



Outwoods Parish Council

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OUTWOODS PARISH COUNCIL

DRAFT MINUTES FOR OUTWOODS PARISH COUNCIL MEETING

DE FERRERS ACADEMY, TRENT CAMPUS

MONDAY 11TH JANUARY 2016, 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: Cllr Mrs J Thompson, Cllr J Elks, Cllr B Hyder, Cllr P Barker, Cllr T Booth, Cllr R Hall, Cllr W Holmes, Cllr J Anderson, Kay Lear

In attendance: County Cllr B Frazer, Borough Cllr D Goodfellow,

Andrew Musgrove (Burton mail)

2 members of the public were present - No items were raised

6564/11-01-16 APOLOGIES FOR ABSENCE. Apologies were received and approved for Cllr Mrs R Anderson

6565/11-01-16 DECLARATIONS OF INTEREST SUBMITTED – Cllr Barker wished to declare an interest when the iPad for sale was discussed.

6566/11-01-16 MINUTES OF THE MEETING, 14TH DECEMBER FOR APPROVAL – FACTUAL CHANGES ONLY. It was resolved that the minutes were a true and accurate record. Chairman to sign accordingly.

6567/11-01-16 CLERKS REPORT – INCLUDES UPDATE FROM LAST MEETING/CORRESPONDENCE
- UPDATE ON ACTIONS SINCE LAST MEETING

Sponsorship of roundabout – Clerk still awaiting confirmation on how sponsorship can be actioned.

Bus shelter/real time screen – Previous bus shelter has been destroyed. Real time screen is in storage. A request has been made to get it reinstated.

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Traffic issues/entrance of St Modwens Catholic school – Cllr Anderson requested that this be discussed later.

Speed data/Beam hill – Clerk has contacted Staffordshire partnership. Enquiries will be made to obtain data.

Proposed tennis court meeting – Meeting has been postponed until additional information has been received.

Local plan – ESBC can produce document without maps for a cost of £10. It was resolved that 10 copies would be requested to include maps for £25 per copy.

- CORRESPONDENCE/ENQUIRIES

Correspondent	Content	Agreed action
Resident	Can the parish council assist with the removal of overgrowth field/adjacent to Field Close please? What improvements are being proposed at the Junction Field Lane/Tutbury Road when the Hallam Land development takes place.	Members discussed the infrastructure proposals for Hallam Land development. Members agreed that there were no Field Lane junction improvements proposed. They did appreciate that the land adjacent to properties was becoming overgrown. ACTION: Clerk to identify the land owner and then to write a polite letter to the landowner asking for the area to be tidied up. Clerk to notify the resident that there is nothing that the parish council can do in relation to the junction improvement and that they would also be contacting the land owner in relation to over growth.
Resident	A local resident has asked whether the parish council can assist? A tree has fallen, Kitling Greaves Lane Brook.	It was resolved that Parish councillor representatives visited the resident to explore the situation. Cllr Holmes and Cllr Hall will be meeting the resident. ACTION: Clerk to write to

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		the resident to set up the meeting with parish council representatives.
Resident	A Boards- Has the parish council got permission to display A Boards. If a resident had an injury does the parish council insurance cover this.	<p>The clerk had received confirmation from the parish council insurers that A Boards would be insured under public liability insurance provided up to date risk assessments are on record.</p> <p>Highways have confirmed that whilst they are unable to give permission for A Boards to be on the highway, they are aware that businesses etc do display them.</p> <p>It was resolved that up to date risk assessments were required.</p> <p>ACTION; Cllr Holmes and Cllr Anderson will draft risk assessments for members to approve at the next meeting.</p>
Civic Society	Invitation for the parish council to become members. Membership details distributed to members - Cost £20 pa	<p>It was resolved that the parish council would not become members.</p> <p>ACTION: No action required</p>
SPCA	Invitation to join training session 10 th February, Stafford - Land Use and Management in Parishes	<p>Members did not wish to attend any training at Stafford. SPCA are happy to host a training session in Burton on Trent, Councillor Training, providing at least 12 delegates were going to attend. Approx cost £15 per delegate.</p> <p>ACTION: Clerk to contact other parish councils to establish if they were interested in attending parish councillor training in Burton.</p>
Resident	Would the parish council consider adding the decision notice in relation to Glenville Farm to the Parish council	Cllr Barker informed all members that links were added to all planning

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	<p>website so that residents can read at ease please. Obtaining the information via the ESBC website is difficult.</p>	<p>applications on the Outwoods parish council website to ESBC website.</p> <p>ACTION: Clerk to inform resident who made the enquiry.</p>
<p>ESBC, W Read</p>	<p>Invitation for Emergency Planning training, 22nd January, Uttoxeter, for any members who still require training</p>	<p>There was a discussion whether Cllr Holmes could train other councillors who were unable to attend the training in November. It was resolved that if possible Cllr Holmes would train Cllr Foy and Cllr Mrs Anderson. Cllr Holmes would speak to William Read to establish if this was possible.</p> <p>ACTION: Cllr Holmes will contact William Read to confirm whether he could deliver the training to Cllr Mrs Anderson and Mr Foy. Update at the next meeting.</p>

6568/11-1-16 LEAD COUNCILLOR REPORTS/UPDATES

Cllr Barker – Costs for lap top were presented to the full council. Clerk to submit a grant application to SPCA . There was also a discussion in relation to tablets. CllrAnderson asked Cllr Barker if he could reset the two spare tablets for issuing to Cllr Mrs Anderson and Cllr Hall.

Cllr Barker suggested that a newsletter was due to be emailed to local residents. It was resolved that the draft newsletter would be circulated to members for comments, additions, alterations before circulation.

ACTION: Cllr Barker to circulate to all members draft newsletter for approval prior to circulation.

Cllr Barker informed the council that he had a brand new tablet which cost him £140 that he would be willing to sell to the parish council for £120. It was resolved that the parish council would purchase this item from CllrBarker. Cllr Anderson was given the tablet.

Cllr Barker had carried out research in relation to the most appropriate lap topon the market. Details were given to the clerk.

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ACTION: Cllr Barker to invoice the parish council. CllrBarker to give the tablet to Cllr Anderson. CllrBarker to give serial number etc to Cllr Holmes for the asset list to be updated. Clerk to submit a grant application to SPCA for the possible purchase of a lap top for Cllr Barker to carry out website updates.

Cllr Elks – Mosley School, Anslow school consultation – There is a public consultation on the 26thJanuary. It was resolved that the school extension would be supported by the parish council.

ACTION: Clerk to respond to Mosley school consultation request to confirm the parish council support with the expansion.

Cllr Elks had also visited the BrewersWay Allotments. There are a number of trees which are surrounding the site which need pruning. The allotment committee were of the opinion that the site was owned by ESBC. It was resolved that the clerk would make enquiries in relation to pruning trees surrounding the site.

ACTION: Clerk to contact ESBC to establish what support they would give in relation to the pruning of the trees which are surrounding the site.

Cllr Anderson – Food bank collection very successful. Christmas tree was a success this year. Cllr Anderson informed members that unfortunately the lights have been sent back for a refund as they were substandard. Facebook page now up and running.

6569/11-1-16 COUNTY AND BOROUGH COUNCILLOR REPORTS

Borough Councillor Goodfellow informed the council that there wasn't a great deal to report. Cllr Goodfellow would be happy to submit an application for Wasp for some financial contribution toward the memorial plaque for Wilson Way.

ACTION: Clerk to explore contractor for plaque work. A WASP application can then be submitted for some possible financial support.

6570/11-1-16 PLANNING APPLICATION/MATTERS

Red House Farm – planning application – reserved matters.
Cllr J Anderson will be attending the planning committee.
ACTION: Clerk to contact MonicaHenchliffe to confirm CllrAndersons attendance at the planningcommitteemeeting.

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ACTION: Clerk to email Monica Henschcliffe to confirm that Cllr Anderson will be attending the planning committee meeting on the 19th January.

Response to Pegasus following correspondence to Rob Duckworth.

The following response was approved by members to be sent to Rob Duckworth. Cllr Anderson said that the proposal was very concise and thanked Cllr Hyder for drafting the response.

6571/11-1-16 ITEMS DISCUSSED

COUNCILLOR	ITEM FOR DISCUSSION	DECISION
Cllr J Anderson	Council to discuss and consider precept submission for 2016/17	Proposed precept to ensure the precept remains the same: £8778.12 plus ESBC grant: £153.00 = £8931.12 It was resolved that the precept would remain the same. ACTION: Clerk to complete and forward documentation to ESBC.
Cllr J Anderson	Council to discuss and consider whether they wish to be present at the Annual play inspection.	David Browning who carries out the weekly inspections has confirmed that he will be present at the inspection. ACTION: clerk to set up the annual inspection. One representative from the parish council along with David Browning will attend if they are available. Cllr Holmes knows someone who may be able to do the inspection. He will make some enquiries and contact the clerk.
Cllr R Hall	Council to receive update in relation to bus shelter, Tutbury Road	Chris Challinor has confirmed that the bus shelter which was

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		<p>removed has been disposed of.</p> <p>SCC will not authorize another shelter</p> <p>The real time unit should be reintroduced</p> <p>Clerk has contacted Jackie Bridges from SCC to establish if Arriva and Midlands Classic using the main terminal bus shelter opposite Beacon Hotel could be introduced. Residents can then benefit from the existing bus shelter.</p> <p>ACTION: Clerk to speak to SCC to investigate the Altering of the bus route to collect at the Beacon Hotel.</p>
Cllr W Holmes	Council to discuss protocol for members of the public submitting complaints ie Cllr Holmes was approached by a resident complaining of speeding Field Lane	<p>There was a discussion by members that in the event of a complaint then it would only be discussed at a parish council meeting if the resident has forwarded their name and address.</p> <p>There was a discussion in relation to what councillors would take as complaints or observations/enquiries. The council recognized that speeding was becoming an issue on Field Lane which needed addressing.</p> <p>ACTION: Clerk to notify the police.</p>

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Cheque no	Amount	Rec. VAT	Payee	Explanation
100365	£70.00		HMRC	BR Tax/employee
100366	723.42		K Lear	Salary, telephone, reimbursement for diary, tablet case NOTE: Salary for November and December.

BANK RECONCILIATION DECEMBER 2015-£11797.34(chèque yet to clear: £397.61)

BANK MANDATE UPDATE – Cllr Foy removed from the bank mandate.

CREDIT/DEBIT CARD UPDATE - A credit card can be applied for. HSBC will require a copy of the minutes approving the card. All bank mandate signatories will be issued with a card for a max spend of £500 per month. The signatories will all be liable. Credit checks will also need to take place on all individuals wanting a card.

The council wanted to establish if there was a charge for this service.

ACTION: Clerk to establish any costs for this service. Update at the next meeting.

6573/11-1-16 ANY OTHER BUSINESS

Members asked for the following items to be discussed at the next meeting:

Resident – Bus stops Beam Hill Road, ie possibility for one to be introduced outside Brick Makers Arms and consideration of a possible drop off point on the other side – T Booth

Council to consider purchasing a printer – W Holmes

Councillors to look through local plan to see if anything needs revisiting in Outwoods parish council neighbourhood plan – B Hyder

6574/11-1-16 DATE/TIME/VENUE – NEXT MEETING– 8th February 2016, 6.30

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

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MINUTES OF THE MEETING OUTWOODS PARISH COUNCIL HELD AT

DE FERRERS ACADEMY, TRENT CAMPUS

MONDAY 8TH FEBRUARY 2016, 6.30. 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

PUBLIC PARTICIPATION – 6.30 – 6.45 P.M.

Present: Cllrs J Anderson, P Barker, T Booth, R Hall, Mrs R Anderson,
Mrs J Thompson, J Elks, Kay Lear

In attendance: Borough Councillor S Gaskin, 10 members of the public

6575/8-2-16 **APOLOGIES FOR ABSENCE** - Apologies were received and accepted for Cllr W Holmes and Cllr B Hyder

6576/8-2-16 **DECLARATIONS OF INTEREST SUBMITTED** - Cllr P Barker requested that he would not be involved with the Lount Lane bungalow planning application as he knew the applicant.

6577/8-2-16 **MINUTES OF THE MEETING, 8TH JANUARY FOR APPROVAL** – FACTUAL CHANGES ONLY. It was resolved that the minutes were a true and accurate record. It was resolved that the chairman signed them accordingly.

6578/8-2-16 **CLERKS REPORT – INCLUDES UPDATE FROM LAST MEETING/CORRESPONDENCE**

Clerk informed the council of the following updates:-

- 1) Richard Rayson is currently exploring the legal agreement to be set up for the maintenance of the roundabout to be handed over to a local sponsor.
- 2) Quote received regarding plaque for Wilson Way which has been forwarded to Cllr Booth, Lead councillor. There was a discussion in relation to the material required. Cllr Mrs Anderson will contact some suppliers that she knows to obtain some quotations.

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- 3) Diversion off Tutbury Road bus route still awaiting SCC to confirm whether this is feasible
- 4) Real Time Information Board - was to be installed 8th February - clerk to establish reason for delay
- 5) Statistics from the Safety partnership had been received. Cllr Barker requested that additional safety camera sessions were required during evening and weekends. The statistics supplied were in relation to off peak times. It was also requested that the clerk explored the introduction of community speed watch signs to be introduced along Beam Hill Road.

- CORRESPONDENCE/ENQUIRIES

Correspondent	Content	Agreed action
S Lane, SCC	Drivers are using the entrance of St Modwens Catholic School as a turning point. SCC feel it is a matter for parish and the local school.	ACTION: Clerk to contact SCC to establish whether additional bollards could be introduced.
ESBC/W Read	Invitation to attend Rest Centre Training, 1 st March, Burton Town Hall, 9.30 – 3.00 pm	ACTION: Cllr R Hall will be attending. Cllr Mrs R Anderson would also like to attend.
ESBC	Clean up for the Queen initiative - are the parish council planning any community litter picks	Clean up for the queen initiative. ACTION: Clerk to contact Trent and dove to establish if they would support our initiative in the 'Clean up for the Queen initiative'. The garages near to the play area need litter removing.
ESBC	Following parish councils enquiry in relation to some trees need pruning Brewers Way. The following has been received: Why do the trees need pruning. If they are ESBC's work will only be undertaken if they are considered to be dead, diseased, dying or dangerous	The clerk informed the council that the issue had progressed. ESBC will be liaising with the allotment committee to confirm what trees etc could be pruned. ACTION: No further action required by the clerk
Staffs Great War	Invitation to Staffs Great War Event - 5th March. Arboretum.	Cllr Anderson and Mrs Anderson will be attending Cllr T Booth and Mrs Booth and Cllr Mrs J Thompson and guest would like to attend. ACTION: Clerk to request further tickets for attendees.
Ben Adams	New secondary school consultation Branston Road	ACTION: Cllr Elks to review proposals as Lead councillor

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		for education. Proposals to be forwarded to members for approval. Comments to be submitted by the end of February to Ben Adams.
ESBC	Housing Choice Supplementary Planning Doc Consultation - by 4/3/16	ACTION: Clerk to forward consultation document to the planning committee.
Resident	Concerned about the proposed 2 bungalow development, Lount Lane	To be discussed later on in the evening.
Resident	Bus stops to be introduced Beam Hill ie one outside the Brick Makers Arms and also on the opposite side of the road	Additional bus stops Cllr Anderson informed the council that he had made attempts in the past with no success. ACTION: Clerk to explore the introduction of additional bus stops ideally near to 199 Beam Hill Road and 158 Beam Hill Road.

6579/8-2-16

LEAD COUNCILLOR REPORTS/UPDATES

Cllr Elks - Attended the Mosely school consultation evening in role as lead councillor for Education.

Had now received the 30 mph wheelie bin stickers which he will be distributing to Forest Road residents.

Cllr Barker - Reimbursement had been received for the lights.

Cllr Hall - Met with the resident in relation to tree along Kitling Greaves Brook. ESBC have reported the incident to SCC. Clerk has also spoken to the agent to explore whether they would consider removing the tree. Cllr Hall informed the council that ESBC would intervene if the fallen tree became a safety issue.

6580/8-2-16

COUNTY AND BOROUGH COUNCILLOR REPORTS

Nothing to report.

6581/8-2-16

PLANNING APPLICATION/MATTERS

New planning application - 2 bungalows -Longhedge Lane/Lount Lane. It was resolved that the parish council would object to the planning application.

ACTION: Objection letter to be compiled and submitted to ESBC by 11th February.

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RED HOUSE FARM 2- Application has now gone to appeal

ACTION: No further action required. A local resident requested that in the event of the application being approved the residents would like to have some involvement in the reserved matters.

RED HOUSE FARM 1 Landscaping elements are still up for discussion -

ACTION: Bpud to be appointed to do the additional work. Up to £500. Cllr Anderson to attend the planning committee to speak at the meeting in February 2016. It was resolved that the parish council objected to the planning application. Members agreed that in the event of additional information not being received, then the parish council would request that the application be deferred by ESBC planning committee.

PLANNING REFUSALS - 218 Beamhill Road and construction of 2 houses - refused.

6582/8-2-16

ITEMS DISCUSSED

COUNCILLOR	ITEM FOR DISCUSSION	DECISION
Cllr B Hyder	Council to discuss and consider whether business cards should be designed. Design and quantity to also be discussed.	It was resolved that the business cards would be produced. Cllr Anderson felt that the contact details for ESBC were not required on the proposed design. Cllr Barker said that there was scope to put information on both sides. ACTION: business cards to be ordered - 50 per person. Design to be agreed.
Cllr J Anderson	Council to discuss and consider the guest speaker for the annual assembly. Proposal, Head for De Ferrers Academy or Mick Cramp from Soup Kitchen	There was a discussion in relation to the annual parish meeting. ACTION: Cllr Anderson to speak to the new head of De ferrers, Nick Holmes to see if he would like to speak at the Annual parish, and also Mick Cramp from the Soup kitchen. It was also suggested that Ben Robinson be approached to see if he would attend the

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		annual assembly.
Cllr J Anderson	Council to discuss and consider terms of reference for the planning sub committee.	Cllr Anderson informed the council that the information had been clarified by ESBC.
Cllr J Anderson	Council to discuss and consider membership for the staffing committee.	It was resolved that Cllr Mrs Anderson, Cllr Hall and Cllr Hyder would be members of the staffing committee.
Cllr B Hyder	Council to discuss any proposed changes to the Outwoods neighbourhood plan now that the local plan has been adopted.	ACTION: No action to take, it was felt that it was too early in the process.
Cllr W Holmes	Council to discuss and consider whether a parish council printer needs to be purchased	ACTION: No further action required. Members agreed that the status quo be kept.
Cllr P Barker	Council to consider whether local businesses and services should be included on the website.	ACTION: Cllr Elks to submit a list of local businesses and services to Cllr Barker. Cllr Barker to upload information onto the website

6583/8-2-16

EXPENDITURE APPROVED BY MEMBERS

Cheque no	Amount	Rec. VAT	Payee	Explanation
100367	£70.00		HMRC	BR Tax/employee
100368	£299.31		K Lear	Salary, telephone, stationery
100369	498.79		Zurich insurance	Annual insurance
100370	£250.00		K Lear	10 copies of ESBC local plan

BANK RECONCILIATION JANUARY 2016

6584/8-2-16

ANY OTHER BUSINESS - No items raised.

6585/8-2-16

DATE/TIME/VENUE – NEXT MEETING– 14TH March 2016,
6.30 p.m., De ferrers academy

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

OUTWOODS PARISH COUNCIL

MINUTES OF THE MEETING FOR OUTWOODS PARISH COUNCIL MEETING MONDAY 14th MARCH 2016 DE FERRERS ACADEMY, TRENT CAMPUS

Present: Cllr J Anderson, Cllr R Anderson, Cllr B Hyder, Cllr J Elkes, Cllr R Hall,
Cllr T Booth, Cllr P Barker, Kay Lear

In attendance: 4 members of the public were present, 2 from Outwoods parish, 1 from Horninglow and 1 from Branston

Public participation: A young resident attended the parish council to update the parish council on the Green Valley Drive project. He is applying for grants to allow the project to proceed.

A local resident asked for an update on the Hallam land development.

6586/14-3-16 APOLOGIES – Apologies were received and approved for Borough Councillor Gaskin, Goodfellow, and Cllr W Holmes

6587/14-3-16 DECLARATIONS OF INTEREST SUBMITTED – none admitted.

6588/14-3-16 MINUTES OF THE MEETING, 8TH FEBRUARY FOR APPROVAL – FACTUAL CHANGES ONLY. Cllr Anderson requested that it be added that he attended the Mosely school consultation too.

6589/14-3-16 COUNCIL TO DISCUSS AND CONSIDER CO OPTION OF COUNCILLORS – It was resolved that all applicants will be encouraged to attend future meetings as well as the Annual assembly before a decision is made on who will be co opted to the parish council. There are currently 3 applicants for 2 vacancies.

6590/14-3-16 CLERKS REPORT

- UPDATE ON OUTSTANDING ACTIONS AND ACTIONS SINCE LAST MEETING
- CORRESPONDENCE/ENQUIRIES

Correspondent	Content	Agreed action
A O'Brien	Co option appointment to be made as soon as practicable	Progressing
M Lawrence	Apologies for delay installing real time information board Beacon Hotel.	No further action required
R Rayson	Proportion of lengthsman agreement grant can be used to tidy up roundabout/Tutbury Road.	It was resolved that the lengthsman agreement grant would not be used to tidy up

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		the roundabout. It was resolved that a letter be sent to Amey to establish if the parish council could take over the sponsorship of the roundabout.
C Adamson	Confirmation of speed camera presence Beam Hill Feb 2016	No further action.
SPCA	<p>External audit - councils that opt in with annual turnover of less than £25K will not have an auditor appointed to them. An auditor will only be appointed if there are electors queries. If councils do choose to go it alone and opt out they will have to appoint their own external auditor by 31st December 2016.</p> <p>The scale cuts to bus services across the country have been unveiled in a new on line interactive map (http://bettertransportmaps.org.uk/map-bus-cuts-2015.html)</p> <p>NALCs Guide to be Being a Good Employer is currently under review.</p> <p>Council tax referendum principles have not been extended to parish councils.</p>	It was resolved that the parish council would opt in. Clerk to confirm with SPCA.
Anslow pc	Enquiry into youth council	The council felt that there was no progress to update Anslow parish council on regarding the youth council.
SCC	Community Paths Initiative bids	No action discussed.
Virgin Care	Invitation to Improving Lives event - 22nd March, Pirelli	It was resolved that the clerk sends information to members who will confirm their attendance direct should they wish to attend.
M Shaker	Community Speed Watch - offer of support to restart the initiative	Update from Cllr Barker given. Item to be discussed at a future meeting.
Bpud	Invitation to respond to Shobnall Neighbourhood Plan	It was resolved that Cllr Elks would draft a response.
The Firs	Approved location and design for sponsorship sign.	Design was approved by members. Cost £40 plus VAT was approved. It was resolved that the clerk placed the order. Cllr Booth

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		asked to see the designs just for information.
H Gill	Invitation to Little Forest Meeting 9th March	Cllr Elks attended the meeting. The location of the land is not in Outwoods parish. No further action required.
Mr Kirkham, Solicitor email	Request to remove notice from website	It was resolved a response would be submitted to ESBC. The response was agreed to be sent by full council. A few minor changes and the letter would be sent.

Real time board still in hand for outside Beacon Hotel, Tutbury Road.

Entrance to St Modwens – Following discussion with SCC and the feasibility of introducing Bollards. Cost to introduce Bollards would be approximately £1.5K. Highways officer is also exploring any temporary measures ie cones. The management of risk has to be established should either of the above be actioned.

Clerk informed members stationery stock needs purchasing ie envelopes, stamps.

Box of pens, stapler, scissors etc is with Cllr Hyder since the NDP project.

Scanner, lap top, dictophone and minutes for the last 4 years and other documents were handed over to full council at the meeting by the clerk

Wilson Way sign – Cllr R Anderson had not received any costings from suppliers she had approached. The clerk presented a sample of material. It was resolved that the material for the plaque to be reconsidered by members. Cllr Booth and Cllr R Anderson to explore further suppliers.

A board – Clerk has contacted Mr Bradley in relation to the A Board. No response has been received to date.

Additional bus stops – Beam Hill Road - Clerk has submitted the request to SCC. Report has now been submitted for additional bus stops.

Beacon Hotel bus stop – SCC have confirmed that the highway design makes it difficult for buses to stop at the Beacon Hotel bus stop to then return to Tutbury due to the highway design. It was resolved that Cllr Hall took on the project. Clerk to forward contact details to Cllr Hall. Item to be discussed at the next meeting.

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Cllr Barker – Longhedge Lane/Lount Lane – no official statement has been made yet in relation to the application.

6592/14-3-16 COUNTY AND BOROUGH COUNCILLOR REPORTS – No matters discussed.

6593/14-3-16 PLANNING APPLICATION/MATTERS
No further matters.

6594/14-3-16 ITEMS DISCUSSED

COUNCILLOR	ITEM FOR DISCUSSION	DECISION
Cllr P Barker	Council to discuss and consider the upgrading of the website to make it responsive for mobile devices	It was resolved that the website upgrade would take place.
Cllr J Anderson	Council to discuss and consider internal procedures:- 1) should draft minutes be posted on the parish council website and updated later or do we wait until they are approved. Council to discuss minutes in general. 2) Copying emails to councillors 3) Complaints against councillors.	1) It was resolved that draft minutes would not be uploaded onto the website until they have been approved by full council. It was resolved that no further action would take place at the moment. 2) Copying of emails to councillors. Cllr R Anderson has this in hand. No discussions took place. 3) It was resolved that the item would be discussed out of the public domain.
Cllr J Anderson	Council to discuss and consider agenda for Annual Parish meeting.	It was resolved that the Annual Parish meeting would be taking place on the 18 th April. It was suggested that Cllr Barker carried out a presentation on the upgraded website.
Cllr B Hyder	Council to discuss and consider name for the Staffing Committee and terms of reference for Staffing Committee	Cllr R Anderson will be the chair of the Staffing committee. Members of the Staffing Committee will be Cllr R Anderson, Cllr Hall and Cllr Hyder

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Cllr J Anderson	Red house farm update. Red House Farm 1 planning committee report Red House Farm 2/Objection report/possible complaint/FOI request	Cllr Barker read out a proposed draft letter to be sent to ESBC. It was resolved that the letter would be sent to ESBC.
Cllr J Anderson	Emergency plan update from training	Rest centre training has now been completed for:- Ambrose Foy John Anderson Rachael Anderson Roy Hall
Cllr J Anderson	St Modwens Catholic Primary School entrance	No further action required

6595/14-3-16 EXPENDITURE - The following expenditure was approved by members.

CHEQUE NO	AMOUNT	PAYEE	EXPLANATION
100372	£70.00	HMRC	BR Tax/employee
100373	£295.32	K Lear	Salary, telephone
100374	£59.35	Viking direct	Ink cartridge for Cllr Hyder/paper for printing notices
100375	£7.73	T Booth	Refreshments for meetings
100376	Cheque cancelled		
100377	£615.00	Bpud Ltd	Additional advice/Red House Farm 1
100378	£14.50	Horninglow and Eton parish council	Printing for last quarter

BANK RECONCILIATION £11341.87 FEBRUARY 2016
Introduction of credit card – 1st year free, thereafter £32 per annum. Members did not discuss any actions.

Clerk informed the council that she had submitted the claim for the NDP Bpud cost.

Christmas Tree Light reimbursement, SCC – Chris Challinor is still pursuing this on behalf of the parish council.

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- 6596/14-3-16 ANY OTHER BUSINESS –
The sponsor for the Tutbury Road roundabout to be invited to the next meeting.
The forwarding address for future post short term will be
Cllr John Anderson
- 6597/14-3-16 DATE AND TIME OF NEXT MEETING – 11th April, 2016, 6.30 p.m.
DE FERRERS ACADEMY, TRENT CAMPUS
- MEETING TO CLOSE TO MEMBERS OF THE PUBLIC AND PRESS

CLLR JOHN ANDERSON
CHAIRMAN – OUTWOODS PARISH COUNCIL



Outwoods Parish Council

MEETING MINUTES MONDAY 11th APRIL 2016 DE FERRERS ACADEMY, TRENT CAMPUS

In attendance: Cllr John Anderson (chairman), Cllr William Holmes (vice chairman and chairman of document committee), Cllr Paul Barker (chairman of planning committee and webmaster), Cllr Rachael Anderson (chairman of staffing committee), Cllr Roy Hall (staffing committee), Cllr June Thompson (finance committee).

In attendance: 3 members of the public were present from Outwoods parish, two Borough Councillors and County Cllr Bob Fraser.

1 - Apologies Apologies were received and accepted for Cllr Terry Booth, Cllr Jez Elkes and Cllr Barry Hyder.

2 - Declarations of interest Declarations of interest were received from Cllr John Anderson over an invoice and quotation for emergency works to Beamhill Playground.

3 - Minutes The minutes for the meeting held on the 14th March were considered a true and accurate record. Proposed Cllr Roy Hall, Seconded Cllr Rachael Anderson. All in favour.

4 - Public Participation No issues were raised.

5 - Acting Clerks Report The SPCA (Stafford Parish Council Association) had sent a cheque for £320 to purchase a new laptop through the scheme to help promote openness.

6 - Correspondence It was noted that we needed to send our letter of support for Shobnall Neighborhood Development Plan.

ACTION CLLR RACHAEL ANDERSON

7 - Lead Councillor Reports Cllr Paul Barker asked if the new “responsive” website he had set up was satisfactory. All present though it was a massive improvement and thanked Paul for his hard work setting it up.

Cllr William Holmes informed the Council that we now had a working Emergency Plan for Outwoods and some Cllrs trained in running a rest centre (Cllr Roy Hall, Cllr William Holmes, Cllr Rachael Anderson and Cllr John Anderson).

8 - County and Borough Cllrs reports Borough Cllr Simon Gaskin mentioned the proposed development site of two bungalows on Longhedge Lane had been cleared of scrub and the neighbours were concerned. Cllr William Holmes asked if he knew anything about the proposed tennis courts on Tutbury Road. Cllr Gaskin had not heard anything new.

County Cllr Bob Fraser told the room he recently attended a County Council meeting where it was decided not to do what the government directed but to do things properly. He informed the room that the small area of woodland off Harehedge Lane known as Little Forest would be used by schools for educational purposes although there was only one parking space. He went on to say he had not been selected by his party to stand again in next years County Council elections. All Cllrs said they were sorry to hear this.

9 - Planning Matters Cllr Paul Barker (planning committee chairman) explained that there had been a new application for 109 Beamhill Road but there were no issues other than we send them and their neighbours details of the Party Wall Act.

ACTION CLLR PAUL BARKER

Longhedge Lane development (two bungalows). It is expected to be rejected soon. The applicants are expected to appeal.

Upper Outwoods. A response is required on the recent reserved matters application. Issues include buffer zones, play areas, section 106 funding, green space.

ACTION CLLR PAUL BARKER. CLLR WILLIAM HOLMES. CLLR ROY HALL.

10 - Items for discussion

Setting up a Finance Committee. Cllr William Holmes said it was a requirement to have the committee to regulate the council's financial matters. Cllr June Thompson volunteered to join the committee and it was suggested that Cllr Terry Booth and Cllr Jez Elks be asked if they would like to join.

ACTION ALL

Reply to John Kirkham (ESBC solicitor) to some recent correspondence. It was proposed by Cllr William Holmes, seconded by Cllr Paul Barker that no response was necessary. All in favour.

Bus Routes/shelter update. The bus shelter that was removed from Tutbury Road. Cllr Roy Hall read out a letter from Jackie Brigden. He had responded by email but not yet had a reply. Outwoods Parish cannot afford to replace the shelter since it will cost over £3000 and it was removed by Amey on behalf of the County Council as part of the works in constructing the Tutbury Road Island. County Councillor Bob Fraser was asked if there was any possibility of getting the County Council to pay to re-instate the shelter, the response was negative, but Cllr Fraser offered £1000 out of his Cllr's allowance. He also pointed out that the allowance had been cut from £10,000 to £7,500 as part of the County Council's cost cutting. It was agreed that Cllr Roy Hall would write a letter to the County Council requesting

that the bus shelter be re-instated on Tutbury Rd. Cllr Rachael Anderson offered to find the correct recipient of the letter.

ACTION CLLR ROY HALL AND CLLR RACHAEL ANDERSON

Beamhill Playground. Cllr William Holmes explained that he and Cllr John Anderson had visited the playground to look at the general condition. There were several issues that we were not happy with including the gate which was considered a finger trap, a lot of litter, fencing and a deep hole. Cllr Holmes was so concerned over the hole that he returned to try to fill it in with rubble but to no avail (The hole has now been repaired and the gate locked shut and the litter removed). A professional risk assessment has been carried out and this contained some low risk items that need to be addressed. Cllr Holmes has recommended that we start a risk register. Cllr John Anderson had found some park inspection training courses that take place in May and suggested that two or three councillors attend. A section of fencing which blew out in winds is waiting to be re-fitted by the company that installed it. Cllr William Holmes said he would chase this up. One quote was obtained to carry out work that was pointed out in the risk assessment. It was decided that two more quotes would be obtained.

ACTION CLLR WILLIAM HOLMES AND CLLR RACHAEL ANDERSON.

ALL TO CONSIDER ATTENDING THE TRAINING.

St Modwens entrance. Cllr John Anderson had emailed the headteacher to see if she would like to attend a meeting to discuss the entrance. We are awaiting a response.

Tutbury Road Island Sponsorship. Cllr Paul Barker was unhappy that we had not been informed over the sponsorship as the local parish council. The Borough Cllrs had not been informed either. We had a sponsor lined up and were in discussion with the County Council over it. Cllr John Anderson had investigated and Sara Gummerson from ESBC had organized the sponsor and taken over maintenance of the island in January. She said the current sponsors had paid for one year but we could take over after that time should we so wish. Landscaping on the island will start in May.

Standing Orders. We had started to construct new Standing Orders last year. Several Cllrs were involved. It was a long process! The new Standing Orders were based on a NALC (National Association of Local Councils) document. Cllr William Holmes spent many hours finishing the document with items specific to Outwoods. The adoption of the Standing Orders was proposed by Cllr Roy Hall, seconded by Cllr Paul Barker with all in favour. It was decided that each cllr be given a hard copy of the document and a copy be present at every meeting. Cllr Paul Barker agreed to print them off.

ACTION CLLR PAUL BARKER

Insurance. Cllr William Holmes had offered to read through our insurance policy and report back to council.

ACTION COUNCILLOR WILLIAM HOLMES

Printer. Cllr William Holmes asked if we need a printer. It was decided to purchase one once we employ a new clerk. In the meantime we would use our own printers when necessary.

Meeting with Mr Sal Khan. Outwoods Parish had put in a complaint over the way in which the application for Redhouse Farm phase 1 application was handled. It was decided that the Cllrs that were attending this meeting would get together to prepare for the meeting.

Wilson Way. Cllr Rachael Anderson had contacted a company in Derby who needed the size of the sign confirming. Cllr Terry Booth is dealing with the sign and was not present so it was shelved until May's meeting.

ACTION CLLR TERRY BOOTH AND CLLR RACHAEL ANDERSON.

11 - Expenditure

Kay Lear	Salary	TBC
J.A.Properties	Emergency repair- Beamhill Park fence	To be paid in May
John Anderson	Leaflets for Annual Meeting	£58.00
John Anderson	Mileage (recorded on expenses)	£26.00
John Anderson	Lunch for rest centre trainees	£11.40
Rachael Anderson	Storage briefcase	£5.00
Roy Hall	Refreshments	TBC
Spca	Membership	£406.00
J.A Properties	Emergency repair (hole in park)	£222.00
Play Inspection Company	Risk Assessment at park	£90.00
Signcraft	Sign	£48.00

Bank balance £11341.87 FEBRUARY 2016

12 - Any Other Business Cllr William Holmes explained he had phoned SPCA (Stafford Parish Council Association) and asked what we get for the subscription we pay them. He was told it pays for their advice and help throughout the year on legal and other matters and also membership of NALC (National Association of Local Councils).

13 - Date and time of next meeting Monday 9th May, 6.30pm at de Ferrers Trent Campus.

THE MEETING WAS DECLARED CLOSED TO MEMBERS OF THE PUBLIC AND PRESS

Signed 9th May 2016

CLLR JOHN ANDERSON



Outwoods Parish Council

GENERAL MEETING MINUTES MONDAY 9th May 2016 DE FERRERS ACADEMY, TRENT CAMPUS

In attendance: Cllr John Anderson (chairman), Cllr William Holmes, Cllr Rachael Anderson, Cllr Roy Hall, Cllr Terry Booth, Cllr Jez Elkes,

In attendance: 3 members of the public were present from Outwoods parish, two from de Ferrers Academy.

1 - Apologies Apologies were received and accepted from Cllr Paul Barker and Cllr Barry Hyder also from Cllr Simon Gaskin, Cllr Duncan Goodfellow and Cllr Bob Fraser.

2 - Declarations of interest Declarations of interest were received from Cllr John Anderson over an invoice for and works to, Beamhill Playground and his association with Friends of Outwoods.

3 - Minutes The minutes for the meeting held on the 11th April were considered a true and accurate record. Proposed Cllr William Holmes, Seconded Cllr Rachael Anderson. All in favour.

4 - Item brought forward on agenda:

J.Anderson, grant for guide dog. Kim Hobson assistant head of 6th form at The de Ferrers Academy and Beth Lester de Ferrers Head Girl had organised fundraising with Sixth Formers to purchase a guide dog which costs around £1500. They have all worked very hard, raising the cash through various means including bicycle rides and baking! The Sixth Formers were £90 short of their target and asked if Outwoods Parish Council could step in to help. Proposed Cllr Rachael Anderson, seconded Cllr William Holmes. All in favour.

5 - Public Participation

Outwoods resident, Mr David Browning praised April's Annual meeting, he thought the guest speakers were excellent and said it was the best attended Annual Meeting he had ever witnessed.

An abandoned vehicle was reported on Beamhill Rd.

ACTION CLLR ANDERSON (report to police and/or ESBC).

6 - Election

Cllr John Anderson offered to stand as Chairman and Cllr William Holmes offered to stand as Vice Chairman for the forthcoming year. Voting was not required since neither position was contested.

DULY ELECTED Cllr John Anderson, chairman. Cllr Willian Holmes, vice chairman.

7 - Acting Clerks Report

Cllr John Anderson said we were offered councillor and chairman training at Stafford by SPCA. We wondered if it would be possible to organize training in Burton.

ACTION CLLR JOHN ANDERSON (contact SPCA).

8 - Correspondence

Shobnall parish had sent a thank you for our letter of support for Shobnall Neighbourhood Development Plan.

Complaints were received over the public footpath being blocked and construction vehicles using Lower Outwoods as an entrance to Redhouse Farm. Cllr John Anderson had contacted David Ward (ESBC) who found the blocked public footpath was due to great crested newts being rounded up and the traffic was not construction traffic.

Cllrs were invited to an improving lives event at Burton Albion.

Cllrs were invited to a County/Parish joint meeting on 19th May. Cllr Jez Elkes and Cllr Terry Booth would attend.

Declaration of interest forms would be sent out shortly for all cllrs to fill in.

9- Lead Councillor Reports

Cllr Terry Booth reported he had a price of £420 for the cast aluminium signs for Wilson Way (to commemorate the two Wilson brothers that died in WW1). Cllr Rachael Anderson offered to try to get a better price. It was thought that the Staffordshire regiment may contribute to the costs.

ACTIONS CLLR JOHN ANDERSON, Cllr TERRY BOOTH AND CLLR RACHAEL ANDERSON.

10 - County and Borough Cllrs reports.

None present

11- Planning Matters

There were plans to build a new Dementia unit on the old Geoffrey Hodges site. Little information is available at present.

Redhouse Farm phase 2 was passed at appeal. The public and cllrs were very unhappy about this since this site was not on the Local or Outwoods plans.

12 - Items for discussion

J.Anderson Committees. Cllr Terry Booth agreed to join the Staffing and Cllr Jez Elkes agreed to join the Planning Committee.

R.Hall, Bus routes. Cllr Roy Hall had written to Staffordshire County Council and was awaiting a reply.

J.Anderson, Youth Council. It was agreed to move things forward by advertising for young people to join the youth council.

ACTION YOUTH COUNCIL COMMITTEE MEMBERS

W.Holmes, Beamhill playground. Cllr William Holmes had devised monthly check lists for the playground. The council expressly asked S.J.Anderson T/A J.A. Properties, owned by Chairman Cllr J.Anderson to complete repairs at the playground as stated on the quotation which was amended on 1st May to include alterations to the gateway. The contract had been advertised widely and no other contractors had come forward (it was generally thought that the repairs needed to be completed sooner rather than later). Cllr John Anderson offered to leave the room while the item was discussed since he had a financial interest in it but was asked to remain to answer questions on the duration of the work and disruption to the playground through closures. The vote was conducted by the Vice Chairman. Proposed Cllr William Holmes, Seconded Cllr Terry Booth. All that were eligible to vote were in favour (all Cllrs present, except Cllrs J. and R. Anderson, Cllr J. Anderson's spouse). It was also mentioned that Trent and Dove should be contacted about rubbish between the fence and the garages.

ACTION CLLR JOHN ANDERSON

R.Hall St Modwens entrance. Since the headteacher had not been in touch, it was decided not to persue this matter any further.

Complaint and FoI request. The complaint about procedure leading to planning permission being granted for Redhouse Farm phase 1 has not yet been answered following a meeting at the Maltsters with Sal Khan (Head of Planning and Angela Wakefield (solicitor). The Freedom of Information request was dealt with under the Environmental Information Regulations 2004. Cllr John Anderson offered the information to any cllr that wished to see it. Cllr John Anderson was asked to contact ESBC to ask why the information was not dealt with under the Freedom of Information Act and what difference this change made to the information given especially that information that was omitted by Regulation 12 mentioned in the letter.

ACTION CLLR J.ANDERSON

J.Anderson Update on Annual Meeting and Soup Kitchen. The Annual Meeting was considered a success. Cllr John Anderson had taken the unused food from the meeting to the Soup Kitchen. He had also collected other items, including musical instruments for the Soup Kitchen users.

J.Anderson Replacing A boards. One A board was with Ian Bradley in Lincolnshire, another was stolen from Harehedge Lane. It was agreed to purchase two more to replace these at a cost of £100. Proposed Cllr Rachael Anderson, seconded Cllr Terry Booth. Five in favour, one against, motion carried.

ACTION CLLR JOHN ANDERSON.

13 - Expenditure

Kay Lear	Salary	TBC
J.A.Properties	Emergency repair- Beamhill Park fence	£50.00
John Anderson	locks beamhill playground	£9.20
John Anderson	Mileage (recorded on expenses)	£9.20
Rachael Anderson	Food/drink annual meeting	£101.45
Roy Hall	Refreshments	TBC
Horninglow and Eton Parish	Printing	£14.50
J.A Properties	Emergency repair (hole in park)	£222.00
William Holmes	Printer ink/stationary	£35.85
De Ferrers Academy	Annual Meeting (drinks)	£10.00
De Ferrers Academy	Guide Dog fund	£90.00
Terry Booth	Printing	£10.00

Bank reconciliation February 2016 £11341.87. More up to date statements will be available at the next meeting.

14 - Any Other Business.

It was agreed to hold July's meeting at Henhurst Club.

13 - Date and time of next meeting

Monday 13th June 6.30pm at de Ferrers Trent Campus.

THE MEETING WAS DECLARED CLOSED TO MEMBERS OF THE PUBLIC AND PRESS

Signed 13th June 2016

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



Outwoods Parish Council

GENERAL MEETING MINUTES MONDAY 13th JUNE 2016 DE FERRERS ACADEMY, TRENT CAMPUS

In attendance: Cllr John Anderson (chairman), Cllr Rachael Anderson, Cllr Roy Hall, Cllr Terry Booth, Cllr Paul Barker

In attendance: 3 members of the public, Cllr Bob Fraser (SCC), Cllr Simon Gaskin (ESBC).

1 - Introduction The Chairman welcomed all present to the meeting, asked all present to introduce themselves, then announced that members of the public, inc. members of other authorities present may join in discussion on agenda items but must raise their hand to attract the chairman's attention before doing so and must stick to the agenda item being discussed.

2 - Apologies Apologies were received and accepted from Cllr William Holmes, Cllr Barry Hyder, Cllr Jez Elkes also from Cllr Duncan Goodfellow (ESBC).

3 - Declarations of interest Declarations of interest were received from Cllr John Anderson over current and previous works to Beamhill Playground conducted by his business (S.J.Anderson T/A J.A.Properties) and his association with Friends of Outwoods. Cllr Rachael Anderson declared an interest in the above items as spouse of Cllr John Anderson.

4 - Minutes The actions from the minutes for the meeting held on the 9th May were discussed to ensure they had been carried out up to date. Issues still requiring attention were the Wilson Way signage. The minutes were not adopted but would be on July's agenda for approval.

ACTION: CLLR JOHN ANDERSON, CLLR TERRY BOOTH, CLLR RACHAEL ANDERSON.

5 - Public Participation Lewis Anderson gave an update on his campaign to add playground equipment for teenagers onto Green Valley Playground. His grant application to Consolidated Charity had been declined; He was not given a reason why. He had met with ESBC's Andy Mason to discuss the next step and had a couple of alternative options to try for funding. During the time the campaign was running, the cost of the

equipment had risen due to inflation and Andy Mason felt it would be prudent to initiate a new consultation with local young people.

6 - Acting Clerks Report Cllr John Anderson reported that he had contacted the police and ESBC enforcement team over the abandoned car on Beamhill Rd and that the vehicle has now gone. Cllr John Anderson had reported some fly tipping in the lay-by on Field Lane to ESBC enforcement and it had been removed but had nothing in it's contents to identify the perpetrators. OPC cllrs had been invited to Healthwatch's annual conference in Leek on 30-6-16 in Leek. Cllrs were asked to contact the Chairman if they wished to attend. The Monitoring Officer had asked to have a meeting with the Chairman but the reason was not given.

7 - Committee Reports/Updates (Inc. Planning) Cllr John Anderson reported a reserved matters application for 300 houses on Forest Rd would be going to Planning Committee on 21st June and asked if any cllr wished to speak. It was felt that this application was not within Outwoods so there was no reason to speak at Planning Committee. The application for two bungalows on Long Hedge Lane was being held up by the applicant not forwarding info to ESBC. There is a meeting over Reserved Matters on Upper Outwoods on 30th June at the Maltsters, cllr Paul Barker said he would find out more about this meeting.

ACTION CLLR PAUL BARKER

8 - County and Borough Cllr Reports Cllr Simon Gaskin was asked if he would investigate the poor grass cutting at the bottom of Beamhill Rd (an item for discussion further down the minutes). He too thought the grass cutting of the bank was poorly done. He also mentioned that the applicants for the two bungalows on Long Hedge Lane were stating the plans fitted into Outwoods Neighbourhood Plan because the Plan stated that bungalows were preferable. The Council pointed out that the Plan referred to building within the development boundary on designated sites. Cllr Bob Fraser informed the room that he had been re-elected as Vice Chair for Staffs County Council (SCC). SCC leader Philip Atkins had been awarded an OBE. Cllr Fraser also mentioned that there would be a two form entry primary school on Henhurst Ridge and that the secondary school proposed for Tatenhill Lane would need to go before the Government for clearance. One large factor was because a veterinary had complained that the school would upset swans!

9- Items for discussion

Cllr John Anderson. Beamhill Playground Update. Cllrs Rachael and John Anderson were asked to stay in the room to give an update on the repairs to the playground even though they had declared an interest in Beamhill Playground. Cllr John Anderson said the repairs were well under way but there were problems with the goal mouth re- turfing. The depression had been filled and turfed, then cordoned off (he offered photo's). The cordoning had been removed and the new turf "kicked around" and had

dried out very quickly and died due to the hot weather. The area had been re-cordoned off several times. He felt it was not malicious but locals wishing to play football. The area had now been seeded twice . Cllr John Anderson wondered if a committee should be set up to deal with the park he also thought it may be a good idea to have a meeting at the playground to discuss it's future since it seems to be under-utilised and could be vastly improved for residents. Proposed Cllr Rachael Anderson, that a Beamhill Playground Committee be set up, there was no seconder so no motion to be voted on. Cllr Terry Booth had met with the contractor that had fitted the high panels to prevent balls going onto the highway to show them the way in which the panels were degrading earlier than would be expected. The contractor agreed to carry out repairs in around two weeks.

Cllr Terry Booth. Grasscutting on Beamhill. Cllr Booth considered the frequency and quality of grass cutting on the verge at the bottom of Beamhill Rd to be inadequate. He thought it would be far better to collect the cuttings rather than blow them. Cllr Simon Gaskin had offered to look into the matter (see County and Borough reports, above).

Cllr John Anderson. Youth Council, the next steps. It was thought that discussion with adjoining parishes with a view to setting up a joint youth council could be a worthwhile option. Advertising for members would continue.

ACTION YOUTH COUNCIL COMMITTEE

Cllr John Anderson. Complaint (planning) and FOI request update. Cllr John Anderson reported that he had a reply from Mr Sal Khan (ESBC Head of Planning) on the complaint made over the way Redhouse Farm ph1 had been conducted. The letter was read out. Proposed Cllr Terry Booth, seconded Cllr Roy Hall that advice about the complaint be requested from the relevant ombudsman.

ACTION CLLR JOHN ANDERSON

Cllr John Anderson. A boards for July's meeting at Henhurst Club. The boards would be used to advertise the meeting at Henhurst Club in the hope of getting a good turnout of residents. Proposed Cllr Rachael Anderson, seconded Cllr Terry Booth, all in favour.

ACTION ALL CLLRS

Cllrs Rachael Anderson and Terry Booth. Wilson Way signs. It was decided that more quotations for the signs should be obtained and that the Staffordshire Regiment should be contacted (by the chairman) to see if they would contribute to the cost. Cllr John Anderson said he had been offered a photo of the Wilson Bros and that he thought they were on the newly refurbished war memorial at Tutbury Church since they were originally from Tutbury.

ACTION CLLR RACHAEL ANDERSON, CLLR TERRY BOOTH, CLLR JOHN ANDERSON

Cllr John Anderson. Cllr interests forms were collected. Some Cllrs had not yet filled in the forms but would take them to the Maltsters presently.

ACTION ALL CLLRS THAT HAD NOT YET FILLED IN FORMS

10 – Expenditure

Kay Lear salary -----	TBC
Cllr Terry Booth mileage -----	£8.00
Cllr John Anderson mileage -----	£8.80
Cllr Roy Hall refreshments -----	£5.85
Cllr John Anderson 2 x A boards -----	£100.00
David Browning Playground maintenance -----	£300.00
Staffs Support DBS checks -----	£28.00

BANK BALANCE ON 29th May 2016 is £14465.74.

11 - Any Other Business.

None.

1 - Date and time of next meeting

Monday 11th July 6.30pm at Henhurst Club.

THE MEETING WAS DECLARED CLOSED TO MEMBERS OF THE PUBLIC AND PRESS

Signed 13th June 2016

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



Outwoods Parish Council

GENERAL MEETING MINUTES MONDAY 11th JULY 2016 AT HENHURST CLUB

In attendance: Cllr John Anderson (chairman), Cllr Jez Elkes, Cllr Rachael Anderson, Cllr Roy Hall, Cllr Terry Booth, Cllr Paul Barker.

In attendance: 10 members of the public and Cllr Duncan Goodfellow (ESBC).

1 - Introduction: The Chairman welcomed all present to the meeting, asked all present to introduce themselves, then announced that members of the public, including members of other authorities present may join in discussion on agenda items but must raise their hand to attract the chairman's attention before doing so and must adhere to the agenda item being discussed.

2 - Apologies: Apologies were received and accepted from Cllr William Holmes, Cllr Barry Hyder, Cllr June Thompson and Cllr Simon Gaskin (ESBC).

3 - Declarations of interest: Declarations of interest were received from Cllr John Anderson over current and previous works to Beamhill Playground conducted by his business (S.J.Anderson T/A J.A.Properties) the associated invoice is on tonight's agenda also his association with Friends of Outwoods.

4 - Minutes: The minutes for the meeting held on the 9th May were accepted. Proposed by Cllr Rachael Anderson and seconded by Cllr Roy Hall. All voted in favour. The minutes for the meeting held on the 13th June were accepted. Proposed by Cllr Rachael Anderson and seconded by Cllr Terry Booth. All voted in favour.

5 - Public Participation: Don Walker noted that building work had commenced on Reservoir Road and also Forest Road the latter which is in Branston Parish. It was questioned when work would commence at the rear of Forest Road. Paul Barker stated that we had received no information with regard to the progress of this development. It was further noted that the two-year period for commencement of this development must be coming to an end and the service road stipulation needs to be monitored. It was pointed out that the effects of all these developments will impact on Outwoods Parish. John Anderson suggested we send a letter to ESBC to reiterate our concerns in this matter.

Carol Stanbury raised concerns regarding heavy traffic on Henhurst Hill and Forest Road, particularly at night and in view of the recent accident which had occurred. Also concerns regarding possible increase in crime. The use of Henhurst Hill as a shortcut by local haulage companies, instead of the A50, was

also questioned. It was pointed out that the Henhurst Hill is deemed by Staffordshire Council to be a strategic route. It was further queried as to why weight/time restrictions cannot be applied. Regarding the monitoring of speeding, it was pointed out that the County Council regard this as a police matter. It was noted that although the PC has no say on Highways matters, it was questioned whether any action could be taken to alleviate these traffic concerns on this strategic route. John Anderson stated that the County Council do have a level of input and that representation could be made and also further speed checks be requested (specifically between the times of 7-9 pm). He further suggested that photographic/video evidence may help the cause. Cllr Paul Barker asked if there was already a community speed watch in this area. Cllr Jez Elkes said this would need to be reinstated. Persons wishing to be involved were requested to give their details to Cllr Jez Elkes.

A discussion took place as to why the County Council do not act on reported accidents/near accidents in this area. Once again it was advised to send them photographic evidence.

Cllr Paul Barker had received a complaint from a resident as to the disgraceful state of the Beamhill roundabout, even though this roundabout has now been sponsored by a local company and money paid to the Council in May. Cllr John Anderson undertook to resolve this matter.

6 - Co-option of New Councillor: Bev Walker was introduced to the meeting and co-opted as a new parish cllr.

7 - Acting Clerks Report, Correspondence and Enquiries: Cllr John Anderson had received correspondence from a Tutbury resident asking for support in objecting to a planning issue in Green Lane, Tutbury but this was declined at this point as it does not fall within Outwoods parish jurisdiction.

A request had been received from a local resident for details of an objection letter to a development on Beamhill Road, behind odd numbered houses. Cllr John Anderson requested approval to issue this information and this was agreed.

Concern was raised that the planning decision for a development of two new bungalows on Longhedge Lane was still outstanding. Cllr John Anderson advised a decision was imminent according to the case officer.

8 - Committee Reports/Updates (Inc. Planning): Cllr Paul Barker stated there were no new planning applications this month.

The only item being the meeting held on 30 June at the Maltsters regarding the development at Upper Outwoods Farm, Beamhill attended by Cllr William Holmes and Cllr Paul Barker to discuss a reserved matters application submitted by the developer for landscaping, drainage and highways. The main points raised were that no builders have so far committed to the project although some had shown an interest. They have suggested there will be three phases, even possibly five. The first phase will be at the top end of Beamhill Road. An area of discussion was the 20 m average width buffer zone. A representative of Hallam Land, Mr Hough, deemed that this buffer zone was not part of the Neighbourhood Development

Plan as it was in the explanatory text. It was repeatedly questioned of Mr Hough what measurement of buffer zone they had in mind but he failed to give an answer. A meeting was promised at a future date, when builders have been appointed, where we can air our views before it goes to planning committee. Regarding a query on the status of the houses due for demolition, there was no information available at this time.

9 - County and Borough Cllr Reports: Cllr Duncan Goodfellow (ESBC) reiterated the importance of maintaining a dialogue with the developers for Upper Outwards Farm.

As it is the ESBC's new financial year there are various community funding opportunities available which may be advantageous to the parish.

10- Items for discussion: Cllr Terry Booth reported that there had been concerns that the mesh in new fence paneling at Beamhill playground (designed to stop footballs going onto the road) may fall out due to welds breaking. A meeting was held with the contractor on site who agreed to carry out repair work. This work has now been carried out under warranty and will be reviewed in 12 months time.

At this point, Cllr John Anderson offered to leave the room as an interested party as his company had carried out further contracted works at the playground so had Cllr Rachael Anderson. This was deemed unnecessary by the council as there was no one else to explain the situation and Cllr Rachael Anderson needed to know what was happening in the park as she was responsible for it as a council member. The repairs recommended on the risk assessment had been carried out. If anyone wishes to view the annual risk assessment or the quotation/invoice for repairs, please contact the council.

A recommendation was made, to avoid the problems of grass erosion caused by playing football, by installing removable goalposts.

Cllr John Anderson proposed setting up a working party to develop the playground to its full potential. David Browning agreed to be involved. It was agreed to have a get together at the park.

The idea to create a Youth Council had been put to other local parish councils for discussion. Ideas were discussed for promoting interest. This is ongoing and will be discussed further when all responses have been received.

Complaint (planning) and FOI request update. The reply from Mr Sal Khan (ESBC Head of Planning) to the complaint made by Outwoods Parish Council, over the way the Redhouse Farm ph1 planning meeting had been conducted, stated that there was no case to answer. Outwoods Parish Council deemed this to be unacceptable and instructed Cllr John Anderson to contact the Ombudsman. This has been done and a reply is awaited.

Cllr Terry Booth outlined the history behind the Wilson Way signs project. A quotation had been received from Signcast for £480 per sign. In a bid to reduce this cost to the Parish, Cllr John Anderson had contacted the Staffordshire Regiment in a bid to obtain funding. Cllr Duncan Goodfellow (ESBC) suggested

possible further funding may be available through ESBC if necessary. A reply is awaited from the regiment.

Also on this site it was noted that a few of the trees planted near the attenuation pond had died. It was suggested that further greenery be planted. It was decided to look at the original landscaping plans before any action is taken.

Paperwork had been received from Davidsons, Redhouse Farm Phase 1 developers, asking if Outwoods Parish Council would like to adopt the attenuation pond and green space, which includes the drainage. The costs and long-term implications were discussed and it was agreed to set up a meeting to obtain a clearer picture before making any decisions.

11 – Expenditure for Approval:

Kay Lear salary -----	£420.32
Cllr John Anderson mileage -----	£7.20
Cllr Roy Hall refreshments -----	TBC
S J Anderson T/A J A Properties - Playground Maintenance-----	£1698.97
Cllr Terry Booth – printing for A Boards -----	£15.00
Cllr Rachael Anderson – printing ink -----	£58.19

BANK BALANCE ON 29th July 2016 is £13756.54.

12 - Any Other Business: None.

13 - Date and time of next meeting: Monday 12th September 2016 at de Ferrers Trent Campus

THE MEETING WAS DECLARED CLOSED TO MEMBERS OF THE PUBLIC AND PRESS

----- Signed 12th September 2016
CLLR JOHN ANDERSON CHAIRMAN – OUTWOODS PARISH COUNCIL



MINUTES OF THE MEETING OUTWOODS PARISH COUNCIL DEFERRERS ACADEMY TRENT CAMPUS

MONDAY 15th AUGUST 2016. 6.30 P.M

Document Reference Number : Annual Return 2015/2016

PRESS AND MEMBERS OF THE PUBLIC ARE CORDIALLY INVITED

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

**Present: Cllr J. Anderson (chairman), Cllr W. Holmes (vice-chair), Cllr
P. Barker, Cllr T. Booth, Cllr J. Elks, Cllr B. Walker, Cllr R. Anderson.
Cllr R. Hall**

Two members of the public attended.

1/15-08-16 Apologies : Cllr J. Thompson

2/15-08-16 Declarations of interest : Cllr J. Anderson (Work carried out by
J.A. Properties at Beamhill Park and association with Friends of Outwoods)
Cllr R. Anderson (Is the wife of Cllr J. Anderson)

3/15-08-16 Chairman Cllr J. Anderson welcomed everyone to the meeting
and asked Cllrs to introduce themselves. The chairman then read out the
following :

4/15-08-16 During January's meeting this year a forthcoming annual risk assessment (RA)
for Beam hill park was mentioned. All present were asked if they wished to attend whilst the
RA was carried out by an independent company. David Browning, a resident that carries out
monthly inspections and weekly litter picks said he wished to be present, Cllr Holmes (Vice
Chair) said he wished to attend to represent Outwoods Parish Council and I said I would like to
attend if I was available. Some time later Cllr Holmes contacted me with concern that the (RA)
had not been done and asked me to accompany him on a "look around the park". We found
some problems including a sink hole that was pointed out to us by someone at the park and we
considered the main gate to be a finger trap. The gate was locked shut and the sink hole was
repaired. Our clerk left her employment with Outwoods and Cllr Holmes found the RA, which
was done in March amongst some documents that were handed over. The RA highlighted
various low risk items in the park including the gate, fencing, finger traps in the equipment and
slip hazards on the football pitch and on the spinning pole, weeds growing through the
Wetpour, algae on the Wetpour and some old foundations exposed through the Wetpour. Cllr
Holmes advertised in various ways for contractors to come forward to quote for the repairs but
none came forward. I (John Anderson; Outwoods PC Chairman) priced the work through my

business, S.J.Anderson T/A J.A.Properties to give the Parish an idea of the cost of the repairs. I was later asked by the Parish Council if I would carry out the repairs since no contractors had come forward. These items have now been repaired.

5/15-08-16 On Monday 1st August a lady reported a broken swing at the park and the bench on Field Lane was badly damaged again. I put barrier tape on the bench to hopefully prevent it being used. The basket swing in the park had a welded link missing and was hanging on one chain. I collected a ladder and cut it down to make it safe. I padlocked it to the frame with it's own chains. The link that was missing was a robust welded link. I thought it must be vandalism or even attempted theft so I reported it and the damaged bench to the police. I have a crime no. for each item. A local resident living opposite the park told me that a car, parked at the garages next to the park, had a window broken and there were people in the park at 3am. She had had a meeting with the community officer (PCSO) over this. We must keep an eye on the park and get the swing and bench repaired ASAP. Incidentally, I had two England flags stolen off the grass in front of my house, one of which we found on a car down the road. We (OPC) have agreed to have a get together at Beamhill Park to decide on any changes. We must arrange an agreeable date.

6/ 15-08-16 I have had to get a cheque made out for the Burton Mail to pay for an advert in Situations Vacant to advertise for a new clerk. We must record this at this meeting although it was not on the agenda due to the time scales of the advert being ordered and the agenda being posted. Andrew McRae of the Stafford Parish Council Association has asked if we would like an advert in their bulletin asking if any existing clerks may temporarily clerk for our parish until a full time clerk comes along. A vote by show hands was conducted. Proposed by Cllr P. Barker and seconded by Cllr B. Walker. All were in favour.

7/ 15-08-16 There will be a parish council training course on 19th September at Stafford if anyone wishes to attend.

8/ 15-08-16 Stafford County Council have sent us a letter regarding trees on parcels of land around the county, some of which are in our parish. I'll pass the letter around for all to see. The letter was then passed around.

9/15-08-16 The chairman said the item of Responsible Financial Officer could not be discussed and asked Cllr. W. Holmes to explain. Cllr Holmes said the item was an amendment to the original agenda which had been circulated and advertised in accordance to rules and regulations. The amendment did not go on our website in time and had not had three clear days notification of the said item, it therefore could not be discussed but had to be deferred until the next meeting in September.

10/15-08-16 Cllr Holmes then gave a summary of the steps Outwoods Parish Council had taken in ensuring that the Annual Return 2015/2016 had been conducted in a proper and responsible manner.

Cllr Holmes stated that he had sent all the Councillors on 9/8/16 the following documents : 1. Declaration of status of published accounts

2. Notice of date of commencement of period for the exercise of public rights

3. Accounting statement 2015/16.

These three documents had been placed on all the notice boards in Outwoods parish and on the Outwoods parish website. In addition to these documents they had also been sent :

4. Internal auditors letter of completion of internal audit

5. An invoice from internal auditor for work carried out
6. Accounts and receipts statement for 2015-16 which had been prepared by our former clerk in readiness of the audit.

Cllr Holmes had also brought copies of the above documents to the meeting.

Cllr Barker raised the point that none of us were accountants so how could we approve the accounts? Cllr Holmes replied that it was for the external auditors to approve the accounts. As a council we were voting that Outwoods Parish Council had fully discharged its duties in preparing the audit and had followed all the rules and regulations stipulated. Cllr Holmes also said he was very grateful to Jessica Bull at Grant Thornton to whom he had been in regular contact and had been patient enough to talk him through the process.

Cllr Holmes said the documentation and figures being sent to Grant Thornton had been compiled by an internal auditor who was independent of the council..

A vote by show of hands was taken to confirm that the accounting statements were approved by Outwoods parish council. Proposed by Cllr R. Anderson and seconded by Cllr T. Booth. All were in favour.

Our chairman Cllr J. Anderson then signed 1. The accounting statement and 2. The Annual governance statement.

11/15-08-16 Expenses.

Cheque No.100407	J. Lockley for internal audit	£75.00
Cheque No.100406	Burton Mail for advert for Clerk	£336.00

12/15-08-16 The chairman made the point that the Burton Mail had refused to put the advert for the Clerk in the paper unless they were paid first. He also said there had been some delay in getting the advert in the paper as he had tried contacting the paper on several earlier occasions and had left messages but they had not got back to him until recently.

Meeting Closed by the Chairman at 7.10 P.M.

Next Meeting September 12th 6.30 P.M. at deFerrers Academy Trent Campus



Outwoods Parish Council

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

Monday 12th September 6.30 p.m.

Members present: Chairman John Anderson
Cllr. Paul Barker
Cllr. Terry Booth
Cllr. Jez Elks
Cllr. Roy Hall
Cllr. Bev Walker

Also present Lewis Anderson (public)
Cllr. Bob Fraser (SCC).

Clerk Verna Smith

1 Introduction. The meeting was opened by the Chairman.

Welcome everyone, it's nice to see at least one member of the public showing an interest in the parish council. Can we start by going round the room and asking all present to introduce themselves. We are happy for members of the public and members of other councils to speak on agenda items but may I just ask that you to follow a few simple courtesies. If you wish to speak please just raise your hand and I will acknowledge you. Any comments and questions must be in line with the agenda item being discussed. There is a 15 minutes-ish section later on the agenda for members of the public to bring up any issues that are not on the agenda. Outwoods Parish Council has not had a clerk since March and it has been a struggle to keep up with the business of Outwoods. We are all unpaid volunteers and these last 6 months have put a massive burden on our spare time! To finish the auditing Bill and I started at 8am one Thursday morning and finished at 1am the next morning with a short break in the day, so I would especially like to thank Bill Holmes for taking on and beating this council's financial audit. It has been a very steep learning curve. Bill bought a filing cabinet to replace one he had to damage to get at our accounts since we had no keys for it. He paid £50 of his own money for it and has said he will pay for it since he had broken the original one. I do not think Bill should pay because he had no choice but to break it open to get our accounts, what do you think? On with the meeting.

2 Apologies for Absence: Cllr. June Thompsom, Cllr. William Holmes, Cllr Rachael Anderson and ESBC Cllr. Simon Gaskin.

3 Declarations of interest: John Anderson declared S.J.Anderson T/A J.A.Properties (his business) which has done work for the council and Friends of

Outwoods, a resident group. Rachael Anderson declared the same as John Anderson's wife..

4 Welcome to our new Clerk Verna Smith

As there has been no Clerk since March, advertisements were placed on the notice boards, website and lastly a £336 advertisement for a credit card sized advert in the Burton Mail. Eventually Verna Smith was employed by the Council on Sept 5th, and has been for induction training, as she is new to this role. She received a warm welcome and a round of applause.

5 Election of Vice Chairman

Cllr. Holmes has resigned from this post although he will still be a member of the Council. Whilst the post is not obligatory, it has been a very busy role over the last 6 months and will continue to be so until Verna gets settled in to her role. Nobody wished to nominate themselves for the role at this stage.

6 Minutes of meetings held on July 11th and August 15th for approval and matters arising from them

A letter was to be sent to SCC voicing concerns over the impact on Outwoods highways due to the developments, as residents in and around Outwoods South are concerned about the increase in traffic especially commercial to Centrum 100. Cllr. Bob Fraser mentioned that residents were asked some years ago if they wanted rear entrances to their properties on Forest Rd and nobody wanted this. Cllr Elks asked exactly where this was as most now had rear parking. It was suggested that as a B road maybe other possibilities may need to be implemented. This letter will be sent shortly by our new Clerk.

Cllr Elks is progressing with recruiting residents to help with Speedwatch on Outwoods South..

Beacon roundabout-not much progress being made, Cllr Barker had seen a design plan which consisted of red chippings with 4 semi circles with some planting but OPC had never been consulted by ESBC and it was felt that we should also be consulted about ongoing maintenance.

July's minutes were proposed and approved and all were in favour. There were no matters arising from August minutes.

7 Public participation

Lewis Anderson spoke about the Outwoods Youth Council. Rolleston Parish Youth Council operates differently; 2 elected representatives under the age of 27 are allowed to sit with the council as non-voters, this may be easier to set up as there doesn't seem to be much interest in Outwoods Youth Council at the moment. The Chairman suggested that over 18's could become Councillors in their own right but may not wish to take on the commitment..

The Green Valley Drive project had had some funding taken away from it so new ideas were being sought to raise the cash.

8 Acting Clerks report, Correspondence and Enquiries

A resident of Kitling Greaves Lane had written about the brook at the side of his property, his concerns being that the water could wash away his foundations after heavy rain. Cllr Anderson had contacted the ESBC to see if it was owned by them; it wasn't but told as it was pre-Land registry the Resident needed to check on his property deeds to see if he may own the brook.

9 Committee reports/updates including planning

No new planning applications.

Long Hedge Lane. ESBC planning are awaiting information from the applicant for the 2 bungalows.

10 County and Borough Council reports

There were none.

11 Items for discussion

Cllr Walker reported on the state of kerbs on St Georges rd (20 broken kerb stones) and St Margarets (3 loose granite sets). SCC Cllr Bob Fraser will visit these and a follow up letter sent To SCC concerning this.

Action: Follow up letter, Verna.

Red House Farm phase 1 & 2-

Phase1: An excerpt from a letter from Lisa Roberts (ESBC planning) regarding the vehicles using Lower Outwoods Rd was read out, as they are using sat nav. It does not breach any planning conditions but we believe instructions been sent to all contractors (by ESBC) stating only Reservoir Rd should be used.

Residents have commented that the Public Footpath has been moved to uneven ground. SCC Rights Of Way staff are looking into it. Residents need to complain to ESBC Planning and/or Enforcement about noise, vibration etc and also about the waste etc on footpath.

Phase2: ESBC have started a Judicial review regarding the planning permission granted by written representation, which is progressing.

Damaged bench & basket swing Cllr Anderson wrote to Zurich regarding the Insurance claim for the bench & is waiting for a reply, the bench has been removed as it was deemed a H+S hazard.

Possible amendment to standing orders W Holmes suggested the amount needed for tenders for any work be changed from £60000 to £25000 as the law has changed. This was not discussed but will be moved forward to Octobers agenda.

Complaint(planning) already mentioned earlier

Action: Verna to include on the next agenda.

Beamhill Playground Meeting at playground to be arranged as soon as possible.

Wilson Way sign Cllr R Anderson to try to get a price for the road sign. The Staffordshire Regiment haven't replied to a letter asking for help towards the cost of this sign. Another letter to be sent, meanwhile we should get the signs made, pay for it ourselves and hopefully eventually get financial support from the Regiment.

Action: Verna to write to Staffordshire Regiment

Possible option to adopt open space on Redhouse Farm phase 1

Davidson's one of the developers of Redhouse Farm phase 1 had asked if OPC

wished to adopt the open space and drainage on the site. The general feeling was that it was too large an undertaking. The chairman informed the room that the only funding we had was our precept whereas a management company could charge householders on the site a levy to cover maintenance.

Donation of works to Beamhill playground By S.J.Anderson T/A J A Properties

The chairman, Cllr Anderson's business has donated the cost of the work completed on Beamhill Playground to the Parish.

The work highlighted by an independent annual risk assessment of the playground was quoted for and charged at **£1698.97**. Cllr Anderson has been told the legalities of advertising of the work and declarations of interest were not done correctly so has donated the work to the parish.

The Staffordshire Parish Council's Assn. had told Cllr Anderson he could donate it under Section 139 of The Local Gov't Act 1972.

12 Expenditure for approval

Kay Lear	Salary	£470.32
John Anderson	Mileage/expenses	£ 37.00
Roy Hall	Refreshments	£ 4.64
Bill Holmes	Stationery&mileage	£ 32.07
Verna Smith	Stationery&exp	£ 23.88
J Lockley(new cheque as previous one was written incorrectly)		£75.00
SPCA	Training for Clerk	£40.00
Bank balance at August 29th £13420.54		

13 Any other business

Cllr Walker as a new cllr would be given a council tablet.

A resident has complained about the track at the back of St Margarets, -drug equipment, rubbish etc, but a letter is to be sent to police asking to patrol more frequently. To go onto Octobers agenda.

14 Date and time of next meeting

Monday October 10th at de Ferrers, Trent Campus

The meeting was closed to members of the public and press at 8.30pm

Cllr John Anderson
Chairman – Outwoods Parish Council



Outwoods Parish Council

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

Openness of local government bodies regulations 2014 has been adopted. Press and members of the public were cordially invited.

Date: Monday 10th October 2016

Members present: Chairman John Anderson
Cllr. Paul Barker
Cllr. Terry Booth
Cllr. Jez Elks
Cllr. Roy Hall
Cllr. Bev Walker
Cllr. Rachael Anderson
Cllr June Thomson

Also present: Lewis Anderson (public)
Duncan Goodfellow (ESBC)
Dave Browning (public)

Clerk: Verna Smith

1/10/10/16 Introduction: The chairman opened the meeting by welcoming members of the public and spoke about the training he and other members had attended regarding public participation which were not being conducted correctly, but would be discussed in depth later in the meeting and also further training which will take place on Monday 19th October 2016.

2/10/10/16 Apologies for Absence: Cllr William Holmes and Cllr Simon Gaskin.

3/10/10/16 Declarations of interest: John Anderson declared S.J.Anderson T/A J.A. Properties (his business) which has done work for the council and Friends of Outwoods, a resident group. Rachael Anderson declared the same as John Anderson's wife.

4/10/10/16 Election of Vice chairman: Cllr. Holmes has resigned from this post although he will still be a member of the Council. Whilst the post is not obligatory, it has been a very busy role over the last 6 months and will continue to be so until Verna gets settled in to her role. Nobody wished to nominate themselves for the role at this stage.

5/10/10/16 Minutes of the meeting held on Monday 12th September for approval and matters arising from them:

A resident of Kitling Greaves Lane had written about the brook at the side of his property, his concerns being that the water could wash away his foundations after heavy rain. Cllr Anderson had contacted the ESBC to see if it was owned by them; it wasn't but told as it was pre-Land registry the Resident needed to check on his property deeds to see if he may own the brook.

6/10/10/16 A resident had asked for a letter to be sent to SCC concerning the impact of traffic on Outwoods parish from the developments. The letter has been acknowledged but as yet no reply has been received.

7/10/10/16 The Speedwatch group update was that any residents interested in this would need to attend training.

Cllr Anderson asked if the speed gun is calibrated, which it is and also who pays for maintenance which would be Stag.

8/10/10/16 The Beamhill playground meeting-no progress has been made.

9/10/10/16 Wilson Way update. The Outwoods Parish clerk (OPC) had written to the Staffordshire Regiment for an update on the request for a donation towards the commemorative plaque but no reply has been received. Cllr Booth has obtained a quote of £430 for 1 and £730 for 2 and we will approach the developers to see if they will erect it. A grant may be available from CCF which needs to be applied for by 25th October. A vote was proposed and seconded to buy 2.

11/10/10/16 Cllr Walker has received a tablet from Cllr Anderson.

12/10/10/16 Public Participation There was none

13/10/10/16 Clerks report, correspondence and enquiries

14/10/10/16 Committee reports/updates including Planning Cllr Barker said that we need to have a code of conduct for all our Committees which he has prepared and will email everyone so that it can be discussed at the next meeting.

15/10/10/16 County and Borough Councillor reports Cllr Goodfellow reported on improvement plans for traffic flow, possible pedestrianizing of part of High Street and another plan for signs in the town i.e. the signs into the Town Centre are not very clear.

In the new year food waste will be allowed to go in the brown bin. A leisure Centre consultation is under way to improve the way leisure facilities are managed.

Another consultation is progressing concerning the licensing of landlords in the town to keep the appearance of the town to a high standard.

16/10/10/16 Items for discussion

Cllr Anderson Red House Farm (RHF) phase 1 & 2 The Judicial review for phase 2 will be reviewed on October 28th, the reason this was taken out was because the inspector passed it with the reason that there was other developments in the surrounding areas.

17/10/10/16 Cllr Anderson also suggested a residents meeting/consultation as residents from this area appear to feel isolated as to events that affect them and don't attend the meetings but it was decided to use A boards before all meetings to enable more residents to attend and give their views as this has worked on previous occasions.

18/10/10/16 Cllr Walker was asked for an update on the Kerbs on St Georges Road and St Margarets. Bob Fraser who was meant to be planning a site visit to inspect them but nothing had been heard. An email is to be sent by the clerk to Bob Fraser for an update.

19/10/10/16 Cllr Holmes has been dealing with the Insurance claim for the bench and basket swing which has been given approval to proceed. The quote for the swing is £1458 +vat and clerk will get quotes for a hardwood bench. A suggestion was made about using smart water and security tags for these items.

20/10/10/16 Cllr Walker reported on the track at the top of Lower Outwoods which leads onto Outwoods Park & Shobnall playing fields, which often has litter and sometimes used syringes and used condoms. All members agreed to the Clerk writing to Staffordshire Police on this matter.

21/10/10/16 Cllr Holmes has stated that the standing orders for Tenders for work to be carried out in the Parish need to be changed from £60000 to £25000. The action was proposed and seconded and a unanimous vote was recorded.

22/10/10/16 Cllr Holmes reported that Declarations of interest need to be logged at every Parish Council meeting and the book used to record attendees will be used.

23/10/10/16 Feedback on the Councillor training was discussed as one of the points being that Parish Council Bank Accounts should be earning interest, which will be researched as well as updating the banking system to enable Internet purchasing and a possible alternative to cheques. The address for bank statements needs to be changed to the clerks address and also the one of the signatories for cheques needs to be changed to include the clerk. This will be done by the current signatories.

26/10/10/16 A discussion was held concerning the Annual precept, which really needs a budget creating rather than have the same amount as the previous year and either the Financial group or a volunteer could do this and this budget should be posted on the website.

27/10/10/16 Also at the training it was stated that the public should only speak at public participation times however the Chairman has discretion to allow input at any time if it will aid the topic being discussed.

25/10/10/16 The notice boards need to be updated with OPC email address and Councillors details and duties.

28/10/10/16 Expenditure for approval

Verna Smith	Salary	£350.00
“ “	phone, stamps& keys	£ 14.47
John Anderson	Mileage	£ 8.50
Roy Hall	Refreshments	TBC (donated)
P Gould	Mowing contract	£860.00

29/10/10/16 Bank balance on 3rd October 2016 £13420.54

Income John Anderson, S.J. Anderson T/A J.A. Properties £1698.97 paid for work to Beamhill playground

30/10/10/16 Any other business another point from the training was that any other business needs to be renamed and it was suggested that it be called Items/comments for next meeting's agenda.

31/10/10/16 Date, time and place of next meeting will be Monday November 14th 2016 at de Ferrers, Trent Campus

In accordance with section 1 (2) of the Public Bodies (Admission to meetings) act 1960, the Press and Public will be excluded from the following items to be discussed, due to the confidential nature of the business to be transacted

32/10/10/16 Staffing committee Employment Matters.

The meeting was closed at 9.00pm.



Outwoods Parish Council

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

Openness of Local Government Bodies Regulations 2014 has been adopted.

Press and members of the public were cordially invited.

Date: Monday 14th November

Members present: Cllrs John Anderson (Chairman), Paul Barker, Terry Booth, Jez Elks, Roy Hall, Bev Walker, June Thompson.

Also present: Thirteen members of public

Clerk: Verna Smith

1/12/12/16 Introduction: Chairman welcomed members of the public and said it was nice to see so many residents as there will be major changes to the parish with all the developments and it was agreed it was too much. The A boards be used at all future meetings as they seemed to attract more public members to attend.

Cllr Elks had laid a wreath for Remembrance Day at Shobnall Church & Cllr Hall & Cllr Anderson had attended a ceremony at Queens Hospital. It was suggested that Outwoods Parish Council should be represented at the Town Centre Memorial next year. It was decided to have a collection for Burton soup kitchen at the next meeting.

2/14/11/16 Apologies for Absence: Cllr Rachael Anderson, Cllr William Holmes, Cllr Simon Gaskin and Cllr Duncan Goodfellow

3/14/11/16 Declarations of Interest: John Anderson T/A SJ Properties work done on Beamhill playground

John Anderson has written a letter of comment for Tutbury area residents on the diesel farm & friends of Outwoods

Jez Elks STAG Speedwatch

4/14/11/16 Election of Vice Chairman No one was interested in the post

5/14/11/16 Minutes of the meeting held on 10th October for approval and update on actions from minutes. A Kitling Greaves Resident has been having an ongoing problem of the brook adjoining his property which floods after heavy rain. The Council claim it belongs to him but he has nothing on his deeds to this effect. Cllr Anderson has written to the Environment Agency.

Clerk is to write a letter to ESBC concerning this problem.

7/14/11/16 Clerk has not received a reply from Staffordshire County Council over the impact on highways due to housing developments and will write again

8/14/11/16 Cllr Elks had no update on Speedwatch as Branston parish have the equipment.

9/14/11/16 Beamhill playground improvements to be discussed under agenda items.

10/14/11/16 Cllr Barker Code of Conduct to be discussed under agenda items.

11/14/11/16 Cllr Walker had not had a reply from Cllr Fraser regarding kerbstones in St Georges Road and St Margarets

12/14/11/16 Updating the bank system to an interest making account and adding clerk as a signatory. This has been done and the paperwork is ready for clerk to sign.

13/14/11/16 The notice boards still have to be updated with the contact details.

14/14/11/16 There is still no reply from the Staffordshire Regiment concerning help with the funding costs of commemorative signs for Wilson Way and it was agreed to purchase them anyway.

The minutes were approved, seconded and all were in favour.

15/14/11/16 Public Participation. An update on the local developments was asked for which was to be discussed in items for discussion

16/14/11/16 Clerks report, correspondence and enquiries. A reply has been received from Staffordshire Police concerning the syringes etc. which said that they had passed the details to the local Police.

The Dictaphone purchased for meetings has been returned and the money will be paid into the Bank.

Complete Elks said he wishes to attend.

Cllr Anderson has received a letter from Winshill Parish Council advising that reporting of issues such as potholes etc. on fixmystreet cannot be used by third parties only individuals and residents are asked to use this facility

There has been a lot of fly tipping in Outwoods and Hayden Pointon has been asked to see if there were any contact details in the rubbish so that further action may be taken.

Clerk is to send a letter to a resident in Tutbury road who has asked for the party wall agreement to be resent as they have lost the original.

Someone has been knocking on doors asking to supply tarmac left over from a footpath job. This has been reported to Police and a crime number received for anyone bothered by this.

Complaints have been received over parking in particular a van parking on the blind bend in Field Lane which although in Horninglow parish is bothering Outwoods residents as it is a danger. Clerk will write to enforcement about this.

On Beamhill Road there are some building contractor's vehicles believed to belong to Kitchens Complete, parking Complete on the verges, causing a problem for some disabled residents who could not get by. When asked to move them they refused saying they were abusive saying they were not blocking the Road. This will also be reported.

17/14/11/16 Committee reports/updates/planning reports. There were none.

18/14/11/16 County and Borough Councillors reports. There were none.

19/14/11/16 Items for discussion Cllr Barker had a proposal for Outwoods Parish Council to adopt a written Code of Conduct. It was proposed, seconded and all in were in favour with one abstention.

20/14/11/16 A letter from the Developers of Redhouse farm (RHF) phase 1 for suggestions for names from a local war memorial has been received. If anyone has ideas, they can send them to us and Cllr Elks is to send a list of names to clerk to forward to the Developers.

21/11/14 Updates to RHF phase 1. The development is progressing and reserve matters have been approved.

We lodged a complaint concerning the Outwoods neighbourhood plan which was ignored when passing the reserved matters and this is still ongoing.

22/14/11/16 Updates to RHF phase 2. Planning permission was refused for this approximately a year ago and was passed on appeal. The planning department felt this decision was unjust and a Judicial review was heard at the end of October to which we are still waiting to hear the outcome.

23/14/11/16 Updates to Upper Outwoods farm. A meeting was held between the Planning Manager and the Land Agents, as there had been no interest from developers. It has been decided that the land be split into smaller parcels and there is now some interest. OPC should have been invited to these meetings and clerk is to send a letter to Anna Miller asking why we have not been invited.

24/14/11/16 Improvements to Beamhill playground. Several options were discussed to improve this. Parking, a nature reserve, for which the area needs to be cleared, trees to hide the garages, wet pour for safety and fencing
It was decided to get quotes and use these costs in next year's budget.

25/14/11/14 Proposed diesel farm at Tutbury. This is a generator to provide power during surges to the National Grid, but concerns are smell, noise and impacts if a diesel leak occurs. The outcome may affect OPC as we may have one in future developments in our parish. A letter in support of Tutbury Parish council was approved, seconded and all in favour,

26/14/11/16 Possibility of training for clerk to sit with another Parish clerk, which may be taken in the new year, as it is considered worthwhile.

27/14/11/16 Feedback on Chairman Training. The general opinion was that it wasn't as good as the previous one but a lot of written information had been given out.

28/14/11/16 Expenditure for approval.

Verna Smith	Salary	£350
“	“	
	'phone, stamps and ink	£ 35
John Anderson	mileage	£37.75
Roy Hall	refreshments	£ 4.46

29/14/11/16 Bank balance on 28th October 2016 £15897.91

30/14/11/16 Items/comments for next meeting's agenda.

Buying a second flask for meetings.

A complaint has been received about track laying vehicles using Lower Outwoods Road as an entrance/exit and clerk will send a letter to Anna Miller concerning this problem.

Budget for 2017. Cllr Elks is working on this.

Collection for the soup kitchen. As well as food, clothes are also given out. To be delivered to the next meeting

Xmas lights & tree. It was suggested that the Beacon Hotel will be asked to have this in their car park as a power supply is a problem for the lights in the previous year's position of the tree.

31/14/11/16 Date of next meeting. Monday 12th December at 6.30 pm at de Ferrers Trent Campus

In accordance with section 1 (2) of the Public Bodies (Admission to meetings) act 1960, the Press and Public will be excluded from the following items to be discussed, due to the confidential nature of the business to be transacted

32/14/11/16 Staffing Committee

Meeting closed at 8.30pm.



Outwoods Parish Council

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

Openness of Local Government Bodies Regulations 2014 has been adopted.

Press and members of the public were cordially invited.

Date: Monday 12 December 2016

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

Also present: Cllr Simon Gaskin (ESBC) and 5 members of the public.

Clerk: Verna Smith.

1/12/12/16 Introduction: The Chairman declared the meeting open and thanked members of the public for attending.

There will be a collection for Burton soup kitchen later in the evening and Mick Cramp is going to talk about the soup kitchen.

The Christmas tree at the Beacon was mentioned as a lot of good comments had been received and the people involved were thanked for their help.

The Chairman also thanked all the Councillors for their work throughout the year.

2/12/12/16 Apologies for Absence: Cllr William Holmes, Cllr Duncan Goodfellow.

3/12/12/16 Declarations of Interest: John Anderson and Rachael Anderson; members of Friends of Outwoods.

4/12/12/16 Election of Vice Chairman No one was interested in the non-obligatory post.

5/12/12/16 Minutes of the meeting held on Monday 14th November 2016 for approval and update on actions from minutes.

6/12/12/16 Update on the kerb stones. Although no update has been received on this matter Cllr Walker noted that some of the kerb stones had been marked with spray paint so action could be imminent.

7/12/12/16 The banking system is to be updated after the clerk's authorization to become a signatory has been approved by the Bank.

8/12/12/16 There was no reply from ESBC planning concerning the fact that the Parish Council was not being invited to meetings about developments within our Parish.

9/12/12/16 The noticeboards have now been updated with the contact details for the Parish.

10/12/12/16 Improvements to Beamhill playground. Cllr Anderson said he had asked for four estimates for wet pour which is similar to tarmac but a rubber compound. A Councillor made a suggestion that the Company used for erecting the Christmas tree may be interested as they have done work for Councils before.

11/12/12/16The letter opposing The Tutbury Diesel Farm will be sent before the next meeting.

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

12/12/12/16 Public participation. The resident of Kitling Greaves Lane asked if there was any news on the letter we sent to ESBC's legal department asking about the brook on his property which floods after heavy rain, the reply that we got suggested that the clearing of the brook has been passed to the relevant department. A copy of the letter will be forwarded to the resident.

13/12/12/16 Clerks report. A letter from ESBC has been received concerning the precept for 2017 and this matter will be on next meeting's agenda.

14/12/12/16 A reply from SCC concerning issues of impact due to increased traffic from developments on Forest road. Enquiries have been logged and we can expect a reply soon.

15/12/12/16 Clerk will pay in £29.99 from the return of the Dictaphone into the bank as soon as the approval of her as a signatory is approved.

16/12/12/16 Cllr Goodfellow has sent a form for the funding of the Wilson Way sign, which is to be completed by Clerk with the help of Cllr Booth.

17/12/12/16 Committee reports, updates and planning enquiries. Two planning applications have been received the first being for the erection of a single storey dwelling at Henhurst farm and the other, a substitution of 8 house types at RHF phase 1. Neither of these have any issues for the Parish Council.

18/12/12/16 Cllr Elks attended Stafford County Council for a briefing before the AGM by two Council officers who said that a 40% reduction in budgets had been applied and further cuts to their next budget of £500 million by £150 million in the next 5 years. Issues that might affect OPC are grass cutting, minor repairs weed control etc. which means that we won't get grants as in previous years for these. Neighbourhood Highway teams that were responsible for minor repairs will be reduced and in two years' time will cease completely

19/12/12/16 County and Borough Councillors reports. Cllr Gaskin mentioned litter picking in Longhedge and Outwoods Lane and suggested litter bins may help this problem.

20/12/12/16 Items for discussion Purchase of bench for Field Lane. Cllr Booth will get details of suitable benches from Clerk and will be dealing with the insurance claim for the bench and basket swing in the new year.

21/12/12/16 Development updates RHF phase 1 developers have asked for suggestions for Road names for this. Cllr Elks will look into this and forward the Information to Clerk to send to developers.

22/12/12/16 Forest Road updates. Cllr Anderson had not heard anything from Planning about the 83 dwellings due to be built but will chase this matter.

23/12/12/16 Redhouse farm phase 2 update. ESBC had a judicial review as the site was not in the local plan when given planning permission at appeal and as we have a 5 year land supply, should not have been allowed. A barrister representing the Secretary of State also attended. The Judge quashed the decision as the NPPF (National Planning Policy Framework) had not been applied correctly. The deadline to contest the decision has passed but the Developers will still be able to reapply in the future should they wish to.

24/12/12/16 Clerk and Cllr Walker had been in contact with ESBC planning enforcement regarding RHF phase 1 Lower Outwoods Road being used for deliveries etc. A site visit was made by David Ward who agreed that Lower Outwoods Road was being used as a regular access and had contacted the Developers who assured him that things would improve and a sign will be placed at the bottom of the Road saying that no access to the Development by Contractors is allowed.

25/12/12/16 Beamhill Road Development Although some interest had been shown, no firm offers exist to build on this land.

26/12/16 Budget for 2017 In the past the precept has stayed the same as the previous years but Projects are required to justify the precept and suggestions are needed and will be on next month's agenda.

27/12/16 Possible change of the need for three quotes in the standing orders from £100. A vote was taken on this as companies don't really seem to want to provide quotes for work for small amounts of money and it can be a hold up . After discussion it was proposed to change the standing order to "Three quotes should be obtained if possible for potential transactions over the sum of £1000" this was proposed, seconded and all were in favour.

28/12/16 Little Forest update A request for the Parish Council to be represented in this project was suggested as it was felt to be worthwhile since it involved schools visiting the woodland to learn about the countryside. John Anderson had already attended a meeting at the Zen Café. This was proposed, seconded and all were in favour

Expenditure for approval.

Verna Smith	Salary	£350.00
Verna Smith	'phone, mileage & park for bank	£ 7.35
John Anderson	Mileage	£12.15
Roy Hall	Refreshments	£13.85
Terry Booth	Christmas tree	£145.00
Paul Barker	Christmas lights	£59.23
Bev Walker	Electrical equipment-tree	£44.42
Terry Booth	Groundwork for tree	£25.00

Bank balance on 29th November 2016. £15402.56

Items/comments for next meeting's agenda. Projects to justify the Precept.

Purchase of Bench on Beamhill playground.

Christmas tree on roundabout by the Beacon Hotel.

Date of next meeting Monday 9th January 2017 at 6.30pm at de Ferrers Trent Campus.

Meeting closed at 9.30pm.