

COLTON PARISH COUNCIL MEETING, WEDNESDAY 4th FEBRUARY 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 the meeting held on 7th January
4. Chair's Announcements
5. Payments
 - a) To note the following payments approved for January:
 - i) EP57 with payment date of 27 January:
M Barlow – Delivery of February parish magazine £20.00
 - ii) EP58 with payment date of 30 January:
Alison James – Clerk's salary, January (382.83);
Home working expenses, 4 weeks, 6 Dec – 9 Jan,
less 1 week's annual leave (16.00); Burial Ground
Clerk salary, 1 Oct – 31 Dec (137.50) less tax
(27.50); Reimbursement for 2 black XL printer
Cartridges (36.93) plus VAT (7.39) £553.15
 - iii) EP59 with revised payment date of 23 January (due to delay in
authorisation):
Colton Village Hall – Room hire for Sept – Dec
PC meetings plus SCC FAIR Community meeting £75.00
 - iv) EP61 with revised payment date of 23 January (due to delay in
authorisation):
Lichfield District Council – Annual play area
inspection (75.00) plus VAT (15.00) £90.00

Payment EP60 (to Colton Village Hall for tidying of flower beds in summer/autumn) was deferred, as the invoice was still under query at the time of the meeting. Payment EP61 was additionally agreed as the invoice had just been received from LDC with payment due on receipt and had previously been agreed as a PC commitment.

Total of payments approved was £738.15. In addition, Lloyds bank charge of £4.25 was debited on 19 January.

- b) To approve the following payments for February:
 - i) EP62 with payment date of 26 February:
M Barlow – Delivery of March parish magazine £20.00
 - ii) EP63 with payment date of 27 February:
Alison James – Clerk's salary, February (382.83);
Home working expenses, 4 weeks, 10 Jan – 6 Feb,
(16.00) £398.83

- iii) EP64 with potential payment date of 27 February:
TGM – Gritting of additional roads in December
(Invoice expected at end January) t.b.c.

Total of payments to be approved is £418.83 plus 1 payment to be confirmed.

6. Planning Matters

- a) To note any applications received and make observations to the Planning Authority:
 - i) 25/01579/COU (Change of use) – Stables off Jonghams Lane, Hamley Heath Barn, Jonghams Lane, Hamley Heath – Conversion, alteration and extension of stable block to form 1 dwellinghouse – Received immediately prior to January PC meeting so discussed then in view of late January deadline for comments. Response of no objections submitted to LDC.
 - ii) 25/01590/PND (Prior Notification Dwelling) – Land at Newlands Lane, Malt House Farm, Stockwell Heath – Prior Notification: Conversion of agricultural building to form 6 dwellings with associated operational development – Received immediately prior to January PC meeting so discussed then in view of late January deadline for comments. Concerns raised about additional traffic due to state of Newlands Lane and regular flooding in the vicinity, also lack of light impact assessment for wildlife and community. Comments submitted to LDC.
- b) To report on any recent decisions of the Planning Authority: None received 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 SCC investigations of culvert under Bellamour Way and Hollow Lane drainage and any further correspondence with SCC FAIR team
 - ii) Improving the appearance of the parish including clarifying mowing responsibilities
 - iii) Speeding issue in the village raised by parishioners and speeding on Admaston Road – Any update re electronic monitoring device for Bellamour Way; Further correspondence between County Councillors, Highways and others to discuss B5013 speeding and traffic surveys following postponement of meeting on 9th January due to weather; Any response from County Cllr Janet Higgins re Neighbourhood Speed Check Initiative

8. To consider any further information regarding Remembrance Sunday responsibilities and practical arrangements

9. Correspondence

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

- a) SCC – Road closure notice for the length of Newlands Lane from Thursday 5th February for 1 day but no more than 5 days, for carriageway repairs in the vicinity of the entrance to Blithford Farm (Email, sent to parish magazine and posted on Colton Residents Facebook page)
- b) HS2 Ltd – Information about Government’s Northern Growth Strategy and that government will be retaining its existing land holdings along the former HS2 Phase 2a route from West Midlands to Crewe (Email, circulated to cllrs)

- c) LDC – Parish Network meeting on Monday 26th January (Email, circulated to cllrs)
- d) SPCA and NALC – Various bulletins including offer of free community tree packs from Woodland Trust and further briefings on the Best Kept Village and Community Awards 2026 (Emails, some circulated to cllrs)

10. Committees

To hear any update from Burial Ground Committee

11. Finance and audit

- a) 2025/26 accounts – To receive updated summary of receipts and payments compared to budget for financial year to end January
- b) 2025/26 accounts – To receive and sign the bank reconciliation at end December 2025
- c) 2025/26 accounts – To consider requirements and best practice to meet Assertion 10 of Annual Governance Statement including gov.uk email addresses for Clerk and councillors and gov.uk website domain
- d) 2026/27 accounts - To confirm precept request was submitted to LDC before its 22 January deadline
- e) To hear any update on banking including adding R Monbiot for internet access to Lloyds account and closure of NatWest accounts
- f) To confirm completion of PC's 3-yearly re-declaration of compliance for pensions automatic enrolment
- g) To consider any update on arrangements for agreed donation for memorial snowdrops to be planted in village
- h) To review the PC's risk assessment document and agree any actions

12. Other Parish Council matters

- a) To hear any update on future arrangements for maintenance of the parish defibrillators
- b) To consider parishioner request for lights in the village for Christmas
- c) To consider whether a Colton Festival should be held in 2026 – meeting arranged

13. Date of next meeting – Wednesday 4th March at 7pm