

## COLTON PARISH COUNCIL MEETING, WEDNESDAY 1<sup>st</sup> APRIL AT COLTON VILLAGE HALL

### PARISH ASSEMBLY MEETING/PUBLIC PARTICIPATION FROM 7.15PM UNTIL 7.45PM

(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 4<sup>th</sup> March
4. Chair's Announcements
5. Payments

- a) To note the following payments approved last meeting for March:
  - i) EP64 with payment date of 13 March:  
TGM – Additional road gritting on 5 dates  
in January (487.50) plus VAT (97.50) £585.00
  - ii) EP65 with payment date of 13 March:  
M.B. Contracts – Removal of tree fallen over  
Hollow Lane (70.00) plus VAT (14.00) £84.00
  - iii) EP66 with payment date of 13 March:  
Colton Village Hall – Room hire for January to  
April PC meetings £60.00
  - iv) EP67 with payment date of 26 March:  
M Barlow – Delivery of April parish magazine £20.00
  - v) EP68 with payment date of 31 March (date corrected from agenda):  
Alison James – Clerk's salary, March (382.83);  
Home working expenses, 4 weeks, 7 Feb – 6 Mar,  
(16.00); PC mobile top up to EE on 20 Feb (10.00)  
Mileage expenses for Apr25 to Feb26, 91 miles  
for 13 attendances @ 45p/mile (40.95) £449.78
  - vi) EP69 with payment date of 31 March:  
HMRC – Payroll taxes for Q4, Jan-Mar  
consisting of taxes (314.63) and Employer NI  
(48.32) £362.95
  - vii) EP70 with payment date of 13 March:  
K Foster – PC donation towards cost of memorial  
snowdrops planted in village and purchased from  
Boston Bulbs £75.00

Total of payments approved was £1,636.73. In addition, Lloyds bank charges of £4.25 were debited on 17 March.

- a) To approve the following payments for April:
  - i) EP71 with payment date of 10 April:  
SPCA – Subscription for 2026/27 including  
NALC membership £351.60

- ii) EP72 with payment date of 10 April:  
J Flint – Tidying and clearing vegetation at side  
of High St and at War Memorial £350.00
- iii) EP73 with payment date of 24 April:  
M Barlow – Delivery of May parish magazine £20.00
- iv) EP74 with payment date of 30 April:  
Alison James – Clerk’s salary, April (382.83);  
Home working expenses, 4 weeks, 7 Mar – 3 Apr,  
(16.00); BGC Clerk salary, 1 Jan – 31 Mar  
(137.50) less tax (27.50) £508.83
- v) Cheque 000003 dated 1 April:  
Cash – Petty cash top up £50.00

## 6. Planning Matters

- a) To note any applications received and make observations to the Planning Authority:
  - i) 26/00126/FUL – Rydal Estate, Colton Road, Colton – Erection of industrial building (Class B2) and associated works
- b) To report on any recent decisions of the Planning Authority:
  - i) 25/01579/COU – Stables off Jonghams Lane, Hamley Heath Barn, Jonghams Lane, Hamley Heath – Conversion, alteration and extension of stable block to form 1 dwelling - Refused

## 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 reasons for flooding, Hollow Lane drainage and any further correspondence with SCC FAIR team; flooding on Admaston Rd and Newlands Lane
  - ii) State of roads – Stoneyford Lane and Newlands Lane
  - iii) Speeding issue in the village raised by parishioners and speeding on Admaston Road – Any further correspondence between County Councillors, Highways and others to discuss B5013 speeding and traffic surveys; Any further information from County Cllr Janet Higgins re Neighbourhood Speed Check Initiative
  - iv) Roadside foliage on Hollow Lane
  - v) Improving the appearance of the parish

## 8. Correspondence

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

- a) SCC – Road closure notice for Newlands Lane (from top of High St to B5014 Lichfield Road) for 1 day but no more than 5 days from 11 May for highway repairs (Email)
- b) Staffs Search and Rescue – Request for a donation towards purchase of a drone to enable wider area searching (Email, circulated to cllrs)
- c) LDC – New dedicated online safety hub with practical advice on spotting scams, protecting your devices and data, staying safe on social media etc. (Email)

- d) SCC – Information and a toolkit to advertise the new weekly food waste collections being introduced across the county during 2026. Date for Lichfield District introduction still to be confirmed (Email)
- e) CCDC – Notice of Adoption of its new Local Plan entitled the Cannock Chase Local Plan 2018-2040 (Email)
- f) SPCA and NALC – Various bulletins including Local Government Reorganisation webinar, SPCA response to Local Government Reorganisation, Neighbourhood Governance pack, new Planning Advice service, Engaging Parliament toolkit and Staffordshire Day (1<sup>st</sup> May) events and toolkit (Emails, some circulated to cllrs)

#### 9. Committees

To hear any update from the prior Burial Ground Committee meeting including any request for funds

#### 10. Finance and audit

- a) 2025/26 accounts – To note receipt of VAT claims for 2023/24 (£925.50) and 2024/25 (£884.39) on 2<sup>nd</sup> March and 11<sup>th</sup> March respectively
- b) To hear any update on VHMC invoice for payments for certain gardening at the Village Hall
- c) To hear update on meeting best practice for Assertion 10 of Annual Governance Statement including gov.uk email address for Clerk
- d) To hear any update on banking including adding R Monbiot for internet access to Lloyds account and opening new Lloyds savings account(s)
- e) To consider first draft of revised risk assessment using template from Doveridge Parish Council

#### 11. Other Parish Council matters

- a) To consider future arrangements for maintenance of the parish defibrillators including potential purchase of exterior cabinet
- b) To hear any update on parishioner request for lights in the village for Christmas
- c) To decide whether a Colton Festival should be held in 2026 following further public meeting on 26<sup>th</sup> March

12. Date of next meeting – Wednesday 6<sup>th</sup> May at 7pm, including Annual Meeting