

COLTON PARISH COUNCIL MEETING, WEDNESDAY 5th MAY 2021 AT 7:30 PM BY ZOOM VIDEO CONFERENCE

PUBLIC PARTICIPATION (Maximum of 20 mins at the beginning of the meeting to hear public questions and comments)

Parishioner: Commented on debris at side of wall at corner of Bellamour Lane, narrowing the road. Also suggested weedkiller needed on Colton Rd footpath since it had been cleared.

Mel Havelock-Crozier commented that the debris did keep vehicles away from the wall and that the other side of the road had now been properly swept for the first time. Chairman pointed out that potential weedkilling would be discussed at item 8 a) v).

(No member of public may address meeting hereafter).

BUSINESS AGENDA

1. To note attendance and receive apologies for absence

In attendance were Chairman Sarah Plater, councillors Emma Godwin (left after item 13 e)), Mel Havelock-Crozier, Richard Birkin and Nigel Parry and Clerk Alison James. Apologies received from councillors Steve Jenkinson and Noel Talbot and District Councillor Shirley Barnett (due to technical issues). 3 members of the public observed.

2. To receive declarations of interest

Emma Godwin – items 6, 7 d) and 14 a).

3. To approve minutes of meeting held on 7th April by video conference

Minutes were approved and would be signed by Chairman at a later date (Clerk).

4. Chairman's Announcements

Thanks were expressed to Pete and Sonia Atkins for putting in extra shelving and tidying up the contents of the phone box and also to the group of litter pickers who are doing an excellent job.

5. Payments

a) To ratify the following payment approved at the previous meeting:

i)	1843	Stafford Samaritans - Donation	£50.00
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b) To approve the following payments:

i)	1844	BHIB – Annual insurance renewal	£643.14
ii)	1845	Alison James – Clerk's salary, May (239.82); Home working expenses, 4 weeks, 10 Apr - 7 May (16.00); Re-imburement for Zoom licence 26 Apr-25 May (14.39); Re-imburement for PC mobile top up (10.00)	£280.21

(Total new payments above, for approval this month = £923.35)

All payments were approved.

6. HS2

To consider any developments and agree any action required including

a) HS2 consultation on impacts of Phase 2a and SCC response – No report

b) Availability and potential applications for Community and Business Funds – Steve Jenkinson had circulated some application guidance and Nigel Parry

had put forward some suggestions. It was noted that PC had already put some money aside towards a possible play area for older children/teenagers. Nigel Parry agreed to do some background research on his idea for a longer-term plan to become a carbon neutral village.

- c) Letters from HS2 about survey work at Stockwell Heath and Land Interest Questionnaire for PC land off Heathway and common land at Stockwell Heath – Emma Godwin had arranged a meeting with Hinson Parry concerning her own land and had offered to seek their advice on the PC land and completion of the questionnaire, if Clerk scanned and emailed the documents and maps. Clerk had contacted Liz Davis to point out that High St should not be used as a construction route, as lorries transporting mats had been going that way, and it may prove necessary to request a sign if there is evidence it is continuing.
- d) Possible engagement meeting with HS2 and Hinson Parry – Covered above.

7. Planning Matters

- a) To note the following application and any more recent applications and make observations to the Planning Authority:
 - i) 21/00278/FUH – 2 Croft Cottages, Bellamour Way, Colton – Erection of extension to pitched garage roof line at the rear to form sheltered outdoor seating area (Retention of works already completed) – Received shortly before and discussed at last meeting and response submitted.
 - ii) 21/00455/COU – The Yorkshireman Inn, Colton Road, Colton – Change of use from restaurant to residential, for the ground floor of the Yorkshireman Restaurant to coincide with the existing dwelling on the first floor, to form 1 complete residential dwelling – Detailed comments put forward by some councillors. Sarah Plater reported that Shirley Barnett had said it was acceptable to put forward individual comments of councillors rather than necessarily an agreed PC view. Clerk to submit comments. Sarah Plater asked all councillors to respond to applications circulated, even if no comments to make, particularly if deadlines fell before a meeting.
- b) To report on any recent decisions of the Planning Authority – Application for prior approval of change of use at Brooklands, Blithbury Rd had been refused on grounds of more details being required on flooding risk assessment, parking and access. Applications at Lea Hall Farm Cottage and Griffin Lodge had been approved.
- c) To consider any further action required on application 18/01303/FULM – Proposed gas fired power station on Land North of Bellamour Lane – Clerk to send copy of parish magazine notice to Sarah Plater for the noticeboard.
- d) To consider proposed solar farm development at Black Flatts Farm off Blithbury Road and invitation from Opdenenergy to arrange virtual meeting/presentation – Sarah Plater commented that only a very small area of the development would be in Colton parish. Clerk to contact Mavesyn PC to ask if Colton could sit in on their presentation.
- e) To consider if any action is required on mobile homes and building works at Heathway – A complaint had been received by PC and it was noted that a wooden structure had been put up and a septic tank installed. An enquiry had been raised with LDC and a response was awaited.
- f) To consider any other current planning/enforcement issues – Clerk requested to include specific items not generic description on future agenda.

8. Highways & Footpaths

- a) To report on progress and agree any action required:
 - i) Flooding including Blithbury Road and Colton Road by the Yorkshireman and further feedback to Environment Agency – Awaiting results of EA modelling of the brook.
 - ii) Enquiries into possible de-silting of Moreton Brook – This is really part of i) above so should be removed as a separate item on agenda. There is however the possibility of clearing soil under arches of brook bridge. In principle PC thought that would help. **Clerk** to contact Dave Hughes to say PC wants to do it and ask how best to go about it. Also ask his opinion on whether it would have an adverse effect further down the brook e.g. by bifurcation and risk pushing flooding at the bridge down to the vicarage. **Clerk** to also contact SCC Highways as it is their bridge structure.
 - iii) Flooding questionnaire from SCC Flood Risk Management team – Clerk confirmed details had previously been sent to magazine editor so take off agenda now (**Clerk**).
 - iv) Drain and gully clearance around the parish – Further response had been received from Garry Hunt at Highways, which was somewhat different in nature to his original response. **Sarah Plater** to circulate a draft reply for councillors’ comments then **Clerk** to send. **Clerk** to also send him the photo of mud removed from Bellamour Way drain.
 - v) Footpath alongside Colton Rd – Gary Brownridge at LDC had confirmed that work to clear vegetation had been carried out by their contractors on instruction from SCC after intervention from Mary Lee and approval from Garry Hunt. LDC had raised the resulting state of the surface with SCC. Mel Havelock-Crozier questioned the legitimacy of the costs previously quoted by SCC for clearing and resurfacing works, in range of £30K-£80K and seeking 50% contribution from PC. PC agreed it should also pursue the need for resurfacing. **Sarah Plater** offered to draft a response to SCC for comments. **Sarah Plater** would also chase TGM for their requested quote for weedkilling.
 - vi) Any other footpath issues – Nothing to report
 - vii) Progress with Litter picking initiative – Going well and could now be taken off agenda (**Clerk**).
 - viii) Removal of fallen tree over Moreton Brook below weir – **Clerk** to pursue
 - ix) Safety of Blue Wall – Response from LDC Building Control – Stephen Earp said that safety issue had been resolved and any other issues with retaining wall were not within their remit. PC agreed to monitor and if wall started to bulge again it should be referred back to LDC and HSE. **Clerk** to take off agenda now.
 - x) Lamp post opposite school missing cover – This had been reported and SCC had taped it up in interim.
 - xi) Railings on stream bridge on Colton 1 footpath on the Martlins – Clerk had reported online to Rights of Way. Nigel Parry asked about copies of parish map and was referred to SCC’s online interactive map.
 - xii) Yew hedge on Bellamour Way – Agreed to be a nice hedge that normally gets regularly trimmed but currently difficult for 2 people to walk side by side on pavement. **Councillors** to provide householder details to **Clerk** to write.
 - xiii) Comments under Public Participation last month about making footpath up to brook bridge safer for pedestrians and preventing vehicles using the ford – PC agreed not to take any action. Although footpath stops short of bridge, white lines on the road were felt to be sufficient.

Pollution from use of ford was thought to be less of an issue than pollution from flooding and vehicles getting stuck etc.

- xiv) Hedgerow at Hamley Heath – It had been unsafe to trim earlier in year when snow on road and now in nesting season but Clerk to write on receipt of details as for xii).

9. To consider progress and further action required on proposed new village gating/signs

Comments had been received from a parishioner who felt that currently proposed signs were not improving Colton and pointed towards more attractive, pictorial village signs e.g. as at Newborough. Standing orders revoked to enable parishioner to speak. Original idea had been raised some 10 years ago for signs to make entry to village more interesting. Appreciated that pictorial signs are expensive but felt current proposal is ordinary and not much different to existing entry signs. Standing orders reinstated. After some discussion, PC agreed to continue with existing proposal for village gateway signs but to look at having a pictorial sign somewhere in the village at a later date. Article on current revised proposal was in May parish magazine so it was agreed to wait for any further comments before submitting plans to LDC. It was noted that it may be possible to obtain money for more expensive signs from e.g. HS2 funds or use CIL.

10. Request from VHMC for a PC contribution towards running a post-lockdown parish social event

Mel Havelock-Crozier was involved in organising event and reported on plans, subject to Government Covid roadmap. Event on Sunday 4th July at Village Hall and field, free to residents. Dun Cow to provide marquee, with cost of £100 to erect and take down. Visits to be made to households or flyers left to advertise and to establish numbers attending. LDC had provided PC with a list of properties in the parish. Additional tickets available to purchase for non-residents. Tables for village organisations to advertise and probably raffle and duck race. School would provide bouncy castle and games for children. Suggestions made for musical entertainment. Likely cost of £3 per head to provide burger or similar and drink. PC agreed to provide up to £1,000 from its reserves, on basis of VHMC matching PC donation, and donations to also be sought from other organisations.

11. Correspondence

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

- a) Stafford Samaritans – Letter of thanks for approved donation (Email, circulated to cllrs)
- b) Keep Britain Tidy – Great British Spring Clean, 28th May - 13th June (Email)
- c) Staffordshire Libraries – Information about library services available including IT support by phone and Telephone Reading Friends (Email)
- d) Community Foundation for Staffs – Grants for local sports clubs (Email)
- e) HS2 – Online presentation about biodiversity enhancement and funding opportunities on Thursday 13th May 12-1pm (Email) – Sarah Plater had registered for this and ecology presentation.
- f) HS2 – Invitation to ecology presentations on 25th May 2-3pm or 1st June 5-6pm (Email, circulated to cllrs)
- g) Ironman Staffordshire – Information about 2021 event on Sunday 18th July and call for volunteers (Email) – It was noted that Ironman event is going ahead with map of road closures looking similar to previous years.

- h) Community Foundation for Staffordshire – Best Kept Village Community Competition to showcase community efforts and spirit via photos, articles, videos etc (Email)
- i) Staffs Fire & Rescue Service – Request for help in reporting evidence of fires, BBQs, burnt material and fly tipping in outdoor spaces (Email)
- j) What3Words – Newsletter (Email)

12. Committees

To receive any update from Burial Ground Committee – Meeting would be arranged after 21st June. Accounts will need to be completed and audited but deadline is not until January next year, as set by Charity Commission.

13. Finance and audit

- a) To note receipt of precept for 2021/22 of £11,739 from Lichfield District Council on 20th April
- b) To receive update from Clerk on progress with completion of the Annual Governance and Accountability (AGAR) form for 2020/21 – Internal Auditor had supplied details of requirements for virtual audit, as last year, and would turn round documents within about a week. Clerk to complete AGAR and documents for internal audit then for approval at June PC meeting.
- c) To note request from LDC for completion of Community Infrastructure Levy (CIL) report for 2020/21 by 31st October – Clerk to complete report.
- d) To consider Internal Auditor's recommendations regarding War Memorial including regular inspection and estimate of re-instatement value for insurance – Clerk had contacted Ashcrofts and Walkers to ask if they could provide and also NMA, who offered an engineer to look, if photos supplied. Sarah Plater offered to send photos to Clerk to follow up. War Memorial Trust website also had links to registers of contractors and post on Staffs clerks' Facebook group sought recommendations. Clerk to pursue options.
- e) To review the Risk Assessment – Councillors had been asked to review revised version circulated by Clerk in early April, which incorporated additional items relating to Covid. Those references to be revised to refer to any pandemic. Advice had been sought from SPCA and it was concluded that existing document was more detailed than many. PC agreed that Clerk and Sarah Plater should arrange to go through together and make any revisions within next 2 months.
- f) To decide if any amendments are needed to Financial Regulations following the interim audit and/or for additional powers to be delegated to the Clerk to keep essential services running in unforeseen circumstances such as the Covid pandemic – PC agreed to incorporate additional few paragraphs from NALC template, covering criteria for tendering and quotes for work, as recently circulated by Clerk (Clerk to update document and website).
- g) To update bank mandate to include new councillors – Clerk still to action.

14. Parish Council matters

- a) To update on progress with renewal of Heathway grazing licence – Clerk to chase as licence copy for signature not yet received from Hinson Parry.
- b) To hear any update on arrangements for a duck race and a hanging basket competition in 2021 – PC agreed hanging basket competition be deferred to next year. Nigel Parry offered to help Mel Havelock-Crozier with organisation.

- c) To update on request from parishioner as to whether there is any land in the parish that could be made available for allotments – Parish Lands Trust had recently written out to ask their tenants. **Clerk** to ask Noel Talbot how many parishioners had actually expressed interest in an allotment. Longer term, concerns were expressed about how they would be administered.
- d) To discuss possible use of Facebook and/or Nextdoor e.g. to promote PC activities – Sarah Plater wondered if this would be a useful platform for adverts to encourage more interest in PC meetings. PC agreed to re-visit this in a few months when physical meetings had restarted
- e) To discuss improving noticeboard and possible bench at top of High St – PC agreed to discuss further at the next meeting. In the meantime, **Clerk** to ask Mary Lee if a bench would be acceptable to Highways e.g. on wider stretch of pavement outside the pub car park.
- f) To register any interest in SPCA training courses – **Councillors** to book if they see anything of interest in email updates and notify Clerk.
- g) To discuss arrangements and dates for meetings after 7th May when virtual meetings are no longer permitted for parish councils – A meeting is required in June to approve the Annual Return before submission deadline of end June. To aid arrangements, it was agreed to await the further relaxation of restrictions and re-opening of the Village Hall and hold the next meeting face to face on Wednesday 23rd June. No meetings would be held in July or August with regular monthly meetings resuming on first Wednesday of the month in September (**Clerk** to book and ensure any payments required in July and August can be made).

Meeting closed at 9.30pm