

COLTON PARISH COUNCIL
ANNUAL MEETING, WEDNESDAY 6th MAY 2026
AGENDA

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

As previously, no councillors had put themselves forward for election as Chair. However, Noel Talbot said he was prepared to continue as now, chairing meetings when he was able to attend. This was proposed by Garren Edwards and seconded by Richard Monbiot.

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

3. Appointment of Representative: Village Hall Management Committee – Richard Monbiot agreed to continue as PC representative.

4. Check for any updates to councillors' details including Register of Interests – No updates required.

5. Annual review of standing orders – new template available from NALC –

It was not possible to adopt the template standing orders as they stand, as there are various blanks which need to be completed e.g. number of minutes someone is allowed to speak. **Clerk** to put forward a draft for the September meeting and to bring any material changes from the current version to the attention of councillors sooner, if necessary.

6. Annual review of financial regulations –

Clerk was not aware of any changes required and so PC agreed to re-adopt the current version. **Clerk** to update website.

7. Calendar of meetings

Proposed dates are:

(No meeting on 3rd June due to lack of quorum)

24th June 2026 (essential financial items only)

1st July 2026

No meeting in August 2026

2nd September 2026

7th October 2026

4th November 2026

2nd December 2026 (possibly with Budget discussion meeting beforehand)

6th January 2027

3rd February 2027

3rd March 2027

7th April 2027 (potentially to include Parish Assembly as previously)

5th May 2027 (including Annual Meeting)

Noel Talbot had noted from a comment by the Clerk that Burntwood Town Council are a much larger parish council yet only meet every 2 months and questioned whether Colton PC needs to meet every month. It was noted that Burntwood TC has a larger staff and regular committee meetings. But in view of

the small number of Colton councillors currently and the difficulty in achieving a quorum sometimes, it was suggested it might be worth considering less frequent meetings if there were not significant items to discuss. **Clerk** to make enquiries of other smaller parish councils to find out what they do. PC agreed to adopt the proposed dates for now but may consider reducing dates at certain times. **Clerk** to book Village Hall.

Annual Meeting closed at 7.10pm.

COLTON PARISH COUNCIL MEETING, WEDNESDAY 6th MAY AT COLTON VILLAGE HALL (following Annual Council meeting)

PUBLIC PARTICIPATION – No matters raised.

BUSINESS AGENDA

1. To note attendance and receive apologies for absence

In attendance were Councillors Noel Talbot (NT), Garren Edwards (GE) and Richard Monbiot (RM) and Clerk Alison James. Apologies had been received from Councillor Nigel Parry (NP), District Councillor Keith Vernon (KV) and County Councillor Janet Higgins (JH). GE nominated and RM seconded for NT to chair the meeting.

2. To receive declarations of interest - None

3. To approve minutes of the meeting held on 1st April – These were approved and signed by NT as Chair of the meeting.

4. Chair's Announcements - None

5. Payments

a) To confirm the following payments made for April:

- i) EP71 with payment date of 10 April:
SPCA – Subscription for 2026/27 including
NALC membership £351.60
- ii) EP72 with payment date of 10 April:
J Flint – Tidying and clearing vegetation at side
of High St and at War Memorial £350.00
- iii) EP73 with payment date of 24 April:
M Barlow – Delivery of May parish magazine £20.00
- iv) EP74 with payment date of 30 April:
Alison James – Clerk's salary, April (382.83);
Home working expenses, 4 weeks, 7 Mar – 3 Apr,
(16.00); BGC Clerk salary, 1 Jan – 31 Mar
(137.50) less tax (27.50) £508.83
- v) Cheque 000003 dated 1 April:
Cash – Petty cash top up £50.00
- vi) EP75 with payment date of 30 April:
Colton Burial Ground Administrative Committee -
Funds for ongoing maintenance £500.00
- vii) EP76 with payment date of 30 April:
Staffordshire Search and Rescue – Donation £50.00

Total of payments approved was £1,830.43. In addition, bank charges of £4.25 were debited on 20 April.

Re item a) ii), the contractor had repeatedly chased for payment, even though he had been told before that approval at a meeting was required. PC agreed that if any future work was requested from him, a date for doing the work and the timescale for payment should be agreed in advance, ideally scheduling work near a meeting so he did not have to wait too long for payment.

b) To approve the following payments for May:

- i) EP77 with payment date of 22 May:
Colton Village Hall – Reimbursement for gardening
charges paid for 11 visits July – Nov 2025 £330.00
- ii) EP78 with payment date of 27 May:
M Barlow – Delivery of June parish magazine £20.00
- iii) EP79 with payment date of 29 May:
Alison James – Clerk's salary, May (382.83);

- | | | |
|-----|---|---------|
| | Home working expenses, 5 weeks, 4 Apr – 8 May (20.00); Top up of PC mobile on 20 Apr (10.00) | £412.83 |
| iv) | EP80 with payment date of 29 May:
Starboard Systems Ltd - Scribe Accounts subscription to 30 June 2027 (372.00) plus VAT (74.40) | £446.40 |
| v) | EP81 with payment date in late May:
PC insurance for 1 June to 31 May 2027 – insurer and amount to be confirmed, depending on quotes received. | |

Total of payments for approval is £1,209.23 plus annual insurance t.b.c.

The payments at items b) i) to b) iv) were approved, with item b) v) discussed and agreed later at agenda item 10 f).

6. Planning Matters

- a) To note any applications received and make observations to the Planning Authority:
 - i) 25/01579/COU – Stables off Jonghams Lane, Hamley Heath Barn, Jonghams Lane, Hamley Heath – Conversion, alteration and extension of stable block to form 1 dwelling – Appeal made to Planning Inspectorate, reference no. 6007227
 - ii) 26/00444/FUH – Wharf Cottage, Bellamour Lane, Colton – Demolition of 2 existing conservatories, erection of 2 new side extensions, addition of a new entrance/porch and internal alterations – This had recently been circulated to councillors and no objections or comments were raised.
- b) To report on any recent decisions of the Planning Authority:
 - i) 26/00201/FUL – Land at Newlands Lane, Stockwell Heath – Demolition of agricultural building and erection of 4 dwellings (Use Class C3) – Refused
- c) To hear any update on site works including trees felled at 8 Williscroft Place – Some large, mature trees had been felled and no evidence had been seen of the permission required for such action within the Conservation Area. This had been raised with District Councillor KV but nothing had been heard from him or LDC. Another email would be sent and **Clerk** would also contact the arboricultural officer and conservation officer.

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 SCC investigations of culvert under Bellamour Way and reasons for flooding; Hollow Lane drainage and update from SCC FAIR team; flooding on Admaston Rd and Newlands Lane – Sonja in the SCC FAIR team had emailed to say that work on the drainage at Hollow Lane was scheduled for mid May but nothing further had been heard.
 - ii) State of roads – Stoneyford Lane and Newlands Lane – Work is scheduled soon on Newlands Lane, on the section from the top of High St towards Blithbury. However it is the section from the top of High St towards Stockwell Heath, which is much more frequently used by parishioners and considered by PC to be higher priority. **Clerk** to report again to Highways.
 - iii) Speeding issue in the village raised by parishioners and speeding on Admaston Road – Any further correspondence between County

Councillors, Highways and others to discuss B5013 speeding and traffic surveys; Any further information from County Cllr Janet Higgins re Neighbourhood Speed Check Initiative – JH had recently followed up the speeding issue on the Admaston Rd with an email to the Staffordshire Safer Roads Partnership, following gatherings and speeding reported again at the sunny bank holiday weekend. A reply is awaited.

8. Correspondence

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

- a) SCC – Road closure notice for Newlands Lane (from top of High St to B5014 Lichfield Road) for 1 day but no more than 5 days from 11 May for highway repairs (Email)
- b) SCC – Road closure notice for Newlands Lane (from junction with Uttoxeter Rd for 130m in a westerly direction) on Friday 22 May for pole replacement works.
- c) LDC – Opportunity for community groups to apply for councillor funding of up to £300. The fund is designed to support small, community-focused projects that improve wellbeing, bring people together and help neighbourhoods thrive (Email, circulated to cllrs) – It may be worth sending this information to village contacts for Friendship Club and Old People's Welfare Committee (**Clerk**).
- d) SPCA and NALC – Various bulletins including new planning advice service, new Health and Safety advice service, training courses offered and Data Audit template (Emails, some circulated to cllrs)

9. Committees

To hear any update from the Burial Ground Committee, including any payments to be authorised – A cheque was signed for the annual refuse collection and Clerk reported that a burial would be taking place on 18th May. There had also been an enquiry from a relative wishing to arrange repair of a memorial currently lying flat in the Closed Burial Ground. Clerk did not have clear records of all the Closed BG memorials and their location but it could, if necessary, be confirmed during the forthcoming inspections. **Clerk** was also making enquiries as to whether a faculty is required from the church, as owners of the consecrated land.

10. Finance and audit

- a) 2025/26 accounts – To note receipt of Annual Governance and Accountability Return (AGAR) 2025/26 and guidance from external auditors, Mazars and requirement to complete and approve Annual Governance Statement (AGS), annual accounts and AGAR and submit required information or upload to PC website by 30 June – The accounts would be prepared by the **Clerk** for internal audit and then the AGAR would be presented for completion of the AGS and approval at the next meeting on 24th June.
- b) 2025/26 – To note internal audit meeting with Kim Squires to be held on Monday 18 May - Noted.
- c) To hear any update on banking including adding R Monbiot for internet access to Lloyds account and opening of new Lloyds savings account – **RM** has the information required but still needs to complete the final steps to set up his access to the online banking system. After agreement at the last meeting and receipt of the precept, Clerk had set up the new instant access savings account with Lloyds and moved £40,000 into it.

- d) To confirm renewal of Microsoft 365 subscription due 9 May, to be paid by Clerk and reclaimed in June pay & expenses – Confirmed.
- e) To note email from LDC that no CIL money is due for April 2026 pay out but 2025/26 CIL report needs to be completed and returned by end October – **Clerk** to complete the 2025/26 CIL report and bring to a meeting for Chair's signature.
- f) To note renewal of annual insurance cover required by 1 June and to consider any quotes obtained – A renewal quote had been received from the current insurers, which was about £10 more than last year's premium but now included cover for civic regalia, which the Internal Auditor had pointed out was not currently covered. Cover for regalia was added some years ago but must have been missed when the move to new insurers took place a few years ago. A quote had been sought from another insurer but they asked for a lot of additional information, which Clerk had not been able to supply in time. PC approved renewal with existing insurers Gallaghers at a premium of £738.45 and this would be paid as EP81 in late May (**Clerk**).
- g) To note request from SCC for information by 10 May about spending of Community Fund grant received for Colton Festival 2025 – **Clerk** had been sent some photos of the Festival by councillors and would submit a short report to SCC.

11. Other Parish Council matters

- a) To consider future arrangements for maintenance of the parish defibrillators including potential purchase of exterior cabinet - **Clerk** to press JH for an answer as to whether an external cabinet could be funded from the SCC Community Fund. If not, it could be purchased using Colton's CIL money, as LDC confirmed that would be a legitimate spend on infrastructure.
- b) To hear any update on parishioner request for lights in the village for Christmas and potential costs – NP had recently received a quote from the contractor who attended the site meeting and this was forwarded to the Clerk at the meeting. Councillors thought it was unreasonably high, at over £5,000 and it appeared the contractor was covering lots of unknowns or perhaps did not want the work. PC agreed to pass the quote on to PCC for information, to see what they want to do (**Clerk**). PCC are already in discussion with PLT and PC is also prepared to contribute but did not think the current quote worth proceeding with.

12. Dates of next meetings – Wednesday 24th June at 7pm (essential payments and accounts/AGAR items only) then Wednesday 1st July at 7.30pm (to follow Burial Ground Committee meeting/inspections).

(Meeting on usual date of Wednesday 3rd June cancelled due to lack of quorum)

Meeting closed at 7.50pm