

COLTON PARISH COUNCIL MEETING, WEDNESDAY 7th JUNE 2023

AT 7:30 PM (APPROX.) AT COLTON VILLAGE HALL

(following Burial Ground Committee meeting which started at 7pm)

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

Meeting attended by representatives of a group of about 10 individuals from the Burntwood & Great Wyrley areas, who are interested in possibly purchasing some land on the Martlin to grow produce and keep some livestock, to get good quality food for health reasons, all grown organically. They currently get food from the Farmacy Co-op in Bakewell. They wanted to find out the likely response of the local community before any potential purchase. They would be interested in being part of Colton's green agenda and offering the chance for parishioners to get involved.

The Parish Council said that provided they took good care of their livestock, kept their land tidy etc. then it thought parishioners would welcome their initiative and some would be interested in getting involved and perhaps the school too.

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

BUSINESS AGENDA

1. To note attendance and receive apologies for absence

In attendance were Cllrs Noel Talbot (NT), who chaired this meeting, Garren Edwards (GE) and Nigel Parry (NP), County Councillor Richard Cox (RC) and Clerk Alison James. Apologies were received from Richard Birkin (RB), due to late return from work.

2. To receive declarations of interest

NT and NP declared an interest in item 8 a) i) as they live in fairly close proximity.

3. To approve minutes of the Annual Meeting and main meeting held on 17th May

Both sets of minutes were approved and signed by NT.

4. Chairman's Announcements - None

5. Payments

a) To approve the following payments:

i)	1951	Mel Havelock-Crozier – Reimbursement for Parish Assembly refreshments	£36.19
ii)	1952	TGM – Grass cutting in May – Village Hall, 1 cut (94.75); Closed BG, 2 cuts (92.70); Stockwell Heath, 1 cut (30.90) plus VAT (43.67)	£262.02
iii)	1953	Toplis Associates – Internal audit 2022/23 (142.70) plus VAT (28.54)	£171.24
iv)	1954	Alison James – Clerk's salary, June (336.13); Home working expenses, 3 weeks, 20 May-9 Jun (12.00); Reimbursement for bank payment on 29 May to magazine delivery girl for June (20.00); Reimbursement for set of 4 printer cartridges (35.01) plus VAT (7.00)	£410.14
v)	1955	HMRC – Payroll taxes for Q1, Apr – Jun	£279.59
vi)	1956	Petty cash top up	£50.00

(Total of new payments above is £1,209.18)

The payments above were all approved. In addition, TGM had just notified the Clerk that cheque 1947 in the sum of £468.42, approved at the May meeting, for March & April grass cutting had been rejected by their bank as having an illegible date. PC agreed to cancel that cheque and issue new cheque 1957 in that sum (**Clerk**).

6. HS2

To consider any developments and agree any action required including

- a) Any further updates about pausing HS2 Phase 2a – PC had been notified that Kier would be stopping its work on Hollow Lane for 2 years. There was also general uncertainty whether Phase 2a would ultimately resume or if there would be any works beyond Handsacre Junction.
- b) Initiative to progress projects and applications for funding from Community and Environment Fund – 4 additional project ideas from Parish Assembly – **NP** and **GE** had updated the list of ideas following the Assembly and suggested an informal meeting to expand those ideas and how they might be taken forward. Following RC's information, **GE** intended to contact Longdon and/or Liz Davis to find out how they got their funding.

7. Planning Matters

- a) To note any applications received and make observations to the Planning Authority:
 - i) 23/00263/FUL – 1 Lea Croft, Colton – Demolition of existing dwelling and garage and erection of replacement dwelling and garage block/annex - (PC given a later consultation deadline of 2 June as apparently missed from original consultation) – GE had commented by email on the size and height, and therefore visibility, of the proposed garage block.
 - ii) 23/00480/FUL – Middle Cottage, Bellamour Lane, Colton – Installation of 30 free standing PVs (solar panels) on paddock adjacent to Middle Cottage – No comments made.
- b) To report on any recent decisions of the Planning Authority: Application 23/00413/FUL for equine cladding to building at 6 Blithbury Road had been granted on day of meeting.

8. Highways, Footpaths and Open Spaces

- a) To report on progress and agree any action required:
 - i) Flooding or drain issues – Any update on clearing blocked drain near brook bridge – RC had followed up at Highways using Clerk's report number and response had been that 'All gullies had been cleansed on Bellamour Way on 17th May from Colton Rd to bottom of Hollow Lane.' **CLIs** to observe and let RC know if issue resolved or not.
 - ii) Parking issues in the village – PC awaiting update from **RB** enquiries.

9. To consider progress on installation of new village signs

Installation is on SCC contractors' work list but no date yet notified. After BGC meeting, Paul Waring had drawn PC attention to Mavesyn Ridware having had some signs installed recently by HS2. **NP** agreed to contact Balfour Beatty if **Clerk** sent him details of the signs and their planned locations.

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

Currently being discussed as part of item 6 b) so remove this additional item from next agenda.

11.To consider progress on reducing dog fouling around village

Clerk had emailed Parish Lands Trust for its further response to PC request for bag dispensers and posters and PLT was to consider at its meeting the following week.

12.Correspondence

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

- a) LDC – Arranging Annual Play Area inspections for September (Email also sent to VHMC and both have replied for Colton Village Hall play area to be included and billed to PC)
- b) SCC – Road closure and diversion on Bellamour Lane near railway bridge for National Grid works from 8am on 19 June to 4pm on 23 June (Email)
- c) SCC – Supporting the delivery of Health and Wellbeing initiatives with Town and Parish Councils (Email, circulated to cllrs)
- d) SCC – Information about Data Protection services offered to parish councils (Email)
- e) CPRE – Invitation for parish councils to join (*Colton PC already a member*) and 2023 photography competition 'Staffordshire countryside on camera' (Email)
- f) SPCA – Weekly bulletins (Emails, circulated to cllrs)

13.Committees

To note prior meeting of Burial Ground Committee and confirm payment to meet any request for funds – BGC had agreed a request to the PC for £1,500 for ongoing maintenance this financial year. PC approved this payment being added to this meeting's list as cheque 1958 (**Clerk**).

14.Finance and audit

- a) To note the letter of Conclusion of Internal Audit for 2022/23 from Toplis Associates Ltd and the Annual Internal Audit Report 2022/23, forming page 4 of the Annual Governance and Accountability Return (AGAR) – PC noted that the Internal Auditor Kim Squires, from Toplis Associates, had issued a satisfactory report and had answered Yes to all the internal control objectives on the AGAR page 4. The use of personal email addresses for council business had been drawn to the PC's attention, including an Information Commissioner's Office factsheet. Councillors present said they were happy to continue using their own email addresses, especially given the significant cost of gov.uk or org.uk addresses.
- b) To complete and approve the Annual Governance Statement 2022/23, forming Section 1 of the AGAR – PC considered the individual statements in turn and answered them all as Yes, confirming that a sound system of internal control was in place. PC approved **NT**, as Chair of the meeting, and **Clerk** to sign the Annual Governance Statement.
- c) To approve the Accounting Statements 2022/23, forming Section 2 of the AGAR – GE noted that expenditure had exceeded income and NT explained that PC had agreed to spend some of its reserves in the last few years for the good of the parish. PC approved the Accounting Statements and authorised **NT** as Chair of the meeting to sign them.
- d) To approve the Certificate of Exemption (AGAR 2022/23 Form 2 page 3) – PC approved the Certificate and authorised **NT**, as Chair of the meeting and **Clerk** to sign it. **Clerk** to submit the Certificate to the external auditors

Mazars before the end of June deadline and put all the required related information on the PC website.

- e) To note the proposed Period for the Exercise of Electors' Rights – PC noted that the Notice would be posted on the website and noticeboard on Friday 9th June (**Clerk**), with the inspection period running from Monday 12th June to Friday 21st July.
- f) To receive the final report of receipts and payments compared to budget for 2022/23 and bank reconciliations at 31 March 2023 – These had been circulated to councillors and were duly noted.
- g) To agree the appointment of an internal auditor for 2023/24 – PC was happy with the service supplied in 2022/23 and agreed to appoint Kim Squires from Toplis Associates again for the current financial year (**Clerk** to write).

15.Parish Council matters

- a) To receive update on expenditure on Coronation celebrations and repayment of balance of Jubilee donation by VHMC – VHMC treasurer had received and reimbursed all outstanding claims and received PC bank details to repay the small balance remaining from the PC's original donation.
- b) To review the Parish Assembly social evening held on 25th May – Although attendance had been low, this had enabled a good round-table discussion with valuable feedback on potential projects for HS2 funding and other topics. There had also been an enlightening update on Parish Lands Trust activity.
- c) Date of next meeting – Wednesday 5th July at 7pm

NP had prepared some varied posters to try to attract more councillors, which he would laminate and post around parish.

There was some discussion of ideas to raise the profile of PC on social media and particularly to encourage involvement in parish activities from the younger generation. **Clerk** to put this topic on next agenda.

Meeting closed at 8.55pm.