

**COLTON PARISH COUNCIL MEETING, WEDNESDAY 23rd JUNE 2021 AT
7:30 PM AT COLTON VILLAGE HALL**

Please note that all attendees must wear a face mask (unless exempt) and social distancing and other Covid security measures will be in place for everyone's safety.

PUBLIC PARTICIPATION (Maximum of 20 mins at the beginning of the meeting to hear public questions and comments)

(No member of public may address meeting hereafter).

BUSINESS AGENDA

1. To note attendance and receive apologies for absence
2. To receive declarations of interest
3. To approve minutes of meeting held on 5th May by video conference
4. Chairman's Announcements
5. Payments

a) To approve the following payments:

i)	1846	TGM – 2 invoices for grass cutting in March, April and May – Closed BG, 5 cuts (225.00); Village Hall 2 cuts (184.00), Stockwell Heath, 1 cut (30.00) plus VAT	£526.80
ii)	1847	Starboard Systems Ltd – Annual Scribe accounts software & support, plus VAT	£345.60
iii)	1848	Toplis Associates – Internal audit 20-21 plus VAT	£140.40
iv)	1849	Alison James – Clerk's salary, June (239.82); Home working expenses, 7 weeks, 8 May - 25 June (28.00); Re-imburement for printer cartridges (35.17) and stamps (3.96)	£306.95
v)	1850	HMRC – Payroll taxes, Q1, April-June	£207.38
vi)	1851	Petty cash	£30.00

(Total new payments above, for approval this month = £1,557.13)

b) To note the following payments which will be required in July and August and authorise them to be approved by email when received and then ratified at September meeting:

- i) TGM for grass cutting in June and July
- ii) Clerk's PC salary and reimbursements for July and August and quarterly BGC salary for April-June
- iii) Village Hall for room hire in June
- iv) Any other payments required, provided in line with approved budget

6. Finance and audit

- a) To note the letter of Conclusion of Internal Audit for 2020/21 from Toplis Associates Ltd and the Annual Internal Audit Report 2020/21, forming page 4 of the Annual Governance and Accountability Return (AGAR)
- b) To complete and approve the Annual Governance Statement 2020/21, forming Section 1 of the AGAR
- c) To approve the Accounting Statements 2020/21, forming Section 2 of the AGAR
- d) To approve the Certificate of Exemption (AGAR 2020/21 Part 2)

- e) To appoint an internal auditor for 2021/22.
- f) To consider progress and any further action required on Internal Auditor's previous recommendations regarding War Memorial, including regular inspection and estimate of re-instatement value for insurance. To also note electrical supplier Npower has become part of E.On
- g) To receive update from Clerk and Chairman on their review of the Risk Assessment
- h) To agree whether to pay for cutting of grass on bank of Pedley's Croft this year

7. HS2

To consider any developments and agree any action required including

- a) Availability and potential applications for Community and Business Funds/ Phase 2a Community Funds
- b) Follow up to letters and questionnaire from HS2 about PC land off Heathway and common land at Stockwell Heath and possible engagement meeting with HS2 and Hinson Parry
- c) Construction routes and mat lorries incorrectly using High St
- d) Seeking information about height of proposed HS2 bridge at Stockwell Heath
- e) Public consultation on Hybrid Bill Procedure
- f) Phase 2a virtual information events

8. Planning Matters

- a) To note the following application and any more recent applications and make observations to the Planning Authority:
 - i) 21/00598/FUH – Oaklands, Colton Hall Farm, Blithbury Road, Colton – Erection of a granny annex including an infill oak frame link with part of the existing rooms and garage – Response of no comments already submitted as deadline has passed.
 - ii) 21/00817/FUL – Heavy Plant Services Ltd, Colton Road, Colton – Redevelopment of site and erection of 5 small industrial units (Use Class B2) with associated car parking and new highway access
 - iii) 21/00900/COU (Change of use) – Lea Hall Farm, Lea Lane, Rugeley – Conversion and extension of outbuildings to form residential annexe, home office and gym
 - iv) 21/00996/FUH – Rycot, Colton Road, Colton – Erection of first floor extension to form new gable
- b) To report on any recent decisions of the Planning Authority
- c) To consider any further action required on application 18/01303/FULM – Proposed gas fired power station on Land North of Bellamour Lane
- d) To consider any further action on proposed solar farm development at Black Flatts Farm off Blithbury Road
- e) To consider proposed application for mobile phone mast on Bellamour Lane adjacent to the gas distribution depot
- f) To consider update on mobile homes and building works at Chase View, Narrow Lane
- g) To consider if any action is required on application relating to mobile home at Moor Lane

9. Highways & Footpaths

- a) To report on progress and agree any action required:
 - i) Flooding including Blithbury Road and Colton Road by the Yorkshireman and further feedback to Environment Agency
 - ii) Enquiries into possible clearing under arches of brook bridge
 - iii) Drain and gully clearance around the parish including request re drains in Blithbury Road
 - iv) Footpath alongside Colton Rd including quote for weedkilling and site meeting with Balfour Beatty
 - v) Any footpath/Rights of Way issues
 - vi) Overgrown hedges on Bellamour Way and roadside at Hamley Heath
 - vii) State of service road from Martlin Lane to sewage works
 - viii) Potentially diseased ash trees by B5013 towards Admaston

10. To consider any further action required on proposed new village gating/signs

11. Any update re planned parish social event on Sunday 4th July including duck race

12. To consider request from parishioner for defibrillator to be in a more prominent position

13. Correspondence

To note items of correspondence received and agree any actions required:

- a) HS2 – Report on responses to HS2 Phase 2a consultation in February 2021 (Email, circulated to cllrs)
- b) HS2 – Changes to website and methods of issuing local updates (Email, circulated to cllrs)
- c) St Mary's School PTA – Thanks for the donation approved and sent in March (Email, circulated to cllrs)
- d) LDC – Cancellation of Parish Forum on 17th June but training session to be arranged in September (Email, circulated to cllrs)
- e) CPRE – Promoting the Staffordshire Way and looking for volunteers (Email, circulated to cllrs and for parish magazine)
- f) NHS Midlands – Slides from briefing for all council members on the Covid vaccination programme (Email, circulated to cllrs)
- g) LDC – Views sought on Lichfield City Centre improvement ideas (Email)
- h) SCC – 'Do it to feel good' campaign to help people live and healthier and happier life, by being more active. Opportunity to sign up for weekly email offering practical tips (Email)
- i) LDC – Birmingham 2022 Commonwealth Games volunteer programme open for applications (Email, circulated to cllrs)
- j) Ironman Staffordshire – Information about event, routes and road closures on Sunday 18th July (Email)
- k) SPCA – Weekly bulletins including rural survey (Emails, circulated to cllrs)

14. Committees

To receive any update from Burial Ground Committee

15. Parish Council matters

- a) To consider election of a Vice Chairman
- b) To consider any further membership or representation on committees, PLT etc

- c) To consider whether current PC arrangements for instruction of works should be revised, with appropriate changes to standing orders and/or financial regulations
- d) To update on progress with renewal of Heathway grazing licence
- e) To update on request from parishioner as to whether there is any land in the parish that could be made available for allotments
- f) To discuss possible use of Facebook and/or Nextdoor e.g. to promote PC activities
- g) To discuss improving noticeboard and possible bench at top of High St
- h) To consider ideas/scope for working towards a carbon neutral parish
- i) To register any interest in SPCA training courses
- j) Date of next meeting – Wednesday 1st September at 7.30pm