

COLTON PARISH COUNCIL

ANNUAL MEETING, WEDNESDAY 6th MAY 2026

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. Check for any updates to councillors' details including Register of Interests
5. Annual review of standing orders – new template available from NALC
6. Annual review of financial regulations
7. Calendar of meetings

Proposed dates are:

(No meeting on 3rd June due to lack of quorum)

24th June 2026 (essential financial items only)

1st July 2026

No meeting in August 2026

2nd September 2026

7th October 2026

4th November 2026

2nd December 2026 (possibly with Budget discussion meeting beforehand)

6th January 2027

3rd February 2027

3rd March 2027

7th April 2027 (potentially to include Parish Assembly as previously)

5th May 2027 (including Annual Meeting)

COLTON PARISH COUNCIL MEETING, WEDNESDAY 6th MAY AT COLTON VILLAGE HALL

(to follow Annual Council 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 1st April
4. Chair's Announcements
5. Payments

- a) To confirm the following payments made 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
 - vi) EP75 with payment date of 30 April:
Colton Burial Ground Administrative Committee -
Funds for ongoing maintenance £500.00
 - vii) EP76 with payment date of 30 April:
Staffordshire Search and Rescue – Donation £50.00

Total of payments approved was £1,830.43. In addition, bank charges of £4.25 were debited on 20 April

- b) To approve the following payments for May:
 - i) EP77 with payment date of 22 May:
Colton Village Hall – Reimbursement for gardening
charges paid for 11 visits July – Nov 2025 £330.00
 - ii) EP78 with payment date of 27 May:
M Barlow – Delivery of June parish magazine £20.00
 - iii) EP79 with payment date of 29 May:
Alison James – Clerk's salary, May (382.83);

Home working expenses, 5 weeks, 4 Apr – 8 May,
(20.00); Top up of PC mobile on 20 Apr
(10.00) £412.83

iv) EP80 with payment date of 29 May:
Starboard Systems Ltd - Scribe Accounts
subscription to 30 June 2027 (372.00) plus
VAT (74.40) £446.40

v) EP81 with payment date in late May:
PC insurance for 1 June to 31 May 2027
– insurer and amount to be confirmed,
depending on quotes received.

Total of payments for approval is £1,209.23 plus annual insurance t.b.c.

6. Planning Matters

- a) To note any applications received and make observations to 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 – Appeal made to Planning Inspectorate, reference no. 6007227
 - ii) 26/00444/FUH – Wharf Cottage, Bellamour Lane, Colton – Demolition of 2 existing conservatories, erection of 2 new side extensions, addition of a new entrance/porch and internal alterations
- b) To report on any recent decisions of the Planning Authority:
 - i) 26/00201/FUL – Land at Newlands Lane, Stockwell Heath – Demolition of agricultural building and erection of 4 dwellings (Use Class C3) – Refused
- c) To hear any update on site works including trees felled at 8 Williscroft Place

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 update from 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

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) SCC – Road closure notice for Newlands Lane (from junction with Uttoxeter Rd for 130m in a westerly direction) on Friday 22 May for pole replacement works.
- c) LDC – Opportunity for community groups to apply for councillor funding of up to £300. The fund is designed to support small, community-focused projects that improve wellbeing, bring people together and help neighbourhoods thrive (Email, circulated to cllrs).
- d) SPCA and NALC – Various bulletins including new planning advice service, new Health and Safety advice service, training courses offered and Data Audit template (Emails, some circulated to cllrs)

9. Committees

To hear any update from the Burial Ground Committee, including any payments to be authorised.

10. Finance and audit

- a) 2025/26 accounts – To note receipt of Annual Governance and Accountability Return (AGAR) 2025/26 and guidance from external auditors, Mazars and requirement to complete and approve Annual Governance Statement, annual accounts and AGAR and submit required information or upload to PC website by 30 June
- b) 2025/26 – To note internal audit meeting with Kim Squires to be held on Monday 18 May
- c) To hear any update on banking including adding R Monbiot for internet access to Lloyds account and opening of new Lloyds savings account
- d) To confirm renewal of Microsoft 365 subscription due 9 May, to be paid by Clerk and reclaimed in June pay & expenses
- e) To note email from LDC that no CIL money is due for April 2026 pay out but 2025/26 CIL report needs to be completed and returned by end October
- f) To note renewal of annual insurance cover required by 1 June and to consider any quotes obtained
- g) To note request from SCC for information by 10 May about spending of Community Fund grant received for Colton Festival 2025

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 and potential costs

12. Dates of next meetings – Wednesday 24th June at 7pm (essential payments and accounts items only) then Wednesday 1st July at 7.30pm (to follow Burial Ground Committee meeting/inspections).

(Meeting on usual date of Wednesday 3rd June cancelled due to lack of quorum)