

**COLTON PARISH COUNCIL MEETING, WEDNESDAY 1st SEPTEMBER 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: Asked for update on planning application at Heavy Plant Services as concerned about safety of access road on blind bend. Also concerned about speeding on Bellamour Way and suggested a sign that responds to drivers' speeds would be the best option. Asked for update about yew hedge on Bellamour Way. Also, in response to agenda item 8 b) iv) suggested a type of swinging gate would be preferable to kissing gates.

Chairman confirmed that PC's comments to LDC on the planning application had mentioned the access road issue. Hedge and gates would be discussed later in meeting.

(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 Mel Havelock-Crozier, Nigel Parry and Noel Talbot and Clerk Alison James. Apologies received from Cllrs Richard Birkin, Steve Jenkinson and Emma Godwin, District Cllr Shirley Barnett and County Cllr Richard Cox. 2 members of the public observed.

2. To receive declarations of interest

Noel Talbot – item 5 a) ii)

3. To approve minutes of meeting held on 23rd June

1 amendment made to draft version appearing in parish magazine, to note PLT had also contributed to purchase of defibrillator. Minutes approved and signed.

4. Chairman's Announcements

Produce Guild are organising a harvest supper on 7th October, open to everyone.

5. Payments

a) To ratify the following payments made in July and August, after approval by email:

i)	1852	TGM – Grass cutting in June – Village Hall, 2 cuts (184.00); Stockwell Heath, 2 cuts (60.00); Closed BG, 2 cuts (90.00); Brook Bridge area, 1 cut (22.50); Heathway footpath, 1 cut (45.00) plus VAT	£481.80
ii)	1853	N Talbot – Plastic ducks for planned duck race	£20.99
iii)	1854	Alison James – Clerk's salary, July (239.82); Home working expenses, 4 weeks, 26 June – 23 July (16.00); BGC Clerk salary, 1 Apr – 30 Jun (137.50) less tax (27.50)	£365.82
iv)	1855	TGM – Grass cutting in July – Village Hall, 1 cut (92.00); Stockwell Heath, 1 cut (30.00); Closed BG, 2 cuts (90.00); Verge from brook bridge to B5013, 1 cut (60.00) plus VAT	£326.40
v)	1856	Alison James – Clerk's salary, August (239.82); Home working expenses, 4 weeks, 24 July – 20 August (16.00)	£255.82

(Total payments above were all ratified = £1,450.83)

- b) To approve the following payments:
- i) 1857 Alison James – Clerk’s salary, Sept (239.82);
Home working expenses, 2 weeks, 21 Aug -
3 Sep (8.00); Re-imburement for McAfee
LiveSafe anti-virus renewal for 2 yrs (119.99) £367.81
 - ii) 1858 HMRC – Payroll taxes, Q2, mths 4-6 (Jul-Sep) £207.38
 - iii) 1859 Colton Village Hall – Hall hire for June and
September meetings £24.00

(Total new payments above were approved = £599.19)

In addition, cheque 1860 for £150.00 was approved for Vision ICT, for website hosting, as the current arrangement would expire before the next PC meeting. This payment would be put on the agenda for ratification at the next meeting.

6. HS2

To consider any developments and agree any action required including

- a) Availability and potential applications for Community and Business Funds – information from parishioner about previous application; raising awareness of availability for village organisations etc. – Previous application had been commended but at that time only Phase 1 funds were available. Parishioner had offered advice but did not have time to complete new applications and form is quite detailed. Sarah Plater to write an article for parish magazine so village organisations made aware of availability of funds but understand effort involved in applying.
- b) Follow up to letters and questionnaire from HS2 about PC land off Heathway and common land at Stockwell Heath – Clerk had sent draft questionnaires to Hinson Parry for any comments before submitting to company collecting on behalf of HS2. Noel Talbot had been approached but was unable to contribute to an Ipsos Mori focus group to assess the impact of HS2 in his locality.
- c) Construction routes and mat lorries incorrectly using High St – No-one had noticed a problem with this recently. However, Clerk to contact Liz Davis to request 2 ‘No construction vehicles’ signs at the entrances to Bellamour Way and Hollow Lane.
- d) Seeking information about height of proposed HS2 bridge at Stockwell Heath and provisions for pedestrians – Liz Davis said that HS2 had replied to local business’ enquiry about bridge height and Clerk would ask Emma Godwin if she had now checked with the business concerned. Liz Davis had also promised to make further enquiries about pedestrian access and Clerk would also raise again with Sarah Mallen at SCC.

7. Planning Matters

- a) To note the following applications and any more recent applications and make observations to the Planning Authority:
 - i) 21/01236/LBC (Listed Building Consent) – Lea Hall Farm Cottage, Lea Lane, Rugeley – External and internal alterations to connect 2 outbuildings to provide annexe accommodation, formation of single storey link to connect building and further single storey extension to provide home gym (Response already sent. Deadline has passed)
 - ii) 21/01275/REMM (Approval of Reserved Matters (Major)) – Rugeley Power Station, Armitage Road, Armitage – Reserved matters (access, appearance, landscaping and layout pursuant to 19/00753/OUTMEI and

CH/19/201) for the construction of a Riverside Park (Response already sent. Deadline has passed).

- iii) 21/01217/FUL – Land East of Pool Farm, Newlands Lane, Stockwell Heath – Erection of 1 dwelling comprising of 6 bedrooms, living spaces and ancillary spaces surrounding a central courtyard with associated vehicular access (Interim response sent. Deadline is 2nd September) – Nothing to be added to existing response.
- b) To report on any recent decisions of the Planning Authority – Change of use at The Yorkshireman had been approved as had granny annexe at Colton Hall Farm.
- 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 contact Michael Brown for update and ask how long application can remain pending, as already 3 years since lodged and no further documents uploaded since December 2020.
- d) To consider any update on mobile homes and building works at Chase View, Narrow Lane – LDC Enforcement had said mobile homes were allowed as permitted development whilst the works were ongoing to the main house. **Clerk** to remove from agenda.
- e) To consider any update on application relating to mobile home at Moor Lane - Original planning officer had left. **Clerk** to chase a further response.

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 report on EA modelling of the brook. **Clerk** to chase up late September. Standing orders revoked, for parishioner to report that he had contacted EA asking for maintenance of ditches to help drainage, and then orders reinstated.
 - ii) Drain and gully clearance around the parish, including response to Highways pinpointing drains of particular concern – **Clerk** to ask Mary Lee for a better set of maps. Concern expressed that even those drains previously cleared out were now blocked again and therefore PC paying for one-off cleansing may be a waste of money. Shirley Barnett had recently passed on a further complaint about blocked drain at Stockwell Heath but that has been repeatedly reported and is due to tarmac over the drain not lack of cleansing.
 - iii) Footpath alongside Colton Rd – Some further works had been arranged recently by LDC on a short section. Sarah Plater had chased up TGM, who will be spraying weedkiller very soon. It was agreed that the long grass by the brook bridge looked messy and, whilst being left for wildlife, it should still be cut once a year in late summer. It was also suggested that about 2 ft of the wildlife patch could be cut to tidy around the bridge.
 - iv) Any footpath/Rights of Way issues – Nothing to report
 - v) Overgrown hedges on Bellamour Way and roadside at Hamley Heath – Landowner was arranging for Bellamour Way yew hedge to be cut in September. There was some uncertainty as to who had previously been responsible for cutting hedges in the blind bends on B5013 at Hamley Heath, as one houseowner understood SCC had done it for many years due to the danger but SCC did not think they had. After some discussion, PC decided that the hedges were not enough of a concern to pursue further.

- vi) State of service road from Martlin Lane to sewage works – Severn Trent Water had recently responded to say they would inspect and report back within 3 weeks.
 - vii) Potentially diseased ash trees by B5013 towards Admaston – Sarah Plater agreed to go out in car with parishioner to locate the diseased trees and then try to identify the landowners. PC may need to bring to attention of landowners if there is a risk the trees could fall.
- b) To report on items arising at or since the last meeting:
- i) Update on issues raised by parishioner during Public Participation at June meeting – Sarah Plater had lodged a request for a dropped edge to the pavement near the brook bridge and SCC said it would be on the agenda for their next county councillor meeting. Mud on road at Bellamour Corner had also been reported. Ditches reported to EA by parishioner. Sarah Plater had checked Burial Ground and considered grass cutting acceptable.
 - ii) Email of 3/7 from parishioner to County Cllr about uneven pavements at top of High St – Sarah Plater had reported online and passed report number to Richard Cox but SCC consider non-urgent.
 - iii) Email of 22/8 from parishioner reporting bricks & stones built up on top of the weir – Not considered an issue now.
 - iv) Email of 23/8 from parishioner requesting improved accessibility on footpaths around Colton, including kissing gates to replace stiles where possible – PC agreed it would like footpaths to be more accessible. Landowners’ consent would be needed and some object to kissing gates, as sheep can escape, but other gates or safe stiles may be acceptable. It would be possible to apply to HS2 for funding, as up to £10,000 is available from their community fund, and to SCC. One suggestion was to try to make the existing Colton Trail walk accessible, though it was recognised some shorter walks would also be desirable. Clerk to circulate details of Colton Trail. Further discussion next meeting.
 - v) Overgrown hedge near Cregneebar on Hollow Lane – After some discussion, PC agreed that it would be safer for the hedge in question to be cut back. Sarah Plater to make some enquiries.

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

Pre-application advice had been requested from LDC in July and Clerk had chased up by email the previous week without response so far.

10. To receive update on enquiries into status of village defibrillator and consider if any further action needed

Deferred to next meeting as Richard Birkin had been making enquiries.

11. Correspondence

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

- a) LDC – Arrangement of play area inspection in September, to be invoiced to PC (Emails)
- b) SCC – Mobile library visits to Colton restarted (Email)
- c) LDC & Lichfield Cathedral – Multi-faith Covid Remembrance and Recovery event on Sunday 26th September (Email invitation for Chairman & Clerk)
- d) LDC – Community Games in Lichfield on 18th & 19th September in Beacon Park, in celebration of Commonwealth Games 2022, for anyone to try out various sports (Email)

- e) NHS – Survey of views on Community Diagnostic Hubs in Staffordshire (Email, circulated to cllrs and others)
- f) LDC – Lichfield District Local Plan 2040 consultation (until 30th August) (Email, circulated to cllrs)
- g) HS2 – Government response to consultation on High Speed Rail (West Midlands – Crewe) Act 2021 (Email, circulated to cllrs)
- h) HS2 – Festival of Archaeology (Emails); Improved local webpages with contents of HS2 in Staffs website now incorporated within In Your Area section of HS2 website (Email, sent to parish magazine)
- i) Sustainability Matters Stafford – Questionnaire about managing roadside verges for wildlife (Email, circulated to cllrs and others)
- j) CPRE – Summer newsletter including article about Staffordshire Way – SCC now backing CPRE promotion campaign and prioritising repairs (Email)
- k) Commissioner’s Office – Getting in touch with the Police and Crime Commissioner including special contact email for local councillors to use (Email, circulated to cllrs)
- l) Rural Housing Alliance – Parish Councillors’ Guide to Rural Affordable Housing (Email, circulated to cllrs)
- m) LDC – New recycling options agreed in principle, to reduce contamination, including residents separating paper and card from glass, plastic and cans and provided with extra bin or bag. Proposed change will not happen before Summer 2022 (Email)
- n) SCC Health & Care Directorate – Extending the ‘Let’s Beat Loneliness Together’ campaign with parish councils (Email, circulated to cllrs)
- o) Together we’re Better Team – Update on NHS 111 First Programme (Email, circulated to cllrs)
- p) SLCC – Information about plans for Queen’s Jubilee weekend including beacons and Big Jubilee Lunch (Email)
- q) SPCA – Weekly bulletins (Emails, circulated to cllrs)

Correspondence items noted and no action required.

12. Committees

To receive any update from Burial Ground Committee – **Clerk** to arrange autumn meeting, probably in the Church Room with appropriate safety measures, to save need to pay for Village Hall hire.

13. Finance and audit

- a) 2020/21 Accounts - To note the submission of the Certificate of Exemption (AGAR Part 2) to the external auditors on 26th June and the information available on the PC website
- b) 2020/21 Accounts - To note that the period for the exercise of electors’ rights (28th June to 6th August) was completed with no enquiries
- c) 2021/22 Accounts – To note Interim Audit visit by Internal Auditor being arranged for October/November – A date of 12th November is likely. **Clerk** to produce 6-month financial report for next PC meeting.
- d) War Memorial - To consider progress on regular inspection and estimate of re-instatement value for insurance – Walkers had agreed to produce a re-instatement valuation but had been delayed by health issues. **Clerk** to

contact additional stonemasons from NMA list for inspection and cleaning quotes.

- e) To receive update from Clerk and Chairman on their review of the Risk Assessment and following up on issues raised, including providing for absence of Clerk, employment contract for Clerk, destruction of redundant confidential paperwork and use of cloud storage – Some progress had been made on drawing up a draft employment contract using SLCC model contract. A low-cost quote for shredding documents had been received. Clerk and Sarah Plater to continue work, for presentation at next meeting.

14. Parish Council matters

- a) To confirm membership or representation on committees and external bodies – Nigel Parry had joined VHMC as trustee. Sarah Plater hoped to observe next SPCA Executive meeting in early September.
- b) To update on arrangements for informal meeting, initiated by Mavesyn Ridware PC, to discuss common matters and meet their new clerk – Some dates had been proposed to MRPC and firm date awaited from them.
- c) To update on progress with renewal of Heathway grazing licence – Technical issues encountered with licences sent by Hinson Parry for digital signature. So Sarah Plater seeking printable copy to take to licensee for signature.
- d) To discuss improving village noticeboards and possible bench at top of High St – One quote obtained to varnish and restore gold lettering on main village noticeboard. Sarah Plater to obtain a further quote for comparison. Sarah Plater to seek agreement of householder to restoring noticeboard at top of High St at PC expense.
- e) To consider ideas/scope for working towards a carbon neutral parish – Nigel Parry had been progressing research and PC agreed to work towards a parish magazine article to find out how much support there was within the parish. Clerk to contact SPCA again about getting access to NALC climate change information.
- f) To register any interest in SPCA and other training courses – Clerk to ensure Nigel Parry receives necessary information for his forthcoming SPCA course.
- g) To confirm certain dates within calendar of meetings for 2021/22 municipal year – January meeting to remain as 5th with agreement that Clerk will issue agenda before Christmas. Parish Assembly date in April likely to be rearranged and thought to be given to a more entertaining format.
- h) Date of next meeting – Wednesday 6th October at 7.30pm

Close of meeting: 9.10pm