

# LOWER PENN PARISH COUNCIL

## ANNUAL PARISH COUNCIL MEETING

16 MAY 2019

### PRESENT:

Cllr N Cox - Chairman  
 Cllr Mrs Beccy Southall – Vice Chair  
 Cllr S Bradley  
 Cllr Mrs K Brazenell  
 Cllr Ms N Davies  
 Cllr R Manoharan  
 Cllr R Reade – District Councillor  
 Cllr Mrs C Taylor  
 Cllr R Waltho

District & County Cllr Mrs V Wilson  
 District Councillor D Kinsey  
 Members of the Public

Minute No		Action
38/19	<p>All councillors present signed a Declaration of Acceptance of Office and an undertaking to observe the Code of Conduct as councillors of Lower Penn Parish Council.</p> <p>Councillor Reade opened the meeting and welcomed all newly elected councillors.</p>	
39/19	<p><b>ELECTION OF CHAIRMAN/VICE CHAIRMAN</b>            Nominations for the position Chairman were invited and it was proposed by Cllr Mrs Brazenell and seconded by Cllr Ms Davies that Cllr Cox be elected Chairman for the coming year. Cllr Reade declined a nomination for the position of Chairman. Cllr Cox accepted the position of Chairman to Lower Penn Parish Council and signed his Declaration of Acceptance of Office.</p> <p>It was proposed by Cllr Bradley and seconded by Cllr Mrs Brazenell and carried that Cllr Mrs Southall be elected as Vice-Chairman for the coming year. There were no other nominations. Cllr Mrs Southall signed her Declaration of Acceptance of Office.</p>	
40/19	<p><b>APOLOGIES</b>            None received.</p>	
41/19	<p><b>MINUTES OF APRIL ANNUAL GENERAL MEETING</b>            Proposed by Cllr Reade and seconded by Cllr Waltho and carried that the minutes of the Annual General Council Meeting held on 4 April 2019 be signed as a true and correct record.</p>	
42/19	<p><b>AMENDMENTS TO MINUTES of APRIL PARISH COUNCIL MEETING</b>            (1) It was noted that discussion on a specific item had been omitted from the minutes and this should be included as follows:  <i>The Parish Council and County Cllr Mrs Wilson discussed the Government grant of £20,000 she had been allocated, to be shared between her division, and it was identified that the priority for Lower Penn would be the cleaning and jetting of drains and gullies.</i></p>	

*The Council agreed that it would be prepared to make a financial contribution towards the cost of this work and this matter would be finalised at the next Council Meeting.*

- (2) Minute No: 8/19 Paragraph 12 Public Participation: Cllr Ms Davies asked that this section of the minute should clarify that residents have acted professionally and properly in all matters relating to the comments and accusations made against them by the Police Officer at the Annual General Meeting which related to the nursery development.

**43/19 MINUTES OF APRIL PARISH COUNCIL MEETING**

It was proposed by Cllr Waltho and seconded by Cllr Reade and carried that the minutes of the April Parish Council Meeting held on 4 April 2019 be signed as a true and correct record, incorporating the above additions and amendments.

**44/19 RECORDING OF ANY OTHER BUSINESS**

- Local Bus Service (CT)
- Tyres on Railway Walk (Clerk)
- Provision of Defibrillator (CT)

**45/19 POLICE REPORT**

No report received and no attendance from Police Officer. The Chairman said he would contact Staffordshire Police to issue them with a standing invitation to attend Parish Council Meetings when officers' shift patterns permitted.

**PUBLIC PARTICIPATION**

**46/19 Sandhills Nursery, Springhill Lane**

**Gavin Williamson MP**

Residents were unclear as to Mr Williamson's opinions on the nursery issue and the Chairman asked that a formal request be made to the Parish Council to enable this matter to be followed up.

**Retrospective Planning Application**

Residents were advised that it is standard procedure in certain cases for a Planning Department to request an extension to the time period for determination of applications to ensure that all relevant information is received and scrutinized correctly. Cllr Reade advised that the application is now likely to be determined in July 2019.

**Highways**

County Cllr Mrs Wilson advised that the recent traffic monitor that had been on site and since removed, was not actioned by the County Council.

**Weekend Working**

It was reported that on a number of occasions, builders had been working on site at weekends both at the nursery and the neighbouring property, to enable them to carry out unauthorised work. Cllr Reade said that he would take this matter up with the Enforcement Team at the District Council.

**Signage**

Residents reported that there were 7 signs outside the nursery property, some of which were extremely large and not only were a distraction to motorists, but were also visually unattractive. County Cllr Mrs Wilson advised that signage over a certain size required planning permission and Cllr Reade said that he would take this up with the District Council.

**Other Business – Public Participation**

**47/19 Speedwatch Team**

Residents were advised that the Parish Council would continue to fully support the

Clerk

RR

RR

	Speedwatch Team and that arrangements were currently in hand to establish a co-ordinator and other members for the team. Cllr Reade undertook to obtain the Speedwatch gun from Mrs Williams.	RR
48/19	<p><b>Quarry HGV's</b></p> <p>It was reported that there were continuing problems with large vehicles travelling through the parish causing damage to verges and pavements and deposits from materials being carried were causing an accumulation of detritus in the gutters. It was agreed a letter would be sent to the quarry owners about this matter.</p>	Clerk
49/19	<p><b>Overhanging Trees – Market Lane/Langley Road</b></p> <p>It was reported that overhanging branches were causing problems for pedestrians using the pavements as they had to step onto the highway on occasions to continue. Cllr Reade said he would check the situation on Langley Road.</p>	RR
50/19	<p><b>Poor Broadband Service</b></p> <p>It was reported that in certain areas of the Parish, broadband speeds continued to be very poor and it was agreed that a letter would be written to Mr Chatwin at the County Council about this.</p>	Clerk
51/19	<p><b>COUNTY COUNCIL REPORT</b></p> <p>County Cllr Mrs Wilson reported that due to severe financial restraints, the County Council is required to make significant savings and is currently focussing its spending on maintaining its statutory duties. It is hoping to work with the District and Parish Councils to carry out other important services and is currently looking at ways in which volunteers can also be utilised.</p> <p>The Meeting discussed the government grant that County Cllr Mrs Wilson has available for her Division and the priority of jetting the drains and gullies in Lower Penn. County Cllr Mrs Wilson advised that the cost of the jetting machine was £750 per day and said that the County Council would provide funding for 3 days work. It was unanimously agreed that the Parish Council would make a capped contribution of £1,500 for 2 days work, with payment on completion.</p>	
52/19	<p><b>PLANNING</b></p> <p><b>CURRENT PLANNING APPLICATIONS</b></p> <p>District Cllr Reade expressed an interest and took no part in the discussions and decisions of all Planning Applications.</p> <p><b>App No: 19/00048/FUL – construction of new building for use as a D1 nursery (part retrospective) drainage works to the rear of the nursery (retrospective) and associated works and solar panels plus Transport Statement 2019</b></p> <p><b>Springhill Cottage Springhill House Springhill Lane WV4 4TJ</b></p> <p>The Parish Council agreed to object to the application on the same grounds as the previous retrospective applications and would reiterate its views that information is misleading, incomplete and confusing. The Parish Council also stated it had fundamental concerns regarding the viability and adequacy of the proposed drainage system and felt that the traffic report was biased and did not fully address the concerns. It was also pointed out that the nursery is not adhering to the advertised opening times. The Parish Council strongly urges the Planning Officer to re-visit all drawings thoroughly and to carry out site visits to ensure that no other alterations/amendments/additions are being carried out without the Planning Department's knowledge.</p> <p><b>App No: 19/00326/FUL Proposed 2 storey extension – Gorran Haven, Radford Lane</b></p> <p>The Parish Council agreed that it had no objection in principle subject to its compliance with Local Planning Policies and that there was no adverse impact on adjacent neighbouring properties.</p> <p><b>APPLICATIONS CONSIDERED MID-MEETING</b></p>	<p>RW/ Clerk</p> <p>Clerk</p>

	<p>There were none</p> <p><b>PLANNING PERMISSION GRANTED</b>  App No: 18/00930/FUL – Change of use Veterinary Clinic – Castlecroft Road  App No: 19/00177/FUL Extensions – 118 Springhill Lane – with conditions</p> <p><b>APPLICATIONS PENDING</b>  App No: 19/00048/FUL – Retrospective Nursery application – Springhill Cottage (Sandhills)  App No: 19/00220/FUL Conservatory – Langley Hall Farm, Market Lane  App No: 19/00027/FUL Replacement Barn – The Lindens Penstone Lane</p> <p><b>OTHER PLANNING MATTERS</b>  Appeal: Land Adj. 62 Springhill Lane – Replacement Dwelling – awaiting decision</p> <p><b>MATTERS ARISING FROM MINUTES</b></p> <p><b>Pot Holes/Gullies</b>  To be kept under observation</p> <p><b>9 Springhill Park</b>  Work has now stopped again on this property.</p> <p><b>Log Reports April 2019</b>  <b>Castlecroft Playing Field</b>  Cllr Reade agreed to check if the new dog waste bin had now been installed.</p> <p><b>Village Green</b>  Nothing to report</p> <p><b>The Roughts/Bus Shelters</b>  Nothing to report</p> <p><b>Horse Rider Warning Signs</b>  Dave Marsh to be contacted for information on quotations for the signs.</p> <p><b>BT Red Telephone Box</b>  It was reported that all electricity services had been disconnected and the Parish Council would now consider what the unit can be utilised for.</p> <p><b>Railway Walk</b>  Issues currently reported to Baggeridge Ranger: <ul style="list-style-type: none"> <li>▪ Broken fencing Greyhound Lane and Langley Road</li> <li>▪ Lop and thin trees on north side of Railway Walk from bridge at Greyhound Lane to Market Lane</li> <li>▪ Motorbikes/quads continue to use the Railway Walk</li> </ul> </p> <p><b>Land Registration Victory Hall</b>  Ongoing – matter being discussed with the Legal Department at the District Council.</p> <p><b>Damaged Road Sign – Dene Road</b>  Manufacturer’s details to be ascertained.</p> <p><b>Stolen Post Box – Langley Road</b>  No response from Royal Mail as to whether the post box will be replaced – to be followed up</p> <p><b>Notice Board Radford Lane</b>  This had been damaged and had now been removed. Replacement post required.</p> <p><b>Damaged/missing Road Signs</b></p>	
53/19		
54/19		
55/19		RR
56/19		Clerk
57/19		All
58/19		
59/19		RR/RW
60/19		Clerk
61/19		Clerk
62/19		

63/19	Market Lane road sign knocked over – reported ref: 4154490 Radford Lane ‘Give Way’ sign missing – reported ref: 4154491													
64/19	<p><b>Damaged Street Light – Springhill Lane</b> Clerk to contact Eon to report the top of the column requires straightening.</p> <p><b>CORRESPONDENCE</b></p> <p><b>Litter Pick Board</b> Information received from District Council discussed at meeting – no further action required</p>	Clerk												
65/19														
66/19	<p><b>Nomination for Co-option to Standards &amp; Resources Committee</b> Information received from District Council – to be considered</p> <p><b>ANY OTHER BUSINESS</b></p> <p><b>Defibrillator</b> Cllr Mrs Taylor agreed to obtain quotations for the purchase of a defibrillator and to research possible funding grants and locations for the unit.</p>	All												
67/19		CT												
68/19	<p><b>Bus Service</b> Cllr Reade confirmed that the current Connect bus service is being arranged by the District Council for 2 days a week and as it has a very limited budget, the Parish Council needs to ensure that residents are aware of the availability of this service as the level of interest will be monitored and the service reduced or removed if not viable. Cllr Reade confirmed he would speak to Mark Jenkinson regarding revised routes for the bus.</p>	RR												
69/19	<p><b>Tyres – Langley Road</b> It was reported that a further load of tyres had now been tipped on the Railway Walk.</p>													
70/19	<p><b>ACCOUNTS</b> Details of the Council’s bank accounts were given to the meeting. It was proposed by Cllr Reade and seconded by Cllr Mrs Taylor and carried that the following accounts be paid and cheques were signed accordingly:</p> <table border="0" data-bbox="191 1332 1412 1467"> <tr> <td>BG Ground Maintenance</td> <td>April Account</td> <td>£270.00</td> </tr> <tr> <td>Zurich Insurance</td> <td>Annual Premium</td> <td>£539.98</td> </tr> <tr> <td>DBS Ltd</td> <td>Qtrly Fees/Year End &amp; New Tax Year</td> <td></td> </tr> <tr> <td></td> <td>Fees/Internal Audit</td> <td>£186.00</td> </tr> </table>	BG Ground Maintenance	April Account	£270.00	Zurich Insurance	Annual Premium	£539.98	DBS Ltd	Qtrly Fees/Year End & New Tax Year			Fees/Internal Audit	£186.00	Clerk Clerk
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	<p>Cllr Mrs Brazenell agreed to be registered as a third signatory for cheque payments and the bank mandate to be amended accordingly.</p>	Clerk												
	<p><b>Audit – 2018/19</b> The Clerk confirmed that the internal audit had been completed satisfactorily by DBS Ltd with no recommendations for further action necessary. It was also noted that as the Council’s gross income or expenditure for the year did not exceed £25,000, the Council wished to certify itself as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. The Council considered the internal audit control during the year, the Exemption Certificate, the Annual Governance Statement and the Accounting Statements. It was proposed by Cllr Waltho and seconded by Cllr Reade and carried that:</p> <ul style="list-style-type: none"> <li>▪ Certificate of Exemption presented and approved, minuted, signed and dated</li> <li>▪ Section 1 of the Annual Return (the Annual Governance Statement 2017/18) was presented to the Council and was approved, minuted, signed and dated.</li> <li>▪ Section 2 of the Annual Return (Accounting Statements 2017/18) was presented to the Council and was approved, minuted, signed and dated.</li> </ul> <p>The Receipts and Payments Book and accompanying documents were presented to the</p>	Clerk Clerk												

	<p>Parish Council for approval. It was proposed that these documents be accepted as a true and correct record of the Parish Council's financial position and were approved by the Parish Council and signed by the Chairman and counter-signed by the Responsible Financial Officer as required.</p> <p>All relevant audit documents will be displayed on the Parish Council's web page for public inspection for a period of 30 working days between 03/06/2019 and 09/08/2019 and a notice would be displayed on the Victory Hall's notice board advising where this information can be found.</p>	<b>Clerk</b>																		
71/19	<p><b>FINANCIAL RISK ASSESSMENT</b> 2018/19 Audit completed and internally audited</p>	<b>Clerk</b>																		
72/19	<p><b>ANY ISSUES ARISING FROM DISTRICT COUNCIL BUSINESS</b></p> <ul style="list-style-type: none"> <li>▪ The District Council is running a 3 day training event for Safety &amp; Risk Assessment at a cost of £240 and Cllr Mrs Taylor agreed to attend this event on behalf of the Parish Council.</li> <li>▪ District Cllr Reade advised that he has now been appointed as Cabinet Member for Welfare</li> <li>▪ There has been a review of the District Council's Planning Panel which has now been reduced to 21 members, of which District Cllr Reade is one.</li> <li>▪</li> </ul>	<b>CT</b>																		
73/19	<p><b>ELECTION OF OFFICERS</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Financial Officer:</td> <td>Cllr Ms N Davies</td> </tr> <tr> <td>Finance Sub-Committee:</td> <td>Cllrs N Cox, R Waltho, R Reade &amp; Mrs K Brazenell</td> </tr> <tr> <td>Community Safety/Police:</td> <td>Cllrs R Manoharan and Mrs B Southall</td> </tr> <tr> <td>Planning Officer:</td> <td>Cllr R Waltho</td> </tr> <tr> <td>Victory Hall Representative:</td> <td>Cllr R Reade</td> </tr> <tr> <td>Environment Officer:</td> <td>Cllr S Bradley</td> </tr> <tr> <td>Highways Officers:</td> <td>Cllrs Mrs Southall, R Manoharan, Mrs C Taylor</td> </tr> <tr> <td>Noticeboard/Communications:</td> <td>Cllrs N Cox, S Bradley &amp; Mrs K Brazenell</td> </tr> <tr> <td>Responsible Financial Officer:</td> <td>Mrs J Footman - Clerk</td> </tr> </table>	Financial Officer:	Cllr Ms N Davies	Finance Sub-Committee:	Cllrs N Cox, R Waltho, R Reade & Mrs K Brazenell	Community Safety/Police:	Cllrs R Manoharan and Mrs B Southall	Planning Officer:	Cllr R Waltho	Victory Hall Representative:	Cllr R Reade	Environment Officer:	Cllr S Bradley	Highways Officers:	Cllrs Mrs Southall, R Manoharan, Mrs C Taylor	Noticeboard/Communications:	Cllrs N Cox, S Bradley & Mrs K Brazenell	Responsible Financial Officer:	Mrs J Footman - Clerk	
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74/19	<p><b>SECTION 17</b> Nothing to report</p>																			
75/19	<p><b>VOTE OF THANKS</b> Cllr Ms Davies proposed a vote of thanks to Cllr Reade for all his hard work, time and commitment as chairman of the Parish Council over the past 16 years. It was also agreed that letters of thanks would be sent to all ex-councillors for their hard work and contribution to the Parish Council.</p>	<b>Clerk</b>																		
76/19	<p><b>DATE OF NEXT MEETING</b> Thursday 6 June 2019 at 7.15pm</p> <p><b>Signed:</b> ..... <b>Chairman</b></p> <p><b>Date:</b> .....</p>																			

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