

**COLTON PARISH COUNCIL MEETING, THURSDAY 5<sup>th</sup> APRIL 2018,  
COLTON VILLAGE HALL AT 7:00 PM**

**PRESENT:** Acting Chairman Mrs Shirley Barnett, Cllrs Mrs Sarah Plater and Matt Crompton and Clerk Alison James. 5 members of public.

**APOLOGIES:** Cllr Mrs Emma Godwin

**DISCLOSURE OF INTERESTS:** Sarah Plater – item 4 on HS2

**PUBLIC PARTICIPATION (Maximum of 20 mins):**

Rev Anne Noble and David Brown attended on behalf of PCC to discuss ways of commemorating the 100<sup>th</sup> Anniversary of the end of World War 1 (Battle's Over) in Colton. As 11<sup>th</sup> November falls on a Sunday, it was suggested that the usual Remembrance Service be held at the War Memorial in the morning, with a special service later in the church to accommodate those who may not feel able to attend in the morning and stand outdoors. National Battle's Over arrangements include the lighting of beacons at 7pm and then bells ringing from cathedrals and churches. It was therefore agreed that a service starting around 6pm would lead nicely into the events happening from 7pm. A piece requesting ideas from parishioners had been put in the parish magazine but had not yet generated any views to the Clerk. It was hoped that the Colton bellringers would be joining in with the national pealing of bells. The History Society is interested in being involved, perhaps putting forward a small exhibition. Rev Anne Noble said she would contact the Church of England to see what resources and guidance they might be issuing. It was agreed that a meeting should be held between PCC, PC and History Society around July/August to firm up arrangements (Clerk to coordinate nearer the time).

Andy Chappell: In relation to HS2, important to monitor developments closely. Commended Emma Godwin for highlighting what had been happening recently on our roads, at Newlands Lane and the drains at top of High St. HS2's lack of local knowledge is a problem. Flooding has worn away the verges and banks at Newlands Lane and Stockwell Heath and the lanes will not bear the large construction vehicles. Need to target Cllr Martyn Tittley with our concerns, as our link to Highways. Suggest the issue is raised at the Parish Assembly and word is spread about the detrimental impact there will be, in that area in particular.

Chairman invited Andy Chappell to speak about this at the Parish Assembly. Another parishioner suggested inviting an HS2 representative to the Assembly, as Phase 1 work will be starting in the parish very soon. However there was concern that this would side-track the rest of the Assembly items.

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

1. Minutes of meeting held on 8<sup>th</sup> March 2018 were approved and signed.

2. Chairman's Announcements

Noted that HS2 needed to be on the Parish Assembly agenda.

3. Payments

- a) To ratify the following payment, dated 23/3/18, from earmarked reserves:
  - i) 1667 Biffa Waste Services – Playground Project  
3<sup>rd</sup> party payment £5,962.03
- b) To approve the following payments:
  - i) 1668 HMRC payroll taxes Q4, Jan-Mar cheques £182.53
  - ii) 1669 Alison James – Clerk's salary, April, including annual increment (217.71); Home working exps, 4 weeks, 10 Mar –6 Apr (16.00) £233.71

iii)	1670	Hinson Parry – Plan of Heathway land	£336.00
iv)	1671	SPCA – Annual subs 18-19	£230.00
v)	1672	CCRPG – Annual membership	£5.00

(Total payments above, for approval this month = £987.24 )

All the above payments were ratified or approved.

#### 4. HS2

- a) Petitioning including any update on Colton PC petition – Nothing added, following discussion under Public Participation.
- b) Phase 2a Additional Provision – as above
- c) Approval of Construction Routes – Andy Chappell had circulated a document after the previous PC meeting.
- d) Further ecological survey at Stockwell Heath – Had been carried out, following contact with Clerk.
- e) Any other HS2 matters - None

#### 5. Police matters

New PCSO, Rhys Rockley. Chairman commented that there was anxiety due to lack of police presence.

#### 6. Planning Matters

- a) To ratify/consider and make observations to the Planning Authority:
  - i) 18/00315/FUL – Heavy Plant Services Ltd, Colton Road – Build retaining wall behind existing blue brick wall and faced with stained close board timber with 2.1m palisade fence on top - Councillors comments had been submitted. LDC Conservation Officer said that it was feasible for a wall to be listed and had provided a link to Historic England website should PC wish to consider applying for the Blue Wall to be listed (**Clerk**)
  - ii) 18/00342/COU – Sherracop, Newlands Lane, Stockwell Heath – Change of use of domestic outbuildings to form 1 one bedroom dwelling and 1 three bedroom dwelling – Some comments submitted.
  - iii) 18/00406/FUL – Office next to the Yorkshireman, Colton Road – Erection of 1.13m high brick wall adjacent to office; erection of smoking shelter – Comments submitted.
- b) To report on decisions of the Planning Authority: None notified
- c) Any other planning matters – Works at Narrow Lane – Concern had been raised about the removal of a hedgerow, erection of hoarding and various huts etc. on site. Peter Gittings at LDC Enforcement was to arrange a visit.
- 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 and under railway bridge; Flooding on B5013 to Abbots Bromley near Hamley Heath; Newlands Lane – It was commented that there had been lots of problems on the roads recently. There were still a number of potholes on Colton Rd, many of which had been reported online and some new ones. Some of the temporary repairs have worn away again. General frustration about lack of action and improvement.
- b) Matters arising since last meeting:
  - i) Email of 13/3 from parishioner complaining about flooding and lack of action to rectify – **Clerk** was asked to acknowledge. PC felt it was doing

its best to highlight problems but responsibility lies with SCC. Flooding of the brook is only a couple of times a year, as water backs up from the Trent and soon clears and there are 2 alternative routes in or out of the village.

#### 8. Village Hall play area

Update from VHMC/Playground Group – May be available at the Parish Assembly.

#### 9. Refurbishment of War Memorial

Working Group still seeking a reasonable quote for the works.

#### 10. Commemoration of 100<sup>th</sup> anniversary of end of First World War

As discussed under Public Participation.

#### 11. Bus service

Funds are being withdrawn but the Connect service may still be running at the moment. Chairman had raised with the Ridwares whether the parishes could get together to arrange some sort of service. Clerk had contacted Mobility Link for an update but had not yet received a response.

#### 12. Adoption of phone box

When the weather has improved, Sarah Plater said she would do some tidying up and still hoped the tradesman she had contacted would do refurbishment work. Only suggestion for use so far is for a book exchange.

#### 13. Correspondence

To consider items of correspondence received:

- a) TGM – Certificates of Insurance for Employer’s Liability and Public Liability (Post)
- b) LDC – Copy of presentations from Parish Forum meeting on 7<sup>th</sup> March (Email, circulated to cllrs)
- c) LDC – Copy of training presentation on General Data Protection Regulation (Email, circulated to cllrs) – Clerk to attend repeat session on 23<sup>rd</sup> April.
- d) CCRPG – Papers for meeting on Tuesday 27<sup>th</sup> March (Email, circulated to cllrs)
- e) CCS – Press release about merger of Community Council of Staffordshire with Support Staffordshire (Email, circulated to cllrs)
- f) Groundwork UK – Annual report on work of HS2 Community and Environment Fund and Business and Local Economy Fund (Email)
- g) SCC – Dying Matters Staffordshire Campaign: Talking openly about death and dying wishes (Email)
- h) CCDC – Cannock Chase Local Plan update (Email)
- i) SPCA – Weekly bulletins (Emails, circulated to cllrs)
- j) LDC – Calendar of Meetings and Forward Plan (Emails)
- k) Rural Services Network – Various bulletins (Emails)

#### 14. Committees

Burial Grounds Committee – Next meeting to be held on 26<sup>th</sup> April and will include consideration of a request for funds from the PC for the new financial year.

## 15. Finance

- a) Clerk's meeting with internal auditor Alan Toplis – Clerk still to circulate summary of points.
- b) Receipt of cheque for £2,200.83 from BGC to reimburse PC for BGC bills paid during 2017-18
- c) Financial report on income and expenditure vs budget for 2017-18 – Report that Clerk had previously prepared on expenditure to end February was circulated. Sarah Plater expressed concern that with another underspend compared to budget, the PC's reserves would be increasing again, despite having earmarked the sum for the playground.
- d) Earmarked reserves – Spreadsheet needs to be updated (Clerk). It was agreed that the money received from HS2 for early access for surveys at Stockwell Heath should be earmarked for use for the benefit of Stockwell Heath. Transparency Grant needs to be earmarked for the purposes listed in the grant application.
- e) Asset register – Clerk to circulate to councillors.
- f) Review of Risk Assessment – Clerk to circulate to councillors to review.
- g) Annual Governance and Accountability Return 2017-18 – Clerk had attended useful briefing session run by Mazars, who are the new external auditors. Colton will need to prepare either a Part 2 or a Part 3 return, depending on further advice from Alan Toplis.

## 16. Parish Council matters

- a) Registration of Council land – Access land at Heathway – Plans had been received from Hinson Parry and these need to be sent to the solicitor who dealt with registration, drawing attention to their oversight (Clerk).
- b) Development of new Parish Council website using transparency grant – Grant included sum for a new laptop and Clerk was encouraged to research suitable purchase, as she had been finding processing very slow with existing laptop. Sarah Plater offered contact details for someone who could provide technical support if needed.
- c) General Data Protection Regulation and Data Protection Officer – Awaiting further advice and training session.
- d) Storage of Council papers – Minimal PC paperwork had been located in Village Hall loft. It was suggested that further sorting and archiving of paperwork could be carried out by Clerk.
- e) Clerk's Contract of Employment – Clerk was urged to put together a draft contract based on her predecessor's contract, now found, and the SLCC standard contract and circulate to councillors for consideration.
- f) Parish Assembly – Thursday 12<sup>th</sup> April at 7.30pm

Next meeting date (provisional) – Thursday 10<sup>th</sup> May 2018 (including Annual Meeting)

Chairman would be late due to LDC meeting and encouraged another councillor to act as chair in meantime to prevent delay in starting meeting.

Close of meeting at 8:30pm