

## COLTON PARISH COUNCIL MEETING, WEDNESDAY 1<sup>st</sup> JUNE 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)**

District Councillor Shirley Barnett raised 3 issues and then gave apologies for rest of meeting:

Blue bags for recycling – Acknowledged valid points made by resident in email of 26 May to PC (after agenda issued) about practical difficulties. LDC unlikely to change now but referred to instruction sheet and phone number to ring. Also to information online and passed details to **Clerk** suggesting inclusion in parish magazine.

Hedge on Bellamour Way – Suggested that **Clerk** contacts resident explaining PC's position that it had asked landowner to progressively cut back hedge each year and that wheelchair being pushed on road is due to camber of pavement not hedge overhang.

Condition of Newlands Lane – Parishioner had not received any useful response from Highways to their report of high grass in middle of lane, making driving for normal height cars difficult. PC had also received unhelpful response to its report. Recommended that **Clerk** passes details to Mary Lee and Garry Hunt.

**(No member of public may address meeting hereafter)**

### **BUSINESS AGENDA**

#### 1. To note attendance and receive apologies for absence

In attendance were Cllr Nigel Parry, who had agreed to chair this meeting, Cllrs Emma Godwin (up to item 9 a) viii)), Mel Havelock-Crozier, Steve Jenkinson and Noel Talbot and Clerk Alison James. Apologies received from Cllr Richard Birkin, District Cllr Shirley Barnett and County Cllr Richard Cox.

#### 2. To receive declarations of interest – Emma Godwin – item 7 (HS2)

#### 3. To approve minutes of Annual Meeting and main meeting held on 4<sup>th</sup> May 2022 – Approved and signed by Nigel Parry as chair of this meeting.

#### 4. To note resignation of Councillor Sarah Plater with effect from 1<sup>st</sup> June

A note of thanks for all Sarah Plater's work and efforts over and above requirements was recorded. **Clerk** to notify LDC and check arrangements required to advertise a Notice of Casual Vacancy. Unless 10 electors requested an election, the vacancy could be filled by co-option.

#### 5. Chairman's Announcements – None

#### 6. Payments

- a) To confirm details of payment approved in principle during last meeting, with updated amount approved by email to include revised asset register:
  - i) 1899 Arthur J Gallagher Insurance Brokers Ltd – Annual insurance £568.34
- b) To approve the following payments:
  - i) 1900 TGM – Grass cutting, March and April – Village Hall, 1 cut (75.00), Stockwell Heath, 1 cut (30.00) Closed BG, 3 cuts (135.00) plus VAT (48.00) £288.00
  - ii) 1901 Colton Village Hall – Room hire, Apr – Jun, for 3 PC meetings and Parish Assembly £48.00
  - iii) 1902 Toplis Associates – Internal audit 2021/22 (128.30) plus VAT (25.66) £153.96

iv)	1903	S Plater – Re-imbursement for drinks & snacks for Parish Assembly/Social Evening (104.34 incl. some VAT) and magazine delivery, Apr & May (40.00)	£144.34
v)	1904	Alison James – Clerk’s salary, June (315.33); Home working expenses, 4 weeks, 7 May – 3 June (16.00); Mileage Dec-May for PC and BGC (108.00)	£439.33
vi)	1905	HMRC – Payroll taxes, Apr-Jun	£277.42

(Total of all payments above is £1,919.39). All payments above were approved.

## 7. HS2

To consider any developments and agree any action required including

- a) Various outstanding queries for Liz Davis – Clerk had recently emailed various queries including about spoil sites and Emma Godwin confirmed that unsuitable gate on bridleway still there. Archaeological digs being carried out on land near top of High St before tree planting.
- b) Re-arrangement of meeting with HS2 and Environment Agency to discuss flooding issues – Emma Godwin offered to be involved in place of Sarah Plater. **Clerk** to suggest some suitable dates to Liz Davis.
- c) Enforcing correct routes for construction vehicles – HS2 vehicles not supposed to go through village but had been reported on several occasions. **Clerk** to contact Liz Davis insisting it must stop and asking again for signs.
- d) Ideas for environmental action to link with Carbon Neutral Colton – Ideas to be developed at July CNC meeting. HS2 Early Environmental Works are intended to make the railway carbon neutral prior to construction.

## 8. Planning Matters

- a) To note any applications received and make observations to the Planning Authority:
  - i) 22/00639/PREHST – Land in the vicinity of Hamley Heath, Jonghams Lane, Hamley Heath, Rugeley – Earthworks (Schedule 17, paragraph 3): The creation of 3 ecological mitigation ponds, an associated area of raised ground levels, 2 associated bunds, 6 permanent gates and permanent fencing (Area 4, application 7) – This pre-application was identified and a full application subsequently notified for consultation. Clerk had emailed nearby landowner for any comments/ concerns.
- b) To report on any recent decisions of the Planning Authority – Sarah Plater used to check, so **Clerk** to take over.
- c) To consider any further action required on application 18/01303/FULM – Proposed gas fired power station on Land North of Bellamour Lane – Nothing to report but leave on agenda as will be important if comes up for determination.
- d) To consider any update on application relating to mobile home at Moor Lane – **Clerk** to chase update.

## 9. 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 for update on modelling, stressing discontent that little outcome had been seen in 18 months and householders remain at risk.

- ii) Drain and gully clearance around the parish – Steve Jenkinson had obtained quote and further details from 3<sup>rd</sup> contractor. PC wanted to proceed so Steve Jenkinson asked to seek pro-forma invoice for **Clerk** to instruct. Highways maps circulated, excluding Hollow Lane which was recently cleared.
- iii) Any footpath/Rights of Way issues – Nothing to report.
- iv) Rats at Stockwell Heath pond and any response from LDC Environmental Health – **Clerk** to chase up with LDC.
- v) Erosion of path alongside Moreton Brook - Enquiries about land ownership – **Emma Godwin** to send **Mel Havelock-Crozier** a plan of the brook area to follow up with solicitor contact.
- vi) Hole in pavement near Village Hall drive – Manhole has been repaired.
- vii) Safety issues at junction of B5013 and Bellamour Lane – Police have been active on boy-racers but is a county-wide problem. A resident from Admaston had recently raised their concerns with PC. It was suggested that best action is to message police direct via Facebook Messenger or Twitter. **Clerk** to update resident.
- viii) Email of 27 April from Colton WI Committee requesting action on weeds on pavements around village, particularly High St – **Clerk** to report state of various pavements to Highways. PC prepared to use its own money to get those areas weed-killed this year to restore some control and then take regular action in future in a more environmentally friendly way. **Clerk** to put article in magazine announcing this and that if anyone objects to use of weedkiller on area in front of their house they should notify PC so can be excluded then take own action to clear.
- ix) Email of 28 April about parking on pavement in vicinity of the Greyhound – This is a Highways matter and parishioners should be encouraged to report themselves. No priority is given to reports from PC anyway and Clerk's workload needs to be managed.
- x) Flooding of B5013 near Rugeley Trent Valley bridge – Email had been received and noted.
- xi) Condition of road surface on Newlands Lane at Stockwell Heath – Dealt with under Public Participation but parishioners to be encouraged to keep reporting.

#### 10.To receive update on installation of new village signs

Clerk had recently replied to SCC request for information about location and size of signs, with a view to getting an installation quote from SCC's own contractor because of the bureaucracy and cost of permits for installation by a private/local contractor. **Clerk** to chase quote soon.

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

Next meeting to be held in July. Looking to get a dedicated email address and web page.

#### 12.To receive any update on celebration of the Queen's Platinum Jubilee in the parish

Plans going ahead well and a good spread in parish magazine. PC had made its £1,000 contribution to the VHMC, with any unspent share to be returned.

#### 13.Correspondence

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

- a) County Cllr Richard Cox – Copy of slides from HS2 presentation 'Traffic and Transport – Keeping communities moving' (Email, circulated to cllrs)
- b) LDC – Create Streets survey, a chance to offer thoughts on redevelopment of Birmingham Road/Frog Lane area of Lichfield (Email)

- c) LDC – Consultation on Street Trading Policy, open until 24<sup>th</sup> June (Email)
- d) SCC – Reminder about Data Protection service offered to councils (Email)
- e) SPCA – Weekly bulletins (Emails, circulated to cllrs)

#### 14. Committees

To receive any update from Burial Ground Committee after recent meeting – Meeting held before Sarah Plater's resignation. 2 recent burials.

#### 15. Finance and audit

- a) To note the letter of Conclusion of Internal Audit for 2021/22 from Toplis Associates Ltd and the Annual Internal Audit Report 2021/22, forming page 4 of the Annual Governance and Accountability Return (AGAR) – No items of concern raised by the Internal Auditor and signed AGAR page 4 received.
- b) To complete and approve the Annual Governance Statement 2021/22, forming Section 1 of the AGAR – PC considered each question of the AGS in turn and agreed they could all be answered Yes and Chairman and Clerk authorised to sign.
- c) To approve the Accounting Statements 2021/22, forming Section 2 of the AGAR, including the revision to the value of fixed assets (box 9) – Fixed asset value now appeared inaccurate, especially after the addition of the village signs. On advice from Internal Auditor, fixed assets had been revalued to match current asset register and 2020/21 figure restated. PC approved that the Accounting Statements be signed by the Chairman.
- d) To approve the Certificate of Exemption (AGAR 2021/22 Form 2 page 3) – As both income and expenditure were under £25,000 in 2021/22, the PC accounts did not need to be externally audited. PC authorised Chairman and Clerk to sign the Certificate of Exemption. **Clerk** to load required information on PC website to meet transparency requirements and submit the Certificate to Mazars before end June.
- e) To note the proposed Period for the Exercise of Electors' Rights, being Tuesday 7<sup>th</sup> June to Monday 18<sup>th</sup> July – **Clerk** to display Notice of Electors' Rights on website from Monday 6<sup>th</sup> June and put copy on noticeboard.
- f) To note request from LDC for completion of CIL report for 2021/22 by end October – **Clerk** to complete report when workload allows.
- g) To note requirement from Pensions Regulator to complete any re-enrolment duties by end 2022 – **Clerk** to complete re-enrolment duties as workload allows.
- h) To follow up actions on revised Risk Assessment including safe document storage – Scanning of burial registers – **Clerk** still to complete

#### 16. Parish Council matters

- a) To discuss arrangements to fill councillor vacancy  
Casual Vacancy notice to be advertised on website and in parish magazine. Interest previously expressed to be followed up (**Mel Havelock-Crozier**).
- b) To discuss arrangements for functioning without elected chairman and who could carry out various tasks including holding keys etc. – PC happy to continue rotating chair at meetings to give all councillors a clearer idea of what is involved in the role. Steve Jenkinson offered to liaise with TGM and it was suggested that Emma Godwin could be asked to continue her existing scrutiny of planning applications and HS2. It was suggested that the PC sets up an accessible keybox with passcode to store various keys such as war

memorial power cabinet and Burial Ground shed (**Mel Havelock-Crozier** and **Nigel Parry** to pursue). **Clerk** to provide summary of hours worked.

- c) To hear any update from Parish Lands Trust on their proposal for planters and bulbs at entrances to village – It was understood from Parish Assembly that PLT will pursue itself.
- d) To review draft information pack for new councillors – Update with finance information – **Clerk** still to complete.
- e) To review the Parish Assembly and any follow up action required – Good feedback received. There were more attendees, a better atmosphere and good reports from organisations so PC agreed to have the same format, with refreshments, next year.
- f) Date of next meeting – Wednesday 6<sup>th</sup> July at 7.30pm

Noel Talbot offered to chair.

Close of meeting 9:35pm