

**DRAFT MINUTES BRANSTON PARISH COUNCIL MEETING, 25TH JUNE, 2024,
COMMENCING 6.30 P.M. VENUE HENHURST RIDGE PRIMARY SCHOOL**

Present: Cllrs A Riley (Chair), J Riley, R Grosvenor (Vice Chair), N Slater, A Hornby

In attendance: Mrs K Lear (Clerk & RFO)

3 members of the public were present

All attendees were asked join the council in a one minute silence following the sad passing of Cllr Mike Ackroyd.

190/2024 Apologies for absence

Apologies for absence were accepted for County Cllr J Jessel and Parish Councillor P Ackroyd

191/2024 Declaration of interest and dispensations

None submitted

192/2024 Minutes for approval, 25th May 2024

It was resolved that the minutes of the meeting of the 25th May 2024 were approved as an accurate and factual record.

193/2024 Chairmans Report

The Chairman advised members that it had been a very busy month. The success of the D Day was noted.

Friday 21st June Cllr J and A Riley met with the local Scouts group who wish to offer support at future events.

Swimming world were unable to use their usual venue due to elections, members were happy for them to use the Pavilion free of charge.

Clerk to confirm that the room was available.

Members asked the clerk to send a thank you letter to Staffordshire Regiment Association to be thanked for their contribution on the 6th June, 2024, D Day event.

Members asked the clerk to send a letter to SPCA to be thanked for their attendance and input at the last meeting.

Public participation

The Chairman decided to lower standing orders to enable public participation for local residents to attend.

A resident attended to raise concerns in relation to Manor Farm development. Section 7 of the management plan Mon to Fri from 10 to 2pm.

17th June, another construction management plan from 8 am to 6pm. Members asked the clerk to establish if the management plan has been approved yet planning application number. P/2024/00446.

Members asked the Clerk to establish via Tom Deery when the construction management plan no 2 was approved and include councillor Arshad to make them aware of what is now happening.

It was noted with the changed times will also affect the local shops, school drop off and collection times.

Residents are happy with the 10 to 2pm construction management plan, which as adopted on the 25th April.

194/2024

Election of vice chairman

The Chairman informed members that Cllr Mike Ackroyd did send correspondence advising members that unfortunately he was not able to carry on the role of Vice Chairman.

It was resolved that Cllr Richard Grosvenor be elected as Vice Chairman.

195/2024

Complaints received from residents for cars parking on pavements near to the Pavilion and consider options for addressing the issues and agreement when the car park barrier would be left open during the summer holidays.

It was agreed that the above agenda items would be combined.

It was resolved that the barrier would be open 8am to 7pm with immediate until further notice.

Clerk to order signage.

Members were happy to unlock and lock up and would organise this between themselves. Cllrs A Riley, J Riley and N Slater confirmed that they would do this.

It was resolved that Maverick Security would unlock and lock up for 3 weeks commencing 12th August.

A member asked that the clerk advises Staffordshire police that the barrier is now being left open.

3 weeks in summer holiday Maverick

196/2024

Location for goal posts as part of Aviation Lane Park refurbishment works

It was resolved that the goal posts are relocated.

4 for, 1 against.

197/2024

Chairmans charity/non profit organisation associated with the parish

It was resolved at each AGM the elected chairman would select a charity/non profit organisation who would be selected as the Chairmans Charity for the following year.

It was suggested that the council does not duplicate the Mayor of ESBC nominated charities.

198/2024 Terms of reference for Events Committee and possible expansion of terms of Reference

The Chairman advised members that the council do not have to take advice from the clerk nor SPCA.

Members did not accept the clerks terms of reference for the events and communications committee.

The chairman stated that the motion is that council adopt the terms of reference which the chairman of the events committee has drafted and committee members approve. The chairman advised that SPCA confirmed on 3 occasions that the terms of reference should be drafted by the committee.

The chairman asked the Events and Communication Committee Chairman to circulate his proposal.

The Vice Chairman wished to second the motion to adopt the terms of reference agreed by the Events committee.

The clerk stated that out of courtesy it would have been nice to have seen the draft terms of reference which the chairman of the events committee had drafted.

The Vice Chairman informed the clerk that there was no requirement for the clerk to be made aware of counter proposals.

The counter proposed terms of reference were not discussed at the meeting.

It was resolved that the terms of reference drafted by the Events and Communication Chair be adopted.

199/2024 Communication techniques to ensure where possible residents are aware of Projects, initiatives, events etc

The Chairman stated that the item would be deferred to the Events Committee.

200/2024 Formal opening plans for Aviation Lane Park

Members agreed that the formal opening would be on Friday, 26th July, am. Clerk to confirm with Wicksteed that the works will be completed by this date. Clerk was asked to book the ice cream van, and coffee van for the formal opening.

Item will be discussed further by the Events Committee.

201/2024 Co-option

It was resolved that Maria Dillon will be co-opted onto parish council. The Chairman requested that the member joins the Finance and General Purposes Committee and also the Events and Communication Committee.

202/2024

Financial and Policy Matters

a) Payments

Payee	Explanation	Amount	Payment/Power
Water plus	Used water	7.08	GPC/EP
Payroll	Payroll	2376.53	GPC/EP
A & M Gardening Services	Jet washing car park prior to bay marking	300.00	GPC/EP
Gilvar Lining Ltd	Car park bay marking	1150.56	GPC/EP
Maverick Security Services	Gate lock up/D Day Security	440.00	GPC/EP
D Lear	Water for volunteers D Day	25.12	GPC/EP
Perennial Landscape	Grounds maintenance	739.58	GPC/EP
K Lear	Travelling expenses/broadband contribution	104.70	GPC/EP

The following direct debits payments have been paid

Payee	Explanation	Amount	Payment/power
British gas	Utilities	240.84	GPC/EP
BT	Broadband, pavilion	28.60	GPC/EP
Sky mobile	Parish Council Mobile phone	31.00	GPC/EP

Payments processed using Debit card

Payee	Explanation	Amount	Payment/power
Morrisons	Refreshments for D Day Veterans	103.95	GPC/EP
B&Q	Stakes to hang wreaths, flag pole, Clays Lane	9.20	GPC/EP
Screwfix	Gas cylinder	19.99	GPC/EP
Morrisons	Soil for war memorial garden	12.00	GPC/EP
Birds	Refreshments for Deputy Mayor, civic guests	19.15	GPC/EP
EBay	Flags for distribution to attendees on D Day	34.99	GPC/EP

A member checked the invoices as part of internal controls. The Chairman signed and checked the bank statements.

It was resolved that the above payments be processed. Payments already processed were noted.

b) Expenditure against budget

Document distributed prior to the meeting to members.

c) Bank mandate

The Chairman asked members who wished to be on the bank mandate to contact the clerk.

- d) Aviation Lane fencing and access gate but up £1.2K for fencing, £1.8K for gate. It was resolved that works proceed as soon as possible under the clerks delegated powers. Gate to include purchase and installation £1.8K, painting of entrance railings up to £1.2K. Expenditure for these works members resolved would be taken from the capital project.
- e) Removal of small tree stump, Aviation Lane Park budget up to £150. Members resolved that the works take place. Clerk due to urgency to proceed under delegated powers. Expenditure would be taken from the community services groundworks budget.
- f) Tidying up of overgrowth around Aviation Lane and Park area, budget up to £140. It was resolved that the works are carried out. Clerk to proceed. Expenditure would be taken from the community services/ground works budget.
- g) Replacement of cylinder bin at Aviation Lane to large dual litter and recycling bin, same designs as other bins around the parish, budget up to £1.5K It was resolved that the bin is ordered. Expenditure would be taken from general reserves.
- h) Dog poo dispenser and post for Aviation Lane Park budget up to £200 – It was resolved that the works are carried out. Expenditure would be taken from the general reserves budget.
- i) Grant application
- Defer to the next meeting.
- j) Replacement battery and pads for defibrillator, budget up to £300
It was resolved that the order is placed.

203/2024 Correspondence

a) Planning applications

No planning applications were listed for discussion.

b) Correspondence from residents, third parties

Noted.

204/2024 Clerks report

Report was noted.

The clerk advised that she was still exploring the WEP for a possible contribution towards Aviation Lane Park.

A member requested that the clerk establishes what other park ESBC would upgrade as an alternative.

UNDER THE PUBLIC (ADMISSION TO MEETINGS) ACT 1960 IN VIEW OF THE SPECIAL NATURE OF THE BUSINESS TO BE TRANSACTED, IT IS ADVISABLE IN THE PUBLIC INTEREST THAT THE PUBLIC BE TEMPORARILY EXCLUDED AND THEY ARE INSTRUCTED TO WITHDRAW

205/2024 Volunteer Award Scheme Nominations

No nominations were proposed.

206/2024 Legal report

Members suggested some alternative dates for the meeting.

Signed:

Date: