

MINUTES BRANSTON PARISH COUNCIL MEETING, 22nd OCTOBER 2024, COMMENCING 6.30 P.M. AT CLAYS LANE SPORTS PAVILION

Present: Cllrs A Riley (Chairman), R Grosvenor (Vice Chairman), J Riley, A Hornby, R Taylor, J David, N Slater

In attendance: Mrs K Lear (Clerk/Proper Officer)

227/22-10-24 Apologies for absence

Apologies were accepted for Parish Councillors P Ackroyd and M Dillon

228/22-10-24 Declaration of interest and dispensations

Cllr Slater wished to declare an interest when any matters were discussed in relation to C Slater Properties.

The Chairman requested that standing orders be suspended whilst a member of the public wished to speak.

A resident attended the meeting as he was concerned about the construction management plan for the Manor Farm site.

The Chairman asked the Clerk to write to the planning department to revisit the traffic management plan requesting that deliveries be restricted to 10 to 2pm. Clerk to contact the resident with an update.

A resident also raised a concern that the signage is in the wrong place for The Bridge highway changes.

229/22-10-24 Minutes for approval, 24TH September 2024

Cllr J Riley requested that Item 219 to include the plug socket, bracket and TV detail.

It was resolved that the minutes be approved subject to the additional information being added to the minutes.

230/22-10-24 Draft minutes of the Finance and General Purposes Committee meeting 15th October, 2024

The minutes were noted.

231/22-10-24 Chairmans Report

The Chairman advised members that had attended the following engagements:

29th September – The Chairman attended a meeting to discuss Burton Pride

1st October – The Chairman delivered chocolates to Branston cubs in recognition for the litter pick they had carried out in Branston

2nd October – The Chairman attended the launch of the coffee morning, along with Cllr P Ackroyd and Cllr J Riley

2nd October – The Chairman attended the Needwood Divisional Forum hosted by County Cllr Jessel

10th October – The Chairman attended the Anglesey Parish Council Meeting

15th October – The Chairman attended the Finance Meeting

18th October – The Chairman attended the Regatta Allotments, AGM

232/22-10-24 Places of welcome initiative / Warm spaces

Attendance is increasing. However, currently the transport is not being used. The clerk advised members that she had been lead to believe that the transport was not suitable for the users.

Cllr J Riley suggested that the transport be suspended for the time being.

It was resolved that the transport will be suspended for the time being and to review again in November.

Members asked the Clerk to explore grants for the warm spaces initiative.

233/22-10-24 Events and Communications Committee and Finance and General Purposes Committee

Cllr J Riley advised members that Cllr M Dillon wishes to step down from the Finance and General Purposed Committee. There was a proposal that Cllr R Taylor be nominated onto the committee. It was resolved that Cllr R Taylor joined this committee.

Cllr J Riley wished to propose that Cllr J David be nominated to join the Events and Communication Committee.

The clerk advised members that this would result in an even number of membership onto this committee. The reasoning around an uneven number of committee members was in particular following the advice of the internal auditor that there is a perceived conflict of interest having the same Chairman on each committee.

Cllr A Riley informed council that he will step down from the Events and Communication Committee.

234/22-10-24 Hosting a public meeting with key stake holders to discuss The Bridge

Cllr R Grosvenor requested that a key stakeholder public meeting be hosted. Suggested stakeholders were SCC Highways, Richard Rayson, MP Jacob Collier, local Borough Councillors, members of the parish council, Network rail, Diamond buses.

The Chairman advised members that he would be meeting with County Cllr J Jessel on 24th October with the Clerk and would update members accordingly.

It was noted that if a public meeting went ahead then the following locations could be explored subject to availability:- Rykneld Primary School, Branston Scout Hut, Branston Village Hall, Branston Locks Primary School.

235/22-10-24 Survey with local business, Main Street, to gauge their initial views on the possible introduction of double yellow lines in front of the main shops.

There was a discussion whether a survey should be carried out with local residents and shop keepers to establish their thoughts on the introduction of double yellow lines at the front of the shops.

Members suggested that correspondence be circulated advising local residents that the parish council are considering road safety measures, and wanted local feedback on the preference of whether a single line or double line introduced in front of the shops, Main Street would be of benefit.

It was resolved that a survey will be carried out to local residents and shops in the immediate area.

236/22-10-24 Invitation received to meet Amey for a site visit, early November, to establish the proposed plans for the junction improvement Postern Road

Cllr A Riley and Cllr A Hornby would like to attend the meeting to establish the new plans.

237/22-10-24 To receive update on Aviation Lane Park and discuss next steps

The Chairman raised a concern with the wetpore in the park area. It was noted that moles were still damaging the open space.

It was resolved that a site visit be set up with Wicksteed to review the wetpore.

It was resolved that the contractor be appointed to visit site no more than 6 visits to address the moles. Clerk to proceed.

238/22-10-24 Grounds maintenance tasks for tendering for works April 2025 to March 2026

The clerk advised members that they needed to confirm the content of the tender for next years work.

Members approved the following tender detail, sweeping the underpass every two weeks was an additional item to be included.

Schedule	
Grass cutting and strimming in the following areas:- Aviation Lane Park and Entrance Clays Lane Park, playing field and surrounding areas Harwood Avenue Ransom strip Acorn Green and Tony Ford	2 weekly
Weed spraying	When required
Strimming and blowing debris from hard standing Cycle path and open spaces opposite Morrisons Peacewood and Benches Toadhole Path	2 weekly
Hedges/shrubs Branston War Memorial	2 per year
Underpass, sweeping	Every 2 weeks

The Chairman requested that Cllr J Riley compile the tender.

It was resolved that Cllr J Riley compiles the tender document. The Clerk to distribute the tender on behalf of the council.

239/22-10-24 To consider purchase of radios for events, budget up to £3219

The Chairman advised members that during the summer radios have been hired for an event but they were not suitable for the requirements and more were needed as the events were growing.

Cllr J Riley had sourced a supplier for the purchase of 12 radios, cost £3219.

It was resolved that the radios be purchased. Cllr J Riley confirmed that there was sufficient funds in the capital budget. Clerk to proceed.

240/22-10-24 To consider works to guttering, Clays Lane Sports Pavilion

It was resolved that C Slater Properties be appointed to do the guttering works, no other quotations were sourced.

241/22-10-24 To consider over marking of pitch, Clays Lane, October to March 2025, budget up to £348

Cllr J Riley confirmed that the team will be playing until November 2024.

It was resolved that the pitch will be remarked every month during the playing season. Costs for the pitch marking will be included into the groundworks.

Cllr R Taylor asked for confirmation that the costs of the marking will be covered by the hire charges.

Cllr J Riley stated that not currently. Next year the club has plans to introduce soccer schools etc.

The Chairman asked Cllr J Riley to ask the team to send pitch hire requests to the clerk also.

242/22-10-24 To consider introduction of tarmac footpath, budget up to £10K

The Chairman advised members that no one owns the land and therefore would like councils approved to proceed with the introduction of the tarmac footpath. The land is not registered, yet the parish council has maintained this parcel of land for some time.

The clerk advised that council should not proceed until the discussion with the Land Trust Agent had taken place to see what those discussions uncovered.

The Chairman asked councils permission to proceed with the works.

It was resolved that the tarmac footpath would be introduced. Tenders to be obtained.

The Clerk was asked to get costs for the removal of the concrete block near to the park with replacement bollards.

243/22-10-24 To consider purchase of presentation box to store the enhanced Chairmans chain of office, budget up to £500 (note any future modifications of the chain of office, a new presentation box will be required)

Members were made aware of the box options.

It was resolved that the order is placed for a multi functional box. Clerk to proceed with the order.

244/22-10-24 Financial and Policy Matters

a) Payments

Payee	Explanation	Amount	Payment/power
ESBC	Waste management	751.01	EP/GPC
Livens	Urgent lock repair	140.89	EP/GPC
Water plus	Water - pavilion	6.86	EP/GPC
Forvis/Mazars	External audit	504.00	EP/GPC
Perennial Landscape	Grounds maintenance	739.58	EP/GPC
Sky mobile	Parish council mobile phone	31.00	DD/GPC
C Slater Properties	Introduction of new mess fencing for grow area	2682.00	EP/GPC
Payroll	October payroll	1863.99	EP/GPC
K Lear	Expenses	104.70	EP/GPC
SPCA	Councillor Training Cllrs R Taylor and J David	84.00	EP/GPC
GPH Landscape Management	2 nd line marking for football season	180.00	EP/GPC
SLCC	Clerks membership	200.00	EP/GPC
Electrifitz Ltd	Fire alarm service and annual emergency lighting tests	120.00	EP/GPC

Payments processed since the last meeting

Payee	Explanation	Amount	Payment/power
NAA	Annual membership	66.00	EP/GPC
Stretton Eagles	Reimbursement of key deposit	55.00	EP/GPC
Amazon	TV Bracket	32.98	DC/GPC
Morrisons	Cleaning products, refreshments for warm spaces and gift from Chairman for Branston cubs for completing litter pick	33.68	DC/GPC
Currys	Flat screen	868.99	DC/GPC
British gas	Utilities - electricity	190.81	DD/GPC
P Hall	Sample of order of service for 10.11.24	18.00	EP/GPC
C Payne Electrical	Installation of flat screen	139.80	EP/GPC

Morrisons	Cleaning solution for warm spaces location	5.51	DC/GPC
Xmas direct	Lights for Christmas tree	1944.98	DC/GPC
Bt	Broadband for pavilion	29.94	DD/GPC
British gas	Utilities - gas	450.21	DD/GPC
Morrisons	Sundries for Pavilion	10.71	DC/GPC

Members approved the printing costs for the order of service for the Remembrance Parade.

b) To consider draft financial regulations considering the proper officers advice

Cllr J Riley had circulated the policy in advance of the meeting.

The clerk asked members if they had read the document. Cllr N Slater and R Taylor wished to abstain.

The clerk asked council if they could confirm what would be deemed as an emergency purchase.

Cllr J Riley suggested that the document be left as a draft for the moment.

No further discussions took place.

245/22-20-24 Correspondence

a) Planning applications and matters

The parish council had been invited to speak at the next planning committee meeting.

P/2024/00633 – 1 Hollyhock Way, Branston, Burton on Trent - Erection of a single storey side and rear extension and erection of a 3 metre high boundary wall.

Members were unable to attend the meeting to speak but requested that the clerk submits an objection on the following grounds:-

Members had concerns in relation to H&S. The design was not in line with the street scene and concerns were raised for invasion of light to neighbouring properties.

b) Correspondence from residents, third parties

Invitation to Climate Change Forum 21st November via zoom – the chairman confirmed that he would like to attend.

Request for 3 road names, Branston Locks – It was resolved that the following street names would be submitted Farm Road, Shire Place, Fox Way

Civic Society Newsletter – The copy of the newsletter was circulated prior to the meeting

Footpaths no longer identified – Members were not clear of the exact location of the footpaths. Cllr N Slater requested that he looked at the area

and will report back. Clerk confirmed that she could also discuss this with Nurtons subject to what Cllr N Slater uncovered.

246/22-10-24 .Clerks report

Meeting with SPCA – The clerk advised members that it would be advantageous for council to meet up with SPCA following request by members prior to the summer break. Cllr A Riley confirmed that he would like to invite SPCA to a private meeting. Clerk to organise.

Grant for Underpass painting – The clerk advised members that there was a possibility of some funding to get the underpass re-painted. To assist with this, letters of support are required. Members were happy that the clerk proceeds obtaining letters of support and hopefully secure the funding to get the underpass painted.

Clays Lane Car Park, barrier locking up times October to March 2025. Members were happy for the clerk to organise the barrier locking up at the earlier time of 4pm to fall in line with the preschool. Maverick Security to be approached to carry out the unlocking and locking up at the weekends and half terms.

Storage, Clays Lane Sports Pavilion The clerk advised members that there was no longer sufficient storage at the pavilion to safely store items which the parish council own now that the preschool are on site permanently.

Cllr J Riley gave a presentation on the proposed storage units he had been reviewing. It was proposed that the design will be reviewed at the next meeting. Members liked the idea of the introduction of fencing either side of the pavilion.

Memorial Bench for the late Cllr Mike Ackroyd - Clerk to speak to Cllr P Ackroyd regarding the bench. The Chairman asked the clerk to also investigate any possible awards that Paget High School may wish to consider for future award events.

The Chairman advised council that he wished to discuss an urgent matter out of the public domain.

Powers to Act, legislation tasters – Local authorities are created by statute and can only do what the law gives them powers to do. Decisions (including purchase decisions) can be delegated to officers (Section 101, 1972 Act), but not to individual councillors. This was settled in R v Secretary of State for the Environment, ex parte Hillingdon London Borough Council, 1985. The judgement was backed by the Supreme Court, as an appeal in 1986 was dismissed.

Members are acting unlawfully every time they decided to purchase something, the payments would be ultra vires and could be challenged at audit.

Staff making purchases should be covered by the council's fidelity insurance, but that wouldn't extend to councillors acting unlawfully.

Dog Poo Dispensers - Clerk is waiting for approval from land owners that dog poo dispensers can be installed. Clerk requires what three words for the proposed additional locations on Regents Park Estate so that land owner permissions can be sought.

Branston in Bloom - The Clerk and Chairman of the full council will be attending a meeting with ESBC on the 24th October to establish how council could register for Branston in Bloom for 2025.

Green Flag Award Scheme - The Clerk and Chairman of the full council will be meeting Michael Hovers, Open Spaces Manager on the 24th October to establish if Clays Lane Playing Field and surrounding areas would warrant Green Flag Award Status.

Transport – Warm spaces - Cllrs J and A Riley have kindly sourced transport for warm spaces now that the location has been changed for residents who particularly live near to the Pavilion.

Aviation Lane Park Railing Painting – Unfortunately due to weather and contractor availability the work has not been completed. Regrettably, due to weather conditions these works cannot be completed now until Spring 2025

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

247/22-10-24 Clerks appraisal/scribe

The Chairman advised members that he had some concerns about Scribe, in particular VAT and asked the clerk to upload invoices going forward before payments will be processed.

The clerk advised council that some suppliers do not send the VAT invoices until a later date so she is unable to submit the VAT element onto the system until the invoice has been received. Some purchases like the mobile phone have no VAT charge.

The Chairman also asked that the Staffing committee considers the clerks appraisal in line with Nalcs recommendations as part of the clerks annual salary review and budget setting.

Cllr Grosvenor confirmed that he would be happy to call a staffing committee meeting.

The clerk asked members if they would like training on carrying out appraisals. Members asked the clerk to organise this.

248/22-10-24 Volunteer Award Scheme Nominations

It was resolved that Branston Cubs receive a certificate following a recent litter pick they had carried out in Branston.

Signed:

Date: