

**LITTLE BIRCH PARISH COUNCIL –PARISH COUNCIL MEETING HELD ON**  
Wednesday 8<sup>th</sup> July 2015 at 7.30pm - At Little Birch Village Hall

**MINUTES**

**PRESENT:** Councillors Mike Morley; Elaine Godding; Annette Wissler; Steve Naylor; Ben Roberts

**ALSO:** Sophie Glover (Parish Clerk), 1 Parishioner.

**Meeting Opened: 7.38pm**

**1. Apologies**

Ward Cllr David Harlow

**2. Declaration of interest**

None

**Open Discussion, public forum**

**Police Update –**

Sent Electronically – clerk to forward to the new cllrs.

**Ward Councillors Report**

He was not present but had given a report which the clerk had circulated. This led to the following comments:

SN: in his report he says that the Core Strategy is coming back in mid July, can we only object to Little Birch's classification then? The Chair proposed to send a letter to the Ward Cllr reinforcing the PC's view. This was seconded by BR. Chair will write the letter and circulate it round the cllrs before sending it.

*Chair to write to Ward Cllr having sent a draft of letter to PC first.*

**3.1** The Chair commented that the hospital 'issue' should be addressed as it affects the whole core strategy. EG felt that the hospital should not be mentioned, the focus should be on the buildings and where to put them.

**3.2** SN felt that it was not necessarily a PC issue, but BR reminded the PC that people in their parish could be affected, so it was felt to be some thing that the PC should comment on. BR proposed sending 2 letters to keep the 2 items separate. Seconded SN. The Chair questioned the content of the 2<sup>nd</sup> letter, asked if he should ask that the Ward Cllr should not support the Core Strategy? AW suggested a slightly softer approach. Again, the Chair will draft a letter and send it round the Cllrs before submitting it.

*Chair to write a 2<sup>nd</sup> letter to to Ward Cllr. Send draft round PC first*

**Public comments-**

The issue of rural crime was raised and it was resolved to invite P Crumpton to the September meeting to talk about Neighbourhood Watch.

*Clerk to invite him to next meeting*

**Presentation from Balfour Beatty's Dave Atkinson**

His reports are sent electronically each week and are forwarded to cllrs. He was unable to attend this meeting.

**Acceptance of minutes of the Annual meeting:**

These were adopted.

**4. Acceptance of Minutes of the May Parish Council Meeting:**

These were adopted.

**5.i Action points from Annual PC meeting:**

*Ben Roberts*

- Identify new Internal Auditor: it was confirmed by HALC that the internal auditor should not have a family connection to any of the Cllrs. BR is following up on a possible contact who might do this role.

## DRAFT

- Clerk to notify the footpaths officer that they have been re-elected: this was done and she is happy to continue with the role. *BR*
- 5ii **Action Points from May PC meeting:**
- Clerk to contact MBPC re speeding on The Thorn. This has been done, BR will feed back any information from their meeting later this week. *AW, SN, EG and new clerk.*
- New Signatories are needed: AW, SN and EG agreed to become signatories and will meet the clerk and the incoming Clerk at the bank to complete the paperwork.
6. **Parish Field**  
It was commented that this is looking really lovely at the moment.
- Footpaths**
7. A member of the public had reported an overgrown path, the Footpaths officer went to check it, and found that it was really a problem, and was bigger than she could deal with – it has been passed onto the lengthsman to sort out. *SD talking with Terry Griffiths to get this done.*
- The Castle – including updated on enforcement officers reports.**
8. Cllrs were copied in on the EO's report. AW felt that the report did not address the kitchen issue. The Chair suggested that there was not a problem as no one was living there now. It was resolved for the clerk to ask 'please can we have a copy of your report, and can you tell us if you included the kitchen as part of the 'licensed area' in your visit?' *Clerk to contact EO*
- Neighbourhood Plan.**
9. The clerk circulated information about the Neighbourhood Plan, and funding opportunities for 2015. It was agreed that it was a little early yet, but when the PC felt it was appropriate, the Chair will put in the Birches newsletter 'the PC are reconsidering whether or not to have a Neighbourhood Plan, and they are keen to hear views from their parishioners. Especially those who might be interested in joining a Neighbourhood Plan working group'.
- Telephone Kiosk**
10. Clerk is in contact with BT and is awaiting notification that the electricity has been switched off and thus the box can be moved. *Clerk to notify The Chair and Jon Norris when this happens*
- The Lengthsman**
11. The Chair met with the new lengthsman and has asked the clerk to prepare a list of tasks for him to do on a regular basis. Grips, gullies, Higgins Well, salt bins and footpaths. *Clerk to go through this list with TG when doing his contract.*
- Dobbin Cottage**
12. Nothing further. *Clerk to add to next agenda*
- To note the contents of the information sheet.**
13. BR noted from the HALC newsletter that PC's need a website, to promote meetings, post agenda and minutes etc. Ben has some experience in web sites. AW proposed BR as the Parish Webmaster. Seconded by EG. He will look further into this and report back at the next meeting. *BR to report back at next meeting.*
- EG asked to be put forward as HALC rep, she was proposed by SN and seconded by AW. *EG to submit her nomination form to HALC.*
- 13.i **Finance: including financial report and payments to be made**
- Bank Totals:** Barclays Community Account As at 24.06.15 £4,375.72
- Business Premium Account As at 24.06.15 £ 50.49
- Clerk to make payments.*

**DRAFT**

Approved; Mike Morley

- ii **Payments to be made:** All agreed unanimously.

|                          |   |        |
|--------------------------|---|--------|
| Clerks Salary            | £ | 210.12 |
| Clerks expenses          | £ | 16.00  |
| Additional Clerks salary | £ | 191.02 |

- iii **Payments Received:**

BB had lost invoice for Lengthsman second half of last year, we are now awaiting payment for this.

- iv **Requests for financial aid:**

Citizens Advice Bureaux – no sorry, not this time.

Both EG and SN are to become signatories on the Parish Accounts

*Clerk to arrange the necessary paperwork.*

15. **Planning application**

151322 – The Old Rectory, was approved.

- 16 **To receive agenda items for next meeting**

Dobbin Cottage, Web Site, The Castle

*Clerk to add them to the agenda.*

17. **Next meeting Wednesday 9<sup>th</sup> September 2015 at 7.30pm**

*Clerk to book further meetings for 2016.*

**PC went 'into session'**

- 18 The Chair told the PC about the prospective new Clerk, Alison Wright, who holds her CiLCA. He proposed to increase the hours for LBPC clerks role to 4hrs per week. He also proposed back paying the current clerk for 4hrs a week during the period that she has worked having handed in her notice. This was all agreed unanimously by the PC.

*Clerk to draft a letter of appointment for the Chair to send to AW.*

Meeting closed at 9.25pm

SIGNED:..... CHAIRMAN

Dated:.....

**Future Meetings**

|  |                               |      |
|--|-------------------------------|------|
|  | Wednesday Sept 9th            | 7.30 |
|  | Wednesday Nov 4 <sup>th</sup> | 7.30 |
|  |                               |      |
|  |                               |      |