Road</p> | <p>Defer the item.</p> |
| Cllr W Holmes | <p>Council to discuss and consider the adoption of the policy Modus Operandi as per email circulated to all Parish Councillors.</p> | <p>Cllr Holmes informed the council that all members had seen the document including the clerk.</p> <p>ACTION: The council wished to adopt the proposed procedure.</p> <p>NOTE: The chairman and clerk discussed that this did not fall in line with what was discussed with Angela Wakefield. The clerk had informed the chairman prior to the meeting that she was unable to view the proposal due to the software on the computer needing to be replaced.</p> |

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6549/9-11-15 BOROUGH COUNCILLOR /COUNTY COUNCILLOR REPORTS – Cllr S Gaskin wished to thank support of the parish council for supporting the Tutbury Market. Cllr Gaskin wished to document his disappointment that Glenville Farm had been approved.

6550/9-11-15 EXPENDITURE APPROVED

| Cheque no | Amount | Rec. VAT | Payee | Explanation |
|-----------|--------|----------|------------------------------------|--|
| 100350 | £TBC | | K Lear | Salary/telephone/engraving of chain of office/postage |
| 100351 | £76.00 | | HMRC | Tax/BR - clerk |
| 100352 | £12.60 | | Horninglow and Eton Parish Council | Parish council printing |
| 100353 | £5.15 | | S J Anderson | Reimbursement for refreshments meeting 12 October 2015 |
| 100354 | £70.00 | | Horninglow and Eton Parish Council | Contribution towards PO Box. Cllr Barker and Cllr Mrs Anderson asked whether this was necessary. The chairman asked members if they wished correspondence to be sent to their homes addresses. |
| 100355 | £2.78 | | T Booth | Refreshments for parish council meeting. |

BANK RECONCILIATION OCTOBER 2015
 INCOME RECEIVED, NDP reimbursement processed
 Precept/budget proposals for 2015/16 to be discussed
 December 2015

Cllr Barker asked the clerk to make enquiries in relation to a debit card being set up to enable purchases to be made via direct debit.

6551/9-11-15 DATE/TIME/VENUE – NEXT MEETING – 14th December, 2015, 6.30 p.m.

CLLR JOHN ANDERSON
CHAIRMAN – OUTWOODS PARISH COUNCIL

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DRAFT MINUTES OF OUTWOODS PARISH COUNCIL MEETING HELD AT

DE FERRERS ACADEMY, TRENT CAMPUS

MONDAY 14th DECEMBER 2015, 6.30. P.M.

PUBLIC PARTICIPATION – 6.30 – 6.45 P.M.

OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014

HAS BEEN ADOPTED

PRESS AND MEMBERS OF THE PUBLIC WERE CORDIALLY INVITED

MEETING TO CLOSE AT 8.30 P.M.

CHAIRMAN: Cllr J Anderson, VICE CHAIRMAN: Cllr W Holmes

**Present: Cllrs J Anderson, T Booth, P Barker, B Hyder, Mrs R Anderson, R Hall,
J Elks, K Lear**

In attendance: Lynn Goodwin

**PUBLIC PARTICIPATION – two members of the public attended. No
items were raised for discussion.**

- 6552/14-12-15 APOLOGIES FOR ABSENCE - Cllr W Holmes, Cllr J Thompson, Cllr Goodfellow and Cllr Gaskin. Cllr Anderson informed members that unfortunately Cllr Foy had resigned.
- 6553/14-12-15 DECLARATIONS OF INTEREST SUBMITTED - None
- 6554/14-12-15 GUEST SPEAKER/DONATIONS FOR FEED THE FAMILIES CAMPAIGN – Lynn Goodwin, YMCA, attended the parish council meeting to thank the parish council for all the support they have given during the feed the families Burton Mail campaign.
- Lynn shared with the parish some unfortunate situations which YMCA support in particular during Christmas. The shop on Borough Road or Reconnect, James Street, by Asda will take ad hoc food donations
- 6555/14-12-15 MINUTES OF THE MEETING, 9th NOVEMBER FOR APPROVAL – FACTUAL CHANGES ONLY. It was resolved that the chairman signed the minutes as a true and accurate record.

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6556/14-12-15

CLERKS REPORT – INCLUDES UPDATE FROM LAST
MEETING/CORRESPONDENCE

| Correspondent | Summary of correspondence | Action proposed |
|---|---|---|
| ESBC | Confirmation that the parish council can now co opt a member following the resignation of Mr Ian Bradley. | Cllr Anderson made the council aware that a member of the YMCA may be interested in joining the parish council but they were at work and unfortunately unable to attend the evening meeting. |
| Resident | Enquiry in relation to St Modwens Primary School entrance being used as a turning point | It was resolved that the clerk writes to highways to set up a site visit. Cllr Hall was aware of the situation which the local resident had raised with the parish council. |
| Civic society membership | Invitation to become members. Annual fee £20 per annual | It was resolved that the item would be discussed at the next meeting. |
| Agents, Red House Farm 1 approved application | Feedback from Agents, Red House Farm 1 following meeting with parish council | It was resolved that a response would be drafted for full council to approve. |
| Tim Buxton correspondence | | <p>The parish council was concerned that speeding was still an issue along Beam Hill Road.</p> <p>The council resolved the following:- The clerk to obtain data from the speed camera assessments carried out by the Brick Makers Arms.</p> <p>The council suggested that enquiries also be made as to any other methods which could be used to measure speeding vehicles.</p> <p>The parish council also wished to carry out some speed checks during the weekend. Speed gun to be loaned to enable the speed watch team to do this.</p> |

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| | | Cllr Mrs Anderson and Hyder wished to abstain. |
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Cllr Anderson asked the clerk to circulate any general correspondence to members. Members would raise any points for discussion at the meeting, the clerk was not required to discuss all correspondence received.

MEETING CALENDAR 2016 FOR APPROVAL – It was resolved that the following meetings will be published.

1. 11th January
2. 8th February
3. 14th March
4. 11th April
5. 9th May
6. 13th June
7. 11th July
8. 12th September
9. 10th October
10. 14th November
11. 12th December

6557/14-12-15

LEAD COUNCILLOR REPORTS/UPDATES

Cllr J Elks – The secondary school would offer a facility for people living in Outwoods South which will be a benefit for local residents. Discussions with the present schools are taking place to explore catchment areas.

Cllr P Barker – The Christmas lights are now displayed. Residents were happy with the lights which have been introduced.

6558/14-12-15

COUNTY AND BOROUGH COUNCILLOR REPORTS-No councillors present.

The following email was sent by Cllr Goodfellow:-

I am unable to attend this evening, but as ever will be happy to take up anything raised at the meeting.

The chairman was in attendance at the last full council meeting last week, so he will be able to confirm the issues discussed there.

In terms of other things to report – the period of legal challenge to the adopted local plan is now closed and no challenge was mounted – so we can now have full confidence that the plan can be

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considered as ‘final’ and our main tool in conjunction with your neighbourhood plan for dealing with proposed developments.

The position of Honorary Alderman was conferred upon Lis Staples who no doubt many members of the council will know well.

6559/14-12-15 PLANNING APPLICATION/MATTERS

Red House Farm Planning application – clerk to email out to all councillors. ACTION: The planning sub committee to meet to agree a response to be sent to Rob Duckworth in relation to Red House Farm Phase 1

Proposed Tennis Club – ACTION: Planning sub committee to meet up with the developer. Clerk to obtain 3 dates and times from members which can be offered to the developer.

Proposal to build 2 bungalows – Lount Lane. This is infill land. The parish council will make representation once the plans have been submitted. No action required.

6560/14-12-15 ITEMS DISCUSSED

| COUNCILLOR | ITEM FOR DISCUSSION | DECISION |
|-----------------|--|--|
| Cllr J Anderson | Discussion on whether a new laptop is required | The council felt that if funding was available to purchase a lap top to assist with transparency code requirements the clerk should apply. ACTION: Cllr P Barker to submit to clerk laptop proposal. Budget no more than £350. |
| Cllr P Barker | Clerks website training | There was a discussion in relation to the complexities of the website and if any updates were updated incorrect, the web host would have many hours of rework. It was agreed that things were working at the moment and training the clerk was not required. No action required. |
| Cllr J Anderson | Council to consider setting up an asset register | It was resolved that Cllr W Holmes sets up the asset register. ACTION: Cllr Holmes to set up asset register and circulate to members. |
| Cllr J Anderson | Parish council to consider appointment of Health and Safety sub committee. | It was resolved that a joint committee would be set up to deal with Health and Safety and |

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| | | <p>Personnel issues.</p> <p>ACTION: Councillors interested in joining the sub committee to contact Cllr Hyder.</p> |
| Cllr P Barker | Councillors to confirm diary requests for 2016 | <p>Councillors to confirm with the clerk requirements.</p> <p>ACTION: Clerk to place order.</p> |
| Cllr R Hall | Update in relation to bus shelter, Tutbury Road | <p>The clerk confirmed that Chris Challinor had confirmed that the bus shelter had been disposed of. The council were concerned that the bus shelter should have been stored for another location. The council were also querying the location of the timer.</p> <p>ACTION: The clerk writes to the bus companies (Arriva/Midland Classic) to see if residents could be collected from the lay by by the Beacon Hotel .</p> <p>The clerk to contact Amey to establish why the bus shelter had been destroyed and whether Amey would replace the shelter for another location. The council also asked the clerk to establish what had happened to the timer.</p> |
| Cllr T Booth | Island sponsorship | <p>The parish council were concerned that the roundabout still needed replanted. The gravel which was part of the design was also falling onto the road.</p> <p>ACTION: Cllr Anderson to speak to Burton glass to see if they would be interested in sponsoring the island. If there is no sponsorship then the parish council would to the Burton Mail.</p> |
| Cllr B Hyder | Parish council to consider appointment of a staffing committee/Health and Safety | <p>It was resolved that a staffing /health and safety committee would be set up. It is good practice to have this.</p> <p>ACTION: Members to contact Cllr Hyder if they wished to be part of the committee.</p> |

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| Cllr T Booth | Wilson Way plaque update | Members liked the idea of introducing the plaque in memory of two local residents. ACTION: Cllr T Booth to propose wording for the plaque. |
| Cllr J Anderson | Parish council to consider using social media | <p>There was a discussion into the benefits of facebook. Members felt that this was another way of communicating with residents. Members felt that it was important to be mindful of what is put on facebook.</p> <p>Members were concerned that inappropriate messages could be posted. Cllr Anderson informed the council that restrictions can be introduced and privacy settings can be tightened.</p> <p>Cllr Anderson confirmed that guidance notes were common sense.</p> <p>Members were happy that Cllr Anderson monitored the site.</p> <p>ACTION: Cllr Anderson to set up a secure facebook site and circulate to members.</p> |

6561/14-12-15

EXPENDITURE FOR APPROVAL – THE FOLLOWING EXPENDITURE
WAS APROVED BY MEMBERS

| Cheque no | Amount | Rec. VAT | Payee | Explanation |
|-----------|---------|----------|---------------------------------|---|
| 100355 | £2.78 | | T Booth | Refreshments for meeting 9 th November |
| 100356 | £151.95 | | P Barker | Christmas tree lights |
| 100357 | £112.00 | | P Barker | Christmas tree additional batteries |
| 100358 | £70.00 | | HMRC | HMRC for clerk |
| 100359 | £397.61 | | K Lear | Salary, telephone, hand dictophone for recording meeting, cups/napkins, computer software |
| 100360 | £103.00 | | Society of local council clerks | Membership of society for clerks |
| 100361 | £103.56 | | ESBC | 2015 Parish council election costs |
| 100362 | £43.80 | | Horninglow and Eton parish | Desk name plates, printing, note book |

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| | | | council | |
| 100363 | £15.82 | | S J Anderson | Travelling expenses for attending Clinical commissioning meeting in Uttroter and banner ties. |
| 100364 | £19.28 | | T Booth | Printing for A Boards and refreshments for meetings. |

BANK RECONCILIATION NOVEMBER 2015 - £12273.85 (includes NDP reimbursement - £3679.61)

Precept/budget proposals for 2015/16 – to be discussed at the next meeting. Cllr Anderson asked members to consider what projects the parish council could fund next year. Cllr Elks would make enquiries with the allotment committee prior to the next meeting.

10 copies of the local plan to be purchased providing the costs could be reimbursed via the Neighbourhood development plan.

The council discussed the benefits of having a credit card as a number of items could be purchased via the internet. Clerk to speak to HSBC business manager.

The bank mandate needed to be changed to remove Cllr Foy. The council felt 3 signatories as well as the clerk were adequate and that no additional signatories were required.

Clerk still making enquiries in relation to the Christmas tree lights being purchased by SCC. Chris Challinor was hopeful that the parish council would be reimbursed.

6562/14-12-15 Any other business: Cllr Hyder reminded members that they needed to contact him if they wished to be part of the staffing/health and safety committee.

6563/14-12-15 DATE/TIME/VENUE – NEXT MEETING –
Monday 11th January 2016, 6.30 p.m.

CLLR JOHN ANDERSON
CHAIRMAN – OUTWOODS PARISH COUNCIL

OUTWOODS PARISH COUNCIL

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