

COLTON PARISH COUNCIL MEETING, WEDNESDAY 6th APRIL 2022

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 matters raised

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

2. To receive declarations of interest - None

3. To approve minutes of meeting held on 2nd March 2022 – Approved and signed.

4. Chairman's Announcements - None

5. Payments

a) To approve the following payments:

i)	1889	SPCA – Annual subscription 22/23 (235.54); Sustainability & Climate Change course for Cllr Nigel Parry (30.00)	£265.54
ii)	1890	AJD Plastics Solutions – Refurbishment of village noticeboards near Village Hall and Dun Cow	£300.00
iii)	1891	Colton Burial Ground Administrative Committee – Request for funds for 22/23 running expenses	£1,500.00
iv)	1892	S Manning Electrical Services – Supply & fit timeclock and photo cell unit for War Memorial lighting	£116.50
v)	1893	Cllr S Plater – Reimbursement for initial payment to S Manning for War Memorial lighting repair	£30.00
vi)	1894	Petty cash – Cash for 3 parish magazine Deliveries, April - June	£60.00
vii)	1895	Alison James – Clerk's salary, April, reflecting increase after National Pay Award for 21/22 (274.77); Home working expenses, 5 weeks, 5 Mar – 8 Apr (20.00); Back pay for 21/22 after National Pay Award backdated to 1/4/21 (53.70); BGC Clerk's salary, 3 mths, 1 Jan – 31 March (137.50) less tax (27.50)	£458.47
viii)	1896	Colton Village Hall – PC contribution to parish Jubilee events	Amount t.b.c. after item 11

(Total of new payments for approval above is £2,730.51 plus amount t.b.c for cheque 1896)

Cheques 1889 to 1895 were approved as listed. Cheque 1896 was discussed at item 11 and agreed as £1,000.00.

6. HS2

To consider any developments and agree any action required including

- a) Letters and questionnaires from HS2 about PC land off Heathway and common land at Stockwell Heath and potential ecology surveys – Still no response received from Hinson Parry re completion of questionnaires nor any follow up on their absence from HS2. **Clerk** to ask Liz Davis if they are critical and if any consequence to non-completion.
- b) Response from Liz Davis to queries raised at January meeting including evening presentation on Early Environmental and Civils work – **Clerk** to check if any other January meeting queries remain unanswered, in addition to the concerns about proposed hedging at junction of Hollow Lane and Blithbury Rd, and to remind Liz Davis. Liz Davis is following up Andy Chappell's points about HGV signage.
- c) Potential meeting with HS2 and Environment Agency to discuss flooding issues – **Sarah Plater** and **Andy Chappell** have said they can attend meeting and site visit on suggested dates in May. **Clerk** to respond to Liz Davis and clarify exact areas of flooding to be considered.
- d) Additional Engagement officer at SCC, Sean Phillips and his update on SCC's statutory role – Sean Phillips is working on HS2 in addition to Sarah Mallen, though distinction in roles is unclear. It has been suggested that points about pedestrian access at underpass are made to them again. Shirley Barnett referred to recently published report reinforcing PC comments that HS2 is not treating those along the route at all well.

7. Planning Matters

- a) To note any applications received and make observations to the Planning Authority: None received.
- b) To report on any recent decisions of the Planning Authority – Applications for roof lights at Littlehay Manor and temporary storage facility on Rydal Estate have been approved. Application for garage on Colton Rd with residential accommodation above has been withdrawn. **Clerk** to check current status of application for business units at Heavy Plant Services, Colton Rd.
- c) To consider any further action required on application 18/01303/FULM – Proposed gas fired power station on Land North of Bellamour Lane – Nothing heard and no documents added on LDC website for over a year.
- d) To consider any update on application relating to mobile home at Moor Lane – No application yet submitted and update requested from LDC Enforcement is awaited.

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 Environment Agency's modelling of brook flow – **Clerk** to ask Dave Hughes if any results of substance are coming from the EA modelling.
 - ii) Drain and gully clearance around the parish, including response from Highways – After 18 months of pressing Garry Hunt at Highways for PC to be able to instigate additional gully clearance itself when required, Mary Lee recently said it was allowed as long as an approved contractor is used. After discussion, PC agreed to be pro-active and pay for some drains to be cleared soon rather than waiting to see if any flooding occurred. **Steve Jenkinson** and **Sarah Plater** to get up to date price from preferred contractor and establish roughly how many drains they could clear in a day. **Other councillors** to check drains and suggest which should be done – to include those under bridge on Bellamour Lane, Bellamour Corner and some on Bellamour Way and Hollow Lane.

- iii) Any footpath/Rights of Way issues – Update on unsuitable gate and electric fence on bridleway Colton 32; Fallen tree on Longley Lane – Emma Godwin reported that a concrete panel had been added on bridleway 32 making it unpassable for riders but a Facebook post had triggered its removal. Fallen tree on Longley Lane had been reported to PC by a rider and a parishioner had offered to try and clear it soon.
- iv) Potentially diseased ash trees by B5013 towards Admaston – Update to landowners – **Clerk** still needed to respond to 1 landowner but another had reported that one of the trees had to be felled after recent storm. **Clerk** to take off agenda now.
- v) Rats at Stockwell Heath pond and response from LDC Environmental Health – No further response from LDC. PC to discuss again next time.
- vi) Erosion of path alongside Moreton Brook - Enquiries about land ownership – **Clerk** was waiting to make further enquiries of a parishioner. **Mel Havelock-Crozier** to find out if PC could obtain a parish map from Land Registry showing who owned which land.
- vii) Hole in pavement near Village Hall drive – Clerk had reported online to SCC. It appeared someone had inspected it, attached a defect notice and secured a board and the barriers. **Clerk** to submit photo to SCC.
- viii) Contact from SCC re overhanging yew hedge on Bellamour Way – Someone had complained to SCC which was not proposing to pursue, as PC had asked landowner to gradually trim only and would monitor.
- ix) Safety issues at junction of B5013 and Bellamour Lane – Mel Havelock-Crozier said there had been 3 accidents recently, due to boy racers regularly racing across reservoir causeway then turning round at the triangle. Traffic officer had suggested applying to reduce speed limit. It was agreed to discuss further at the next meeting to get input from Richard Birkin. **Clerk** to also raise with Richard Cox in meantime.

9. To receive update on installation of new village signs, licence from SCC and approval of adoption

Signs had been delivered. Sarah Plater had applied for licence for installation from SCC, which said PC had to confirm it was prepared to adopt them. PC approved this so **Clerk** to send letter of confirmation. PC chose contractor for installation quoting lower price of two received. **Steve Jenkinson** to contact contractor to check quoted price still stands and that they would be prepared to complete their own application for approval to install. **Sarah Plater** to locate required Highways form.

10. To discuss action on Climate Change and working towards Carbon Neutral Colton

Nothing further reported in Nigel Parry's absence.

11. Celebration of the Queen's Platinum Jubilee in the parish

- a) To update on plans including application for road closure on High Street – LDC said they had no objection to potential road closure but ultimate decision rested with police. PC agreed that **Clerk** should apply for a road closure on High St from 2pm-8pm on Sunday 5th June beyond Moor Croft up to junction with Heathway. **Clerk** to pass on licensing comment from LDC to Dun Cow.
- b) To consider arrangements for providing PC's agreed financial contribution – see item c) below.
- c) To consider purchase of beacon – After discussion, PC decided to make its previously agreed £1,000 Jubilee contribution to the VHM (with any unspent amount to be returned afterwards). **Mel Havelock-Crozier** to update organising group at their next meeting, suggesting they purchase the beacon and any insurance they felt necessary, from the pledged funds.

- d) To clarify which events are public and which are for parishioners only for LDC and other publicity purposes – It was agreed that only Saturday and Sunday events would be open to the public, whereas other events were by invitation or for parishioners and their friends and family.
- e) To consider email of 3/3 from parishioner suggesting planting of commemorative tree – Standing orders revoked. Parishioner reported proposal made to Jubilee group that 70 trees be purchased for planting around parish with 1 special commemorative tree planted, using existing funds pledged. PC supported this. Standing orders reinstated.

12. War Memorial

- a) To note lighting works recently completed.
- b) To note plans for service to mark the centenary of the unveiling of the memorial on Saturday 30th July at 3pm and application for road closure order – Road closure application for Bellamour Way from 2.30 – 4pm agreed (**Clerk**).

13. Correspondence

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

- a) County Cllr Richard Cox – Invitation to Lichfield Rural West Division Parish Forum on Monday 25th April at 7pm at Armitage with Handsacre Village Hall (Email, circulated to cllrs) – **Sarah Plater** had offered to attend.
- b) LDC – Monthly newsletter referencing consultation on Community Governance Review affecting parishes, open between 1 February and 25 April (Email, circulated to cllrs)
- c) Groundwork West Midlands - Launch event of Community Flood Resilience in the West Midlands (Email)
- d) SCC – Ironman Staffordshire 2022 to be held on Sunday 12th June
- e) HS2 – Further virtual one-to-one appointments with the Engagement team available on 26 April, 26 May and 28 June, 10am-7pm (Email)
- f) HS2 – ‘In your area’ quarterly newsletter (Email, circulated to cllrs)
- g) HS2 – Donation of oak saplings to Warwickshire schools (Email)
- h) NALC – Request for input to NALC Smaller Councils Committee on any issues to be addressed (Email, circulated to cllrs)
- i) SPCA – Weekly bulletins (Emails, circulated to cllrs)

14. Committees

To receive any update from Burial Ground Committee – 2 burials the following week so **Sarah Plater** to ask TGM not to mow those days.

15. Finance and audit

- a) To note and adopt agreement of National Pay Award 21/22 for local government backdated to 1st April 2021 – 1.75% pay award backdated to 1st April 2021 included in Clerk’s April salary cheque.
- b) To note outcome of Clerk’s review with Chairman on 1st April 2022 – Pay rise from 1st April 2022 was approved, as proposed in employment contract agreed last year, conditional on achieving Key Performance Indicators. **Clerk** to put copy of review notes and KPIs on file.
- c) 2021/22 accounts – To note receipt of Annual Governance and Accountability Return (AGAR) from external auditors Mazars for completion

by 30th June. Also internal audit by Toplis Associates arranged for 13th May, to be carried out by Kim Squires, under supervision from Alan Toplis.

- d) 2021/22 accounts - To note receipt of cheque for £40 from Severn Trent Water for failure to respond to complaint (about potholes in access road) within their service standard limits
- e) To appoint an internal auditor for 2022/23 - **Clerk** to send letter of appointment to Toplis Associates.
- f) War Memorial - To consider progress on arranging a professional inspection and estimate of re-instatement value for insurance - Clerk had chased response from firm that had said a month ago that they would visit memorial to see what they could offer.
- g) To follow up actions on revised Risk Assessment including safe document storage - Scanning of burial registers - **Clerk** still to do.

16. Parish Council matters

- a) To consider Parish Lands Trust proposal for planters and bulbs at entrances to village - PC considered PLT's proposed donation a nice idea but was concerned who would carry out onward maintenance. Nigel Parry had suggested PLT donate wildflower seeds as an alternative. **Clerk** to reply to PLT suggesting they go ahead and organise if they are prepared to take responsibility.
- b) To review draft information pack for new councillors - Update with finance information - **Clerk** is adding finance notes and will circulate when completed.
- c) To update on arrangements for Parish Assembly on Thursday 19th May - Clerk had sent invitations to village organisations etc. and had so far received a positive response to making it more of a social event. It was stressed that PC does not want reports like previous years. Sarah Plater restated that she will not be standing as PC Chairman from May but would be prepared to chair the assembly if wanted.
- d) Date of next meeting - Wednesday 4th May at 7.30pm, to include the Annual Meeting