

COLTON PARISH COUNCIL MEETING, WEDNESDAY 3RD SEPTEMBER AT 7PM 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 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 meeting held on 3rd July
4. Chair's Announcements
5. Payments
 - a) To confirm the final details of all payments approved at the July meeting:
 - i) EP20 with payment date of 28 July:
G Barlow – Delivery of August parish magazine £20.00
 - ii) EP21 with payment date of 31 July:
Alison James – Clerk's salary, July (370.96)
Home working expenses, 3 weeks, 7 June – 4 July excl. 1 week leave (12.00); Payment to magazine delivery girl set up for 26 June to replace cancelled electronic payment (20.00); Reimbursement for set of 4 colour XL printer cartridges ordered 24 June (55.08) plus VAT (11.02); BGC Clerk salary for 1 April - 30 June (137.50) less tax (27.50) £579.06
 - iii) EP22 with payment date of 16 July:
Cllr N Parry – Reimbursement for Festival rubbish bag stand/holder for Festival (32.97) plus VAT (6.59); Bouncy castle hire (60.00); Various items and prizes for dog show (70.73) £170.29
 - iv) EP23 with payment date of 16 July:
Trent Grounds Maintenance – Grass cutting in May – Closed BG, 2 cuts (96.00), Village Hall, 1 cut (97.29), Stockwell Heath, 2 cuts (64.00), Heathway footpath, 1 cut (48.00) plus VAT (61.05) £366.34
 - v) EP24 with payment date of 16 July:
Colton Village Hall – Hire of hall for Festival on 28 June, 10am – 10pm £210.00
 - vi) EP25 with payment date of 16 July:
Cllr N Talbot – Reimbursement for payment to band for Festival evening performance £400.00

- vii) EP26 with payment date of 16 July:
J Flint – Clearing weeds and tidying area
around Village Hall and play area on 27 June £30.00
- viii) EP27 with payment date of 16 July:
Stafford Morris Men – Festival dancing £80.00
- ix) EP28 with payment date of 16 July:
Print & Digital Ltd – Signs for Festival car
Parking (60.00) plus VAT (12.00) £72.00
- x) EP29 with payment date of 16 July:
Cllr G Edwards – Reimbursement for batteries
for Festival microphone (11.67) plus VAT (2.33) £14.00

(Total of all approved payments at item 5 a) was £1,941.69)

Additionally, Lloyds Bank began service charges, with £4.25 debited on 21 July.

- b) To ratify the following payments for August, agreed by email (but some original August payment dates had to be put back due to online authorisation issues):

- i) EP30 cancelled (Delivery of September magazine paid instead by Clerk and being reclaimed with her September salary and expenses)
- ii) EP31 with payment date of 2 September:
Trent Grounds Maintenance – Grass cutting in
late May, June and July (2 invoices) – Closed
BG, 5 cuts (240.00), Village Hall, 4 cuts
(389.16), Stockwell Heath, 2 cuts (64.00),
Corner by vicarage, 1 cut (25.88); Bridge to
B5013, 1 cut (74.54) plus VAT (158.73) £952.31
- iii) EP32 with payment date of 2 September:
Cllr N Talbot – Reimbursement for wine gift
as thank you to person arranging free
trailer for Festival band performance (10.83)
plus VAT (2.17) £13.00
- iv) EP33 with payment date of 2 September:
Vision ICT Ltd – Website hosting and support,
Oct 25 - Sep 26 (146.47) plus VAT (29.29) £175.76
- v) EP34 with payment date of 2 September:
Colton Village Hall – Hire of hall for 4 meetings,
Apr - Jul £60.00
- vi) EP35 with payment date of 29 August:
Alison James – Clerk's salary, August (370.96)
Home working expenses, 5 weeks, 5 July –
8 Aug (20.00); Reimbursement for mobile
phone top up on 8 Aug (10.00); Reimbursement
for first and second class stamps (13.76) £414.72

(Total of all payments at item 5 b) is £1,615.79)

Additionally, Lloyds Bank service charges of £4.75 were debited on 19 August.

- c) To approve the following payments for September:
- i) EP36 with payment date of 25 September:
G Barlow – Delivery of October parish magazine £20.00
 - ii) EP37 with payment date of 30 September:
Alison James – Clerk’s salary, September, after National Pay Award (382.83); Net back pay for Apr - Aug (59.36); Home working expenses, 4 weeks, 9 Aug – 5 Sep (16.00); Reimbursement for payment to magazine delivery girl on 28 Aug for September issue (20.00) £478.19
 - iii) EP38 with payment date of 30 September:
HMRC – Payroll taxes for Q2, Jul – Sep, consisting of taxes (323.53) and Employer NI (54.99) £378.52
 - iv) EP39 with payment date of 25 September:
St Mary’s Church – PC contribution to printing of parish magazine in 2025 £1,485.00
(subject to approval at item 9)

(Total of new payments for approval at item 5 c) is £2,361.71, subject to confirmation).

6. Planning Matters

- a) To note any applications received and make observations to the Planning Authority:
 - i) 25/00866/FUH – Newlands Cottage, Newlands Lane, Blithbury, Rugeley – Extension and alteration of dwelling house – Deadline for comments to LDC has passed. Response of no comments submitted.
- b) To report on any recent decisions of the Planning Authority:
 - i) 25/00693/FUH – 27 High Street, Colton – Demolition of existing front and rear conservatories, construction of porch, extensions to the front and rear and construction of a pitched roof over existing garage - Approved
- c) To hear any update on planning application for Moreton Brook Solar Farm off Lea Lane in Blithfield parish (East Staffs Borough Council ref. P/2024/00696) and any further developments regarding solar farms in planning.

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 SCC investigations of culvert under Bellamour Way and Hollow Lane drainage
 - ii) Items raised previously by parishioner – State of Newlands Lane; Request to HS2 to maintain its hedges
 - iii) Improving the appearance of the parish including discussions about mowing policies and responsibilities
 - iv) Speeding issue in the village raised by parishioners and speeding on Admaston Road and recent accidents – Any progress with purchase/installation of electronic monitoring device, potential SCC speed surveys or other action; Meeting being arranged by County

Councillors with Deputy Police Commissioner to discuss on site on 12th September

- v) Overgrown hedges on Bellamour Way and on Heathway
- vi) Suggestion from parishioner for priority road sign at brook bridge
- vii) Issue of missing public footpath sign on Staffordshire Way near Park Barn Farm at Stockwell Heath

8. To consider accounts and any further feedback about Colton Summer Festival

9. To consider request from PCC for PC to make 1/3 contribution to Parish Magazine printing and related costs for 2025

10. Correspondence

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

- a) SCC Highways – Notice of temporary road closure order for Blithbury Road from Tuesday 30th September to Thursday 2nd October for fibre optic cabling works (with diversion via Hollow Lane and B5013 Colton Rd) (Email, sent to magazine editor)
- b) SCC Highways – Notice of temporary road closure order for Moor Lane, Stockwell Heath on Wednesday 8th October (with diversion via Sherracop Lane and B5013 Admaston Road) for pole replacement works (Email, sent to magazine editor)
- c) Member of public – Email from parishioner's relative 9/7 sent also to SCC with concerns about heavy vehicles in village, suggesting weight limit and potential speeding/undue care (Circulated to cllrs)
- d) LDC – Survey about local government reorganisation and options for mid and south Staffordshire (Email, circulated to cllrs)
- e) Centre for Ageing Better – Webinar on 'Introduction to age-friendly communities' on Weds 10th September, 10am-11am (Email, circul. to cllrs)
- f) SPCA and NALC – Various bulletins including Asset Transfer Overview online briefing, information about Local Government Reorganisation, current proposals and a consultation on those for Staffordshire; Flood Resilience Survey with ACRE; various training courses including Planning for non-planners and An Introduction to Artificial Intelligence; information about sending documents to the county archive; updated version of Local Councils Explained (Emails, mainly circulated to cllrs)

11. Committees

To hear any update from Burial Ground Committee

12. Finance and audit

- a) 2024/25 accounts – To note the completion of the period for the Exercise of Electors' Rights, with no requests for access from parishioners
- b) To note national agreement of the Local Government Pay Award 25/26 for Clerk's pay, to be backdated to 1 April 2025
- c) To hear any update on banking including adding R Monbiot for internet access to Lloyds account and closure of NatWest accounts
- d) To consider request for donation for memorial snowdrops to be planted in village
- e) To consider PC arrangements for grounds maintenance in 26/27 and beyond, particularly for the burial grounds
- f) To review the PC's financial regulations, in light of NALC template

- g) To consider any update regarding replacement of PC laptop and software

13. Other Parish Council matters

- a) To discuss any progress with improved signage for Village Hall, raised by Cllr R Monbiot on behalf of VHMC
- b) To consider any response from Parish Lands Trust regarding role of PC representatives

14. Date of next meeting – Wednesday 1st October at 7.30 pm approximately (to follow Burial Ground Committee meeting starting at 7pm)