



# **BRANSTON PARISH COUNCIL FULL COUNCIL MEETING**

**TUESDAY 23<sup>RD</sup> JULY 2024**

Clays Lane Sports Pavilion,  
Branston,  
Staffordshire,  
DE14 3JD

**In Attendance:**

Cllr A Riley (Chairman)

Cllr J Riley

Cllr A Hornby

Cllr R Grosvenor

Cllr N Slater

Mr L Anderson (Locum Clerk)

2 Members of the Public

**MEETING STARTED AT 6:30PM**

**24.07.23/1 TO NOTE APOLOGIES AND RECEIVE APOLOGIES FOR ABSENCE**

Cllrs noted that Mrs Kay Lear, Clerk & RFO was unfortunately absent due to ill health. The Council wished her a full and speedy recovery.

Apologies were received from Cllr P Ackroyd, Cllr M Dillon, and County Cllr J Jessell.

**24.07.23/2 TO RECEIVE ANY DECLARATIONS OF INTEREST AND CONSIDER THE APPROVAL OF SUBMITTED DISPENSATION REQUESTS**

None received.

**24.07.23/3 TO CONSIDER THE APPROVAL AND ADOPTION OF THE MINUTES OF THE PREVIOUS FULL COUNCIL MEETING**

Cllrs approved the Minutes of the Full Council Meeting, held on 25<sup>th</sup> June 2024.

## **24.07.23/4 CHAIRMAN'S REPORT**

The Chairman, Cllr A Riley, reported the following:

- The Chairman had attended JTHS Presentation evening, and noted warm regards to the students' successes.
- The Chairman alongside Cllr J Riley had planted new flowers into the flowerbeds and have been watering
- Aviation Way Park was formally opened by five Student Parliament representatives to positive feedback from residents subsequently using it
- The Preschool using the Pavilion and have asked the Council to consider the conversion of the area around the container into a sensory garden.
- The Football club are keen to use Clays Lane Tuesdays and Thursdays for 50 weeks, which Cllrs were supportive. It was noted that the Clerk should coordinate with the Team following their return to draft an agreement for consideration.
- Former Cllr M Ackroyd's funeral is to be held on Monday 29<sup>th</sup> July, 11:30AM at Fradley Crematorium. Cllrs agreed the purchase of a white lily wreath for c.£70. The Chairman and Cllr N Slater noted their attendance.

## **24.07.23/5 REPORTS FROM MEETINGS**

### **A. EVENTS & COMMUNICATIONS**

Cllr J Riley reported the following:

- Noted the success of the Council's D-Day event
- Noted that over 50 stalls were booked for the Party in the Park, with the Council providing funds for the inflatables, music, and dance acts planned
- Noted that plans for a revamped Remembrance Sunday event were in place, with the Council managing the redesigning of the Order of Service. He noted that attendance of the Staffordshire Regiment Association and Scouts is planned.
- Reported that plans for a Christmas even included a lights switch on, Christmas tree with brighter light, a Scout-run BBQ, reindeer, and attendance of the Round Table Santa sleigh. He noted that discussions are ongoing as to whether the lights will be powered from street lampposts or from a café.

### **B. FINANCE & GENERAL PURPOSES**

Cllr J Riley reported the following:

- Noted the YTD position of £75,020.21, with projected yearly income of £133,774, potential additional income from VAT return.
- Noted that budgets are tracking in line with projections.
- Noted that the end of year balance is projecting a £10,950.09 budget surplus
- Noted the offer of £66,000 funding from ESBC via their Ward Enhancement Programme, to be discussed under Item 8B.

## 24.07.23/6 RESIDENT COMMUNICATION TECHNIQUES

Cllrs discussed a number of plans in place to make residents more aware of the Council's activities:

Cllrs approved the use of 60 boards with notices are planned to advertise events. Cllrs confirmed they are happy with FB engagement. Cllrs also noted engaging with local schools for inclusion of council notices in newsletters, and further liaising with local businesses for flyers to be distributed.

Cllrs also agreed that they would like to see the role of Chairman made more ceremonial. Cllrs approved the extending of the chain of office by fifteen links, with a budget of £2,000. Cllrs were also keen to consider moving to using the term "Mayor" and requested the Clerk to investigate this.

## 24.07.23/7 MEMORIAL FOR FORMER CHAIRMAN, CLLR M ACKROYD

Cllrs noted that a tree had already been designated in former Cllr Michael Ackroyd's honour, but that they were in favour of seeking to further honour his legacy as a past Chairman and due to his long service.

Cllrs agreed to contact Cllr P Ackroyd and work in collaboration to identify a fitting tribute.

## 24.07.23/8 FINANCIAL AND POLICY MATTERS

### A. PAYMENTS

Cllrs approved the Payments List as follows:

Payee	Explanation	Amount	Payment/Power
A and M Gardening	Watering of planters	200.00	EP/GPC
Mrs S Burston	Internal audit	40.00	EP/GPC
Payroll	Payroll	2764.67	EP/GPC
JRB Enterprise	Dog waste bag dispenser and bags	164.70	EP/GPC
DSK Engineering	Installation and purchase of gate, and installation of dog waste bag dispenser	2460.00	EP/GPC
Robert Lewis Signs	Car park temporary signage	312.00	EP/GPC
Abi inflatables	Inflatables for event 31.8.24	1660.00	EP/GPC
ESBC, Waste management	Litter picking, empty bins	751.01	EP/GPC
Wicksteed	Note: invoice not supplied	83846.04	EP/GPC
ABC Training	Pads and battery for defib	360.00	EP/GPC
Midland landscape	Removal of tree stump	180.00	EP/GPC
Mr L Anderson	Internal Audit Services	128.00	EP/GPC

Cllrs requested the Clerk to set the payments up upon their return to work.

### B. GRANT APPLICATIONS

Cllrs noted the following grant applications, but deferred their consideration until the grant applications were obtained from the Clerk:

- Regatta allotments asking for £1.2K to purchase a container
- Branston Village Hall asking for £20K towards refurbishment of their disabled toilets

### C. SPORTS PAVILION PAINTING

The Chairman noted that three quotes had been collected for the painting of the Sports Pavilion.

Contractor A: £1,800

Contractor B: £4,000

Contractor C: £2,200

Cllrs approved Quote 1 for £1,800, with a request for light grey paint to be used, with the Clerk and Chairman to liaise with the contractor to identify the correct colour.

Cllrs also discussed the request from the pre-school noted in the Chairman's report. It was noted that Cllrs were supportive in principle, but wished to delegate the matter to the Finance Committee to explore quotes.

Cllrs also discussed the consideration of a football club regularly using the pitch, should the agreement be signed. Cllrs were keen to see line markings repainted for the pitch, and requested the Finance Committee to consider quotes and approve the work.

#### **D. NOTICE BOARDS IN CHANGING ROOMS**

Cllrs approved the purchase of new internal noticeboards within the changing rooms of the Sports Pavilion. Cllrs requested the Clerk to make the purchase, up to £2,000. It was noted quotes below this figure had already been sought.

#### **E. RAILINGS PAINTING, AVIATION LANE PARK**

Cllrs considered the received three quotes:

Contractor A: £600

Contractor B: £1,200

Contractor C: £1,200

Cllrs approved the quote from Contractor A, and noted their wishes for the railings to be painted blue to match the equipment.

#### **F. NOTICE BOARD, KINGS ROAD**

Cllrs approved a budget of £1,000 to purchase a new, green noticeboard for Kings Road.

#### **G. ESBC GRANT OFFER**

Cllr J Riley noted that ESBC had responded to the Council's Ward Enhancement Scheme bid and had offered to fully fund the proposal with an offer of £66,000. Cllrs approved their acceptance of the offer, and noted that this meant that monies allocated towards this project in the precept will need to be allocated elsewhere, to be confirmed in September's Full Council Meeting.

#### **H. BUS SHELTER CLEANING**

Cllrs noted the received quote to clean the bus shelters, and wished to request additional information to ensure the clean would be thorough enough due to previous difficulty in cleaning the shelters.

#### **I. BANK MANDATE UPDATE**

Cllrs confirmed that the newly approved signatories had been registered onto the online banking account, and that Cllrs should be shortly receiving card readers.

#### **J. CAPITAL EXPENDITURE FOR CHRISTMAS TREE LIGHTS AND DECORATIONS**

Cllr J Riley reported that the Finance Committee had agreed to recommend the purchase of Christmas Lights for £1,726. Cllrs considered the request, and approved the purchase.

**24.07.23/9 CORRESPONDENCE**

**A. PLANNING APPLICATIONS**

Cllrs considered the following applications and approved comments as follows:

- P/2024/00632
- P/2024/00633

Cllrs wished to comment on:

- The application’s potential impact on visibility for drivers, particularly in relation to the nearby corner.
- The application’s impact on neighbouring property’s right to light
- The application setting a precedent for other similar developments in the area
- The application’s compliance with 4.9 SPD reference

- P/2024/00570
- P/2024/00684
- P/2024/00747

Cllrs did not wish to submit comments in relation to the above three applications

The Locum Clerk also noted ESBC’s consultation on its SPD Policy. Cllrs noted that despite the deadline passing, that comments were still welcomed.

**24.07.23/10 VOLUNTEER AWARD SCHEME NOMINATIONS**

Cllrs considered a number of nominations and resolved to accept two nominations, to be announced at September’s Full Council Meeting.

The Chairman reopened the meeting to any member of the public wishing to attend. Cllrs thanked Mr L Anderson for his locum clerk services for the Full Council Meeting, and noted that they would be happy to engage his services again, should there be a need. Cllrs also noted their desire to appoint Cllr J Riley as “Acting Clerk Without Remuneration” for the duration of the Clerk’s absence to ensure that there was an individual in post to whilst the Clerk was absent. Cllrs again wished Kay a full and speedy recovery.

**MEETING CLOSED AT 7:45PM**

**Signed:** .....

**Date:** .....