

# BRERETON AND RAVENHILL PARISH COUNCIL

DISTRICT OF CANNOCK CHASE COUNTY OF STAFFORDSHIRE

## Minutes of the FULL COUNCIL

Held at: the Parish Hall, Ravenhill Park, Brereton, Rugeley. WS15 1DU

**Thursday 5<sup>th</sup> September 8.00pm - 9.30pm**

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### WELCOME

#### Members Present:

M Blackham (MB)(Chair), S Merriman (SM),  
D Blocksidge (DB), K Paul (KP),  
C Davies (CD), R Hall (RH),  
R Hall-Davies (RHD),

**APOLOGIES:** Apologies were received from J Gascoigne (JG)(V-Chair), C. Harris (CH), A Cowdell (AC), K Theobald (KT), and C Boulton (CB), which were accepted. No apologies were received from J Johnson (JJ) which were not accepted.

**In Attendance:** Lee Featherstone (RFO), John Smith (JS) and PR Whibley (Clerk),

### 96. DECLARATIONS OF INTEREST IN ANY ITEMS ON THE AGENDA

None

### 97. FORMAL ANNOUNCEMENTS BY THE CHAIR / CLERK

- Memory storage for Parish Plan

The clerk explained that he had found only part of the Parish Plan had been uploaded onto the council website previously and the remainder of the missing pages had been lost. However, after a discussion with the previous council chairman, he had agreed to download the whole booklet onto a USB for the clerk to upload.

- Parish Hall External Lock repair

The chair informed the meeting that he had given permission to have the external lock repaired.

- CIL proposal/plan

The clerk informed the meeting that during the August recess he had been asked by CCDC whether the council had formulated a proposal as to how to use their CIL funding. He informed them that the council had not, but would probably defer till the next financial year. He would raise this at this meeting.

The clerk reiterated what the funding should be used for and which 5 developments generated the funding.

An idea of using firstly weed killer, as well as, hiring/buying a road sweeper was suggested. It was agreed that this should become an agenda item in the future.

- Data Protection Named **LEAD** and Draft Policy

It was agreed by vote that CD would no longer be the DPO of the council but be the Data Protection Lead (DPL). CD checked the draft DP policy for the council prior to the meeting. She and the clerk agreed to omit the training section 8 from the policy.

**97.1. That the clerk would produce a draft Data Protection Policy to be presented at the next meeting.**

**98. PUBLIC PARTICIPATION**

None

**99. AGREEING THE MINUTES FROM THE PREVIOUS MEETING (attached)**

*To approve and sign off the minutes of Full Council and Annual Council meetings held on Thursday 18<sup>th</sup> July 2024.*

The previous minutes were agreed and signed as a true record.

**100. MATTERS ARISING FROM PREVIOUS MEETING**

*56.0.4. That the Clerk would present a draft Media Policy at next Full Council meeting. **To be presented (item 103)***

*74.1. That MB would contact Festive Lighting to discuss the issue of missing lights.*

MB contacted the company and left a message, but received no call back. CD/RHD have had several communications with the company. CD will send all the details to MB. It was noted that the company had not yet sent them the bill for last year but as the council has a 3 year rolling contract with them it's not surprising.

**74.1. That MB would contact Festive Lighting again to discuss the issue of the missing lights.**

*92.1. That the RFO would secure a music licence after an agreed remote decision by the council. **(Item 102)***

*93.1. That the clerk would place Risk Assessments 24-53 on the agenda for the next meeting. **Completed. (item 101.1)***

*93.2. That the clerk would place Time-Tree training on the agenda for the next meeting. **Completed. (item 105)***

*93.3. That the clerk would place a review of the hiring procedure on the agenda for the next meeting. **Completed. (item 101.3.)***

*93.4. That the clerk would invite JS to attend and lead the discussion on the present procedure for hiring the hall. **Completed. (item 101.3.)***

**101. REPORTS FROM COMMITTEES / WORKING GROUP MEETINGS**

**101.1. Finance Asset & Risk Committee:**

Risk Management & Assessment Policy **(See item 103)**

Tractor Update (MB)

The company offering to restore the tractor has been given permission to start the work but there has been no update on any progress so far.

**101.2. Planning Committee**

**101.3. Parish Hall Management WG**

Booking System. **(see item 105)**

**101.4. Community Engagement WG**

Grants 2: Minuted Meeting first week in October. **(see 104)**

**101.5. Staffing WG**

Handyman Applications

Two people showed an interest in the position. The first from an experienced 'park keeper' and a second from someone who decided not apply.

*At this point in the meeting, the chair asked all the officers/staff of the council to leave the meeting. The discussion and outcome of both applications remain un-minuted.*

Clerk/RFO Applications

*The officers/staff re-entered the room and the meeting continued.*

**101.6. Policies, Practice & Procedures WG**

**101.7. Neighbourhood WG**

Village Green Application (CD/MB)

CD would resend the reply email she received from the company which owned the land to both the Clerk and MB.

**101.7.1. That MB would contact the previous council chair and arrange an urgent meeting with the CCDC solicitor.**

Neighbourhood Plan (RH/CH)

The clerk collated all the main relevant historical papers and placed them in a box file for RH, which she now has. All other Neighbourhood documents the clerk has filed on the top shelf of the first cabinet in the office. RH is arranging with CH to further discuss 'next steps'.

Use of Weed killer (KP)

The meeting felt this was a role of the soon to be appointed Handyman. It was agreed that as the CCDC park keeper within Ravenhill Park was issued with district council approved weed killer that it would be sensible if the parish council used the same.

101.4.1. Allotments and Footpaths concerns (KT) **(3 attached)**

It was stated that the council has a responsibility for maintaining the good order of the eight footpaths within the ward. The clerk included a map of where each one was with the papers for this meeting.

**101.4.1. That the Council would ensure that the maintenance of footpaths be placed on the next agenda.**

**101.8. Speed Calming WG**

**101.9. Heritage WG**

*Ginnie Wagons Trail (CH)*

*Canalside Project (CH)*

These items were left to the next meeting as CH was absent.

**101.9.1. That the clerk would place these items for discussion at the next meeting.**

*Milestone (CH)*

The meeting was given a critique by RHD of what has happened since the damage to a milestone by contractors whilst cutting the grass verges. Presently, the milestone has been restored to its original position, but still needs the attention of a stonemason due to a recently found missing fragment.

The milestone itself is not as it once was though.

*The Linen Map (RHD)*

**Motion: To have the historical Linen Map of Brereton securely framed professionally, so it can be displayed in the Parish Hall.**

After discussion, it was decided **not** to approve the motion. RHD would liaise with JS to see whether a ready-made frame would be suitable. RHD stated that her preference would be for Perspex rather than glass finish.

**101.9.2. That the clerk would place this item for discussion at the next meeting.**

**101.10. Drop-In WG**

Due to the August school holiday no Drop-In sessions have taken place.

**101.11. Police Report (attached)**

**102. MUSIC LICENCE (CD/RFO)**

A quick recap of what was discussed and agreed at the FAR committee was given. This is the relevant section from their minutes of what was agreed.

..... After much discussion, it was decided that the purchase of a music licence for the hall was urgently needed. CD would send LF and Clerk what information she had been able to gather.

**102.1. That LF would contact the company and get a definite quote on a music licence for the hall. To be presented at the next meeting for approval. (FARc Meeting)**

**102.2. That the resolution of these issues will be addressed/adjusted into the updating of the Risk Management & Assessment Policy.**

**103. POLICIES**

**103.1 INVESTMENT STRATEGY & POLICY**

The clerk completed the policy prior to the meeting and sent it to all members. It was not for discussion at this meeting but in preparation for when the revised (NALC) Financial Regulations were approved.

**103.2 FOOD SAFETY MANAGEMENT SYSTEM**

This is being formulated after advice and should be presented at the next FAR committee meeting.

**103.3 FINAL v8 RISK MANAGEMENT & ASSESSMENT POLICY (attached)**

This has not been presented by the FAR committee for approval and adoption as they have only just addressed some aspects at their preceding meeting this evening. Those will need to be addressed in the Risk document before it can be presented. As well as these, the introduction of the café working practices that fall outside the previously identified risks within the Risk Assessment, means the meeting was unable to propose its approval to this Council meeting. Issues that were raised included: lone working, non-packaged food items, insurance and access.

The discussion and updating of the Risk Assessment is currently being completed by the FAR committee. It was pointed out that presently, the council is running a café without a risk assessment being completed or approved.

After much discussion about working methods the meeting agreed that a Lone Working Policy was needed.

**103.3.1. That a Lone Working Policy was needed.**

**103.4 COMMUNICATION & SOCIAL MEDIA POLICY (attached)**

A quick recap of what was discussed and agreed at the FAR committee was given. This is the relevant section from their minutes of what was agreed.

.....To assist the members the Clerk produced a Communication & Social Media Policy. It was decided that as SM had a version of her own, that she would take any worthwhile sections of the clerks' draft policy and incorporate them into the one she had previously.

**103.4.1. That SM would present a new BRPC draft Communication and Social Media policy for approval at the next meeting. (FARc Meeting)**

**103.5 EQUALITY & DIVERSITY POLICY (attached)**

The members voted to accept this policy.

**103.5.1. That the clerk would upload the policy and place it on the website.**

**103.6 FINANCIAL REGULATIONS (attached)**

(with Aide Memoir) (presented if approved)

The clerk was asked why there had already been two revisions of the Regulations already. (Highlighted on the front of the document) It was explained that the first was as a result of advice given from a respected source during the internal audit. The clerk gave examples of how this revision has been extremely helpful to the council, to date. The second, would have been tonight's revision to follow the advice given by NALC, had it been approved.

Although the Financial Regulations were not supported by the FAR committee the members requested a copy of the Aide Memoire that the clerk had produced, to help simplify payments, should it have been approved. The clerk explained that as soon as any of the thresholds were altered, as a result of the FAR working groups' discussion, that the table would be incorrect. The clerk distributed the document to all members.

#### **104. DONATIONS / GRANTS**

##### Grant 2 Applications Open:

The clerk explained that the window for Grants was open. He had already sent all members of the Community Engagement Working Group copies of both the policy and the application form. He suggested that they will need to organise a minuted meeting in early October to discuss the applications and then bring their views to the council meeting on October 19<sup>th</sup> for their decision. The clerk suggested that a named Lead should be agreed for the meeting.

A long and detailed discussion ensued about fairness and transparency. It was agreed that everyone should have an equal opportunity for a successful application and all would be directed to visit our website.

**104.1. That the clerk organise the advertising of the available grant on the website.**

**104.2. That the Community Engagement Working Group would organise a minuted meeting in the first week of October to discuss the Grant2 Applications. To deliver a report of their discussions and recommendations to the Full Council meeting on October 19<sup>th</sup>.**

#### **105. TIME-TREE TRAINING (RHD)**

The last two members of the council had only recently completed in-house training on the use of using Time-Tree for hall bookings.

#### **106. PARISH COUNCIL DIARY (C) (attached)**

The clerk produced and explained the 2024-2026 diary plan for the council, covering Governance, Financial, Clerical, Developmental and Statutory actions and the dates by which all aspects need to be actioned.

This was sent to all members prior to the meeting.

#### **107. DATE OF NEXT COUNCIL MEETING:**

Thursday 19<sup>th</sup> September 2024 in the Parish Hall Meeting Room at 8.00pm

Meeting closed 9.19pm

*The clerk reminded members that they had agreed to amalgamate both meetings together to complete a progress review of the 10 Strategic Developments on Thursday October 3<sup>rd</sup>. The clerk produced individual reporting templates for each of the ten and have emailed them to the members to help with this process.*

PRWhibley  
Clerk