

COLTON PARISH COUNCIL

ANNUAL MEETING, WEDNESDAY 1st MAY 2024

AGENDA

For attendance see minutes of main meeting on same date.

1. Election of Chair and Vice Chair (if agreed) -

As there were no candidates for election as Chair or Vice-Chair, councillors agreed to continue to rotate the chair at each meeting as had been the case over the last year. Noel Talbot said he was willing to chair meetings when present. Whilst not ideal, SPCA had previously said the council could function this way if necessary. Following points made by District Councillor Keith Vernon, the chair would be formally elected each meeting. Lynne Richardson proposed and Garren Edwards seconded, that Noel Talbot chair the annual meeting and the succeeding main meeting.

2. Declarations of Acceptance of Office by Chair and Vice Chair (if agreed) -
Not applicable.

3. Appointment of Representative: Village Hall Management Committee -
Clerk to confirm that Nigel Parry is prepared to continue as the PC representative. Lynne Richardson is also on VHMC.

4. Check for any updates to councillors' details including Register of Interests -
Councillors were reminded of the need to ensure that their Register of Interests is up to date and their contact details also, for the PC and LDC websites. Lynne Richardson completed a new Register of Interests, having recently moved home. **Clerk** to send to LDC and update on PC website.

5. Annual review of standing orders

The current version of the PC's standing orders had been circulated previously by email for review. PC agreed to re-adopt that version, pending possible issue of a new template by NALC. It had been questioned whether the current quorum of 3 could be reduced but 3 is the legal minimum.

6. Annual review of financial regulations

The current version was re-adopted but a more detailed review could be undertaken when the new template from NALC arrives, due imminently.

7. Calendar of meetings

It was agreed to continue to meet on the first Wednesday of the month (except January and August). Agreed dates (subject to change) are:

5th June 2024

3rd July 2024

No meeting in August 2024

4th September 2024

2nd October 2024

6th November 2024

4th December 2024 (possibly with Budget discussion meeting beforehand)

Thursday 2nd January 2025 (Revised date agreed as first Wednesday of the month is New Year's Day)

5th February 2025

5th March 2025

2nd April 2025

7th May 2025 (including Annual Meeting)

Parish Assembly 2025 to be arranged, on a date between 1st March and 1st June.

Clerk to book Village Hall for the above dates and to put an item on the January agenda to fix a date for the Parish Assembly. **Clerk** to also ask Nigel Parry for his availability for the June, July and September meetings to check there will be a quorum on those dates, as Garren Edwards is not able to attend.

Annual Meeting closed at 7.15pm and the main meeting followed.

COLTON PARISH COUNCIL MEETING, WEDNESDAY 1st MAY 2024
AT 7 PM AT COLTON VILLAGE HALL (PRECEDED BY ANNUAL MEETING)

PUBLIC PARTICIPATION (Maximum of 20 mins at the beginning of the meeting to hear public questions and comments) – No members of the public present.

BUSINESS AGENDA

1. To note attendance and receive apologies for absence

In attendance were Cllrs Noel Talbot (NT) (who chaired the meeting after formal vote during Annual Meeting), Garren Edwards (GE) and Lynne Richardson (LR), District Cllr Keith Vernon (KV) and County Councillor Richard Cox (RC) (who left after item 7 a) v)) and Clerk Alison James. Apologies were received from Cllr Nigel Parry (NP).

2. To receive declarations of interest - Garren Edwards – item b) iii).

3. To approve minutes of the meeting held on 6th March (April meeting cancelled) – Minutes were approved and signed.

4. Chairman’s Announcements – None.

5. Payments

a) To ratify the following payments made for April, circulated by email:

i)	1999	Cllr N Parry – Green dog poop bags for village dispensers (24.17) plus VAT (4.83)	£29.00
ii)	2000	Alison James – Clerk’s salary, April (356.93) Home working expenses, 4 weeks, 9 Mar – 5 Apr (16.00); Reimbursement for bank payment to magazine delivery girl set up for 28 Mar for April delivery (20.00); BGC Clerk’s salary for 1 Jan – 31 Mar (137.50) less tax (27.50)	£502.93

b) To approve the following payments:

i)	2001	Alison James – Clerk’s salary, May (356.93) Home working expenses, 4 weeks, 6 Apr – 3 May (16.00); Reimbursement for bank payment to magazine delivery girl set up for 26 Apr for May delivery (20.00); Reimbursement for deposit for Colton Festival face painter (10.00)	£402.93
ii)	2002	A Swaysland – Balance for barn dance caller (due in June)	£250.00
iii)	2003	Cllr Garren Edwards – Reimbursement for costs of printing for Colton Festival (26.05) plus VAT (5.21)	£31.26
iv)	2004	Starboard Systems Ltd - Scribe annual accounts software & support to 30 Jun 2025 (345.60) plus VAT (69.12)	£414.72
v)	2005	Gallaghers - Annual insurance (renewal quotation chased – see item 13 a))	t.b.c.

(Total of new payments for approval at b) is £1,098.91 plus 1 payment t.b.c.)

The above cheques were approved apart from cheque 2005 to be discussed later.

6. 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:
 - i) 23/01184/COU – 6 Blithbury Road, Colton – Change of use and extension of brick barn to create 1 dwelling, change of use of portal framed building including replacement lean-to to create 2 dwellings, demolition of outbuildings and erection of garages and garden stores, new access and associated works – Approved
 - ii) 23/00905/FUH – 1 High Street, Colton – Erection of single storey rear extension and parking – Approved

Some concerns had previously been raised about the works to create a parking area being done in advance of planning permission and a parishioner had raised concerns that other works did not comply with the permission granted. RC pointed out that some works might have been done under permitted development and suggested PC ask the planning authority to investigate. **Clerk** to contact parishioner to ask if concerns still held and, if so, to ask for specific details that might be put to LDC.

7. Highways, Footpaths and Open Spaces

- a) To report on new issues or progress and agree any action required:
 - i) Flooding and highways maintenance including Petition re Flooding & Maintaining Road Access and particular floods at Bellamour Lane Bridge and Hollow Lane – PC had just received an unsatisfactory response to its petition from SCC on behalf of Garry Hunt, not from the Director to whom the petition had originally been addressed. RC confirmed it was an acknowledgement from Member & Democratic Services at SCC and said that he was not happy with the response. He did not think SCC had carried out drain and gully cleaning to their schedule and agreed that Colton needs a resolution before the autumn/winter. RC updated that the Cabinet Member responsible for Highways had been removed from post, with Highways and Transport added to Cllr Mark Deaville's responsibilities. SCC has received additional funding from Government and is using some of its capital reserves and borrowing. However, RC recognised Colton's issues are not just potholes and flooding issues need to be resolved. He was due to head off to a meeting with HS2, therefore PC agreed to bring forward any items to which he wished to contribute, as covered below. RC agreed that the flooding issue in Hollow Lane needed a proper investigation.
 - ii) Blocked drain on Bellamour Way near the ford - NT pointed out that several people had reported this as it is a safety hazard. In icy weather it freezes over and also, when there is standing water, it causes vehicles to move across the road into the path of unsighted traffic coming over the brook bridge. SCC had inspected the wrong drain and had not yet inspected again after their error

was pointed out. A parishioner had suggested a contractor to clear it and Clerk had obtained a quote. PC was reluctant at this stage for parishioners to effectively pay twice for drain clearing and would await outcome of RC's efforts.

- iii) State of Newlands Lane – RC said he had made this one of the priorities for his allocated funding but that would not cover the whole length of the lane. He is pushing for some work to be done and asking if HS2 would contribute since their large vehicles have probably contributed to the deterioration.
- iv) State of Narrow Lane (at end of Heathway) – Delivery issues reported by Border Collie Trust – RC emphasised that any vegetation encroachment is the responsibility of landowners. But the problem seems to be the road surface and adjacent building works. Investment is needed to maintain the lanes, especially when flooding blocks Bellamour Way and Hollow Lane and forces vehicles to use these narrow lanes.
- v) State of pavement on right hand side of High St before Littlehay Manor – response from SCC Highways – SCC did not consider work was needed and RC commented that it would not be a priority if considered safe.

RC also said that he is pushing for HS2 to return areas to the better state they were in before works commenced. Many of their acquired properties were now dilapidated but should be returned to the housing market. RC also confirmed that he had agreed in principle £400 funding for the parish summer festival and supplied details for the **Clerk** to make a formal application. RC then left the meeting.

- vi) Issue of speeding in the village raised by parishioners, suggested set up of Community Speed Watch and other potential measures to reduce speeding – Awaiting NP's return as he had been investigating options and costs.
- vii) Works to bench near the phone box and noticeboard near village hall – Handyman had postponed his April visit due to the weather and now planned to do the works around 23/24th May. He had also been asked to repair the latch on the gate to the Open Burial Ground.
- viii) Improving the appearance of the parish and jobs for parish handyperson – Rearrangement of litter picking event - SCC had recently sent workmen to do several hours of litter picking along the main road so an event was not currently needed and the position would be reviewed in late summer.
- ix) Parking issues in the village – No improvement noticed.
- x) Parking arrangements in the vicinity of the school at start and finish times – It was thought that parking was much better now with more parents using the road around Pedley's Croft. **Clerk** to write to head to thank school and parents for this. GE is still planning to take the 'No Parking' sign down by the Burial Ground

8. To discuss progress on arrangements for Colton Summer Festival on 21-23 June

(Item discussed at end of meeting). Another organisers' meeting would be held in a few weeks' time but current plans were reviewed. Sales of ceilidh

tickets would need to be promoted. **GE** to ask NP about a possible eye-catching banner at the entrance to the village to advertise the festival. Parish Lands Trust had offered funding, which would be used for the bouncy castle and face painter for the children and it was suggested they might also like to sponsor a tug-of-war trophy. Arrangements for paying for the bouncy castle and face painter on or near the day needed to be made.

9. To discuss ideas to raise profile of PC on social media and with younger generation

Follow up on draft Engagement Plan circulated by Noel Talbot – **NT** would ask his daughter about further potential action. It was commented that regular work on social media might require funding.

10. Correspondence

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

- a) HS2 – 2 updates from Liz Davis on remediation programme following cancellation of Phase 2a (Emails, circulated to cllrs)
- b) HS2 – Notes and slides from HS2 Phase 2a Highways Subgroup Extraordinary meeting on 26 February (Email, circulated to cllrs)
- c) LDC – Supplementary Planning Document for the Lichfield District Design Code (Email, to be circulated to cllrs)
- d) LDC – Request for completion of annual Community Infrastructure Levy report for 2023/24 by end October (Email - **Clerk** to complete but will be a nil return)
- e) Mavesyn Ridware PC – Consultation on draft Neighbourhood Development Plan (Email)
- f) Gallagher (Insurers) – Communities Event Guide 2024 (with sections about litter picking, beacons and other events) (Email)
- g) What3words – Using What3words to report potholes (Email, circulated to cllrs)
- h) CPRE – Spring newsletter including details of online session on Tuesday 24th September, 6-8pm, 'How parish councils can make effective planning representations' (Email, circulated to cllrs)
- i) SPCA – Weekly bulletins including D-Day 80 flag of peace, list of training courses and new Health and Wellbeing Toolkit for town and parish councils (Emails, mainly circulated to cllrs)

11. Committees

To note any update from Burial Ground Committee and propose new date for postponed April meeting – 1 cheque for recent TGM invoice for Open Burial Ground grass cutting was approved (and signed at the end of the meeting). Although there was currently around £1,000 in the BGC bank account, it was suggested that the PC consider a cheque for approval at its next meeting to transfer additional funds, to cover forthcoming grass cutting and other costs. **Clerk** to ask other BGC members if they would be available for a meeting before the next PC meeting on 5th June. **Clerk** and **GE** to make further enquiries concerning the proposed wisteria support and whether it could be

affixed to the wall. Some of the graves in the middle rows have sunk, possibly as a combination of the wet weather and use of heavy machinery. **Clerk** to check with TGM.

12. Finance and audit

- a) To note receipt of the VAT refund for 2022/23 of £821.69 on 25 March - Noted
- b) To note arrangements for completion of the Annual Governance and Accountability Return (AGAR) for 2023/24 and supporting documents by 30th June – AGAR received from external auditors Mazars and would need to be approved by PC at its June meeting. **Clerk** would be preparing accounts and supporting documents for internal audit arranged for 20th May.
- c) To note receipt of the precept for 2024/25 of £15,000 from LDC on 17 April - Noted
- d) To hear any update on banking arrangements – NatWest Bankline for Communities website had now been updated from no new applications being accepted to new customers able to register but not existing customers. **NT** said it was unacceptable that PC could not use internet banking and offered to speak to a Relationship Manager to pressurise for a solution, if **Clerk** could find contact details.

13. Parish Council matters

- a) To agree arrangements for renewal of PC's annual insurance, required by 31st May – Renewal quotation had recently been received and circulated and PC approved renewal via cheque 2005 at a premium of £720.44, which was only a small increase on the previous year. **Clerk** to arrange.
- b) To hear progress on arranging a tree inspection report – Clerk had confirmed that earlier quote still stood at £475 plus VAT so PC approved proceeding (**Clerk** to instruct).
- c) To discuss the feedback from PLT to ideas raised for their last meeting – PLT did not consider they could contribute to resolution of flooding issues but might be prepared to support solar panels at the Village Hall, which VHMC are looking into.
- d) To agree arrangements for the Parish Assembly Social Evening on Tuesday 21st May at 7pm – Advert had been included in May magazine and Clerk had issued email invitations, with wine and nibbles to be provided. **Clerk** was asked to set a deadline and chase up replies. **GE** offered to put up some notices and advertise on Facebook residents group.

14. Date of next meeting – Wednesday 5th June

Meeting closed at 8.45 pm