



Outwoods Parish Council

MINUTES OF MEETING

Date of Meeting	8 May 2017
Venue	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.	
Members Present	Councillors J. Anderson, Hall, R. Anderson, Walker, Booth, Elks, Barker
Also Present	Deb Bacon, Little Forest Councillor Philip White, Staffordshire County Councillor Councillor Duncan Goodfellow, East Staffordshire Borough Councillor 5 local residents
Clerk	Ellen Bird
Apologies for Absence	Councillor Thompson
Declarations of Interest	None

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

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

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

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

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

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

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

The problems were caused by a number of issues:

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

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

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

Resolved to:

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

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

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

d) to cancel the following cheques

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

e) to retrospectively approve payment of the following cheques

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

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

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

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

b) Accounts for Payment

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

It was noted that the balance was £16,417.89

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

The meeting ended at 20.33 pm