

COLTON PARISH COUNCIL

ANNUAL MEETING, WEDNESDAY 1st MAY 2024

AGENDA

1. Election of Chair and Vice Chair (if agreed)
2. Declarations of Acceptance of Office by Chair and Vice Chair (if agreed)
3. Appointment of Representative: Village Hall Management Committee
4. Annual review of standing orders
5. Annual review of financial regulations
6. Calendar of meetings

If continuing with first Wednesday of month then proposed dates are:

5th June 2024

3rd July 2024

No meeting in August 2024

4th September 2024

2nd October 2024

6th November 2024

4th December 2024 (possibly with Budget discussion meeting beforehand)

January 2025 (Date to be agreed as first Wednesday of the month is New Year's Day)

5th February 2025

5th March 2025

2nd April 2025

7th May 2025 (including Annual Meeting)

Parish Assembly 2025 to be arranged, on a date between 1st March and 1st June.

COLTON PARISH COUNCIL MEETING, WEDNESDAY 1st MAY 2024
AT 7 PM AT COLTON VILLAGE HALL (PRECEDED BY ANNUAL MEETING)

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

(No member of the public may address the meeting hereafter)

BUSINESS AGENDA

1. To note attendance and receive apologies for absence
2. To receive declarations of interest
3. To approve minutes of the meeting held on 6th March (April meeting cancelled)
4. Chairman's Announcements
5. Payments

- a) To ratify the following payments made for April, circulated by email:
 - i) 1999 Cllr N Parry – Green dog poop bags for village dispensers (24.17) plus VAT (4.83) £29.00
 - ii) 2000 Alison James – Clerk's salary, April (356.93) Home working expenses, 4 weeks, 9 Mar – 5 Apr (16.00); Reimbursement for bank payment to magazine delivery girl set up for 28 Mar for April delivery (20.00); BGC Clerk's salary for 1 Jan – 31 Mar (137.50) less tax (27.50) £502.93

- b) To approve the following payments:
 - i) 2001 Alison James – Clerk's salary, May (356.93) Home working expenses, 4 weeks, 6 Apr – 3 May (16.00); Reimbursement for bank payment to magazine delivery girl set up for 26 Apr for May delivery (20.00); Reimbursement for deposit for Colton Festival face painter (10.00) £402.93
 - ii) 2002 A Swaysland – Balance for barn dance caller (due in June) £250.00
 - iii) 2003 Cllr Garren Edwards – Reimbursement for costs of printing for Colton Festival (26.05) plus VAT (5.21) £31.26
 - iv) 2004 Starboard Systems Ltd - Scribe annual accounts software & support to 30 Jun 2025 (345.60) plus VAT (69.12) £414.72
 - v) 2005 Gallaghers - Annual insurance (renewal quotation chased – see item 13 a)) t.b.c.

(Total of new payments for approval at b) is £1,098.91 plus 1 payment t.b.c.)

6. Planning Matters

- a) To note any applications received and make observations to the Planning Authority: None received by time of issue of agenda
- b) To report on any recent decisions of the Planning Authority:

- i) 23/01184/COU – 6 Blithbury Road, Colton – Change of use and extension of brick barn to create 1 dwelling, change of use of portal framed building including replacement lean-to to create 2 dwellings, demolition of outbuildings and erection of garages and garden stores, new access and associated works – Approved
- ii) 23/00905/FUH – 1 High Street, Colton – Erection of single storey rear extension and parking - Approved

7. Highways, Footpaths and Open Spaces

- a) To report on new issues or progress and agree any action required:
 - i) Flooding and highways maintenance including Petition re Flooding & Maintaining Road Access and particular floods at Bellamour Lane Bridge and Hollow Lane;
 - ii) Blocked drain on Bellamour Way near the ford
 - iii) State of Newlands Lane
 - iv) State of Narrow Lane (at end of Heathway) – Delivery issues reported by Border Collie Trust
 - v) State of pavement on right hand side of High St before Littlehay Manor – response from SCC Highways
 - vi) Issue of speeding in the village raised by parishioners, suggested set up of Community Speed Watch and other potential measures to reduce speeding
 - vii) Works to bench near the phone box and noticeboard near village hall
 - viii) Improving the appearance of the parish and jobs for parish handyperson – Rearrangement of litter picking event
 - ix) Parking issues in the village
 - x) Parking arrangements in the vicinity of the school at start and finish times

8. To discuss progress on arrangements for Colton Summer Festival on 21-23 June

9. To discuss ideas to raise profile of PC on social media and with younger generation

Follow up on draft Engagement Plan circulated by Noel Talbot

10. Correspondence

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

- a) HS2 – 2 updates from Liz Davis on remediation programme following cancellation of Phase 2a (Emails, circulated to cllrs)
- b) HS2 – Notes and slides from HS2 Phase 2a Highways Subgroup Extraordinary meeting on 26 February (Email, circulated to cllrs)
- c) LDC – Supplementary Planning Document for the Lichfield District Design Code (Email, to be circulated to cllrs)
- d) LDC – Request for completion of annual Community Infrastructure Levy report for 2023/24 by end October (Email - Clerk to complete but nil return)
- e) Mavesyn Ridware PC – Consultation on draft Neighbourhood Development Plan (Email)
- f) Gallagher (Insurers) – Communities Event Guide 2024 (with sections about litter picking, beacons and other events) (Email)
- g) What3words – Using What3words to report potholes (Email, circulated to cllrs)

- h) CPRE – Spring newsletter including details of online session on Tuesday 24th September, 6-8pm, 'How parish councils can make effective planning representations' (Email, circulated to cllrs)
- i) SPCA – Weekly bulletins including D-Day 80 flag of peace, list of training courses and new Health and Wellbeing Toolkit for town and parish councils (Emails, mainly circulated to cllrs)

11. Committees

To note any update from Burial Ground Committee and propose new date for postponed April meeting

12. Finance and audit

- a) To note receipt of the VAT refund for 2022/23 of £821.69 on 25 March
- b) To note arrangements for completion of the Annual Governance and Accountability Return (AGAR) for 2023/24 and supporting documents by 30th June
- c) To note receipt of the precept for 24/25 of £15,000 from LDC on 17 April
- d) To hear any update on banking arrangements

13. Parish Council matters

- a) To agree arrangements for renewal of PC's annual insurance, required by 31st May
- b) To hear progress on arranging a tree inspection report
- c) To discuss the feedback from PLT to ideas raised for their last meeting
- d) To agree arrangements for the Parish Assembly Social Evening on Tuesday 21st May at 7pm

14. Date of next meeting – Wednesday 5th June