

**COLTON PARISH COUNCIL MEETING, WEDNESDAY 6th OCTOBER 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)

No members of the public in attendance.

BUSINESS AGENDA

1. To note attendance and receive apologies for absence

In attendance were Chairman Sarah Plater, Councillors Emma Godwin, Steve Jenkinson, Nigel Parry and Noel Talbot, District Councillor Shirley Barnett (left at item 12), County Councillor Richard Cox (for items 6 e) to 13) and Clerk Alison James (left after item 15 h)). Apologies received from Cllrs Richard Birkin and Mel Havelock-Crozier.

2. To receive declarations of interest - Emma Godwin - items 6 and 15 c)

3. To approve minutes of meeting held on 1st September

Minutes were approved and signed.

4. Chairman's Announcements

Details received the day before for the planning application for a solar farm at Black Flatts Farm off Stoneyford Lane. Considered pre-application and no concerns raised with only a very small area in the parish.

5. Payments

- a) To ratify the following additional payment made in September, after approval by email:

i)	1860	Vision ICT Ltd – Website hosting for 1 October 2021 to 30 September 2022	£150.00
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- b) To approve the following payments:

i)	1861	Colton Village Hall – Hall hire for October, November and December meetings	£36.00
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ii)	1862	TGM – 2 invoices for grass cutting in August and September – Village Hall, 4 cuts (368.00); Stockwell Heath, 3 cuts (90.00), Closed BG, 4 cuts (180.00) plus VAT	£765.60
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iii)	1863	SPCA – Councillor Fundamentals course for Nigel Parry	£25.00
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iv)	1864	SLCC – Clerk's annual membership from 1 st November	£112.00
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v)	1865	CPRE – Annual membership from 5 th November	£29.00
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vi)	1866	Alison James – Clerk's salary, Oct (239.82); Home working expenses, 5 weeks, 4 Sep - 8 Oct (20.00); Re-imbursement for set of 4 printer cartridges (34.54); BGC Clerk salary, 1 June - 30 Sept (137.50) less tax (27.50)	£404.36
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(Total payments above, for ratification or approval this month = £1,521.96)

All listed payments were approved.

6. HS2

To consider any developments and agree any action required including



- a) Availability and potential applications for Community and Business Funds – Chairman had submitted article for current parish magazine.
- b) Follow up to letters and questionnaire from HS2 about PC land off Heathway and common land at Stockwell Heath – Clerk had submitted draft questionnaire responses to Hinson Parry, who had advised all their clients to obtain professional input and continued to wait for HS2 to confirm level of fees they would pay.
- c) Request for 'No construction vehicles' signs for 2 routes into the village – HS2 had replied saying not at the moment, as existing measures/legislation considered sufficient to manage construction traffic.
- d) Seeking information about height of proposed HS2 bridge at Stockwell Heath and provisions for pedestrians – Emma Godwin still to check if local business had received reported reply from HS2 through their land agent about bridge.
- e) One to one sessions on offer, virtually and face to face, and compiling questions from PC – Still awaiting dates for 1:1 sessions to be arranged at the Village Hall. **Councillors** with any suggested questions asked to give them to Sarah Plater, who proposed to ask whether route out of village through Stockwell Heath will remain open at all times during construction (for essential access in the event of floods).
- f) Empty properties and hedge cutting at Stockwell Heath – Liz Davis had supplied details of HS2 plans and progress on renting acquired properties. **Clerk** to ask Liz Davis for hedge cutting.

7. Planning Matters

- a) To note the following applications and any more recent applications and make observations to the Planning Authority:
 - i) 21/00359/FULM – Land at Colton Mill Farm and Cawarden Springs Farm, Blithbury Road, Colton – Installation of a 49.9MW ground-mounted photovoltaic solar panels (109,000) and associated infrastructure including sub station, transformers, fencing, CCTV, access track, landscape mitigation and ecological/ecosystem services enhancements – Submission of revised LVIA (Landscape and Visual Impact Assessment) Ecology and Glint and Glare information
 - ii) 21/00998/FUL – Newlands Cottage, Newlands Lane, Blithbury – Erection of a stable block and erection of a riding arena
 - iii) 21/01515/FUH – Greenways, Colton Road, Colton – Two storey extension to rear and side
 - iv) 21/01667/FUH – The Paddocks, Bellamour Way, Colton – Erection of single storey extension to front and side and alterations to dormer windows to front and rear – **Clerk** to submit requests that any construction vehicles and materials are parked on site and not on grass verge and that old wall on Bellamour Way should be retained.
- b) To report on any recent decisions of the Planning Authority – Application at Rycot approved
- c) To consider any further action required on application 18/01303/FULM – Proposed gas fired power station on Land North of Bellamour Lane – LDC had replied that there is no time limit for determination but said applicants were keen to have a decision. Councillors agreed it seemed unreasonable to allow process to continue so long, as properties were blighted and residents left in limbo. **Clerk** to write back with these concerns.

- d) To consider any update on application relating to mobile home at Moor Lane
 – Application had been withdrawn as LDC had indicated refusal likely.
 Enforcement now following up and Clerk to chase update for next meeting.

In response to an enquiry, Clerk was asked to contact Planning about any change of use approval for Wits End (now Willow Bank), which is becoming a home for children with learning difficulties.

8. Highways, Footpaths and Open Spaces

- 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 – A resident had recently supplied a video of further flooding on Blithbury Road, showing water being pushed up between the houses. It had been sent to Richard Cox, who was asked to pursue with Highways. Gullies had supposedly been cleared recently but drains below were still blocked. Separate issue to flooding from Trent and brook.
 - ii) Drain and gully clearance around the parish, including response to Highways pinpointing drains of particular concern and recent flooding at Blithbury Road and on Hollow Lane – Sarah Plater to meet Mary Lee in mid-October to go round and mark up the drains of particular concern on Highways' map.
 - iii) Footpath alongside Colton Rd – PC recently arranged for TGM to spray the weeds.
 - iv) Any footpath/Rights of Way issues – Access on bridleway Colton 2 had been restored with string on gate up Martlin Lane now removed. Parishioner had incorrectly been told by landowner that Colton 32 bridleway off Blithbury Rd could not be used, so to be reported online.
 - v) State of service road from Martlin Lane to sewage works – Severn Trent had recently sent workmen to repair road and told PC that a local had objected so they had gone away! Clerk to reply asking for advance notice and giving Sarah Plater as contact point.
 - vi) Potentially diseased ash trees by B5013 towards Admaston – Sarah Plater and parishioner still to drive past and mark affected trees on map.
 - vii) Email of 23/8 from parishioner requesting improved accessibility on footpaths around Colton, including kissing gates to replace stiles where possible – One idea is to apply to HS2 for grant for community benefit, to put in gates or better stiles on the Colton Trail and/or some shorter routes. Sarah Plater to do article for magazine seeking support and ideas.
 - viii) Overgrown hedges on Bellamour Way and near Cregnebar on Hollow Lane – Landowners have been asked to cut them back.
- b) To report on items arising at or since the last meeting:
- i) Rats at Stockwell Heath pond and response from LDC Environmental Health – LDC are sending someone out to check situation.
 - ii) Email of 21/9 from parishioner about weed cover on Stockwell Heath pond – Environment Agency had been notified and also LDC Ecology team. Not safe to attempt to clear due to risk of disease from rats.
 - iii) Email of 28/9 from parishioner about state of road at Bellamour End – Matter had been reported online.
 - iv) Suggestion from parishioner for responsive speed signs in village – Councillors unconvinced that speeding is a significant issue and thought that routes into Colton already had factors to slow traffic e.g. brook



bridge. Richard Cox said that Police & Crime Commissioner is promoting Community Speedwatch teams and agreed to provide details to PC.

- v) Question from member of public about weedkilling policy on public highways and footpaths – Information received from LDC, who do not carry out weedkilling there, and from SCC website to be passed on to member of public (Clerk).

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

Pre-application submitted to LDC in late July had only just been acknowledged. Clerk to ask LDC how long before they would provide a proper response.

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

Deferred until Richard Birkin present to report back.

11. To discuss any arrangements for Remembrance Sunday including road closure notice received for Bellamour Way

Road closure notice obtained, wreath being ordered and Church would provide details of plans once arranged.

12. Correspondence

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

- a) SCC – Road closures in period 11th – 15th October on Hollow Lane and Blithbury Road for mobile carriageway repairs (Email, circulated to cllrs and to be put on noticeboard but received too late for parish magazine)
- b) SCC – Road closure on or about 25th October, 8am – 5pm, on Blithbury Road from its junction with Hollow Lane towards Rugeley for pole works (Email, circulated to cllrs)
- c) SPCA – SPCA/SCC joint update webinar on 27th September, 6-8pm (Email, circulated to cllrs)
- d) Community Foundation for Staffs – New fund for grants to small community and voluntary groups, between £2,000 and £5,000, with focus on young people (Email)
- e) HS2 – Community engagement contact card, with useful contact details (Email, circulated for noticeboard and parish magazine)
- f) HS2 – 6th Community Engagement Public Progress report published (Email)
- g) HS2 – Jobs and Skills webinars, October to December (Email)
- h) LDC – Grants to help protect local homes from flooding (Email, forwarded to Blithbury Rd resident)
- i) LDC – Agreement for dual-stream recycling from 1st April 2022, seeing blue bins retained for glass, cans & plastics and new blue bags for paper and card (Email)
- j) LDC – Extension to the suspension of disabled parking bays to enable al-fresco dining in Lichfield City Centre for another year (Email)
- k) LDC – £1.13million investment to improve LDC's planning service (Email, circulated to cllrs)
- l) NHS – Councillors' briefing on Covid vaccination programme (Email with presentation slides, circulated to cllrs)
- m) SPCA – Weekly bulletins (Emails, circulated to cllrs)

13. Committees

To receive any update from Burial Ground Committee – Meeting to be held on 19th October.

Nigel Parry reported that Village Hall car park is to be resurfaced in January and he was happy to continue as PC rep on VHMC after AGM.

14. Finance and audit

- a) 2021/22 accounts – To receive the report of income and expenditure compared to budget for the first 6 months of the financial year - Roughly half the budget had been spent so far, so spending is on track. PC questioned whether the budget set aside for the Parish News would be needed this year. Noel Talbot then suggested that PC could pay for delivery of copies to encourage readership, as he personally was no longer reading it on the website, and potentially offer village organisations the chance to include a publicity flyer. Clerk to contact editor and PLT for their views and look into delivery costs.
- b) 2021/22 accounts – To note Interim Audit visit by Internal Auditor arranged for 12th November (Clerk)
- c) War Memorial - To consider progress on regular inspection and estimate of re-instatement value for insurance – Clerk still to pursue. Nigel Parry offered to check lights.
- d) 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 (see also item 15 i)) and possible purchase of fireproof storage cabinet – Revised risk assessment was approved and adopted, with 2 actions remaining to contact SPCA and insurers (Clerk). Clerk to investigate cost of a fireproof cabinet, so all remaining paper documents such as Burial registers, land deeds etc. could be kept securely in one place.

15. Parish Council matters

- a) To consider producing an additional, shortened, version of minutes for parish magazine – PC agreed this was a good idea and Sarah Plater and Nigel Parry would try producing shortened versions. Full copy would be retained for PC records and be available on website.
- b) To update on informal meeting, initiated by Mavesyn Ridware PC, to discuss common matters and meet their new clerk – Nothing further from MRPC yet.
- c) To update on progress with renewal of Heathway grazing licence – Both parties have now signed and Emma Godwin would pass PC copy to Clerk.
- d) To decide when the next tree inspection report should be obtained – PC agreed another inspection is due. Clerk to contact Gareth Hare at LDC.
- e) To discuss improving village noticeboards and possible bench at top of High St – Consider quotes for noticeboard repairs – Clerk to instruct chosen contractor to do repairs to 2 noticeboards.
- f) To consider ideas/scope for working towards a carbon neutral parish – Nigel Parry had picked up information from SPCA and NALC about working on a carbon neutral policy and suggested a working group should be set up, if parishioners and village groups are supportive. Nigel Parry to put article in parish magazine, on Facebook etc.



- g) To register any interest in SPCA and other training courses – any follow up on Nigel Parry's comments after Councillor Fundamentals course – Induction pack for new councillors suggested (Clerk) and Nigel Parry to ask trainer for sample media policies.
- h) Date of next meeting – Wednesday 3rd November at 7.30pm
- i) To resolve to exclude the press and public, to consider employment contract for Clerk – Covered in separate confidential minutes.

Meeting closed.

Colton Parish Council

5 October 2021 (2021-2022)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2021 and 30/09/2021)

Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	11,739.00	11,739.00					(0%)
2	Interest received	5.00	2.05	-2.95				-2.95 (-59%)
3	Grazing licence fee	500.00	208.35	-291.65				-291.65 (-58%)
35	VAT refunds							(N/A)
SUB TOTAL		12,244.00	11,949.40	-294.60				-294.60 (-2%)

Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
5	Audit				200.00	117.00	83.00	83.00 (41%)
6	Dues and Subscriptions				430.00	231.00	199.00	199.00 (46%)
7	Election expenses							(N/A)
8	Equipment including mobile phor				360.00	443.96	-83.96	-83.96 (-23%)
9	Insurance				700.00	843.14	56.86	56.86 (8%)
10	Publications				20.00		20.00	20.00 (100%)
11	Room hire				200.00	24.00	176.00	176.00 (88%)
12	Clerk's pay				3,700.00	1,978.56	1,721.44	1,721.44 (46%)
15	Postage, stationery and consum				300.00	51.17	248.83	248.83 (82%)
16	Training				130.00	50.00	80.00	80.00 (61%)
33	Chairman's Expenses							(N/A)
36	Clerk's Expenses				250.00	104.00	146.00	146.00 (58%)
37	Website					125.00	-125.00	-125.00 (N/A)
SUB TOTAL					6,290.00	3,767.83	2,522.17	2,522.17 (40%)

Gravels Grounds

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
17	Open Burial Ground				500.00		500.00	500.00 (100%)
18	Burial Ground Clerk's salary				550.00	302.50	247.50	247.50 (45%)
19	Closed Burial Ground				750.00	405.00	345.00	345.00 (46%)
SUB TOTAL					1,800.00	707.50	1,092.50	1,092.50 (60%)

Community Infrastructure Lev

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4	CIL income							(N/A)
31	CIL expenditure							(N/A)
SUB TOTAL								(N/A)

Colton Parish Council

5 October 2021 (2021-2022)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2021 and 30/09/2021)

Donations

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
20	Playground insurance, maintena				750.00		750.00	750.00 (100%)
21	Parish News				1,164.00		1,164.00	1,164.00 (100%)
22	Poppy Appeal				20.00		20.00	20.00 (100%)
23	Miscellaneous donations				250.00	50.00	200.00	200.00 (80%)
SUB TOTAL					2,184.00	50.00	2,134.00	2,134.00 (97%)

Miscellaneous

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
30	Contingencies e.g. HS2				150.00	17.49	132.51	132.51 (88%)
32	War Memorial							(N/A)
34	Legal							(N/A)
SUB TOTAL					150.00	17.49	132.51	132.51 (88%)

Open Spaces

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
24	Grass cutting - Village Hall				920.00	460.00	460.00	460.00 (50%)
25	Grass cutting - Pedleys Croft (co				200.00		200.00	200.00 (100%)
26	Grass cutting - Stockwell Heath * use earmarked reserves					120.00	-120.00	* -120.00 (N/A)
27	Grass cutting - Verges				200.00	60.00	140.00	140.00 (70%)
28	Grass cutting - Footpath on PC l					45.00	-45.00	-45.00 (N/A)
29	Tree maintenance				500.00		500.00	500.00 (100%)
39	Grass cutting - area by brook br					22.50	-22.50	-22.50 (N/A)
SUB TOTAL					1,820.00	707.50	1,112.50	1,112.50 (61%)

Summary

NET TOTAL	12,244.00	11,949.40	-294.60	12,244.00	5,250.32	6,993.68	6,699.08 (27%)
V.A.T.					366.03		
GROSS TOTAL		11,949.40			5,616.35		