

COLTON PARISH COUNCIL MEETING, WEDNESDAY 5th JUNE 2024
AT 7.30 PM (APPROXIMATELY) AT COLTON VILLAGE HALL (TO FOLLOW
BURIAL GROUND COMMITTEE MEETING STARTING AT 7PM)

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 Annual Meeting and main meeting held on 1st May
4. Chairman's Announcements
5. Payments

a)	To note the following payment confirmed at May meeting:		
i)	2005	Arthur J Gallagher Insurance Ltd – PC annual insurance	£720.44
b)	To approve the following payments:		
i)	2006	AJD Plastics Solutions Ltd – Handyman works to Martlin Lane bench and PC noticeboard	£221.80
ii)	2007	TGM – Grass cutting, March & April – Village Hall, 1 cut (95.85); Closed Burial Ground, 4 cuts (189.12) plus VAT (56.99)	£341.96
iii)	2008	Mrs K Squires – Internal audit services for 23/24 financial year	£151.00
iv)	2009	SPCA – Annual subscription 24/25	£230.66
v)	2010	Alison James – Clerk's salary, June (356.93) Home working expenses, 5 weeks, 4 May – 7 June (20.00); Reimbursement for bank payment to magazine delivery girl made on 28 May for June delivery (20.00); Reimbursement for Microsoft 365 annual renewal (59.99); Reimbursement for Parish Assembly refreshments (65.30); Reimbursement for booking NALC webinar for cllr (39.22)	£561.44
vi)	2011	HMRC – Payroll taxes, Apr to Jun	£295.19
vii)	2012	Cllr G Edwards – Reimbursement for banner (80.00) and Tug of War shield (85.00) for Colton Summer Festival	£165.00
viii)	2013	Cllr N Talbot – Reimbursement for printer cartridge for printing duck race tickets	£22.70
ix)	2014	Colton Village Hall – Room hire for Apr to June meetings including Parish Assembly (April meeting cancelled – not sure if hire payable)	£45.00 (t.b.c.)
x)	2015	Colton Burial Ground Administrative Committee - Funds for 2024/25 – amount t.b.c. at prior meeting	£ t.b.c.
xi)		Petty cash – Cllr N Parry – Supply of dog poop bags for dispensers	£111.91

(Total of new payments for approval at b) is £2,046.66 plus 1 cheque t.b.c.)

6. Planning Matters

- a) To note any applications received and make observations to the Planning Authority:
 - i) 24/00515/COUM – Change of Use (Major) – Border Collie Trust GB, Narrow Lane, Colton – Section 73 application to vary condition 9 of permission 23/01096/COUM relating to time restrictions on walking of dogs (LDC deadline has passed)
- b) To report on any recent decisions of the Planning Authority: None notified by time of issue of agenda

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) SCC flood resilience projects – email of 21/5 from LDC
 - iii) Blocked drain on Bellamour Way near the ford
 - iv) State of Newlands Lane
 - v) State of Narrow Lane (at end of Heathway)
 - vi) Issue of speeding in the village raised by parishioners - Proposed purchase and installation of speed detection device
 - 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
 - ix) Parking issues in the village
 - x) Parking arrangements in the vicinity of the school at start and finish times

8. To discuss any further 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) LDC – Arrangement of annual play area inspection (Email, also sent to VHMC. Requirement for inspection confirmed, with PC to be invoiced)
- b) HS2 - Temporary 2-way traffic lights on Uttoxeter Road, Blithbury on 5-6 June and 17-21 June (Email, circulated to cllrs)
- c) HS2 – Phase 2a newsletter for May (Email, circulated to cllrs)
- d) Mavesyn Ridware PC – Notice of Regulation 14 Consultation for Mavesyn Ridware Neighbourhood Development Plan (Email)
- e) SPCA – Various correspondence including new version of The Good Councillor's Guide (Emails, mainly circulated to cllrs)

11. Committees

To note any update from prior Burial Ground Committee meeting

12. Finance and audit

- a) To note confirmed renewal of PC annual insurance from 1st June

- b) To note the letter of Conclusion of Internal Audit for 2023/24 from Kim Squires and the Annual Internal Audit Report 2023/24, forming page 4 of the Annual Governance and Accountability Return (AGAR)
- c) To complete and approve the Annual Governance Statement 2023/24, forming Section 1 of the AGAR
- d) To approve the Accounting Statements 2023/24, forming Section 2 of the AGAR
- e) To approve the Certificate of Exemption (AGAR 2023/24 Form 2 page 3) for submission to the external auditors by 30th June
- f) To note the proposed Period for the Exercise of Electors' Rights
- g) To note the transparency requirements for reports including the AGAR to be displayed on the PC website
- h) To receive the final report of receipts and payments compared to budget for 2023/24 and bank reconciliation at 31 March 2024.
- i) To agree the appointment of an internal auditor for 2024/25
- j) To hear any update on banking arrangements
- k) To note the release of new model financial regulations by NALC and to consider whether to update the PC's financial regulations

13. Parish Council matters

- a) To hear progress on the tree inspection report
- b) To agree if any follow up is needed to the Parish Assembly

14. Date of next meeting – Wednesday 3rd July