

**COLTON PARISH COUNCIL MEETING, THURSDAY 11th JULY 2019,
COLTON VILLAGE HALL AT 7:30 PM**

PRESENT: Cllrs Emma Godwin, Sarah Plater, Noel Talbot, Steve Jenkinson and Matt Crompton (arrived during Public Participation), District Councillor Shirley Barnett (arrived at item 19) and Clerk Alison James. 6 members of the public.

APOLOGIES: Shirley Barnett to arrive later due to prior meeting

DISCLOSURE OF INTERESTS: Emma Godwin – items 6 and 8 a) iv)

PUBLIC PARTICIPATION (Maximum of 20 mins):

Parishioner – Re item 9a) i), noted that various footpaths including on A51 at Great Haywood, Handsacre, Hixon and Hopton had been cleared yet the footpath alongside B5013 had still not been done.

Sarah Plater said that she had emailed Mary Lee again, who had said that she would refer it again but had also suggested it could be done as a community project! Sarah responded to a Highways email to restate that it is dangerous as have to walk close to or in the road.

Parishioner – Had seen police car parked on double yellow lines by the phone box and asked if anyone knew why.

Sarah Plater said that there had been a disturbance including a discharge of firearms and the police were waiting to take a statement.

Parishioner – Had written a letter to the PC about obtaining some village signs, which was discussed at the previous meeting and Martyn Tittley appeared supportive. However his own intention was for an attractive village sign, rather than the gating that was discussed. Had some examples of village signs to hand out and would find out more about cost.

Clerk had contacted some other local PCs and one had mentioned signs obtained from Glasdon. **Clerk** to investigate further.

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

1. Minutes of meeting held on 13th June 2019 were approved and signed.
2. Election of Chairman and Vice Chairman (if possible)

Items 19 f) and 19 g) about the timing of PC meetings and the inclusion of minutes in the parish magazine were taken early as relevant to potential elections. Emma Godwin had been prepared to stand as Chairman but could no longer make Thursdays on a regular basis due to a new work commitment. Wednesdays were suggested but Clerk said this would make things difficult for her, as meeting papers would need to be sent out by the preceding Thursday. She works at her other jobs on Monday to Thursday and currently does her PC work on Fridays and weekends. It was agreed that the papers could be prepared the previous weekend, with any additional items arising after issue being raised under Chairman's Announcements. The first Wednesday of the month was chosen to avoid any clash with WI. This would also then give the Clerk time to write up and circulate the draft minutes before the magazine deadline, so that they could be included in the following month's edition, making them more timely and relevant. They should be clearly marked as draft minutes awaiting formal approval at a meeting.

Emma Godwin was then proposed, seconded and elected as Chairman and Sarah Plater as Vice Chairman.

3. Declarations of Acceptance of Office (if applicable)

The Declarations were signed by Emma Godwin and Sarah Plater and then signed by the Clerk as Proper Officer.

4. Chairman's Announcements

Emma Godwin took over as Chairman of the meeting. An additional planning application had been notified since the agenda was issued, at Sheringham, Bellamour Way and also amendments to the application for The Granary, School Lane. Deadlines for comments fell before the next PC meeting.

A note had been received from Shirley Barnett thanking members for the rose bush she had been given on her retirement as a parish councillor. She was also sad to report that Gill Bailey had recently passed away and had sent a card on behalf of the Burial Ground Committee as Gill had been a valued Committee member in the last couple of years as well as a longstanding member of the community.

5. Payments

a) The following payments were approved:

i)	1750	Colton Village Hall – Room hire, July	£12.00
ii)	1751	LDC – Tree inspection report, incl. VAT	£180.00
iii)	1752	ICO – Data protection registration fee	£40.00
iv)	1753	HMRC – Payroll taxes, Q1 Apr-Jun	£200.02
v)	1754	Cancelled (spoiled)	
vi)	1755	Petty cash	£50.00
vii)	1756	Alison James – Clerk's salary, July (233.38); Home working exps, 4 weeks, 15 Jun – 12 Jul (16.00); Mileage, Mar-Jun (63.00)	£312.38

b) To approve in advance for payment in August:

i)	1757	Alison James – Clerk's salary, August (233.38); Home working exps, 4 weeks, 13 Jul – 9 Aug (16.00)	£249.38
----	------	--	---------

(Total payments above, approved this month = £1043.78)

The payments were all approved, subject to numbering change from original agenda list due to an error in writing cheque 1754.

Clerk proposed that her August salary cheque be approved in advance but post dated to mid August, to avoid the need to specially obtain signatures in August, as in previous years.

6. HS2

a) Update on response to petition

Standing orders were revoked to seek input from Andy Chappell: The important issue of segregation of pedestrians at bridges had been supported by the Select Committee and remained unresolved by HS2. Issue was not discussed at the recent extraordinary Highways meeting. In his view, if it was left beyond the bridge design stage, then HS2 would say it is too late to revise. Suggested the PC write a strong letter to Sarah Mallen at SCC, to make sure it is kept in mind. The PC was happy for **Andy Chappell** to prepare something on its behalf, which he was content to do. Standing orders were then re-instated.

b) Agreement with HS2 for survey access at Stockwell Heath – Hinson Parry had supplied a contact at HS2 to chase up the money owed from the access agreement but Clerk had not yet had a reply from him.

c) Any other HS2 matters - None

7. Police matters

Request for PC meeting dates over the next 12 months – Rhys Rhockley had contacted Clerk for these. Clerk to send updated list. Marisha Place had provided a contact email address to which the PC meeting agenda and minutes could be sent, once her role had been removed. Everyone was reminded that, for a non-emergency, 101 can be used to call the police, and they will also respond promptly to messages via social media.

8. Planning Matters

- a) To ratify/consider and make observations to the Planning Authority:
 - i) 18/01303/FULM (Full application (Major)) – Land North of Bellamour Lane, Colton – Proposed gas fired electricity generating facility (generating up to 49.99MW of electricity) including formation of new access road and associated structures/facilities and 18/01423/FULM (Full application (Major)) – Land North of Bellamour Lane, Colton – Formation of new access road to serve proposed gas fired electricity generating facility (generating up to 49.99MW of electricity) – Update on any further developments and action required – Standing orders revoked to seek an update from Andy Chappell speaking for the working group: The consultation expiry date is 17th July. There are 2 items outstanding to which the PC may wish to respond. Item posted on LDC website about Dutch coal situation, which was not attributed to any party. On enquiry it was confirmed it came from Statera and the technical errors in that document need to be rebutted. Also information about an appeal in 2011 regarding a power station in S E England was submitted by Statera, who were trying to prove that transport details for the heavy infrastructure could be resolved after the application had been approved. Currently Statera are locked in arguments with Highways about transporting via Blithbury and Abbots Bromley. Andy Chappell agreed that working group would draft responses for the Clerk to seek approval from councillors by email and then submit, as had worked well recently. This would need to be done over the next few days. Andy Chappell was also meeting soon with George Burda to discuss various issues including representation at the determination meeting once the date is known. Standing orders then re-instated.
 - ii) 19/00753/OUTMEI (Outline Application (Major) with EIA) - Rugeley Power Station, Armitage Road, Armitage – Outline planning application for the creation of development platform and the demolition of existing office building and environmental centre, site clearance, remediation and mixed-use development comprising: up to 2,300 new dwellings, up to 1.2 ha of mixed-use, up to 5 ha of employment, a 2-form entry primary school, formal and informal publicly accessible open space, ground mounted solar panels and key infrastructure including new adoptable roads within the site and the provision of a primary access junction on to A513 and associated works (All matters reserved except access) – Emma Godwin said that comments should be submitted from Colton (Clerk), although Clerk thought the deadline had passed. The extra houses are welcome but there needs to be appropriate infrastructure put in place such as doctors and a high school.
 - iii) 19/00284/COU – Lea Hall Farmhouse, Lea Lane, Rugeley – Change of use of, and extension to, redundant agricultural buildings to form 5 dwellings, erection of 2 new parking barns, installation of driveway and associated works including demolition of portal framed agricultural buildings – Amended plans and additional information received – No further comments.

- iv) 19/00830/FUL – 6 Old Wood Farm, Blithbury Road, Colton – Installation of 6 floodlights to manage. Emma Godwin declared an interest. Other councillors expressed concerns about how powerful the lights would be, how long they would be on and therefore whether they would have an adverse impact on neighbours. **Clerk** to submit those comments.
- v) 19/00940/FUH – School House, Bellamour Way, Colton – Single storey extension to rear with rooflight to form family room – No comments.
- b) To report on decisions of the Planning Authority: None notified by LDC but it was noted that the recent application at School Cottage had been refused.
- c) Any other planning matters:
 - i) Reinstatement of section of brick wall by Greyhound pub/Cedar Cottage – PC agreed that LDC should be asked to contact developers for reinstatement, as in Conservation Area. Wall was shown on recent plan provided to Shirley Barnett and also shows on Google Earth (**Clerk**).
 - ii) Caravan on land off Heathway – **Clerk** to ask LDC about rules as a towable caravan has been parked there for some time and it was thought someone may be living in it.
 - iii) LDC investigation into Clerk's difficulties accessing online system – Clerk reported that she was continuing to have difficulty accessing and was resorting to emails instead to submit PC comments. May need to set up a new password to enable LDC officer to investigate.

9. 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; Footpath alongside Colton Rd – Standing orders revoked to enable input from parishioners present. As noted previously, other local PCs have had footpaths cleared recently by SCC. Some work was done recently to the culvert near Hamley Heath and there has been no problem since, despite some heavy rain nor at the river bridge. However the footpath by the Blue Wall where cars keep parking is now coming away (**Clerk to report**). There is also a hole at the top of High St at junction with Newlands Lane (**Emma Godwin**) and holes in the footpath near the Dun Cow (**Noel Talbot**).
 - ii) Various footpath obstructions and damaged stiles/gates – Nothing heard by parishioner so leave on agenda. Standing orders reinstated.
 - iii) Any update on Footpath 28 at top of High St – **Clerk** had contacted Paul Rochfort and was to arrange a time to speak in more detail, but it was really an issue for the Rights of Way team to resolve not the PC.
 - iv) Bench at bottom of Martlin Lane – **Matt Crompton** is awaiting the materials to make the repair.
- b) Matters arising since last meeting:
 - i) Clearing of overgrowth on Footpath 53 on PC land off Heathway – Done by TGM on PC instruction so item can be removed from agenda.
 - ii) Grass cutting around brook bridge and up to B5013 – Also done, except area missed on other side of bridge (**Sarah Plater** to contact TGM).

10. War Memorial Refurbishment

Options for new bench – PC felt that cost of oak bench originally conceived was prohibitive. Steve Jenkinson had circulated details of a bench with soldier silhouette but this would also cost about £800 and councillors did not think it was appropriate. PC had however made a commitment to provide the bench which was part of the original refurbishment specification but was subsequently excluded to reduce cost. Standing orders revoked – Andy Chappell: Suggested

the PC ask Mike Pyle's opinion. As the bench by the phone box is being refurbished, is there a need for a second bench inside the war memorial?

Standing orders reinstated. **Clerk** to contact Mike Pyle.

11. New local bus service

Company had confirmed to Clerk that new service was starting and sent timetable. It did not currently go to Rugeley but to Great Haywood for doctors and shops. Standing orders revoked. Parishioner: Service started the day before and would connect with the 825 near petrol station at Colwich so could get into Rugeley, Stafford and Lichfield. Standing orders re-instated. Information to be included in parish magazine.

12. Possible Post Office service in village

Emma Godwin said Hill Ridware is getting a postal service at its Village Hall once a week. It would be better if other villages could be included so postmaster could go on somewhere else the same day. Different service to previous enquiries relating to a mobile post office van. **Clerk** to contact Mavesyn clerk.

13. Improved signage for defibrillator – Sarah Plater is sorting this out

14. Signage or gating at entrances to village – Discussed under Public Participation

15. Arrangements for brown bin collection – see comments at end of meeting.

16. Correspondence

To consider items of correspondence received:

- a) Parishioner – Request for sponsorship of Community Hanging Basket competition in summer 2020 to mark VE Day 75 (Post, circulated to councillors) – Emma Godwin thought it would be appropriate to sponsor and it might be possible to bulk buy items needed. Sarah Plater thought there may be an Open Gardens event again and it could be tied in with that. **Clerk** to ask parishioner what amount of prize money is sought.
- b) LDC – Papers from Parish Forum meeting on 25th June, including presentations on Neighbourhood Planning, Making planning decisions and Update on policing (Emails, circulated to cllrs & some info to go on website) – Sarah Plater had attended and found it useful, particularly the presentations on planning and the police.
- c) SCC – Road closure order for Hollow Lane on 30th July for tree-trimming works, hopefully for 1 day only (Email, circ to cllrs, magazine editor and general circulation list, copy for noticeboard and to go on Facebook)
- d) HS2 – Advance notice of launch of Phase 2a Community and Environment and Business and Local Economy Funds (Email, circulated to cllrs)
- e) HS2 – High Speed Rail (West Midlands – Crewe) Bill: Amended Bill, Plans, Sections and Book of Reference – Lodged at Rugeley Library and memory stick received by Clerk (Post)
- f) Trent & Dove Housing – New affordable homes in Hill Ridware (Email, poster on noticeboard)
- g) SCC – Staffordshire Warmer Homes Initiative, offering help for new central heating systems for eligible homes (Email)
- h) Citizens Advice South East Staffs – Invitation to open evening on 23rd July (Email, circulated to cllrs)

- i) SCC – Details of 'Doing our Bit' campaign, to inspire people to do one more small thing to help themselves, their family and those around them, and People Helping People Fund to support local community projects (Emails)
- j) SCC – Consultation on draft revised Statement of Community Involvement, explaining how they consult people and organisations in preparing policies and processing planning applications (Email)
- k) Community Foundation for Staffordshire – New Rural Development Fund, for small community & voluntary groups, now open until 27th August (Email)
- l) Staffs Police – Recruitment of Independent Advisor volunteers (Email)
- m) Healthwatch Staffs – Annual report (Email)
- n) LDC – Further round of Small Business Grant Scheme now open (Email)
- o) SPCA – Weekly bulletins (Emails, circulated to cllrs)
- p) SCC – Weekly news updates (Emails)
- q) LDC – Calendar of Meetings (Emails)
- r) Rural Services Network – Various bulletins (Emails)

17. Committees

Burial Ground Committee –

- a) Membership including PC approval of proposed new parishioner representative Paul Waring – Appointment approved by PC. **Clerk** to notify.
- b) Report of meeting held 19th June - Main item was progress on unsafe memorials. Over half those identified as needing work have been rectified and had explained to some families who had initially raised concerns. Further efforts will be made for those where no relatives have so far been identified or traced. Wording from Ministry of Justice is to be added to BGC guidance about risk assessing memorials and their safety.

18. Finance

- a) Annual Governance and Accountability Return for 2018-19 including Certificate of Exemption – Clerk had put required information on website and Certificate of Exemption had been submitted to Mazars and receipt acknowledged.
- b) Review of Risk Assessment – Amendments from BGC about safety of memorials. Clerk had just circulated a slightly revised version (**Cllrs** to offer any further comments). It was suggested that the highlighting of amendments be left on the version to go on the website (**Clerk**).
- c) Revision of Standing Orders – Clerk had just circulated a new version of the standing orders, based on the NALC template, and thanked Sarah Plater for having read through the existing and lengthy NALC versions and offered various comments. Some queries were highlighted and **Councillors** asked to put forward any comments prior to ratification at the September meeting.
- d) Accounts processing – Training in new Scribe Accounts package – **Clerk** had set up a training session for 19th July and would be giving thought before then to an appropriate coding structure.
- e) Renewal of anti-virus software for PC laptop – Current subscription ends on 12th September and current quoted renewal price is £59.99. **Clerk** to try to obtain a more competitive price.
- f) Proposed purchase of laminator – Sarah Plater had bought so now available for any signs. **Sarah Plater** to provide expenses claim for a few items to Clerk.

19. Parish Council matters

- a) Council land off Heathway – damage to fence and rubbish tipping – Licensee had explained that he had been clearing overgrown trees in order to install fencing. He had been disposing of wood in the pit hole with intention of creating wildlife area and so had removed part of that fence for easier access. PC did not want rubbish dumped in pithole as might encourage others and also Gareth Hare had mentioned as detrimental in his recent tree report. PC to also request that gate is secured to prevent further dumping (Clerk to contact licensee).
- b) Registration of Council land – Update re access land at Heathway – Emma Godwin had met with solicitor, who had made further enquiries at Land Registry. When the adjacent landowner had bought their land in the 1980s they had included the access land in their registration. So even though they had paid the access licence fee to PC for a time and the original conveyance for the PC land did include the extra access land, there was little chance of PC being able to overturn registration due to length of time passed.
- c) Tree inspection – Follow-up work required – Clerk had recently sought 2 quotes and PC asked for a further local contractor to be approached (Clerk).
- d) Website – Additional training for Clerk – Clerk to arrange further training for more complicated updates using some of remaining NALC grant.
- e) PC representatives on VHMC and revised notice of AGM on Tues 13th August – Matt Crompton content to continue but no further reps forthcoming.
- f) Best day and time for future PC meetings – see item 2.
- g) Timing of publication of minutes in parish magazine – see item 2.
- h) Next meeting – Wednesday 4th September at 7.30pm (No meeting in August). Clerk to issue agenda around 22nd August before her holiday.

Due to late arrival, Shirley Barnett then provided an update on various items:

Brown bins – Had not had much time since receiving message from Clerk but had spoken to LDC portfolio holder, as getting complaints about people having bins emptied without having sticker to indicate that they had paid. Possible spot check of numbers emptied against numbers paid suggested.

Item for parish magazine – To pass to Clerk for inclusion in next magazine as does not currently have contact details for new editor.

Urgent request for grass cutting – Requested that long grass on the corner at the junction of Hollow Lane and Blithbury Road be reported to Highways, as dangerous loss of visibility (Clerk).

Close of meeting at 9pm.