

**COLTON PARISH COUNCIL MEETING, THURSDAY 10th MAY 2018,
COLTON VILLAGE HALL AT 7:00 PM**

PRESENT: Acting Chairman Mrs Shirley Barnett, Cllrs Mrs Sarah Plater and Matt Crompton, County Cllr Martyn Tittley (for item 7 onwards) and Clerk Alison James. 2 members of the public.

APOLOGIES: Cllr Mrs Emma Godwin

DISCLOSURE OF INTERESTS: Shirley Barnett – item 6 a) ii); Sarah Plater – items 4 and 6 a) ii)

PUBLIC PARTICIPATION (Maximum of 20 mins): Chairman said that public would be allowed to participate at item 4 on HS2 and no other matters were raised.

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

1. Minutes of meeting held on 5th April 2018 were approved and signed. Chairman confirmed that detailed record of discussions included was a valuable reference.
2. Chairman's Announcements - None
3. Payments

a) To approve the following payments:

i)	1673	Colton Village Hall – Room hire, April (PC meeting and Assembly)	£67.00
ii)	1674	Simon Down – Removal of rubbish heap and debris from Closed BG	£360.00
iii)	1675	Vision ICT – Development of new PC website to meet transparency requirements	£600.00
iv)	1676	BHIB Ltd – Annual PC insurance (subject to checking new policy and cover)	£579.61
v)	1677	Burial Ground Admin Committee – Request for funds	£2,000.00
vi)	1678	St Mary's Church – Donation for use of Church Room for PC meeting with HS2 Ltd	£25.00
vii)	1679	Alison James – Clerk's salary, May, including pay award (222.06) ; Back pay for April (4.35); Home working exps, 5 weeks, 7 Apr – 11 May (20.00)	£246.41

(Total payments above, for approval this month = £3,878.02)

Owing to related matters later on the agenda, decision on payments was deferred to the end of the meeting.

4. HS2

- a) Petitioning including Promoter's Response, meeting with HS2 Ltd and Select Committee hearing - Chairman particularly thanked Andy Chappell for all his work on the petition and Select Committee preparation and also thanked Emma Godwin for her efforts. It was noted that there had been some success regarding Noddy's Oak and that, following negotiations with HS2, SCC and LDC had decided not to appear before the Select Committee.

Andy Chappell explained that he and Sarah Plater had met representatives from HS2 in Colton the previous week. HS2 took interest in his presentation and he hoped they would take notice of its points. He had then sent his presentation to Parliament by the due deadline. The subsequent response from HS2 had been disappointing as they had missed the point on several issues. For instance, Newlands Lane would be vulnerable to the bank breaking up and he had asked for a transport ban but they had said there

would not be much traffic. He urged everyone to be on their guard as he believed construction teams would take liberties. He had also suggested an alteration to the new Moor Lane/ Newlands Lane junction and felt HS2 had exaggerated the costs. HS2 had also ignored suggested measures to slow traffic down before Jonghams Lane/Moor Lane/Lount Lane and just said they were improving visibility. Regarding our footpath proposals, he pointed out that HS2 were not following Health and Safety guidance, failing to separate pedestrians from construction traffic, which is the highest cause of construction fatalities.

Chairman asked that it be minuted that Andy Chappell is to be the parish council's witness and will be representing the PC at the Select Committee hearing on 14th May. Chairman asked **Andy Chappell** to let PC know of all expenses incurred e.g. on travel, printing, to ensure that PC can reimburse him fully. **Clerk** to inform Michael Fabricant of hearing time and supply him with a copy of the presentation. Andy Chappell thanked other parishioners who had helped him and would report back on the hearing. There would also be a video on the Select Committee website.

- b) Any other HS2 matters - None

5. Police matters

New head for Lichfield's Neighbourhood Policing Team – Chief Insp Mark Smith

6. Planning Matters

- a) To ratify/consider and make observations to the Planning Authority:
 - i) 18/00559/CLE – Parchfields Farm, Colton Road, Colton - Certificate of Lawfulness (Existing): Retention of concrete base-No further comments
 - ii) 18/00652/FUL – 4 Martlin Cottages, Martlin Lane, Colton – Single storey extension to front to form WC. Shirley Barnett and Sarah Plater had declared an interest as neighbours. No further comments made.
- b) To report on decisions of the Planning Authority: None notified
- c) Any other planning matters
 - i) Works at Narrow Lane – Response received from LDC Enforcement officer who had visited site with Gareth Hare, accompanied by owner. Works related to planning application for Chase View, approved in December 2016. Some containers and mobile units are permitted during approved works but LDC considered those on site to be excessive and would be seeking additional information. The hedgerow section removed will need to be replanted after completion of works and hoarding and storage would also need to be removed then.
 - ii) Blue Wall – Chairman suggested **Clerk** contacts LDC to check the bulge in the wall. Emma Godwin had said there were amended plans and **Clerk** would check why PC comments are not shown on website.
- d) Neighbourhood Planning – Chairman noted that extra CIL would be received if a plan was in place but nobody has the time to put into preparing it.

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; Drain at top of High St - Chairman asked about getting roads swept and Martyn Tittley thought it was done by LDC on contract. However SCC clear gulleys and he said they are being tackled. The

Ridwares have been prioritised due to flooding issues but Colton will be done soon. Sarah Plater had contacted Martyn about the footpath alongside the B5013 but he did not think it was much used and so treated as low priority. He said that the more who complain, the higher priority it will get. As before, if he is sent the numbers of reported issues he will chase up and emphasised that Highways are doing the best they can.

b) Matters arising since last meeting: None

8. Village Hall play area

Update from VHMC/Playground Group – Article is to be put in the parish magazine and it is now public knowledge that Biffa have provided the funds for the new playground, apart from the 10% which was donated by the PC.

9. Refurbishment of War Memorial

An email had been received from Mike Pyle on behalf of the Working Group, explaining that, in view of the cost of earlier quotes, the specification of works had been reduced (with donations to be sought for the excluded items). 2 quotes had been obtained and a recommendation made by the Working Group, with approval sought from the PC for that. Standing orders were revoked to enable public participation. After lengthy discussion, it was agreed that clarification of the coverage of the 2 quotes and the timescale for the contractors to do the work was needed from the Working Group. There was concern whether the work could realistically be completed in time for the November commemorations. Also it was unclear whether further funding was required and, if so, whether the PC could make a donation. An urgent one-item agenda meeting with the Working Group was proposed. **Clerk** to urgently contact Mike Pyle to set up a meeting.

10. Commemoration of 100th anniversary of end of First World War – Meeting with PCC and History Society is to be held in July/August to further arrangements.

11. Bus service – Nothing further had been heard from Needwood Connect or SCC and it was unclear if service was still running or not.

12. Adoption of phone box - Broken pane of glass reported by parishioner and Sarah Plater was thanked for dealing with it.

13. Grass cutting arrangements - Item deferred to next meeting.

14. Correspondence

To consider items of correspondence received:

- a) Border Collie Trust – Response to concerns raised previously about commercial dog walking in village (Email, circulated to cllrs) – Informative response sent and **Clerk** to send copy to person who had raised concerns.
- b) VHMC – Request for parish councillor to become VHMC trustee (Email, circ to cllrs)
- c) Ironman – Staffordshire road closure information on Sunday 10th June (Email, circ to cllrs and village organisations)
- d) SCC – Results of Rights of Way consultation (Email, circ to cllrs)
- e) SCC – Weekly Highways update on pothole repairs (Email)
- f) SCC – Parish Council Website Information Review (Email, dealt with by Clerk)
- g) Staffordshire Police – Invitation to respond to National Rural Crime Survey 2018 (Email, circ to cllrs)
- h) Staffordshire Police – Open day at Stafford HQ on Sunday 3rd June (Email)

- i) LDC - Local Plan Review consultation, until 11th June (Email, circ to cllrs)
- j) LDC - 2019 Elections information for Parish Clerks (Email, circ to cllrs)
- k) LDC - Minutes of Parish Forum meeting held on 7th March and copies of presentations (Email, circ to cllrs)
- l) Staffordshire Police - First bi-monthly newsletter (Email)
- m) Burntwood Town Council - Neighbourhood Plan consultation (Email)
- n) SPCA - Weekly bulletins (Emails, circulated to cllrs)
- o) LDC - Calendar of Meetings and Forward Plan (Emails)
- p) Rural Services Network - Various bulletins (Emails)

15. Committees

Burial Grounds Committee - report of meeting on 26th April including request for funds - Committee had met and various maintenance tasks had been completed or were in hand. Request for £2,000 to cover ongoing expenses had been received from BGC and this was approved by the PC (cheque number 1677).

16. Finance

- a) National Pay Award for Clerks - Noted and approved for inclusion in Clerk's pay.
- b) Annual Governance and Accountability Return 2017-18 including internal audit arrangements - Clerk was preparing final accounts and Alan Toplis would be visiting in late May to do the internal audit.
- c) Asset register - Clerk had circulated latest version and various comments made by councillors including whether land at Stockwell Heath pond should be included and whether there was a purchase price for the Burial Ground (Clerk to ask Alan Toplis and Dorothy Bradbury respectively).
- d) Review of Risk Assessment - Document recently circulated by Clerk. It was agreed it should be reviewed (Cllrs) then discussed at the next meeting.
- e) Earmarked reserves - PC agreed that unspent balance of £750 budget for 17-18 playground maintenance should be earmarked (Clerk to update reserves list)
- f) Receipt of 2018-19 precept of £14,810 from LDC
- g) Community Infrastructure Levy - Parish Meaningful Proportion of £2,071.25 due from LDC in early May - Noted that it can only be spent on certain items and LDC notes say it should go into a separate bank account. Clerk to discuss with Alan Toplis at internal audit.

17. Parish Council matters

- a) Registration of Council land - Access land at Heathway - Clerk was asked to prioritise the letter to the solicitor seeking correction of the land registration, to include the access land.
- b) Development of new Parish Council website using transparency grant - Vision ICT had been developing the new site and a prototype was available to view. Clerk needs to supply some remaining documents and PC agreed that the invoice received should not be paid until website up and running.
- c) General Data Protection Regulation and Data Protection Officer - Clerk and Sarah Plater attended LDC training session and concluded that some work is needed to assess data held and implement measures (Clerk). An amendment has been proposed to the Bill to exempt parish councils from requirement to appoint a Data Protection Officer so awaiting update on that.

All payments listed at item 3 were approved, with the exception of cheque 1675 to Vision ICT (as per item 17 b)).

Next meeting date -Thursday 14th June 2018

Close of meeting: 9.25pm