

Uttoxeter Rural Parish Council

<p><u>MINUTES</u> of a meeting held on Tuesday, 2nd June 2015, at the Village Hall, Stramshall. The meeting commenced at 7:45pm.</p> <p><u>PRESENT:</u> Mr Philip Smith (Chair), Messrs. T. Ollerenshaw, D. Oulsnam, R. Jones, Mrs. G. Smith, Mrs C Smith, and the Clerk.</p> <p><u>15.06.01 APOLOGIES:</u> Mrs J Patterson-Evans, Mrs R Dunn, Cllr C Whittaker, Mr T Postlethwaite.</p> <p><u>15.06.02 PUBLIC SESSION</u> – no attendance</p> <p><u>15.06.03. MINUTES FROM PREVIOUS MEETING:</u> The minutes of the last meeting held on Tuesday, 19th May 2015, having been circulated, were signed by the chairman on the approval of the members. Proposed by Mrs G Smith and Seconded by Mrs C Smith. Minutes of the 2015 Annual Meeting having been circulated, were signed by the Chairman on approval of the members.</p> <p><u>15.06.04. CLERK’S REPORT:</u> Previous meeting</p> <p>05.15.03 The Clerk started researching the tree plaques for JW Oak Tree and Queen’s Jubilee trees, but will have to continue research and should have more information by next meeting.</p> <p>05.15.05.06 The Clerk made enquiries to Land Registry about the ground in front of Four Winds, Spath see 05.15.05.07 for further update</p> <p>04.15.04.26 The Clerk spoke to both Bramshall and Stramshall Church’s and they requested our donations be made payable to PCC Bramshall and PCC Stramshall.</p> <p>05.15.06.19 The Clerk registered herself as the point of contact with the Pensions Regulator, our staging date for setting up a pension is 1st November 2016</p> <p>05.15.06.13 The Clerk wrote to Chris Mitchell regarding a mobile speed camera being placed on B5013 at Ashcroft Cottage opposite Ashencroft Farm to determine the speed at this area of the road.</p> <p>05.15.05.07 The Clerk had confirmation from the Highways Data Team that the verge outside Four Winds, Spath is the responsibility of the County Council to maintain and this will now be added to the mowing schedule for Spath.</p> <p>05.15.12 The Clerk contacted East Staffs Borough Council regarding moving the litter bin on Broomy Close Lane – 01283 508000 and was given the reference number CAS36083Z5NOB3 and a survey will be carried out to find out if the bin can be moved. DO confirmed that the bin has been moved, but is now in the wrong location and is only chained to the lamp post and not nearer to the allotment gate. The Clerk needs to follow this up and get the bin located in the correct place.</p> <p>05.15.12 The Clerk sent an e-mail to the Open Spaces Team at East Staffs Borough Council to request a larger waste bin at Stamshall Playing Fields. The team confirmed that they are not able to supply a bigger bin, as they do not own the land, but have provided us with the contact details of their supplier for bins and signage company for the playing fields sign that is missing. The Clerk needs to ensure that the bin size is correct for emptying purposes</p> <p>05.15.12 The Clerk needs more detail about which roundabout the Highways Team were spraying with no safety equipment on, before approaching the Council. DO confirmed that it is the Doveleighs Garden Centre roundabout on the B5030 and that it needs maintaining as it is not being mowed and causing a visibility issue for drivers.</p> <p>05.15.12 The Clerk needs more details on the Loxley Bank pot hole, as this could not be found on the Highways Team map – Advised it was Bennetts Lane Junction on B518</p> <p>05.15.12 The Clerk has contacted Uttoxeter Police to find out if they are responsible for enforcing the 7.5t limit on Pigeon Hay Lane/Leigh Lane.</p> <p>05.15.12 Bennetts Lane Railway crossing – this was reported to the Traffic Management Team at the County Council and added to the Highways Log, plus an e-mail was sent to Chris Mitchell at the Highways Team. Chris Mitchel replied on 01.06.2015 to say “the level crossing is of a standard arrangement which should be familiar to drivers. The lane itself is also wider on the approach to the crossing with adequate forward visibility. As with any crossing, drives should not attempt to cross unless their exit is clear.” The Clerk needs to contact the Highways Team again to confirm that it is the Bridge not the Railway crossing that is where the priority sign is needed.</p> <p>This meeting</p> <p>4.01 The Clerk issued the Annual Meeting 2015 to the Council in draft copy, to be signed off at this meeting.</p> <p>4.02 The Clerk sent a letter to Cllr Atkins, Cllr Whittaker, Mr Mark Winnington, Cabinet Member for Economy,</p>	<p>Action</p>
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Environment and Transport, Stafford County Council, regarding our concerns about the closure of the household recycling centre closure.

4.03 The Clerk sent the Register of Councillors Interests 2015-2016 forms to the Democratic Office at the Council.

4.04 The Clerk requested a list of all Footpaths for Mrs C Smith from Borough Council, as she is now the Footpath contact for the Parish Council.

04.05 The Clerk would like to purchase a storage drive to keep all computer records on separate driver from the laptop, not sure of cost.

04.06 The Clerk asked the Council to consider sending the Clerk on SLCC training, Introduction to Local Council Administration course; cost to SLCC members is £99 +VAT. The Council requested that all training notes be presented to the Council, so that all Councillors benefit from the training.

4.07 The Clerk sent all payments that were passed at last meeting.

4.08 The Clerks contract to be discussed and was signed at the meeting with a pay scale of SPC 18.

4.09 The Clerk has submitted a Late Submissions to HMRC for the Real Time tax that was not paid in January and February for Malcolm Bagguley – a cheque for £85.60 has been raised to cover the tax.

4.10 The Clerk reopened 2014-2015 PAYE statement via Brightpay and adjusted the PAYE for Malcolm Bagguley to take into account the real time tax due for January and February. A new P45 and P60 were issued to Mr Bagguley.

15.06.05. CORRESPONDENCE:

5.01 The Clerk received the final Code of Conduct template from SPCC and forwarded to Council on 23.05.2015.

5.02 The Clerk received confirmation from the Principal Democratic Services Officer, East Staffordshire Borough Council that all Declarations of Interests Forms have been received.

5.03 A letter regarding training at SLCC was received – Are you a good Leader conference 18th and 19th June

5.04 – A letter giving Confirmation from Came & Co that they have received our insurance payment and will issue documentation within the next few days.

5.05 The Clerk received an e-mail from Village Hall Committee, re: Plant sale at Bramshall Village Church on 31st May

5.06 The Clerk received an e-mail from the Election Team asking if we wanted to be included in monthly updates to our register, I replied not at this stage

5.07 The Clerk received an e-mail from Cllr Atkins confirming that the Household Waste site at Uttoxeter will remain open until September 2015 and the delay will ensure that both County and Borough Councils can find a temporary site for the Household Waste site, while still moving ahead with the proposed £1million development.

5.08 PC Graham Johnson has contacted the Council about parking at the allotments; he would appreciate the Councils position on the parking, as a parishioner has complained about cars on side of road, so pedestrians have to walk into the road. The Council confirmed that they would advise all allotment holders to not park on the pavement.

5.09 A Parishioner requested a copy of our Policy regarding the right to report at attending meetings and being able to record those meetings, this request is made under the Freedom of Information. DO proposed and TO seconded that the Council adopt the Publications Policy and the Media Policy.

5.10 Bramshall News contacted the Council regarding an Inner Wheel Fundraising night on 17th June, with a request for posters to be displayed

5.11 The Clerk received an e-mail from Cllr Atkins regarding the Local Plan minerals – his e-mail states, “I am writing to inform you that a final draft of the above Plan is to be reported to the County Council’s Planning Committee on Thursday 4 June 2015 with a recommendation that the Committee approve the draft for the purposes of public consultation to commence in June 2015. The Plan identifies shortfalls in terms of providing sand and gravel, shale for the Cauldon cement works, and anhydrite/ gypsum at Fauld Mine.” And states, “The Plan also includes proposals for sites/ areas of search where additional reserves could be extracted to maintain supply and an extension to the north of Uttoxeter Quarry is included.” And give a website link to view the full plan website:

<http://moderngov.staffordshire.gov.uk/ieListDocuments.aspx?CId=137&MId=5548&Ver=4>

(refer to appendix 2 to the report that includes plans of the allocations).

Some discussion was had about the Mineral Plan, it was agreed that the Parish Councils objections have already been received by the Council and we should stand by these. The plans do discuss an iron bridge towards Rocester and enhanced recreational facilities.

5.12 Bramshall News advised that a concert will take place on 7th June, 3.30pm at the St Lawrence Church, Bramshall – it will be a the Jacobi choir

5.13 Came &Co confirmed receipt of payment for the Parish Council insurance and provided the insurance and public liability documentation.

5.14 An e-mail from SLCC regarding Councillors training – 30th June 7pm -9pm – details just arrived, see hand out – it was proposed that the Chair or Vice Chair and the Clerk should attend.

15.06.06 CONDUCT OF COUNCIL MEETINGS

6.01 It was proposed by RJ and Seconded by TO that the Publication Policy and Media Policy be displayed on the website.

6.02 The Council will discuss the Standing Orders at the next meeting.

15.06.07 TRAFFIC CALMING

7.01 The Clerk was updated by the Speed Watch Co-ordinator on 19.05.2015 that Ian Shaw (CSW Coordinator, Safer Roads Partnership) is looking for a suitable venue to carry out the training for the Speed Watch volunteers. TO confirmed that training will now be on 13th June at 10am. TO will find out if both villages can have the black and white signs displayed permanently so that speed watch volunteers are able to carry out sporadic patrols, which will ensure more sensible driving. TO will update the Council at the next meeting.

15.06.08 HIGHWAYS LOG

Reported issue	Date reported	Highways reference	Report
Spath Flooding	13.03.2015	4011712	10.06.2015 –this is now closed. – am writing to Chris Mitchell about this to reopen
Sumps missing Willslock on B5013	13.03.2015	4011708	10.06.2015 no resolved
Spath – car wash flooding	18.03.2015	4012672	15.06.2015 resolved
Overgrown Hedge at top of Hollington Lane	30.03.2015	4013482	15.06.2015 owner cutting hedge in August
Knightsland Cottage, Quee Lane, sump repair	30.03.2015	4013485	no set date for completion
Drain blocked corner of Quee Lane and Scounslow Green Lane	30.03.2015	4013486	10.06.2015 – on a waiting list to be carried out
Coping stones Beamhurst Bridge	15.04.2015	15242129	10.06.2015 still waiting for an inspection
Pot hole outside Allotments, Stramshall Road	15.04.2015	4014681	10.06.2015 still on waiting list
Pot hole near to Beamhurst bridge	15.04.2015	4013290	Temporary patch was installed on this site
Water running over road by Church on Hollington Rd, Stramshall	Dec 2014	4006337	this work is planned for Autumn 2015
Grid collapsed Wall Heath Farm, Willslock	01.05.2015	4015863	10.06.2015 asked for this to go back to Paula Lees to update
Man hole cover by lamppost M24, Stramshall	28.05.2015	4017850	10.06.2015 Photos sent to highways team
Cutting of verge in front of Four Winds, Spath ST14 5AD	28.05.2015	4017865	The highways data team have now confirmed that this verge is the County Councils responsibility
Pigeon Hay Lane and Leigh Road, various repairs	28.05.2015	4017900	The work has been raised, no cat number given for the works.
Bennetts Lane railway crossing priority signage needed	28.05.2015	15243278	10.06.2015 traffic manager–to re-inspected, focusing on the bridge, after the level crossing, coming down Loxley Lane, going from Bennetts lane up to Loxley Lane.
Bus Shelter at Willock on B5013	10.06.2015	4018925	Sam Griffiths to put it on the neighbour team list to be trimmed
St Michaels Road, Stramshall, between no 1 – 16, cobbles that create the verge are in need of repair	10.06.2015	4018923	

15.06.09 WEBSITE

09.01 – Agreed by Council to have all Council Policies in a separate folder on the website, under Useful Information.

09.02 – Agree to add the declaration of interests forms via a link from the County Councils site once the Democratic Services Team have finalised all redactions from the documents.

09.03 – Agree by Council to upload Publications Scheme

09.04 – Agree by Council to upload a Media Policy

15.06.10 PLANNING APPLICATIONS

Historic planning - P/2011/00582EW – An enforcement file was set up in 2013 and was closed in Jan 2015 Mr Ward from Planning advised that the Cottage will stay but no road widening will take place, as not part of the planning application. DO asked the Clerk to investigate this claim, as Council believed that road widening was part of the planning scheme, if the Cottage is to stay. The road needs widening for visibility. DO suggested that Cllr Whittaker be contacted about the issue.

RESULTS:

P/2015/00564 – Lower Loxley Farm – silage clamp – passed

P/2015/00483 – Dagdale Lane, Dagdale – conversion of a barn to form one dwelling house - passed

P/2015/00501 – Oakden Close, Bramshall – erection of a single story side extension - passed

P/2015/00573 – Home Farm, Crakemarsh – erection of general purpose agricultural building – passed

P/2015/00574 – Home Farm, Crakemarsh – extension to existing hay barn – passed

NEW:

P/2015/00677 – Land opposite Knightsfield Farm, Cullamore Lane – extension to existing agricultural building – comments by 12.06.2015 - CS declared an interest. RJ advised we should object as size is too large for acres involved.

P/2015/00736 – The Oaklands, Dagdale Lane, Dagdale, Staffordshire, ST14 - Listed Building application for repairs to render on the south elevation - comments by 18.06.2015 – NO OBJECTION.

15.06.11. ACCOUNTS/FINANCIAL MATTERS:

G McCulloch - £240

PC Church Bramshall - £500

PC Church Stramshall - £500

SJL Landscaping £30

HMRC – Malcolm Bagguley PAYE- £85.60

Clerks expenses - £25.17

Total 1380.77

To cover the Church donations, a transfer from Britannia to HSBC of £1000 was signed.

The above accounts were passed for payment on the approval of the members.

The internal auditor has the accounts

15.06.12. COUNCILLORS' REPORTS:

12.01 Loxley Café sign is too close to the verge; please write to them so they move it back from the edge of the road.

12.02 A request for a notice board to be located in the Bus Stop at Willslock – Clerk to enquire about prices.

12.03 A request for the Willslock Bus Shelter to be tidied up, the Clerk to contact the Highways Team.

12.04 The cobbles dividing the road from the walkway on St Michaels Road are in need of repair, the cobbles run from 1 -16 St Michaels Road, Stramshall. The Clerk to report this to the Highways Team.

12.05 The Pot hole at Beamhurst Bridge is still not filled, please chase with the Highways Team

12.06 A leaflet about a static self-service Village Shop was discussed at the meeting, it was decided to add to our website and ask for Parishioners comments.

12.07 The Oak Tree for Mr J Whittaker was discussed; it was decided to allow a reasonable budget for a sizable tree.

12.08 The Freedom of the Parish was discussed to be awarded to Mr J Whittaker, the Clerk to investigate the process involved to award this.

DATE AND TIME OF THE NEXT MEETING:

The date of the next meeting was set for Tuesday, 7th July 2015 at Bramshall Village Hall at 7:30pm. The meeting was formally closed at 9.30PM .

.....CHAIRMAN