

## ALREWAS PARISH COUNCIL

### Minutes of the Parish Council meeting held on Monday 11 March 2019 in Alrewas Village Hall

**PRESENT** Cllrs Jan Altham, David Butcher, John Pegg, Janette Potter, Jane Reilly, Margaret Stanhope and Dave Whatton (Chair).

**IN ATTENDANCE** County Cllr Janet Eagland, District Cllr Michael Wilcox and Ms Kathryn Powell, Clerk.

Members of the public were welcomed to the meeting and thanked for their attendance.

#### 1 Apologies

- a Noted and accepted: Cllr Donna Moss (Vice Chair).

#### 2 New Declarations of Interest

- a Noted: that Cllr Whatton declared an interest in the discussions of the development group about a possible re-routing of construction traffic along Main Street.

#### 3 Minutes

- a **RESOLVED:** to approve the Minutes of the Parish Council meeting held on 11 February 2019 as a true record, without amendment. **(APC/19/2/M)**.
- b Considered: the updated action sheet **(APC/19/3/1)**
- c Considered: a proposal concerning moving the Parish Council office within the British Legion Club building as a response to an action from a previous meeting **(APC/19/3/1a)**. A larger room had become available which would enable the Council to house both of its officers and have space for a meeting area, removing the need and cost to hire rooms elsewhere.

**RESOLVED:** to approve the change of location subject to negotiations on the cost.  
**ACTION: Chair and Clerk**

#### 4 Public Participation

- a A village resident, Mr John Walton, reported on further actions that he had initiated since the last meeting relating to the traffic issues likely to be caused by the development of land north of Dark Land. This was on behalf of a group of residents and the Development Group. He expressed considerable concern over responses from public bodies to the concerns raised by villagers. He was concerned that approval of some traffic arrangements may have been given inadvertently by the Council endorsing an application from Crest Nicholson late in 2018. He was thanked for the information provided and his hard work. A paper recording his activities was circulated to the meeting and a copy kept for Council files.
- b Report from District Councillors  
District Cllr Wilcox reported that the District Council was working on the forthcoming elections.

He reported that the village litter pick held on 2 March 2019 was successful, with about 30 participants and a lot of rubbish collected. He thanked the Bank Coffee House for their hospitality at the end of the session. He had arranged for Alrewas to have their own marked high visibility jackets.

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He reported that LDC is waiting for the report from SCC Highways on construction traffic arrangements for the development of land north of Dark Lane and would then arrange a meeting with all interested parties.

**ACTION: District Cllr Wilcox**

- c Report from County Councillors  
CCllr Eagland noted that the Clerk circulated highways information and other messages to Cllrs sent by CCllr Eagland.

She invited members to support the Dementia Club in Lichfield held at the Methodist Church Hall.

She would follow up the concerns expressed in the public participation section with the SCC Highways department including on progress in publishing the report on traffic management issues.

**ACTION: CCllr Eagland**

A meeting had been arranged for Friday 29 March between representatives of SCC Highways Department, the Parish Council and the Cricket Club to address the issue of rabbit damage on Walkfield and the adjacent main road. A report would be made to the April meeting.

**ACTION: Cllr Moss**

#### 5 Planning matters

- a Considered: Approval was recommended for the following planning applications (**APC/19/3/2**):

19/00287/FUL H	6a Church Road
19/00379/FUL H	132B Main Street
18/01135/FUL	George and Dragon Public House

**ACTION: Clerk**

#### 6 Financial statements

- a **RESOLVED:** to approve the financial statement for February 2019 (**APC/19/3/3**).
- b **RESOLVED:** to approve the Cheques for Payment list for February 2019 (**APC/19/3/4**).
- c Considered: arrangements for the Clerk to have a bank card to the Council account (**APC/19/3/5**). **RESOLVED:** that the Clerk would hold the bank card.

**ACTION: Clerk**

- d Considered: a report on the interim visit by the Internal Auditor, 25 February 2019 (**APC/19/3/6**). Minor editorial changes to the report had been requested by the Accounts Officer. The report was accepted on this basis. Accepted: the recommendation that there had been a gap in record keeping relating to the appointment of the new Clerk in August 2018.

- e Considered: the report on the appointment of the Clerk, produced in response to a recommendation from the Internal Auditor (**APC/19/3/7**). **RESOLVED:** to formally ratify the appointment of the Clerk to rectify the gap in record keeping.

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#### 7 Human Resources

a Considered: a draft appraisal process for Council employees (**APC/19/3/8**).  
**RESOLVED:** to implement the procedure with immediate effect. **ACTION: Clerk**

b Considered: a verbal report from the Clerk on the appointment of a new handyman. The Internal Auditor had raised a concern about appointing someone without specialist equipment and expertise to inspect the play equipment. In the light of this the appointment process had been suspended and discussions were on-going with LDC about undertaking work on behalf of the Council. Applicants had been informed. Cllrs endorsed this approach. **ACTION: Cllr Moss and Clerk**

#### 8 War memorial lighting

a Cllr Butcher and the Clerk updated the meeting on progress. A lighting company and a lighting expert would be approached for advice. A report would be made to the next meeting. **ACTION: Cllrs Pegg and Butcher and Clerk**

#### 9 Open Gardens Weekend

a **RESOLVED:** to approve the use of Walkfield as car parking for the Open Gardens Weekend. **ACTION: Clerk**

#### 10 Working groups

a Traffic Management Group

Noted: Cllr Stanhope would contact a local business about CCTV. **ACTION: Cllr Stanhope**

A date was being arranged for Speedwatch training. **ACTION: Clerk**

It might be possible to apply for a Road Safety Grant to support village activities and more investigation would be undertaken. **ACTION: Cllr Moss**

Considered: a response from the Police and Crime Commissioner to a letter from the Chair about speeding on the A38 (**APC/19/3/9**). Agreed: The Parish Council would write to Highways England with LDC support concerning the problems of speed and requesting the installation of average speed cameras. The letter would be copied to Michael Fabricant MP. **ACTION: Chair and Clerk**

A request was made for the planning application for the new Starbucks café on the A38 near Barton Under Needwood to be examined. **ACTION: Clerk**

b Development Group

Considered: the report (**APC/19/3/10**) and a verbal update from Cllr Pegg, Chair of the working group. Noted: that three meetings had been held since the last Parish Council meeting and considerable action initiated. The consultant had contacted SCC Highways. Concern was expressed that discussions with developers were happening without Parish Council involvement. District Cllr Wilcox reiterated his promise that representatives of the Parish Council would be involved in discussions on the traffic management plan although this was not a legal requirement on LDC. The Chair noted the concern of residents on Main Street about the proposed Option 2 which would route traffic past their properties. He asked that any further discussion of this proposed option would include representatives of residents in this part of the village. **ACTION: Cllr Pegg**

Cllr Pegg would contact SCC Highways to see when their report will be available.

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**ACTION: Cllr Pegg**

Cllr Eagland was asked to invite Cllr Willington, the portfolio holder, to hold a site visit in Alrewas and meet representatives of the village and Parish Council. She would remind SCC Highways officers that their report was required urgently.

**ACTION: Cllr Eagland**

District Cllr Wilcox would also contact Cllr Willington. **ACTION: District Cllr Wilcox**

Agreed: the existing weight restriction in the village should be respected by developers and authorities.

c GDPR working group

Considered: draft documentation from the GDPR working group to enable the Council to meet GDPR requirements (**APC/19/3/11**). It had been compiled based on national advice and sample documentation from other local and parish councils.

**RESOLVED:** to approve the following documents for immediate implementation and publication:

GDPR policy

GDPR General Privacy Notice

Information Retention Schedule

GDPR Personal Information Register

**ACTION: Clerk**

It was agreed that GDPR non compliance should be added to the listing of risk for the Council.

**ACTION: Clerk**

**RESOLVED:** to adopt a Council wide e mail system with associated costs so that Cllrs would not use their personal e mail addresses for Council business. There would be training arranged from the Council's IT adviser.

**ACTION: Clerk**

d Walkfield Sports Forum

A meeting had been arranged with SCC to address rabbit damage. A report would be made to the next meeting (see Minute 4c above).

Noted that the pest controller had made two visits to the football pitch to tackle the damage caused by moles.

Some of the items requiring replacement on the play area had been received from Wicksteed and would be installed shortly. The rest was on order.

Safety notices would be erected on the MUGA fences shortly as recommended by LDC.

The work on the football pitch was ongoing, with reseeding to be undertaken at the end of the season. The Football Club had reported an improvement in the playing surface.

The faulty goalpost had been reported to LDC and a quote was awaited on the remedial work required.

## 11 Civic Society report

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a Noted: a verbal report from Cllr Reilly. The previously undertaken report on bins in Alrewas had been circulated to all Cllrs. Cllr Reilly would discuss it with the Civic Society and report back to the next meeting. **ACTION: Cllr Reilly**

**12 Residents' complaints/ requests**

a Noted: that no complaints or request had been received.

**13 Police**

a Noted: the Smart Alert, already circulated.

**14 Planning decisions since the last meeting**

a Noted: that no decisions had been made by LDC on recent planning applications commented on by the Parish Council (**APC/19/2/10**).

**15 Parish Council Diary**

a Past dates:

Candidates' briefing for local elections 6 March 2019

b Future dates:

Lichfield Parish Forum 2 April 2019 LDC Office Frog Lane

Alrewas Parish Assembly 15 April 2019 Alrewas Village Hall

**Agreed:** to have the same format for the event as in previous years.

**ACTION: Clerk**

Local Council elections 6 May 2019

Alrewas Parish Council Annual meeting followed by the Parish Council meeting 20 May 2019

**16 Date of next council meeting**

The next meeting will be held on Monday 8 April 2019 at 7.30pm. The last date for notification of agenda items to the Clerk is **Thursday 28 March 2019**.

The open meeting ended at 20.58pm.

..... **Chair/Vice  
Chair**

..... **Date**

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**Confidential Meeting**

**17 Minutes**

- a The Minutes were approved without amendment.
- b Actions since the last meeting were noted.

The Confidential meeting ended at 21.05pm.

..... **Chair/Vice  
Chair**

..... **Date**