

COLTON PARISH COUNCIL MEETING, WEDNESDAY 5th JUNE 2024
AT 7.30 PM (APPROXIMATELY) AT COLTON VILLAGE HALL (FOLLOWING
BURIAL GROUND COMMITTEE MEETING STARTING AT 7PM)

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

Parishioner asked if various verges would be cut soon, as the village sign for instance is now hidden and also in preparation for the Festival.

It was agreed that various enquiries should be made (**Clerk**) to LDC, the PC's contractors and, if necessary, another contractor to get the area by the brook cleared for the duck race and tug of war and for general tidiness around the village for the Festival.

(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), Nigel Parry (NP) and Lynne Richardson (LR) and Clerk Alison James. 2 members of the public observed. Noel Talbot was proposed by LR and seconded by NP to be Chair for the meeting.

Apologies were received from Cllr Garren Edwards (GE) and District Cllr Keith Vernon (KV).

2. To receive declarations of interest

NT – item 5 b) viii) ; NP – items 5 b) xi) and 7 a) vi) as speed device could be purchased from his company.

3. To approve minutes of Annual Meeting and main meeting held on 1st May – Both sets of minutes were approved and signed by NT as Chair.

4. Chairman's Announcements - None

5. Payments

- a) To note the following payment confirmed at May meeting:
 - i) 2005 Arthur J Gallagher Insurance Ltd – PC annual insurance £720.44
- b) To approve the following payments:
 - i) 2006 AJD Plastics Solutions Ltd – Handyman works to Martlin Lane bench and PC noticeboard £221.80
 - ii) 2007 TGM – Grass cutting, March & April – Village Hall, 1 cut (95.85); Closed Burial Ground, 4 cuts (189.12) plus VAT (56.99) £341.96
 - iii) 2008 Mrs K Squires – Internal audit services for 23/24 financial year £151.00
 - iv) 2009 SPCA – Annual subscription 24/25 £230.66
 - v) 2010 Alison James – Clerk's salary, June (356.93) Home working expenses, 5 weeks, 4 May – 7 June (20.00); Reimbursement for bank payment to magazine delivery girl made on 28 May for June delivery (20.00); Reimbursement for Microsoft 365 annual renewal (59.99); Reimbursement for Parish Assembly refreshments (65.30); Reimbursement

		for booking NALC webinar for cllr (39.22)	£561.44
vi)	2011	HMRC – Payroll taxes, Apr to Jun	£295.19
vii)	2012	Cllr G Edwards – Reimbursement for banner (80.00) and Tug of War shield (85.00) for Colton Summer Festival	£165.00
viii)	2013	Cllr N Talbot – Reimbursement for printer cartridge for printing duck race tickets	£22.70
ix)	2014	Colton Village Hall – Room hire for Apr to June meetings including Parish Assembly (April meeting cancelled – not sure if hire payable)	£45.00 (t.b.c.)
x)	2015	Colton Burial Ground Administrative Committee - Funds for 2024/25 – amount t.b.c. at prior meeting	£ t.b.c.
xi)		Petty cash – Cllr N Parry – Supply of dog poop bags for dispensers	£11.91

(Total of new payments for approval at b) is £2,046.66 plus 1 cheque t.b.c.)

The above payments were approved, with cheque 2014 agreed by PC to be £60.00 to include payment for April booking as cancelled at short notice due to the lack of a quorum. Cheque 2015 confirmed as £500.00 (see item 11).

6. Planning Matters

- a) To note any applications received and make observations to the Planning Authority:
 - i) 24/00515/COUM – Change of Use (Major) – Border Collie Trust GB, Narrow Lane, Colton – Section 73 application to vary condition 9 of permission 23/01096/COUM relating to time restrictions on walking of dogs (LDC deadline has passed) – Clerk had sent a nil return to LDC.
- b) To report on any recent decisions of the Planning Authority: None notified by time of issue of agenda or since.

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 – Clerk reported that a parishioner was pursuing a claim for damage to driveway with SCC and had been copying email correspondence to PC, presumably for information. Regarding the Hollow Lane floods, some comments had been made at the Parish Assembly that a drain runs under private property making SCC access difficult.
 - ii) SCC flood resilience projects – email of 21/5 from LDC – A response had been sent suggesting a project for Colton to build a culvert under Hollow Lane. Whether this was successful would depend on other projects put forward and priorities but potentially £80,000 per project could be available.
 - iii) Blocked drain on Bellamour Way near the ford – Reported several times as a danger but still not cleared by SCC Highways.
 - iv) State of Newlands Lane; and next item:
 - v) State of Narrow Lane (at end of Heathway) – Nothing to report and to be removed from next agenda (**Clerk**).
 - vi) Issue of speeding in the village raised by parishioners - Proposed purchase and installation of speed detection device – NP had received confirmation from SCC agents Eon that the PC can install a device on a lamppost on Bellamour Way. He had not yet been able to confirm a price for the cherry picker to do the installation and the device itself but

estimated around £300. The device would record the number of vehicles passing and their speed (but no vehicle i.d.). The PC would need to download data on a monthly basis and analyse. This would provide evidence of whether or not there is a problem with speeding.

- vii) Works to bench near the phone box and noticeboard near village hall – Handyman had recently carried out repairs to the bench and also replaced the locks on the PC side of the noticeboard.
- viii) Improving the appearance of the parish and jobs for parish handyperson – It was felt that the village was looking rather scruffy again with weeds on pavements.
- ix) Parking issues in the village – **Clerk** to ask PCSOs if they have patrolled and checked on parking, as they said they would, and what their findings were.
- x) Parking arrangements in the vicinity of the school at start and finish times – Parents do appear to be using the roads by the church more.

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

Clerk had attempted to complete the application for funding from SCC's Community Fund, as agreed by County Cllr Richard Cox, but needed further information about costs, safeguarding and insurance. Some of this was supplied by councillors and **Clerk** would check PC insurance policy and complete application. An additional cheque, for £40.20, was approved to reimburse parishioner for prizes for the Bake Off competition.

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 had not been able to get additional input yet so **Clerk** to keep on agenda for next meeting.

10. Correspondence

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

- a) LDC – Arrangement of annual play area inspection (Email, also sent to VHMC. Requirement for inspection confirmed, with PC to be invoiced)
- b) HS2 - Temporary 2-way traffic lights on Uttoxeter Road, Blithbury on 5-6 June and 17-21 June (Email, circulated to cllrs)
- c) HS2 – Phase 2a newsletter for May (Email, circulated to cllrs)
- d) Mavesyn Ridware PC – Notice of Regulation 14 Consultation for Mavesyn Ridware Neighbourhood Development Plan (Email)
- e) SPCA – Various correspondence including new version of The Good Councillor's Guide (Emails, mainly circulated to cllrs) – LR requested a copy of the Guide (**Clerk** to email)

11. Committees

To note any update from prior Burial Ground Committee meeting – BGC had agreed to request £500 from the PC as interim funding, to cover ongoing grounds maintenance and cheque was approved under item 5.

12. Finance and audit

- a) To note confirmed renewal of PC annual insurance from 1st June – Noted.
- b) To note the letter of Conclusion of Internal Audit for 2023/24 from Kim Squires and the Annual Internal Audit Report 2023/24, forming page 4 of the Annual Governance and Accountability Return (AGAR) – The Internal Auditor had completed her year end audit on 20 May and issued a

satisfactory report. The only issue raised was a recommendation that the PC prepares a Publication Scheme, to conform to best practice on Freedom of Information. **Clerk** to look at the ICO model publication scheme provided by the Internal Auditor in due course.

- c) To complete and approve the Annual Governance Statement 2023/24, forming Section 1 of the AGAR – The PC considered each of the statements in turn and agreed a 'Yes' response to each. The AGS was then approved and signed by NT as Chair of the meeting.
- d) To approve the Accounting Statements 2023/24, forming Section 2 of the AGAR – The Accounting Statements were approved by the PC and signed by NT as Chair of the meeting, the Clerk as RFO having already signed after preparing them.
- e) To approve the Certificate of Exemption (AGAR 2023/24 Form 2 page 3) for submission to the external auditors by 30th June – The Certificate was signed by NT as Chair of the meeting and the **Clerk**, who would submit to the external auditors Mazars before end June with the other information they require.
- f) To note the proposed Period for the Exercise of Electors' Rights – PC approved the required 6 week period, when members of the public can request to view the accounts, as Monday 10th June to Friday 19th July. **Clerk** to put notice on noticeboard and website on Friday 7th June.
- g) To note the transparency requirements for reports including the AGAR to be displayed on the PC website – **Clerk** to put all the required information on the website.
- h) To receive the final report of receipts and payments compared to budget for 2023/24 and bank reconciliation at 31 March 2024 – The reports, updating those presented at the March meeting, were received and noted.
- i) To agree the appointment of an internal auditor for 2024/25 – PC approved the re-appointment of Kim Squires as internal auditor. **Clerk** to write.
- j) To hear any update on banking arrangements – **Clerk** to pursue contacting NatWest about internet banking once the AGAR work had been completed.
- k) To note the release of new model financial regulations by NALC and to consider whether to update the PC's financial regulations – **Clerk** to review the new model regulations over the summer, assess the changes made and advise whether Colton PC's regulations should be updated.

13. Parish Council matters

- a) To hear progress on the tree inspection report – The contractor had been instructed and was due to confirm their proposed inspection date within the next week.
- b) To agree if any follow up is needed to the Parish Assembly – Attendance had been low and PC would consider whether there was a better format in future e.g. whether it could be held before a PC meeting. Clerk had received little feedback when asking others in a clerks' Facebook group.

It was noted that the tree by the ford, which was reducing visibility for drivers, had been speedily cleared by a parishioner at the PC's request.

14. Date of next meeting – Wednesday 3rd July at 7pm.

Meeting closed at 8.40pm