



## Outwoods Parish Council

### MINUTES OF MEETING

<b>Date of Meeting</b>	12 June 2017 at 6.30pm
<b>Venue</b>	de Ferrers Academy, Trent Campus, St. Mary's Drive, Burton On Trent.
<b>Openness of Local Government Bodies Regulations 2014 has been adopted. Press and members of the public were cordially invited.</b>	
<b>Members Present</b>	Councillors J. Anderson, Hall, R. Anderson, Walker, Booth, Elks, Barker
<b>Also Present</b>	Councillor Philip White, Staffordshire County Councillor Katie Fellows, PCSO 3 local residents
<b>Clerk</b>	Ellen Bird
<b>Apologies for Absence</b>	Councillor Thompson
<b>Declarations of Interest</b>	None

<b>1.</b>	<b>Introductions/Chairman's Opening Comments</b>
	<p>The Chairman reported that there had been further incidences 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.</p> <p>Local residents had contacted him regarding problems at the garages near Beamhill play area. He had passed their concerns on to the local police.</p> <p>He gave an update to the meeting regarding the Redhouse Farm development.</p>
<b>2.</b>	<b>Apologies</b>
	Apologies were received from Councillor Thompson.
<b>3.</b>	<b>Declarations of Interest</b>
	There were none.
<b>4.</b>	<b>Approval of the minutes of the meeting held on 8 May 2017</b>
	<p>It was proposed by Councillor Booth and seconded by Councillor R Anderson that the minutes be approved. This was agreed unanimously and the minutes were signed by the Chair.</p> <p><b>Resolved to approve the minutes of 8 May as a correct and accurate record of the meeting.</b></p>

<b>5.</b>	<b>Update on actions since the last meeting</b>
<b>a)</b>	<b>Tutbury Road</b> The Clerk was asked to chase this issue.
<b>b)</b>	<b>Beamhill play area inspection report</b>
	It was noted that the clerk had secured a copy of the report. All the risks were rated low or very low. Councillors would explore the findings in greater detail and determine what further work was required.
<b>c)</b>	<b>Harehedge Lane Traffic Issues</b>
	Now that Purdah had elapsed the Chairman agreed to find a suitable date to raise this issue in the press.
<b>d)</b>	<b>Hospital Parking Meeting</b>
	No date had been set for the meeting at the hospital to discuss hospital parking. The Chairman agreed to circulate the details when they were available.
<b>e)</b>	<b>Tutbury Road Roundabout</b>
	It was noted that workers had completed some work on the roundabout. Staffordshire County Council (SCC) were thought to be responsible for the areas around the roundabout. Councillors asked the Clerk to write to SCC requesting that they maintain the area.
<b>f)</b>	<b>Little Forest</b>
	It was noted that the next Little Forest meeting was scheduled for 4th July at 11am. The Chairman and Councillor Walker and councilor R Anderson said they would attend.
<b>g)</b>	<b>Wilson Way</b>
	Councillors noted the sign was now up and an event to officially unveil them was to be arranged. The date would be circulated.
<b>h)</b>	<b>Letter to Forest Road residents regarding Parking</b>
	A letter to residents regarding parking on Forest Road had been drafted. Councillors agreed to send any further amendments and the PCSO confirmed that parking on the pavement was legal providing there was sufficient room for a pushchair or wheelchair to pass.
	<b>Resolved to note the update and approve any further actions detailed above.</b>
<b>6.</b>	<b>Public Participation</b>
	The local PCSO introduced herself and informed the Council about her team. She discussed speeding issues and speedwatch with the Councillors and agreed to report back that speed vans were needed on Reservoir Road, Forest Road and Beamhill Road.  Residents also requested speedwatch target Kitling Green Lane and Lower Outwoods Road.
<b>7.</b>	<b>Clerk's report, Correspondence and enquiries</b>
	A resident had raised concerns regarding Japanese knot weed on Field Lane. The Chairman had responded to this resident.

	<p>The Clerk reported the following Correspondence had been received:</p> <ul style="list-style-type: none"> <li>• Information regarding the swimming gala arrangements</li> <li>• Beamhill inspection report</li> <li>• SCC consultation regarding Burton Dementia Centre</li> </ul> <p><b>Resolved to note the update.</b></p>
<b>8</b>	<b>Committee Reports and Updates</b>
	<p><b>Planning</b></p> <p>It was noted that Parking Standards Support Planning document had been circulated by East Staffordshire Borough Council (ESBC) for comment. Councillors were asked to review the document as it overrode the Neighbourhood Plan.</p> <p><b>Resolved that the Planning Committee should meet to review the document.</b></p> <p>The following planning applications were discussed:</p> <ul style="list-style-type: none"> <li>• P/2017/00020 - 88 lower Outwoods Road</li> </ul> <p>Councillors had no comments</p> <ul style="list-style-type: none"> <li>• P/2017/00551 - 30 Boundary Close</li> </ul> <p>Councillors had no comments</p> <ul style="list-style-type: none"> <li>• ES.16/17 D3 - Burton Dementia Centre, Outwoods Close</li> </ul> <p>Councillors had no comments.</p>
<b>9</b>	<b>County Councillor and Borough Councillor Reports</b>
	<p>Councillors noted apologies had been received from Councillor Gaskin. The Clerk read an update on behalf of Councillor Gaskin regarding work completed since the last meeting.</p> <p>Councillor White gave an update to the Council regarding the work done by SCC.</p> <p><b>Highways</b></p> <p>Work continued on Outwoods Road/Outwoods Farm Road and Tutbury Road.</p> <p>He had taken a highways officer to Harehedge Lane and had raised his concerns with the Cabinet Member. He said the traffic problems on this road were his absolute priority.</p> <p>There was no progress with the development at St Modwens school.</p> <p>He had noted that Tutbury Road surface was breaking down.</p> <p>Verge issues that had been raised at the 8 May meeting had been reported to Rolleston Council.</p> <p>Councillor Walker reported problems with kerb stones near his property on <b>XXX</b>. Councillor White asked him to email him with the details.</p> <p>He reported that extensive work was to be carried out just outside the Parish border at the roundabout near the hospital. The vital work would cause considerable traffic issues but had to be completed to prevent further road break down.</p>

	<p>Residents raised concerns regarding Kitling Greaves Road/ The Brooke. Councillor White agreed to meet with the residents to discuss their concerns.</p> <p>The concerns raised at the last meeting regarding Tutbury Road Island had been raised with Council Officers.</p> <p><b>Resolved to note the update.</b></p>
<b>10</b>	<b>Items for Discussion</b>
<b>a)</b>	<b>Provision of a landline telephone number for OPC</b>
	<p>Councilor Barker reported he had researched a virtual landline number for the Parish which has a local area code.</p> <p>There is a one off charge of £3 (Incl VAT). It would be controlled online. Can be diverted to different numbers. The system has an Voicemail facility. The only ongoing charge is 3p per minute to receive calls.</p> <p><b>Resolved to ask Councillor Barker to set up the phone line on behalf of the Parish Council.</b></p>
<b>b)</b>	<b>Excessive speed by contractors on Reservoir Road</b>
	<p>Councillor Walker reported that a local resident had contacted him regarding excessive speed and an unpleasant altercation with contractors working at the Reservoir Road building site.</p> <p><b>Resolved to ask Councillor Walker to forward the email received regarding the concerns to the relevant enforcement officer at ESBC.</b></p>
<b>c)</b>	<b>Burton Soup Kitchen</b>
	<p>The Chairman reported that Burton Soup Kitchen had been under scrutiny as a whistleblower had reported that food donations were being used by staff and volunteers.</p> <p>Given that Outwoods Parish Council had donated money and food to the organisation using council funds it was felt that a letter of disappointment that funds had not been spent in the spirit that they had been given. The Chairman suggested the matter should be reported to the police.</p> <p><b>Resolved to ask the Clerk and Chairman to write a letter to Burton Soup Kitchen expressing disappointment at the way Council donations had been utilised.</b></p>
<b>d)</b>	<b>Dead Trees around Attenuation Pond on Wilson Way</b>
	<p>The Chairman reported that there were dead trees around Attenuation Pond which needed replacing.</p> <p><b>Resolved to ask Councillor Walker to email the relevant enforcement Officer at ESBC regarding replacement trees.</b></p>
<b>e)</b>	<b>Upper Outwoods Farm entrance onto Beamhill Road</b>
	<p>The Chairman reported that trees neighbouring the Outwoods Farm entrance onto Beamhill Road were making exiting the farm very difficult as sightlines were obscured.</p> <p><b>Resolved to ask Councillor Booth to ask neighbours to cut trees back and to ask the clerk to contact the highways team at SCC to cut trees they had responsibilities for</b></p>

	<b>back.</b>																								
<b>f)</b>	<b>Beamhill Playground Annual Inspection Report</b>																								
	<p>Councillors discussed what actions should be taken following receipt of the report.</p> <p><b>Resolved to arrange a site meeting to look at the findings and to determine what action, if any, was required to address concerns.</b></p>																								
<b>11</b>	<b>Financial Issues</b>																								
<b>a)</b>	<b>Approval of Accounts for Payment</b>																								
	<p>The following accounts were unanimously approved for payment by the Council.</p> <table border="1"> <thead> <tr> <th></th> <th>Cost</th> <th>Invoice No</th> <th>Cheque Number</th> </tr> </thead> <tbody> <tr> <td>Clerk's Wages June 2017</td> <td>£350</td> <td>EB3/17/18</td> <td>10455</td> </tr> <tr> <td>Mr D E Browning for Beam Hill Playground checks May 2017 -2018</td> <td>£300</td> <td>-</td> <td>10456</td> </tr> <tr> <td>BASC Schools Gala 2017 - Donation</td> <td>£80</td> <td>-</td> <td>10457</td> </tr> <tr> <td>Councillor Hall (meeting refreshments Feb - May 2017)</td> <td>£9.38</td> <td>-</td> <td>10458</td> </tr> <tr> <td>Councillor R Anderson (refreshments for annual meeting April 2017)</td> <td>£126.15</td> <td>-</td> <td>10459</td> </tr> </tbody> </table> <p>It was noted that the direct debit payment of £9.59 had been made for the domain name renewal of the Website. (This is paid annually by D/D)</p>		Cost	Invoice No	Cheque Number	Clerk's Wages June 2017	£350	EB3/17/18	10455	Mr D E Browning for Beam Hill Playground checks May 2017 -2018	£300	-	10456	BASC Schools Gala 2017 - Donation	£80	-	10457	Councillor Hall (meeting refreshments Feb - May 2017)	£9.38	-	10458	Councillor R Anderson (refreshments for annual meeting April 2017)	£126.15	-	10459
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<b>b)</b>	<b>Update on progress with Annual Accounts for the External Auditors and actions still outstanding</b>																								
	<p>The Clerk reported that work had progressed well on the accounts for audit. The internal auditor had been booked and there would be a meeting of Outwoods Parish Council on 26 June 2017 to formally approve the necessary paperwork.</p>																								
<b>12.</b>	<b>Risk Register</b>																								
	<p>The risk register was discussed.</p> <p><b>Resolved to approve the risk register and request that it be brought back to a future meeting for review.</b></p>																								
<b>13.</b>	<b>Asset Register</b>																								
	<p>The asset register was discussed.</p> <p><b>Resolved to approve the asset register and to request that this be brought back to a future meeting for review.</b></p>																								
<b>14.</b>	<b>Items for next meeting's agenda</b>																								
	<p>No items were requested.</p>																								
<b>15.</b>	<b>Date/Time/Place of the next meeting</b>																								
	<p><b>Resolved to note the additional meeting to sign off the accounts would be held 26 June</b></p>																								

	<b>2017 at the de Ferrers academy. Councillors asked Councillor Elks to book the Henhurst Club for the venue for the meeting to be held on 10 July.</b>
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The meeting ended at 20.28 pm

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