

## **STOKE PARISH COUNCIL**

**A meeting of Stoke Parish Council was held in The Hall Annexe at Avoncroft Arts Centre, Stoke Heath on the 5<sup>th</sup> June 2017.**

**Present:** Councillors Peter Williams (Chairman), John Ellis (Vice Chairman), Sue Abel, Diane Brown, Liz Eden, Chris Jewson, Alyson Jewson, Liz Miller and Keith Shakespeare.

**In attendance:** Neil Gulliver (Parish Clerk) and 2 Members of the Public.

### **073/17 Apologies**

Apologies were received from Paul Eden, Jill Howe and Dean Smith.

### **074/17 Declarations of Interest**

None.

### **075/17 Requests for Dispensation**

None.

### **076/17 Public Question Time:**

No issues were raised.

### **077/17 Minutes of the Meeting held on the 3 May 2017**

The minutes of the meeting held on the 3 May 2017 were approved and signed by the Chairman.

### **078/17 Urgent Decisions since the Council's last Meeting**

None.

### **079/17 District and County Councillors' Reports for Information**

There were no Councillors present.

The Chairman stated that a letter should be sent to all three Councillors expressing the Parish Council's concern regarding their lack of attendance.

### **080/17 Chairman's Allowance 2017/18**

[John Ellis took the chair for this item.]

John Ellis commented that he was of the opinion that the allowance should remain as the same as the two previous years, namely £600.

Sue Abel, seconded by Diane Brown, moved and it was unanimously agreed that the Chairman's allowance for 2017/18 should remain at £600.

## **081/17 Finance**

### **(1) Invoices for Payment**

It was unanimously agreed to approve the payments as set out on the list circulated at the meeting.

### **(2) Financial Management Statement for May 2017**

This was noted.

### **(3) Annual Audit Return and Governance Statement**

The Parish Council gave their unanimous approval to the Chairman and the Clerk being given authority to sign off the Annual Audit Return and approval was also given to the Annual Governance Statement contained therein.

## **082/17 Annual Inspection of the Recreation Areas**

The Clerk went through the report setting out the works required at each site. The Parish Council agreed that all the works identified were necessary and should be dealt with as soon as possible. It was agreed that the Clerk be given authority to spend up to £300 on each site but any expenditure above that amount should be brought back to the Council.

John Ellis suggested that with regard to the play area at Stoke Heath Recreation Area, the Clerk should check the guarantee for the installation of the equipment as he believed that it was for a period of 10 years.

## **083/17 Improvements to Ryefields Road Recreation Area**

The Clerk reported that in addition to the issues raised in the RoSPA report earlier, consideration should be given to improving the site.

During discussion, it was agreed that the two existing waste bins should be removed and replaced with new waste bins. The Clerk was also asked to look at the cost of providing two picnic benches and possibly a new bench. Consideration should also be given to providing play equipment for older children on the site.

## **084/17 Provision of Defibrillators**

The Clerk reported that Thelma Roll had given her full support to a defibrillator being installed outside the Parish Office. He had also spoken to the Treasurer of Avoncroft Arts Society and they were keen to go ahead with the installation of a defibrillator on their site and to meet any running costs. The Clerk added that the final package with the Society was still to be agreed as he understood that Probus were interested in helping to fund the project.

In the light of the above information, it was unanimously agreed to go ahead and purchase two defibrillators and to install them accordingly as soon as possible.

## **085/17 Provision of CCTV Cameras at Stoke Heath Recreation Area**

The Clerk stated that the Treasurer of Avoncroft Arts Society had indicated that they were still interested in having CCTV cameras on site. In view of this he proposed to get three quotes for cameras to cover the Stoke Heath Recreation Area and the Society entrance and report back.

### **086/17 Arrangements for Salt King 200 Event**

The following arrangements were agreed for the Parish Council's involvement in this event:-

- The Chairman to deliver the easy up to the site.
- The Clerk to speak to the Treasurer of the Village Hall to see if it was possible to borrow 3/4 tables and possibly 2/3 chairs for the weekend.
- Sue Abel/John Ellis/Jill Howe/Liz Eden to provide help on the day.
- Liz Eden to provide the display boards.
- John Ellis dealing with the advertising banners.
- Any posters required can be printed off the Salt King site.
- The Clerk to ask IDG Garden Services to clean and repaint where necessary the John Corbett Information Boards.

Keith Shakespeare stated that the Parish Council had again been invited to the Salt Fest on the 9<sup>th</sup> and 10<sup>th</sup> September in Droitwich. It was agreed that the invitation should be accepted.

### **087/17 Film Night 15 July 2017**

The Chairman confirmed that the arrangements for the film night were well underway. The Clerk still had to book portable toilets and first aid support. He would also inform the local police about the event and ask them to visit the site during the evening. Although the aim was for people to bring picnics etc it was agreed that an outside caterer should be invited to attend.

The Chairman added that he was arranging for 2000 A5 leaflets to be printed for distribution around the parish. It was agreed that all available Councillors would help with the distribution. He added that he proposed to arrange for lighting to be provided to help people leaving the site. The Clerk would liaise with Bromsgrove School and Avoncroft Arts Society regarding the use of their parking facilities.

### **088/17 Progress Reports and Project Updates**

The Clerk stated that there was nothing to report under this item.

### **089/17 Diary Commitments**

It was noted that the next CALC meeting would take place on Wednesday 14 June. Diane Brown and John Ellis would be attending.

### **090/17 Correspondence**

The Chairman circulated a letter from Seafarers UK promoting British Merchant Navy Day on the 3<sup>rd</sup> September 2017.

The Chairman then referred to an email from Alyson Jewson expressing her concern about the way places had been allocated to committees at the last meeting.

After discussion, it was accepted that the correct process had not been followed and it was agreed that the appointments to committees should be included on the agenda for the next meeting to enable any changes to membership and/or numbers.

### **091/17 Councillors' Points of Information and Items for Future Meetings**

Diane Brown asked for the provision of a bench on the site of the former bus shelter in Whitford Bridge Road be included on the agenda for the next meeting.

Sue Abel asked what the position was regarding the enforcement issues relating to the former Sugarbrook Nurseries site. The Clerk confirmed that he was waiting for a response from the Enforcement Officer.

John Ellis stated that it was proposed to hold the Tai Chi classes again this summer at Stoke Heath Recreation Area. It was unanimously agreed to go ahead with the classes and for the Parish Council to meet the costs.

John Ellis also asked whether a single goal post could be installed again at the same recreation area. It was also suggested that the goal posts at Ryefields Road Recreation Area should be replaced. The Clerk agreed to sort this matter out.

Chris Jewson pointed out that the website needed to be updated. The Clerk responded that it was a question of time with all the other responsibilities he was required to deal with. The Chairman added that he was now looking at the possibility of employing an Assistant Clerk for a few hours each week to pick up work such as the website etc.

Keith Shakespeare stated that the trees overhanging the footpath going down the hill past the Ewe and Lamb were becoming dangerous and asked that the landowner be asked to cut them back. The Clerk agreed to follow this up.

The Chairman asked that the opening hours for the Parish Office are clearly displayed on notice boards and on the website.

The Clerk reported that Richard Miller from Barratt Homes would be attending the next meeting of the Parish Council to give an update on the development of the former Polymer Latex site.

### **092/17 Date of Next Meeting**

It was noted that the Parish Council's next meeting would be held on Monday 4<sup>th</sup> June 2017 commencing at 7.30pm at the Hall Annexe, Avoncroft Arts Centre, Stoke Heath.

The meeting closed at 8.53pm

Chairman