

Drayton Bassett Parish Council

Minutes of the Drayton Bassett Full Council meeting held Tuesday 16th January 2024 at 7.30pm

Present: Cllr R Bridge
Cllr M Keenan (Chair)
Cllr A Stockil
Cllr D Davies (Vice Chair)
Cllr B Reynolds

Also Present: H Goodreid – Parish Clerk

B Bennett
D Biggs
W Prettyjohn
M Putman
L Shears
R Bennett
R Keenan
K Putman
P Shears

Min No.	Item	Actions
100 100.1	Apologies Apologies were received from Cllr Edmond.	
101 101.1	Declaration of Personal & Prejudicial Interest in any item on the agenda None.	
102 102.1	To receive any requests for dispensation None	
103 103.1	Chair to close the meeting for the public session A resident mentioned the idea of having a summer fair in the village. His ideas were to have a day where there would be family cross country races, knock out football and tennis tournaments, craft fair etc with a summer ball in the evening. It was agreed that this be considered at item 112.	
104 104.1	Chair to reopen the council meeting The meeting was reopened	
105 105.1	To consider approving and signing the following council minutes: <u>Full Council held 21st November 2023</u> <i>Proposed: Cllr Bridge; Seconded: Cllr Reynolds</i> The motion was agreed.	
106 106.1	Actions Arising 86.3 – The residents who had asked permission to place a planter on the corner of Peel Close and Drayton Lane, had now obtained a planter. They requested a councillor to make sure it was suitable. Chair to visit.	Chair to visit
106.2	89.1 – Cllr Reynolds had visited the tenant at No 1 New Row and they had cut back the hedge to a certain extent.	

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106.3	89.2 – The newsletter was on the website and Facebook Pages. Clerk to look at MailChimp to sign up residents.	Clerk to action
106.4	89.4 – The Rights of Way officer has been contacted and is aware of the work required and would schedule a visit in the coming months when SCC workmen are in the area.	
107	Councillor Vacancy Update	
107.1	One application had been received from David Biggs who was known to many of the Councillors.	
107.2	It was proposed that David Biggs be appointed as a co-opted Councillor. <i>Proposed: Cllr Reynolds; Seconded: Cllr Davies</i> The motion was agreed and the Clerk would forward necessary paperwork and arrange the training.	Clerk to action
108	Increase in salary and backdated pay for staff	
108.1	NALC had agreed a pay award for 2023/2024 which was an increase in pay for staff of £1 per hour. Both the current Clerk and the previous Clerk had worked hours in the 2023/2024 year and backdated pay had been calculated and paid.	
108.2	It was proposed to formally accept the pay increase for the staff. <i>Proposed: Cllr Davies; Seconded: Cllr Keenan</i> The motion was agreed	
109	Mayfair Drive	
109.1	The Clerk confirmed that an email had been received from the Mayfair Drive residents saying that they no longer wished to proceed with the purchase of parish council land.	
110	Parking in New Row by parents of school children	
110.1	Complaints had been received from residents at New Row that parents of children at the primary school were blocking the only vehicular access to their properties resulting in residents being unable to leave / enter their parking area. It was agreed that the Clerk write to the school and the church to ask them to advise parents / parishioners not to block this access way. The Clerk was also asked to raise the matter with the County Council Highways team and the police and investigate creation of a Keep Clear yellow hatched box.	Clerk to contact SCC and police, school and church
110.2	Over the past week a number of complaints had been received concerning a deep pot hole in Church Close and the inconsiderate parking of people on the corner of the close which was resulting in near accidents as residents were pulling out onto Drayton Lane unable to see approaching vehicles. It was agreed that the Clerk speak to SCC Highways and police about this matter and possible putting double yellow lines around the corner of the road.	Clerk to contact SCC and police
111	Tree Policy	
111.1	The existing Tree Policy was considered and the following amendments	

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	were proposed:	
111.2	<p><u>Tree inspections</u></p> <p>Line 1 – A subsequent inspection which was undertaken in 2020 would be added</p> <p>Line 3 – the word 'are' to be replaced with 'will be'</p> <p>Line 4 – insert 'every 4 years'</p> <p>Line 8 – change 'on the same or next day' to 'within 7 days'</p> <p>Line 9 – change '30 days' to '3 months'</p>	
111.3	<p><u>Hedges</u></p> <p>Line 4 – remove sentence 'Where there.....hedges.</p> <p>Line 5 remove the work However.</p> <p>Line 8 – change dates to 1st March – 31st July</p>	
111.4	<p><u>Emergency</u></p> <p>Remove the words 'same day or next day' and replace with 'within 7 days'</p>	
111.5	<p>It was proposed to accept the above changes.</p> <p><i>Proposed: Cllr Davies; Secoded: Cllr Stockil</i></p> <p>The motion was agreed</p>	Clerk to make changes and place policy on the website.
112	Village Park	
112.1	It was noted that following the delivery and planting of 60 tree saplings in the hedgerows, another 60 had been delivered.	Cllrs to action
112.2	The bird boxes which had been donated required metal plates round the holes to reduce the hole size and needed to be put up – Chair to contact Friends of the Park to arrange installation.	Chair to action
112.3	The gravel still needed to be moved from the car park and placed on paths. Cllrs to arrange.	Cllrs to action
112.4	Goal posts had been donated by two villagers and were in place.	
112.5	With the recent rains the flooding had been bad in the field with water rising over the paths and into the planting areas. Clerk to write a letter to the local farmer to arrange a meeting. A local contractor would be approached to seek a quote for the work.	Clerk to write letter and arrange meeting
112.6	Following the discussion at item 103 it was proposed that a Committee be created to arrange details of the summer fair. Cllrs Stockil and Reynolds would represent the Council on this Committee, along with other members of village groups. Clerk to create Terms of Reference and develop an Event Management Plan to go alongside the proposals. <i>Proposed: Cllr Keenan; Secoded: Cllr Bridge</i> The motion was agreed	Clerk to do Terms of Reference and EMP
113	Councillor Vacancy	
113.1	Error item – already considered at Item 107	

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114 114.1	Christmas Events Cllrs discussed the lights on the Christmas Tree and the promotion of local events over Christmas. It was agreed that the lights were lacking a bit this year and needed planning in October. Cllrs agreed to have the Christmas Tree as a memory tree with people able to put on messages remembering loved ones.	To be placed on the September /October agenda
115 115.1 115.2	HS2 Update Cllr Keenan had contacted HS2 for an update. There were plans for temporary lights to be placed on the Sutton Road for a couple of months but dates were not known. A public information drop in session would be arranged by HS2. Works were also planned to close Drayton Lane (from Coleshill Road junction to Heathley Lane) with a diversion along Salt Lane from 25 th January 2024 for up to 2 days.	
116 116.1	Best Kept Village Competition It was agreed that the Council would enter the Best Kept Village Competition. It was agreed that Cllr Davies would lead on this and complete the application form.	Cllr Davies to action
117 117.1	Dog Poo Bins There was concern that the dog bins had been overflowing recently which suggested that the weekly emptying by Lichfield District Council was not taking place. Clerk to chase LDC re the contract.	Clerk to contact LDC
118 118.1	Flooding in the Village Following the recent heavy rain, flooding had occurred to houses and private land in the village. It was agreed that the Clerk place contact details on the website and Facebook Page re how residents could get sandbags and report flooding issues. Clerk was also asked to contact SCC re the provision of sandbags.	Clerk to place on website Clerk to request sandbags from SCC
119 119.1 119.2	Village Green Following the damage to the cobbles and post on the corner of the village green, Cllr Stockil would co-ordinate reinstatement of them when the weather was warm enough for the concrete work. Clerk to contact SCC re painting the kerb edges to make them more visible. Following advice from the nursery, Cllrs had cut back several branches of the tree. It is hoped that it will recover in the Spring.	Cllr Stockil to coordinate Clerk to action
120 120.1	Speeding in the Village The RADAR equipment had been purchased and the first SpeedWatch session would take place on Thursday 18 th January. Clerk was asked to place a notice on the Facebook page.	Clerk to action
121 121.1	Finances* Cllrs received the bank reconciliations for December 2023. It was proposed that these be approved. <i>Proposed; Cllr Davies; Seconded: Cllr Keenan</i> The payments were approved.	Bank Recs were on the website and the details of the cheques are at the end of the minutes.

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121.2	It was noted that the VAT claim had been made and received. It was further noted that the petty cash system had been closed with the remaining cash being put into the bank account following advice from the Internal Auditor.	
122	Planning	
122.1	All planning applications received for the parish had been placed on the website with comments as to their status.	
123	Correspondence	
123.1	All correspondence received had been dealt with during the meeting.	
124	Chairs and Vice Chairs Report	
124.1	There had been no meetings for the Chair and Vice Chair. It was noted that there is an errant Facebook Page for the Parish Council which had been hacked recently. The Clerk was to look at getting the page taken down.	
125	Date of Next Meeting	
125.1	The next Full Council meeting would take place on Tuesday 20 th February 2024 in the Sports Pavilion.	

The meeting closed at 8.45pm

***121 Finances Ratified at Meeting**

	Payee	Item	Net	VAT	Gross
FPO	Staffs CC	RADAR etc for Speedwatch from CIL funds	497.53	0.00	497.53
FPO	H Goodreid	Dec Salary and backpay	373.22	0.00	373.22
FPO	O Ghent	Back pay from April and May	44.80	0.00	44.80
FPO	SPCA	Annual M/ship for 2023/4 – late invoice	283.38	0.00	283.38
FPO	H Goodreid	January salary	267.82	0.00	267.82
FPO	H Goodreid	Printing costs Nov and Dec	23.00	0.00	23.00
FPO	M Keenan	Purchase of council laminator	19.16	3.83	22.99
Total			1,508.91	3.83	1,512.74

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