

**COLTON PARISH COUNCIL MEETING, THURSDAY 14th JUNE 2018,
COLTON VILLAGE HALL AT 7:00 PM**

PRESENT: Acting Chairman Mrs Shirley Barnett, Cllrs Mrs Sarah Plater, Mrs Emma Godwin and Matt Crompton (arrived during Public Participation) and Clerk Alison James. 6 members of public also present.

APOLOGIES: County Cllr Martyn Tittley

DISCLOSURE OF INTERESTS:

Sarah Plater – Items 1 (knows one contractor) and 5; Emma Godwin – Items 1 (knows contractors), 5, 7 b i) and Chase View planning (if raised)

PUBLIC PARTICIPATION (Maximum of 20 mins):

Parishioner: Asked why only part of grass verge on Bellamour Way had been cut.

Sarah Plater said she did not know who was responsible but confirmed it was not PC contractors. She would be complaining to LDC about lack of cuts in certain areas.

Parishioner: Re item 6, commented that information on Staffs Police website was not up to standard. His information was that there was a major reshuffle of officers so details available to the public and in parish magazine seem to be out of date. Re item 8 b ii), commented that a speedwatch had been suggested previously.

Councillors said there had been 2 complaints about speeding on Bellamour Way and High St. It was thought that Highways had previously checked speeds and found that the culprits lived in the village and were not actually over the speed limit. Suggested that PC ask Martyn Tittley to set up another check (Clerk).

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

1. Refurbishment of War Memorial

Consideration of further quotes, timescale and funding for works.

Standing orders revoked to enable members of public, including 2 members of War Memorial Working Group, to participate in discussions. Group had provided details of 2 quotes obtained for a reduced specification of works. They recommended the acceptance of the lower quote and were anxious to get the work agreed and underway. Mike Pyle said that a donor was prepared to make a large donation for the refurbishment works but had been advised by his accountant that, because it was a gift, he could not reclaim VAT himself. It was hoped that other items removed from the original refurbishment specification might instead be donated by other people/bodies.

After standing orders were reinstated, PC approved that the tender from Gary Hancock be accepted. PC agreed to pay the difference between the donation and the cost of the works and the internal auditor had confirmed that the PC could reclaim the VAT. Clerk would send letter of instruction to chosen contractor and also notify the unsuccessful contractor. Chairman had asked Maxine Turley at LDC whether it would be possible to use CIL money for the refurbishment works and a reply was awaited. Chairman asked for PC's thanks to be recorded to the Working Group for all their time and effort on progressing the refurbishment works.

2. Minutes of meeting held on 10th May 2018 were approved and signed, together with the minutes of the Annual Meeting on the same date.

3. Chairman's Announcements

A further planning application relating to Chase View in Narrow Lane had been received after agenda and would need to be considered due to LDC deadline.

4. Payments

- a) To approve the following payments:
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|-------|------|--|-----------|
| i) | 1675 | Vision ICT – Development of new PC website to meet transparency requirements (deferred from previous meeting, pending website progress) | £600.00 |
| ii) | 1680 | Colton Village Hall – Room hire, May and June | £24.00 |
| iii) | 1681 | Trent Grounds Maintenance – Village Hall grass cutting, 3 cuts in April and May (276.00); 1 cut of various verges in May (47.50); VAT (64.70) | £388.20 |
| iv) | 1682 | Terry Bailey – Stockwell Heath grass cutting, 4 cuts in April and May | £68.00 |
| v) | 1683 | Alison James – Clerk’s salary, June (222.06) Home working exps, 5 weeks, 12 May – 15 June (20.00); BGC Clerk salary, 26 Feb – 25 May, (100.00) | £342.06 |
| vi) | 1684 | St Mary’s Church – Contributions to mowing Pedley’s Croft (125.00) and to Parish Magazine (1060.00) (pending item 13) | £1,185.00 |
| vii) | 1685 | Petty cash | £50.00 |
| viii) | 1686 | Andy Chappell – Reimbursement of expenses for representing PC at HS2 Select Committee hearing in London on 14 th May | £62.10 |
| ix) | 1687 | BHIB Ltd – Additional premium for cover for regalia | £11.84 |

(Total new payments above, for approval this month = £2,131.20)

All the payments above were approved except the payment for the new website which had still to be finalised.

5. HS2

- a) Petitioning including Select Committee hearing – Standing orders revoked to enable Andy Chappell to provide feedback on his appearance before Select Committee. HS2 had emailed him shortly before the hearing to try to get petition withdrawn and had also approached him on the day at the House of Commons, with particular discussion about footpaths issues. An alternative proposal was agreed which seemed sensible. He had put forward point about need for segregation of pedestrians and traffic, particularly under bridges, and was shocked that HS2 did not seem to have considered this. Re proposal for traffic calming on B5013, neither Highways nor HS2 were interested and had tried to buy us off with ludicrous arguments! When asked if petition/appearance was worthwhile, Andy said that the Select Committee had recommended that certain points be considered by SCC Highways and HS2 but only in vague terms. PC thanked Andy Chappell for all his efforts and thanks were also expressed to all others around the parish who had helped in any way. There was further discussion about power cables and Andy emphasised the need to keep the pressure up on HS2 as it was already a month since the hearing and nothing further had been heard.

It was agreed that **Andy Chappell** would put together a paper for the **Clerk** to send to Martyn Tittley and Sarah Mallen at SCC, plus potentially also to James Duddridge for Select Committee and Rachna Shah at HS2.

- b) Any other HS2 matters – Clerk had just received letter from Hinson Parry proposing further early access agreement with HS2 for additional surveys at Stockwell Heath, for which PC would receive £1,000. PC agreed to go ahead with this new agreement and paperwork was signed for **Clerk** to return.

6. Police matters

Change to officers covering Colton – Marisha Place had said that Liam Kelly had left, a reorganisation was underway and she would update in due course.

7. Planning Matters

- a) To ratify/consider and make observations to the Planning Authority:
 - i) 18/00746/CLE – Malt House Farm, Newlands Lane, Stockwell Heath - Certificate of Lawfulness (Existing): Confirm that Prior Notification 14/01231/PND has been lawfully implemented and that consent has been secured in perpetuity – Emma Godwin was dubious about applicant's claim that drainage work had started. Also adjacent buildings supposed to be taken down before work started. PC agreed that Planning Officer should be asked to do a site check and the issue of perpetuity should be queried (Clerk).
- b) To report on decisions of the Planning Authority (List of delegated decisions for March and April received from LDC):
 - i) 18/00342/COU – Sherracop, Newlands Lane, Stockwell Heath – Change of use of domestic outbuildings to form one 1 bedroom dwelling and one 3 bedroom dwelling – Approved - Noted that original application for 1 building had been turned down but this application for 2 buildings had been successful, presumably because it was conversion of existing outbuildings rather than a new build.
- c) Any other planning matters
 - i) Update from LDC on enforcement complaints – Received from Don Winn regarding wall by office building near Yorkshireman and retaining wall at Station Works. Both applications now approved so cases closed.
 - ii) Blue Wall – Emma Godwin asked if PC could push ahead with getting Blue Wall listed. Clerk had looked at Historic England website and was concerned about who owned the wall and whether PC had the right to initiate any listing application. Clerk asked to investigate listing process further.
 - iii) Use of LDC 'consultation cloud' system – Comments sent previously by email about Blue Wall had not been loaded on LDC website, possibly because new cloud system had not been used. Clerk to check login details and how to use.
- d) Neighbourhood Planning – Nothing to report

8. Highways & Footpaths

- a) Pending. To report on progress of pending issues:
 - i) Action on state of roads and pavements around parish – Potholes on Colton Road and elsewhere; Flooding on river bridge and under railway bridge; Flooding on B5013 to Abbots Bromley near Hamley Heath; Newlands Lane; Drain at top of High St – There had been improvements recently on potholes on B5013 and roads around village had been swept. However island at bottom of High St still a longstanding problem and drain on far side of Brook Bridge still flooding after rain. John Curtis was thanked for clearing ditch at top of High St.
- b) Matters arising since last meeting:
 - i) Trees obscuring view and broken fence at Rugeley Trent Valley station – 2 councillors and Clerk had reported the overhanging trees to Highways. Broken fence had been reported via CCRPG who said that it would be dealt with.
 - ii) Speed of traffic on Bellamour Way and High St- See Public Participation

9. Village Hall play area

Update from VHMC/Playground Group – Work is to start on 25th June.

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

Further details awaited from Church of England and meeting to be arranged with PCC and History Society in August.

11. Bus service

Nothing further heard from Needwood Connect or parishioners and understand there is no longer a service. **Clerk** to take off agenda unless further info received.

12. Adoption of phone box

Sarah Plater reported that Mark Dee will do refurbishment work at beginning of July and should cost no more than £300.

13. Requests from PCC for contributions to Parish Magazine and mowing of Pedley's Croft – Approved in list of payments.

14. Grass cutting arrangements including various verges

Sarah Plater to complain to LDC about lack of cutting as they are supposed to do 8 cuts and we are all paying in council tax but nothing yet done. Also asked if PC would approve paying TGM to cut verge from bridge to B5013, as scheduled to be cut 3 times but not being done (though asked not to do first cut due to daffodils). Chairman concerned that residents would effectively be paying twice but Sarah Plater said TGM quoted cost of only £55. PC approved a one-off request for the cut so village looks tidy (**Sarah Plater** to arrange with TGM).

15. Correspondence

To consider items of correspondence received:

- a) CCRPG – Papers for meeting on Tuesday 29th May and acknowledgement of membership fee (Emails, circulated to cllrs)
- b) Produce Guild members – Damage to 50th anniversary tree due to strimming by TGM (Email, circ to cllrs) – TGM have agreed to replace tree.
- c) VHMC – Amended terms and conditions for hall hire due to GDPR (Email)
- d) VHMC – Notice of AGM, moved to 26th July (Email)
- e) LDC – Notice of Submission of Local Plan Allocations (Email, circ to cllrs)
- f) Various privacy notices and requests for confirmation to remain on circulation lists in relation to GDPR (Emails)
- g) LDC – Neighbourhood Plans for Fradley and Elford (Emails)
- h) Seafarers UK Charity – Marking Merchant Navy Day on 3rd September (Post)
- i) Staffordshire Police – Bi-monthly newsletter, May (Email)
- j) SPCA – Weekly bulletins (Emails, circulated to cllrs)
- k) SCC – Weekly news updates including pothole repairs (Emails)
- l) LDC – Calendar of Meetings and Forward Plan (Emails)
- m) Rural Services Network – Various bulletins (Emails)

16. Committees

Burial Ground Committee – Any matters arising, including fallen tree by Open BG – Fallen tree had been dealt with by groundsman and Matt Crompton. Concerns in Closed BG about tree by entrance and uneven ground in far corner being pursued.

17. Finance

- a) Annual Governance and Accountability Return 2017-18
 - i) Internal audit report – Alan Toplis had successfully completed the audit but his AGAR report and letter had only just been received that day and details in his letter would need to be considered next meeting.
 - ii) Annual Governance Statement (Section 1) – This was completed and signed but in light of Internal Auditor's comment that risk assessment still requires revision, 2 questions had to be answered 'No'.
 - iii) Accounting Statements (Section 2) – These were approved and signed.
 - iv) Notice of Electors' Rights and documents for website – Clerk would display the notice the following day, with the inspection period running for 6 weeks from Monday 18th June.
- b) Asset register – Clerk to check at Land Registry whether land by Stockwell Heath pond had previously been registered to PC.
- c) Review of Risk Assessment – Clerk to circulate again and Councillors to ensure they read it before next meeting so could be reviewed then as required.
- d) Earmarked reserves – including earmarking of Community Infrastructure Levy received – Clerk to contact Maxine Turley to get written reply as to whether CIL can be used for War Memorial refurbishment. Clerk to revise earmarked reserves list, grouping together existing sums for playground.

18. Parish Council matters

- a) Registration of Council land – Access land at Heathway – Clerk had written to solicitor, enclosing new plan and asking for correction of registration at their expense and would chase response soon. Clerk to locate papers from Adcocks with previous access agreement and type new version. PC agreed that access fee should be £150.
- b) Development of new Parish Council website using transparency grant – Clerk to gather remaining documents for Vision ICT to add to website and then circulate prototype to councillors to see.
- c) Purchase of new Parish Council laptop using transparency grant – Clerk had details of various laptops which were discussed. PC agreed a budget of up to £450 for the laptop, consisting of £350 from Transparency Grant and up to £100 from PC, plus £100 for software, all from Transparency Grant. Clerk would check suitability of specification with IT person used previously by Sarah Plater and also get quote for time to set up and transfer data.
- d) General Data Protection Regulation and Data Protection Officer – Alan Toplis had advised that copies of planning applications held by the PC came within the scope of GDPR. So it was agreed that Clerk would no longer print or save files and would merely notify councillors to access via LDC website.
- e) Possible Cilca course in Staffordshire for Clerk and
- f) Clerk's hours of work – both items deferred to next meeting, pending sight of letter that Alan Toplis said he would be sending to Chairman including comments on these.

Next meeting date (provisional) – Thursday 12th July 2018 – Chairman has prior meeting so asked to start without her and Emma Godwin has to leave at 8.30pm

Close of meeting: 9.30pm