

**COLTON PARISH COUNCIL MEETING, WEDNESDAY 23rd JUNE 2021 AT
7:30 PM AT COLTON VILLAGE HALL**

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

Parishioner: Commented that new bin by old rectory had not been emptied but was pleased to note that a hedge on Bellamour Way had been cut back.

Chairman had already reported bin to LDC, who had indicated it would be emptied.

Parishioner: Pointed out that lack of pavement approaching brook bridge, and beyond it, means that pedestrians and wheelchair users have to spend quite a lot of time on the road.

Noel Talbot added that the same is the case where the yew hedge is overgrowing the pavement.

Parishioner: Debris at Bellamour Corner is reducing the road width by 1m which is excessive. Down the brook, beyond the bridge, the ditches and hedges are in a bad state (PC thought it is church land). Vicarage garden wall also in poor state of repair. Thought recent road sweeper was going too fast and not properly set up and felt that jobs are not being done properly for tax payers. Also had received comments that cutting of grass in burial ground had left graves in a mess.

(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 Richard Birkin, Mel Havelock-Crozier, Steve Jenkinson, Nigel Parry and Noel Talbot, District Cllr Shirley Barnett, County Cllr Richard Cox and Clerk Alison James. Apologies received from Cllr Emma Godwin. 3 members of the public observed.

2. To receive declarations of interest - None

3. To approve minutes of meeting held on 5th May by video conference

Minutes were approved and signed at the end of the meeting.

4. Chairman's Announcements

Chairman thanked the Clerk for preparing the risk assessment for the meeting.

5. Payments

a) To approve the following payments:

i)	1846	TGM – 2 invoices for grass cutting in March, April and May – Closed BG, 5 cuts (225.00); Village Hall 2 cuts (184.00), Stockwell Heath, 1 cut (30.00) plus VAT	£526.80
ii)	1847	Starboard Systems Ltd – Annual Scribe accounts software & support, plus VAT	£345.60
iii)	1848	Toplis Associates – Internal audit 20-21 plus VAT	£140.40
iv)	1849	Alison James – Clerk's salary, June (239.82); Home working expenses, 7 weeks, 8 May - 25 June (28.00); Re-imburement for printer cartridges (35.17) and stamps (3.96)	£306.95
v)	1850	HMRC – Payroll taxes, Q1, April-June	£207.38
vi)	1851	Petty cash	£30.00

(Total new payments above, for approval this month = £1,557.13)

All the payments listed were approved and cheques signed at the end of the meeting.

- b) To note the following payments which will be required in July and August and authorise them to be approved by email when received and then ratified at September meeting:
 - i) TGM for grass cutting in June and July
 - ii) Clerk's PC salary and reimbursements for July and August and quarterly BGC salary for April-June
 - iii) Village Hall for room hire in June
 - iv) Any other payments required, provided in line with approved budget

PC agreed that these payments could be made, subject to approval by email at the time, and ratified at the September meeting. Noel Talbot commented that many verges are in a state and Chairman reported that TGM had been asked to do a cut, which had been included in the budget.

6. Finance and audit

- a) To note the letter of Conclusion of Internal Audit for 2020/21 from Toplis Associates Ltd and the Annual Internal Audit Report 2020/21, forming page 4 of the Annual Governance and Accountability Return (AGAR) – Alan Toplis had completed the audit and not raised any concerns.
- b) To complete and approve the Annual Governance Statement 2020/21, forming Section 1 of the AGAR – PC considered the 9 questions on the AGS in turn and concluded that each could be answered Yes and then authorised the Chairman and Clerk to sign.
- c) To approve the Accounting Statements 2020/21, forming Section 2 of the AGAR – The statements had previously been circulated to councillors together with more detailed reports of receipts and payments and bank reconciliations and PC approved Chairman to sign.
- d) To approve the Certificate of Exemption (AGAR 2020/21 Part 2) – The PC approved the Certificate for the Chairman to sign and Clerk to submit to external auditors, Mazars before end June. The full AGAR and various supporting documents would be put on the website, as required for transparency. The Notice of the period for the exercise of public rights would also be put on the website and noticeboard, with the 6-week period beginning on 28th June (Clerk).
- e) To appoint an internal auditor for 2021/22 – PC approved the re-appointment of Toplis Associates (Clerk to write)
- f) To consider progress and any further action required on Internal Auditor's previous recommendations regarding War Memorial, including regular inspection and estimate of re-instatement value for insurance. To also note electrical supplier Npower has become part of E.On – Clerk reported that Walkers of Cannock were going to look at the memorial, with a view to providing a valuation. Photos had been sent to the NMA and they had supplied a list of firms that they had previously used, for potential inspection and possibly cleaning too. Clerk to follow up. Nigel Parry offered to check on light that had gone out. Npower had previously not charged for electricity and it was hoped that E.on would continue that practice.
- g) To receive update from Clerk and Chairman on their review of the Risk Assessment – Document had been reviewed and a number of points for action identified so final version to be presented for approval in September (Clerk and Chairman).
- h) To agree whether to pay for cutting of grass on bank of Pedley's Croft this year – Not required as had been done, presumably by church.

7. HS2

To consider any developments and agree any action required including

- a) Availability and potential applications for Community and Business Funds/ Phase 2a Community Funds – Ideas for applications could be encouraged. Chairman had site meeting with Balfour Beatty and they would support smaller items such as signs but not larger project like resurfacing the footpath alongside Colton Rd.
- b) Follow up to letters and questionnaire from HS2 about PC land off Heathway and common land at Stockwell Heath and possible engagement meeting with HS2 and Hinson Parry – Clerk to contact Liz Davis again to pursue a meeting with HS2 and Hinson Parry, as questionnaire remained outstanding.
- c) Construction routes and mat lorries incorrectly using High St - 'No construction vehicles' signs would be useful and everyone was asked to note times and registration numbers of any vehicles to make a case.
- d) Seeking information about height of proposed HS2 bridge at Stockwell Heath - Local business has been seeking confirmation of height to ensure they retain suitable access to their premises. Standing orders revoked: Andy Chappell said that the bridge should be standard motorway size but no designs had yet been provided. Also HS2 had not provided information on provisions for pedestrians at Newlands Lane, following undertakings required by Select Committee. Standing orders re-instated. Clerk to follow up with Liz Davis. Richard Cox said he was not happy about lack of response and advised PC to contact Sarah Mallen at SCC and include him in emails (Clerk). Clerk to also check if Andy Chappell's email of 15th February was followed up with SCC.
- e) Public consultation on Hybrid Bill Procedure – No comments.
- f) Phase 2a virtual information events – Details had been circulated by email.

8. Planning Matters

- a) To note the following applications and any more recent applications and make observations to the Planning Authority:
 - i) 21/00598/FUH – Oaklands, Colton Hall Farm, Blithbury Road, Colton – Erection of a granny annex including an infill oak frame link with part of the existing rooms and garage – Response of no comments already submitted as deadline had passed. (Clerk did not think she had received the comments Emma Godwin said she had sent). Chairman asked all councillors to email Clerk for all applications, even if they had no comments.
 - ii) 21/00817/FUL – Heavy Plant Services Ltd, Colton Road, Colton – Redevelopment of site and erection of 5 small industrial units (Use Class B2) with associated car parking and new highway access – Some comments had been submitted and LDC had sent a response.
 - iii) 21/00900/COU (Change of use) – Lea Hall Farm, Lea Lane, Rugeley – Conversion and extension of outbuildings to form residential annexe, home office and gym – No comments made.
 - iv) 21/00996/FUH – Rycot, Colton Road, Colton – Erection of first floor extension to form new gable – No comments made.
- b) To report on any recent decisions of the Planning Authority – Garage extension at Croft Cottages had been approved retrospectively.
- c) To consider any further action required on application 18/01303/FULM – Proposed gas fired power station on Land North of Bellamour Lane – Shirley Barnett confirmed the application had still not come up at LDC Planning

Committee. Richard Cox commented that the National Planning Framework requires LDC to work with the applicants. Standing orders revoked: Andy Chappell understood that discussions are still ongoing between applicants' agents and Highways about plant movements and nothing further had been posted on LDC website this year. Need to keep a watching brief and he, Ken Rider and George Burda continued to monitor and discuss.

- d) To consider any further action on proposed solar farm development at Black Flatts Farm off Blithbury Road – Chairman had joined the virtual presentation given to Mavesyn Ridware PC and was not aware of any major objections on their part. Panels would not be facing Blithbury Rd so no glare.
- e) To consider proposed application for mobile phone mast on Bellamour Lane adjacent to the gas distribution depot – Company had provided some pre-application details to PC and no actual application seen. **Clerk** to raise any councillors' comments with company.
- f) To consider update on mobile homes and building works at Chase View, Narrow Lane – Response received from LDC Enforcement on 10 May and **Clerk** to chase further update.
- g) To consider if any action is required on application relating to mobile home at Moor Lane – Application for extension to permission for mobile home was several years old and still nothing decided. **Clerk** to chase LDC again.

9. 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 – Dave Hughes of EA had recently provided an update but results of modelling brook still some time away. Blithbury Rd resident had raised concerns about blocked drains but had not responded to Chairman's offer to meet at the site.
 - ii) Enquiries into possible clearing under arches of brook bridge – EA wanted to wait for results of brook modelling.
 - iii) Drain and gully clearance around the parish including request re drains in Blithbury Road – No response had been received from Garry Hunt to PC's email so **Clerk** to firmly chase up reply.
 - iv) Footpath alongside Colton Rd including quote for weedkilling and site meeting with Balfour Beatty – **Clerk** to chase SCC response to PC email re concerns about original costs quoted. PC approved instruction of TGM to apply weedkiller along Colton Rd footpath for £135 plus VAT, which is extra to budget but considered essential to prevent deterioration to previous state.
 - v) Any footpath/Rights of Way issues – Richard Birkin commented on moss etc. on footpath on far side of High St so **Chairman** to report online. **Everyone** to send copies of any Highways online reports to **Chairman** to record and follow up and Richard Cox will be notified of those outstanding for a long time. He commented that more reports do raise the priority and that SCC Leadership are dissatisfied too.
 - vi) Overgrown hedges on Bellamour Way and roadside at Hamley Heath – **Chairman** to supply details for **Clerk** to write to landowners.
 - vii) State of service road from Martlin Lane to sewage works – **Clerk** to ask Severn Trent Water to maintain.
 - viii) Potentially diseased ash trees by B5013 towards Admaston – Parishioner had raised and Gareth Hare had confirmed and advised it was initially landowners' responsibility but pointed towards some website information. Standing orders revoked: Parishioner confirmed they are on Admaston road in the bends sections and some are close to

road so concerned if they drop branches. Standing orders re-instated.
PC to see if it can identify landowners or raise with Highways.

10. To consider any further action required on proposed new village gating/signs

No comments received by Clerk after further article and designs in parish magazine. Clerk to submit pre-planning application to LDC using information supplied previously by Chairman.

11. Any update re planned parish social event on Sunday 4th July including duck race

Mel Havelock-Crozier reported that event had to be cancelled until further notice due to delay in lifting of Covid restrictions. School would be closed in August and Mel is unavailable to help organise in September. May organise something next year alongside Open Gardens. Noel Talbot will claim reimbursement for ducks bought for race and retain them for another time.

12. To consider request from parishioner for defibrillator to be in a more prominent position

Defibrillator was purchased from fundraising at the Greyhound including contributions from PC and PLT. Concerns expressed that if it is too prominent it would be vandalised and also whether it is being maintained. Richard Birkin offered to find out about getting it serviced. PC to consider further about possible signs and additional sites.

13. Correspondence

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

- a) HS2 – Report on responses to HS2 Phase 2a consultation in February 2021 (Email, circulated to cllrs)
- b) HS2 – Changes to website and methods of issuing local updates (Email, circulated to cllrs)
- c) St Mary's School PTA – Thanks for the donation approved and sent in March (Email, circulated to cllrs)
- d) LDC – Cancellation of Parish Forum on 17th June but training session to be arranged in September (Email, circulated to cllrs) – Richard Cox added that Parish Forum is being disbanded but in his role as LDC Cabinet member for community engagement he will be looking for new ways to engage with PCs.
- e) CPRE – Promoting the Staffordshire Way and looking for volunteers (Email, circulated to cllrs and for parish magazine)
- f) NHS Midlands – Slides from briefing for all council members on the Covid vaccination programme (Email, circulated to cllrs)
- g) LDC – Views sought on Lichfield City Centre improvement ideas (Email)
- h) SCC – 'Do it to feel good' campaign to help people live and healthier and happier life, by being more active. Opportunity to sign up for weekly email offering practical tips (Email)
- i) LDC – Birmingham 2022 Commonwealth Games volunteer programme open for applications (Email, circulated to cllrs)
- j) Ironman Staffordshire – Information about event, routes and road closures on Sunday 18th July (Email)
- k) SPCA – Weekly bulletins including rural survey (Emails, circulated to cllrs)

14. Committees

To receive any update from Burial Ground Committee – Plans for a meeting have been put back due to delay in lifting restrictions. Advert for a new parishioner member to be included in July parish magazine

15. Parish Council matters

- a) To consider election of a Vice Chairman – Mel Havelock-Crozier said she was prepared to stand as vice chairman so was proposed by Sarah Plater and seconded by Richard Birkin and duly elected.
- b) To consider any further membership or representation on committees, PLT etc – PC's 2 representatives on the PLT had said they both wished to continue. **Clerk** to contact PLT saying that the next time a vacancy arises, the PC would like a councillor representative.
- c) To consider whether current PC arrangements for instruction of works should be revised, with appropriate changes to standing orders and/or financial regulations – Chairman explained that it was more convenient for her to issue instructions to TGM when she sees them in the village than ask the Clerk to formally instruct them. PC agreed this was acceptable if instructing work that had already been budgeted for or approved in principle by the PC.
- d) To update on progress with renewal of Heathway grazing licence – As an updated licence for signature had still not been received from Hinson Parry for the current year, PC agreed that the **Clerk** request the new year's licence be produced at the same time and at the current licence fee. Enquiries to be made about the going rate for such land for future reference.
- e) To update on request from parishioner as to whether there is any land in the parish that could be made available for allotments – PLT had recently said they have no land available so item to be taken off agenda (**Clerk**).
- f) To discuss possible use of Facebook and/or Nextdoor e.g. to promote PC activities – After some discussion, it was agreed to remain with using the existing village Facebook site.
- g) To discuss improving noticeboard and possible bench at top of High St – **Clerk** to chase up reply from Mary Lee about whether Highways would allow a bench on wider pavement beyond Dun Cow. The noticeboard could do with some improvement. **Clerk** to also check minutes for who owns the noticeboard by the Village Hall, which is in need of being spruced up.
- h) To consider ideas/scope for working towards a carbon neutral parish – Nigel Parry had made enquiries of another PC, which had a committed group of people working on this. It might be of wider parish interest so Nigel Parry to ask other PC if they might help us by giving a presentation etc.
- i) To register any interest in SPCA training courses – No comments.
- j) Date of next meeting – Wednesday 1st September at 7.30pm – Richard Birkin and Steve Jenkinson offered their apologies.

Meeting closed at 9.20pm