

**COLTON PARISH COUNCIL MEETING, THURSDAY 12th JULY 2018,
COLTON VILLAGE HALL AT 7:00 PM**

PRESENT: Cllrs Mrs Emma Godwin (acting chair), Mrs Sarah Plater and Matt Crompton and Clerk Alison James. 1 member of public.

APOLOGIES: Cllr Mrs Shirley Barnett, County Cllr Martyn Tittley (both due to LDC meeting)

DISCLOSURE OF INTERESTS: Sarah Plater – Item 4; also potential additional item on planning application at Boughey Hall as applicant known to her. Emma Godwin – items 4 and 6 a) i); also 7 b) i) declared later.

PUBLIC PARTICIPATION (Maximum of 20 mins):

Parishioner – asked if verge on Bellamour Way opposite Elm Cottage would be cut.

Sarah Plater stated that TGM would be doing some other areas but not that one and adjacent verge had been cut by a householder. She had recently emailed Gary Brownridge at LDC to ask them to do the cutting that we are paying for within our council tax as had not seen any evidence of cutting this season.

Update given on playground. Further work on surface due soon and would be available for use a few days later, once had settled and fence removed. Kate Staples is arranging a grand opening with Biffa and others in September.

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

1. Minutes of meeting held on 14th June 2018 were approved and signed.

2. Chairman's Announcements

Additional planning application received, after agenda issued, for farm building for storage and animal shelter on field NE of Boughey Hall, School Lane. 2 councillors had already sent comments to the Clerk, which will be submitted to LDC.

3. Payments

a) To approve the following payments:

i)	1675	Vision ICT – Development of new PC website to meet transparency requirements (deferred from May meeting, pending website progress)	£600.00
ii)	1688	Colton Village Hall – Room hire, July	£12.00
iii)	1689	Trent Grounds Maintenance – Village Hall grass cutting, 1 cut in June (92.00); 2 cuts of various verges in June (47.50); VAT (27.90)	£167.40
iv)	1690	Stephen Perkin – Closed Burial Ground grass cutting etc., April - June	£216.00
v)	1691	Toplis Assocs Ltd –Internal audit for 2017-18	£124.80
vi)	1692	Alison James – Clerk's salary, July (222.06) Home working exps, 4 weeks, 16 June – 13 July (16.00) ; Mileage, March-June (80.10)	£318.16
vii)	1693	HMRC – Payroll taxes, Q1 April - June	£191.56
viii)	1694	Alison James – Reimbursement for purchase of new laptop (429.98) and software (139.00)	£568.98

(Total new payments above, for approval this month = £1,598.90)

Clerk to circulate link for new website and, subject to councillors being happy with latest version, the cheque could then be sent. All other payments were approved. Sarah Plater had checked that BG groundsman's recent bills were consistent with the terms of the new grass cutting arrangements that started in April.

4. HS2

- a) Petitioning – response following Select Committee hearing -Andy Chappell had drafted an email to go to HS2 (Rachna Shah) restating petition points and chasing response. PC agreed it should be sent (Clerk).
- b) Early access agreement for surveys – Document had been returned, signed, to Hinson Parry so awaiting further news and promised further payment of £1,000. HS2 had notified of forthcoming bat surveys at Stockwell Heath.
- c) Any other HS2 matters – Power lines - New information had been in the press about power lines to run from Newborough to Newlands Lane transformer station. It was unclear whether these were to be in addition to, or instead of, the power lines from the Rugeley Power station site. (Clerk to seek clarification from Rachna Shah).

5. Police matters

Clerk reported nothing further yet heard from police (Marisha Place) about reorganisation of duties and which officers now cover Colton. Sarah Plater had emailed the police asking the same, in response to a parishioner enquiry and for the parish magazine, and had been rather surprised that their response was to ask her why she wanted to know!

6. Planning Matters

- a) To ratify/consider and make observations to the Planning Authority:
 - i) 18/00319/FUL – Chase View, Narrow Lane, Colton – Two storey rear extension to form kitchen/dining room and bedrooms (amendment to application 16/01039/FUL) and erection of detached games room – Comments deadline passed
 - ii) 18/00819/FUL – 9 Littlehay Manor, Colton – Replacement of hawthorn hedge and rail fence with stone pillars and feather edge board fencing and replacement of existing gate with solid wooden gate – No comments made.
 - iii) 18/00893/FULM – Land North of Trent Valley Trading Estate, Station Rd, Rugeley – Erection of detached steel framed industrial unit and associated works – It was commented that it looked as though a unit was going up already, before any formal decision. Clerk to ask LDC and also raise with Shirley Barnett to ask what is happening.

Previous application at Malt House Farm, discussed last meeting – nothing heard back from LDC in response to comments and question about 'in perpetuity'. Sarah Plater volunteered to check the LDC website before all future meetings and report back on the status of all recent applications.

- b) To report on decisions of the Planning Authority (List of delegated decisions for May received from LDC):
 - i) 18/00315/FUL – Heavy Plant Services, Colton Rd, Colton – Build retaining wall behind existing blue brick wall and faced with stained close board timber with 2.1m palisade fence on top – Approved
 - ii) 18/00406/FUL – Office next to the Yorkshireman Inn, Colton Rd, Colton – Erection of 1.13m high brick wall adjacent to office; erection of smoking shelter - Approved
- c) Any other planning matters
 - i) Blue Wall – Issue of whether to seek listing to be pursued (Clerk).

7. 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; Roundabout at bottom of High St – The issue of potholes by the roundabout goes back 2 years. Sarah Plater has recently reported it and will pass report number to Clerk to ask Martyn Tittley to chase up.
 - ii) Trees obscuring view and broken fence at Rugeley Trent Valley station – Highways had inspected trees and said they were passing over to Network Rail. Fence had been reported via CCRPG.
 - iii) Speed of traffic on Bellamour Way and High St – Martyn Tittley had said that he would try to arrange a speed check.
- b) Matters arising since last meeting:
- i) Flooding of footpath 49 – Adjacent householder had been leaving hosepipe running for long periods, flooding the footpath so it was impassable. Had been reported to SCC Rights of Way team.

8. Village Hall play area

Email of 25/6 from VHMC chairman about funding of future maintenance work – PC agreed this should be considered after Village Hall AGM had been held, as future management arrangements for the playground are currently unclear.

9. War Memorial Refurbishment

Draft letter to chosen contractor, circulated by Clerk for comments, was approved by PC. It would be preferable to attach electronic copy of the specification but awaiting copy from Mike Pyle (Clerk)

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

Clerk to email Rev Anne Noble to set up meeting in August, as previously agreed.

11. Adoption of phone box

Workman had not turned up in early July to do the refurbishment, as he had said he would, so Sarah Plater has chased a response.

12. Grass cutting arrangements – Agreed this be removed from agenda now.

13. Correspondence

To consider items of correspondence received:

- a) Statera Energy – Public exhibition event on Tuesday 31st July, 5pm-8pm at Village Hall about plans for proposed new back up energy facility in the parish (Email, circulated to cllrs and to put on website and noticeboard)
Relates to a gas reciprocating engine, to be sited down Bellamour Lane opposite Colwich Lodge. Sarah Plater would attend event to find out more.
- b) PCC – Letter of thanks for recent donations for parish magazine, mowing of Pedley's Croft and room use (Email, circulated to cllrs)
- c) CCS – Future of CCS and abandoning merger with Support Staffordshire (Email)
- d) HS2 Groundwork UK – Details of projects funded via Phase One Community and Environment Fund and Business and Local Economy Fund (Email)
- e) Cannock Chase DC – Local Plan review consultation (Email)
- f) Stafford Borough Council – Consultations on new Local Plan and related documents (Email)

- g) LDC – Changes in mandatory licensing of Homes of Multiple Occupancy (HMOs) (Email, poster for noticeboard)
- h) SPCA – Weekly bulletins (Emails, circulated to cllrs)
- i) SCC – Weekly news updates including pothole repairs (Emails)
- j) LDC – Calendar of Meetings and Forward Plan (Emails)
- k) Rural Services Network – Various bulletins (Emails)

14. Committees

Burial Ground Committee – Any matters arising, including decayed tree in Closed BG – Quotes for tree work are being obtained and BGC will be handling the matter.

15. Finance

- a) Annual Governance and Accountability Return 2017-18 – Part 3 return had been submitted by Clerk before early July deadline. However, external auditors Mazars had subsequently asked why PC had not submitted Certificate of Exemption and whether PC was prepared to pay external audit fee. Clerk had sought further advice from Alan Toplis, who was asking partner at Mazars for clarification. He had understood that last year's external audit comments made it advisable to complete a Part 3 return, despite Colton's income and expenditure being below the £25,000 threshold enabling exemption to be claimed (Clerk to respond to Mazars once definitive advice received from Alan Toplis).
- b) Internal Auditor's comments – Action needed on various points in Alan Toplis' completion of internal audit letter. These included updating the standing orders and financial regulations, using templates from NALC, and updating the risk assessment and the website content.
- c) Asset register – Clerk was unclear how to access Land Registry records via a map, in order to check whether the land by the pond at Stockwell Heath was registered. Emma Godwin to offer help.
- d) Review of Risk Assessment – Document had been re-circulated to councillors and was discussed in detail and amended at the meeting. Clerk to update.
- e) Earmarked reserves – Clerk had updated list, as agreed at last meeting.

16. Parish Council matters

- a) Registration of Council land – Access land at Heathway
 Clerk to chase response from solicitor, as no acknowledgement received of emails about amending the registration to include the additional access land. Clerk to contact Heathway land licensee to check that he wishes to renew at end of year's licence.
- b) Development of new Parish Council website using transparency grant – Clerk to circulate link for latest version of website so Councillors can view and give their approval. Clerk to supply new address to editor for parish magazine.
- c) Purchase of new Parish Council laptop using transparency grant and IT support – Clerk had purchased new laptop and software using grant and additional sum agreed by PC and would contact IT lady for assistance in setting up and copying across relevant files efficiently. Emma Godwin suggested future use of Dropbox to back up laptop to the cloud. Clerk to seek guidance on this.

- d) General Data Protection Regulation and Data Protection Officer – PC still requires a privacy policy. Clerk to obtain NALC or other templates.
- e) Clerk's hours of work – Unaware whether Alan Toplis had written to Shirley Barnett about this, as he had said he would. Clerk had circulated information about her hours worked over the previous year and they were only slightly above those required.

Next meeting date (provisional) –Thursday 13th September 2018

Close of meeting 8:30pm