

## COLTON PARISH COUNCIL MEETING, WEDNESDAY 4<sup>th</sup> JANUARY 2023

AT 7:30 PM AT COLTON VILLAGE HALL

**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 2<sup>nd</sup> November 2022 (December meeting cancelled due to lack of a quorum)
4. To note resignations of Cllrs Steve Jenkinson and Samantha Beard in November
5. Chairman's Announcements
6. Payments

- a) To ratify the following payments, approved by email due to cancellation of December meeting:

i)	1927	TGM – Grass cutting in October – Village Hall, 1 cut (92.00); Stockwell Heath, 2 cuts (60.00); Closed BG, 2 cuts (90.00) plus VAT (48.40); Cutting in November - Closed BG strimming and hedge cutting (150.00) plus VAT (30.00)	£470.40
ii)	1928	Colton Village Hall – Play area insurance to October 2023	£135.13
iii)	1929	Lichfield District Council – Play area inspection (66.65) plus VAT (13.33)	£79.98
iv)	1930	Information Commissioner – Annual data protection registration fee from 6 <sup>th</sup> January	£40.00
v)	1931	Alison James – Clerk's salary, December (after National Pay Award) (336.13); Back pay for Pay Award backdated to 1 <sup>st</sup> April (166.40); Home working expenses, 5 weeks, 5 Nov – 9 Dec (20.00); Reimbursement for bank payment on 29 Nov to magazine delivery girl for December (20.00); Reimbursement for black XL printer cartridge (21.41 incl. VAT)	£563.94
vi)	1932	HMRC – Payroll taxes for Q3, Oct-Dec	£310.79

(Total of December payments above is £1,600.24)

- b) To approve the following payments:

i)	1923	Cllr Mel Havelock-Crozier – Reimbursement for key box and notices to prevent dog fouling (Listed previously but amount still to be confirmed)	
ii)	1933	D Bradbury – Purchase of poppy wreath for PC	£20.00
iii)	1934	Petty cash top up	£50.00
iv)	1935	Alison James – Clerk's salary, January (336.13); Home working expenses, 3 weeks, 10 Dec – 6 Jan excl. Xmas week (12.00); Reimbursement for bank payment on 18 Dec to magazine delivery girl for January (20.00); Mileage Jun –	

Dec (54.00); BGC Clerk salary, 1 Oct – 31 Dec  
(137.50) less tax (27.50) £532.13

(Total of new payments above is £602.13 plus cheque 1923 still unconfirmed)

## 7. HS2

To consider any developments and agree any action required including

- a) First quarterly update meeting held on Thursday 1<sup>st</sup> December
- b) Annual meeting of Phase 2a Highways subgroup between HS2, DfT, Highways authorities and parish councils on 28<sup>th</sup> November
- c) Follow up from meeting with HS2 and Environment Agency to discuss flooding issues including land ownership and flooding at top of High Street
- d) Construction vehicles using High St
- e) Various signs littering roadsides
- f) State of footpath Colton 36 at top of High St/Newlands Lane junction
- g) Notice of entry for surveys on PC land at Heathway and at Stockwell Heath pond
- h) Initiative to progress projects and applications for funding from Community and Environment Fund

## 8. Planning Matters

- a) To note any applications received and make observations to the Planning Authority:
  - i) 22/01601/ABN (Agricultural Building) – Lea Hall Farm, Lea Lane, Rugeley – Agricultural Determination: Erection of an equipment and machinery store (LDC deadline has passed – response of 'no comments' submitted by PC)
  - ii) 22/01686/FUH – Greenways, Colton Rd, Colton – Erection of ground and first floor rear and side extensions
  - iii) 22/01706/HST2A – Land in the vicinity of Stockwell Heath, Newlands Lane, Blithbury – Schedule 17 Phase 2a application Area 3 (application 6a): Building works required for the creation of a watercourse crossing and associated reprofiling of earth required for the creation of the watercourse crossing
- b) To report on any recent decisions of the Planning Authority
- c) To note that application 18/01303/FULM – Proposed gas fired power station on Land North of Bellamour Lane – has been disposed of by LDC.
- d) To consider any update on application relating to mobile home at Moor Lane

## 9. Highways, Footpaths and Open Spaces

- a) To report on progress and agree any action required:
  - i) Flooding including Blithbury Road and Colton Road by the Yorkshireman and Environment Agency's modelling of brook flow
  - ii) Drain and gully clearance around the parish – Report from parishioner of blocked drain at Stockwell Heath
  - iii) Rats at Stockwell Heath pond and any update from LDC Environmental Health
  - iv) Erosion of path alongside Moreton Brook - Enquiries about land ownership and possible landscaping options

- v) Action on improving appearance of village including potential additions to PC grounds maintenance specification for 2023 and idea of PC paying for additional regular labour.
- vi) Litter alongside Colton Road and date for a litter picking event in early 2023
- vii) Overgrown hedges – Hollow Lane, Heathway
- viii) Website message of 20 October from parishioner about various highways issues

#### 10.To consider progress on installation of new village signs

#### 11. To discuss action on Climate Change and working towards Carbon Neutral Colton

#### 12.To consider progress on reducing dog fouling around village including LDC update

#### 13.Correspondence

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

- a) Staffs Fire & Rescue Service – Warm Space to be available at Rugeley Fire Station on Fridays 10am-3pm (Email)
- b) SCC – Temporary road closure on Bellamour Lane, from railway bridge heading east, between 16<sup>th</sup> and 26<sup>th</sup> January (Email, circulated to cllrs)
- c) Local teenager's appeal for items to put together Christmas hampers to cheer local residents (Email)
- d) LDC – Arrangements for filling casual vacancies within 6 months of parish council elections (Email, circulated to councillors)
- e) HS2 – Project update, autumn 2022 (Email, circulated to cllrs)
- f) Parishioner – Response of 28/11 to enquiry about works at Rugeley Trent Valley Station (Email)
- g) Smaller Authorities Audit Appointments (SAAA) – Notice of appointment of Mazars as external auditors for Staffordshire for this and next 4 financial years (Email)
- h) LDC – Final recommendations of Community Governance Review with no recommendation affecting Colton but changes for Lichfield City, Fradley and Streethay and Longdon (Email)
- i) LDC – Survey about budget priorities 'Together we budget' (Email, circulated to cllrs)
- j) Staffs Commissioner for Police, Fire & Rescue and Crime – 'Have your say on the amount you pay towards services' consultation closing 16<sup>th</sup> January (Email, circulated to cllrs)
- k) CPRE – Newsletter with national and Staffs area news (Email)
- l) SPCA – Weekly bulletins including subs for 2023/24 and Civility and Respect Pledge and various guides; also papers for AGM on 5<sup>th</sup> December including SPCA Annual Report (Emails, circulated to cllrs)

#### 14.Committees

To discuss future arrangements for managing the burial grounds and the Burial Ground Committee

#### 15.Finance and audit

- a) To follow up on 2022/23 mid-year internal audit comments on website domain and email addresses

- b) To note the agreement of the National Pay Award for 2022/23 for formal adoption by the PC and implementation in Clerk's salary backdated to 1<sup>st</sup> April 2022, together with additional day of annual leave (pro rata for part timers) from 2023/24.
- c) To receive a report on receipts and payments compared to budget for first 9 months of 2022/23 financial year
- d) To receive report of bank reconciliation to end October
- e) To confirm budget and proposed precept for 2023/24 and arrangements for submission of precept request to LDC by deadline of 20<sup>th</sup> January
- f) To hear progress on updating bank mandate with additional signatories and discuss setting up internet banking
- g) To note progress with renewal of grazing licence for land at Heathway

#### 16. Parish Council matters

- a) To discuss how to fill councillor vacancies and also to prepare for May 2023 parish elections
- b) To hear any update on new key box and noticeboard lock
- c) To discuss any further arrangements needed for maintenance and registration of the defibrillator
- d) To discuss whether to arrange a village event this year
- e) Date of next meeting – Wednesday 1<sup>st</sup> February at 7.30pm