

MINUTES – BRIZLINCOTE PARISH COUNCIL - THURSDAY 17TH OCTOBER 2024, 7.00 PM AT THE GLEBE

Present: Cllrs A Mason, J Trivedy, L Campion, M Day, W Qneibi, B Judd

In attendance: Borough Cllr C Wileman, B Peters and Mrs Kay Lear (Clerk), County Cllr C Wileman arrived at 8.30 p.m.

224/2024 Apologies for absence

Apologies were noted and accepted for Parish Cllrs S Moss and R Page. The clerk advised that County Cllr C Wileman will be attending but not until later on in the evening.

225/2024 Declaration of interest and dispensations

None submitted

226/2024 Third party reports (Brizlincote Parish Matters only)

Borough Cllr C Wileman wished to acknowledge what a fabulous gentleman Cllr R Ludford-Brooks was. He was instrumental in the nature walk and will be sadly missed.

The planning application 6 Clay Street had been withdrawn.

The new play area in the Washlands is looking fantastic. There is going to be a boardwalk around the pond area using recycled plastic.

Cllr Wileman advised members that The Tower is going to have some refurbishment works. More information to follow.

Borough Cllr B Peters has asked for more information in relation to the brown bin possible additional charge, the parish council will be kept up to date.

County Cllr C Wileman advised members that the work on Grafton Road junctions will commence on the 21st October. County Cllr Wileman will keep everyone up to date. It was noted that the whole of the valley will not be closed. Access routes will be clearly identified.

227/2024 To approve minutes of the meeting 19th September 2024

It was resolved that the minutes of the last meeting was an accurate and factual record. The chair to sign them.

228/2024 To approve terms of reference for Staffing Committee

The following terms of reference were adopted:-

To consider any staff grievances in line with adopted policy

To carry out any disciplinary hearings in line with adopted policy

To keep under review staff working conditions, health and safety and welfare matters

To manage long term sickness and return to work processes

To record annual leave

To carry out the annual appraisal

To appoint a locum in the event of the clerk being off on long term absence

229/2024 To approve budget of £350 for festive light switch on 30th November 2024

It was resolved that the budget of up to £350 be accepted.

230/2024 To receive up date on the adoption of green space

The clerk informed members that she had been advised that the green space near to the bench, Stapenhill Post Offices was not land owned by SCC. The Chair asked the clerk to carry out a land registry and establish who owns the land. Update at the next meeting.

There was a discussion in relation to advertising on the small green piece of land. Borough Cllr B Peters confirmed that he would investigate if permission had been given for the display of the advertising board.

There was a discussion in relation to abandoned cars on Home Farm Road . Borough Cllr B Peters confirmed that he would investigate this.

231/2024 To consider quotation for bench refurbishment or bench replacement, open space near Stapenhill Post Office

Members felt that a new bench should be considered, recyclable plastic.

The clerk circulated costs for benches along with installation to all members prior to the meeting.

It was resolved that the Pheonix Jubilee Bench be ordered and concrete base introduced. Members requested that the plaque on the current bench is installed onto the new bench. Clerk to proceed.

232/2024 To consider the purchase and installation of a 4 tier planter, budget up to £1.5K

Some members felt that the existing planters needed to be managed first.

A member submitted a counter proposal that the item is deferred until the February meeting.

It was resolved that the purchase of the planter be deferred. There was also a suggestion for a two tier planter be considered rather than a 4 tier planter. Further discussions at the February meeting.

233/2024 To receive update on nature walk post refurbishment and approve budget of up to £1750

Members felt that a thorough audit was required of the posts before an order for works is placed.

Saturday 26th October members agreed to meet at the Queens Canopy to audit the existing nature walk posts and information boards.

Members were asked to record the w3w locations so that the contractor will be able to identify which posts need replacing.

Members agreed that the budget decision would be deferred until the audit has been completed.

234/2024 To receive update on newsletter distribution costs

It was resolved that the external company would be appointed to distribute the newsletters to all residents. Budget up to £1.3K.

There was a discussion about the content.

A member suggested that a list of key numbers be included in the newsletter.

It was resolved that the editorial team proceed with the newsletter production, distribution via third party, budget up to £1.3K

235/2024 To consider budget for winter planting

Cllr M Day asked for a budget for the winter planting.

It was resolved that the budget of £250 be approved.

236/2024 Financial matters

a) Payments

Recipient	Explanation	Payment (includes VAT)	Power/Method
Payroll	Payroll – October 2024	743.60	GPC/EP
K Lear	Office/telephone/postage – October 2024	26.00	GPC/SO
C Wileman	Maintenance/Nature Walk – October	100.00	GPC/EP
Zurich insurance	Annual renewal	396.00	GPC/EP
K Lear	Reimbursement – lock, £8 poppy wreaths £50, refreshments for Art event £50, calendar for Mayors Charity £20, room hire costs £15	135.42	GPC/EO

b) External Audit and Completion Notice

Clerk advised members that the external audit had been returned and completion notice now displayed.

c) Budget review

The 2nd quarter budget review had been circulated prior to the meeting. No budget vires are required. All expenditure is within budget.

d) To appoint Internal auditor

It was resolved that Mrs S Burston would be appointed at the internal auditor again this year financial year.

e) To approve annual insurance renewal

It was resolved that the annual insurance renewal with Zurich Insurance would be accepted.

f) Bank mandate

Members were happy to add Cllr J Trivedy onto the bank mandate.

237/2024

Correspondence

a) Planning applications and matters

P/2024/01019 – 19 Merrydale Road, Stapenhill – Erection of a single storey rear extension to existing roof, infill front porch and formation of a raised terrace area

b) Correspondence

Climate change forum event – Cllr A Mason confirmed that he will be attending.

There was a discussion in relation to the recent communication from SCC Rights of Way. Members agreed that the none paid consultant be appointed to assist with the process.

238/2024

Officer report

Art event

The event was extremely successful. The Events working group would like council to consider next year hosting the event at the Brewhouse again. Council to confirm date and time as soon as possible please.

The Mayor of East Staffordshire has asked for a copy of the Brizlincote Calendar for her to raffle off at her Charity event on the 18th October. Clerk has processed this. The art event was very successful, members agreed to host the event again next year at the same event and time scales.

Rights of Way

As members will see from correspondence, the local resident would like to see the correspondence received. The clerk has sent copies of the initial letter from SCC and also a copy of the 9 page form. The local resident would like to review all the paperwork.

Staffing committee

Clerk has met with the staffing committee to discuss the role of the staffing committee.

Brick wall etc near to the Co-op, Woods Lane - Works now completed by third party.

Speed watch presentation - Michelle Shaker was not able to attend the parish council meeting. A representative from speedwatch is happy to attend to meeting. Members were happy for the clerk to progress this request. Resident to be invited to a meeting early 2025.

Co-option - The parish council has received an interest in co-option. Unfortunately the applicant could not attend Octobers meeting so will be invited to the November meeting.

Community litter picking initiative - Members have been advised of the local resident group litter picking sessions

239/2024

Members reports

There was a discussion on the information boards which need replacing. Photographs, information board size need to be established. Members were meeting to complete an audit on all the signage. Clerk to receive an update so that costs can be explored and budget appropriately.

Members asked the clerk to establish when the funeral was.

Orders for banners for the Festive light switch on will be placed via the clerk.

A few people have experienced that their cars have been broken into and advised residents to be cautious.

Members agreed that a memorial tree needed to be arranged following the passing of Cllr Robin Ludford-Brooks.

Invitation from Whistle Common. Members were happy with a Saturday or Sunday afternoon. Cllr Campion to circulate some suggested dates and times.

Flat Pack Festival at The Hollows. – Discover Staffordshire. – clerk to confirm it was a great event but would have been happy to advertise the event on behalf of Discover Staffordshire and wished it to be noted that they were unhappy to be made aware of the event by facebook rather than directly.

Planters stickers to be progressed.

Leander Rowing Club suggested a community day to work alongside with the parish council. The Events working group to give some suggestions to present to full council.

It was acknowledged that another storage box would be ordered to keep parish council items safe. A member confirmed that they would progress this.

The next meeting 21st November 2024.

Signed:

Date:

