

**COLTON PARISH COUNCIL MEETING, THURSDAY 8th MARCH 2018,
COLTON VILLAGE HALL AT 7:00 PM**

PRESENT: Acting Chairman Mrs Shirley Barnett, Cllrs Mrs Emma Godwin and Mrs Sarah Plater and Clerk Alison James. 3 members of public.

APOLOGIES: Cllr Matt Crompton

DISCLOSURE OF INTERESTS: Sarah Plater and Emma Godwin re item 4– HS2

PUBLIC PARTICIPATION (Maximum of 20 mins):

It was agreed that Public Participation would be allowed during item 4 on HS2.

Andy Chappell: Referred to a previous set of minutes when Martyn Tittley had given Peter Burgess at Western Power as a contact for HS2 power lines to power station. Had established Western Power not involved and National Grid handling but has not been able to get a response from contact there. However it appears that there will be 3 power lines from power station to auto transformer station on Finners Hill and will use wooden poles which are less obtrusive than steel pylons so the better option for us. Would keep pursuing and keep PC informed.

Kate Staples, on behalf of Playground Group: Pleased to report that Group had made encouraging progress with funding, subject to, amongst other things, the pledge of £10,000 from Parish Council. Hoping that PC will receive a request for payment in the next week or two. Offered to attend Parish Assembly on 12th April to update everyone on progress.

PC authorised **Clerk** to write a cheque for all or part of pledged funds (to come from earmarked reserves) if an invoice is received before next meeting.

PC asked **Kate Staples** to contact Richard Monbiot to see if it was still necessary to go ahead with the additional playground inspection (to be paid for by PC) arranged for 15th March.

AGENDA (No member of public may address meeting hereafter):

1. Minutes of meeting held on 8th February 2018 were approved and signed.
2. Chairman's Announcements

Chairman reported she had unfortunately been unable to attend and chair the Parish Forum the previous evening due to a back injury. It was agreed to deal with an additional planning application, received since agenda issued, under Other Planning Matters.

3. Payments

a)	To approve the following payments:		
i)	1662	Colton Village Hall – Room hire, March	£12.00
ii)	1663	LDC – Tree inspection report	£180.00
iii)	1664	Petty Cash	£50.00
iv)	1665	HOC Administration 2 – HS2 Petition fee	£20.00
v)	1666	Alison James – Clerk's salary, Mar (210.06); Home working exps, 4 weeks, 10 Feb –9 Mar (16.00); Mileage for Oct-Feb (79.20); BGC Clerk salary less tax for 26/11 -25/2 (100.00)	£405.26

(Total payments above, for approval this month = £667.26)

Clerk explained that petition fee was to be paid by cheque rather than electronic transfer as that would still have required 2 signatures at the bank and no deadline

date had been given by the Private Bill Office. Also internal auditor had confirmed that Clerk's place of work is her home address and that mileage can be claimed for travel to meetings.

4. HS2

- a) Petitioning including update on Colton PC petition

Chairman thanked Andy Chappell for his excellent work in drafting the Colton PC petition which the Clerk had then submitted. An email had been received on the day of the meeting about the next stages, including a possible call to appear at the Select Committee. Emma Godwin said she would be prepared to attend but Andy Chappell felt that PC should also look at engaging someone experienced to represent the PC. PC agreed to pay reasonable expenses for 2 people to go to London. [Clerk](#) was asked to contact Craig Jordan for his advice on what might be involved, likely costs, how PC might work with LDC and SCC who would have legal representation and who had included some of Colton issues in their petitions. A letter of support had been received from Michael Fabricant MP. Andy Chappell pointed out that Select Committee might wish to do a site visit.

- b) Approval of Construction Routes

[Andy Chappell](#) said that he had a copy of the construction routes and agreed to circulate to councillors after meeting. It was noted that the parishioners most affected had sold up and left and that Border Collie Trust are looking for an alternative site locally.

- c) Any other HS2 matters - None

5. Police matters – Nothing to report

6. Planning Matters

- a) To ratify/consider and make observations to the Planning Authority: None

- b) To report on decisions of the Planning Authority: None notified

- c) Any other planning matters:

- i) Change of use to office building on Land Adjacent the Yorkshireman – As reported previously, a planning application is required for the wall.
- ii) Station Works, Colton Rd – A planning application had recently been received and some comments had already been sent by councillors to Clerk. Chairman commented that there is now heavy industrial equipment on what used to be the train yard. Emma Godwin expressed concern about the historical significance of the Blue Wall. [Clerk](#) to send comments to LDC and ask if it is possible to get the Blue Wall listed.
- iii) Cedar Cottage, Bellamour Way – Site is now up for auction.

Other matters arising since agenda issued: [Clerk](#) to contact Planning/Highways concerning hedge taken out on Narrow Lane/ at end Heathway. Also new application just submitted at Sherracop for 1 bedroom and 3 bedroom properties using existing outbuildings.

- d) Neighbourhood Planning – Nothing to report.

7. Highways & Footpaths

- a) Pending. To report on progress of pending issues:

- i) Action on state of roads and pavements around parish – Flooding on river bridge; Flooding on B5013 to Abbots Bromley near Hamley Heath; Emma Godwin commented that the river bridge is still flooding and there was also flooding under the railway bridge the previous week and a bad pothole. These have been issues for a long time and need

chasing up with Martyn Tittley as a safety issue as well as uncomfortable for pedestrians who get splashed.

- ii) Winter road treatment – Recent issues with misuse of grit from bins.
- iii) Tree roots lifting footpath in Heathway – Clerk had reported to SCC who had assessed as low priority, to be done with other jobs in vicinity.

b) Matters arising since last meeting: None

8. Village Hall play area

Update from VHMC/Playground Group – Dealt with under Public Participation.

9. Refurbishment of War Memorial

Mike Pyle had updated Clerk that he was still trying to get a decent price quote for the agreed refurbishment works.

10. Commemoration of 100th anniversary of end of First World War

There had been some exchange of ideas between PC and PCC. Rev Anne Noble is willing to lead a service. [Clerk](#) to put something in magazine asking parishioners how they wish to mark e.g. service in church or at memorial etc.

11. Bus service – still pursuing what might be possible ([Clerk](#))

12. Adoption of phone box – Sarah Plater reported that Cawarden were unable to offer any suggestions of other tradesmen. Had managed to speak to existing contact and he was still keen to do refurbishment work when weather improved.

13. Correspondence

To consider items of correspondence received:

- a) CCRPG – Minutes of meeting held on Tuesday 30th January and date for next meeting of Tuesday 27th March (Email, circulated to cllrs)
- b) LDC – Armitage with Handsacre Neighbourhood Plan consultation (Email)
- c) CCDC – Hednesford Neighbourhood Plan consultation (Email)
- d) SPCA – Weekly bulletins (Emails, circulated to cllrs)
- e) LDC – Calendar of Meetings and Forward Plan (Emails)
- f) Rural Services Network – Various bulletins (Emails)

14. Committees

Burial Grounds Committee – Update on activity since last meeting including Clerk's meeting with auditor Alan Toplis

Clerk gave brief verbal report but had been unable to prepare more detailed email report due to recent illness. Alan Toplis advised that PC should pay BGC salary as relatively small sum and not worth setting up a separate PAYE reference. He had also advised how BGC should reimburse PC for bills paid on its behalf and it was agreed that PC would await [Clerk's](#) detailed report.

15. Finance

- a) Clerk's meeting with internal auditor Alan Toplis – await [Clerk's](#) report
- b) VAT claim for 2016-17 – [Clerk](#) submitting.
- c) Financial report on income and expenditure vs budget for 2017-18 to date – [Clerk](#) had prepared report to February for internal auditor but would update to end financial year for next PC meeting.
- d) Earmarked reserves
- e) Asset register

- f) Risk assessment – Items d) to f) to be circulated for review ([Clerk](#)).
- g) Grass cutting at Village Hall 2018 – Instruction of TGM – [Clerk](#) to formally instruct TGM for Village Hall cutting as per their quote. Sarah Plater said she had confirmed arrangements for April onwards with contractors for Stockwell Heath (T Bailey), Burial Grounds (S Perkin) and verges (TGM).

16. Parish Council matters

- a) Registration of Council land – Access land at Heathway – Emma Godwin reported that she had now seen the new plan drawn up by Hinson Parry. Once the formal plans had been received, they would need to be sent to solicitor that originally registered the land, informing them that they had missed a section of land and needed to update Land Registry at their expense ([Clerk](#)). Clerk reported that she had located old paperwork collected from Adcocks and that it contained a copy of the previous access agreement. [Clerk](#) to pass to Emma Godwin to consider.
- b) Development of new Parish Council website using transparency grant – [Clerk](#) is gathering information specified by Vision ICT
- c) General Data Protection Regulation and Data Protection Officer – Emma Godwin asked what PC should be doing to prepare for the new legislation and was aware that Mavesyn Ridware had made some arrangements via SPCA for a Data Protection Officer. Clerk said that Alan Toplis felt that the DPO service might be unduly expensive and excessive for a small PC like Colton. However PC agreed it needed advice in writing. [Clerk](#) to pass on information received from SPCA for consideration.
- d) Storage of Council papers – Sarah Plater had checked in Village Hall loft and only found 1 box of PC papers, which were planning applications from 2008-9. Emma Godwin suggested that cloud storage/ dropbox is used when new computer is purchased with Transparency Grant ([Clerk](#)).
- e) Clerk's Contract of Employment – Clerk had downloaded SLCC's standard contract template and had also found paper copy of previous Clerk's contract. [Clerk](#) to circulate to councillors.
- f) Clerk's attendance at SLCC branch meeting on 15th March – This was approved as only costs are mileage and Clerk's time.

Next meeting date (provisional) –Thursday 5th April 2018 (N.B. 1st Thursday of month)

Parish Assembly – Thursday 12th April 2018 at 7.30pm – [Clerk](#) to send out invitations to organisations. Chairman reported that she has an LDC meeting earlier that evening but will get back as soon as possible. [Emma Godwin](#) to make a list of items for inclusion in the Chairman's report.

Close of meeting at 8:40pm