

# Uttoxeter Rural Parish Council

<p><u>MINUTES</u> of a meeting held on Tuesday, 3<sup>rd</sup> November 2015, at the Village Hall, Stramshall. The meeting commenced at 7:46pm.</p>	Action
<p><u>PRESENT:</u> Messrs. T. Ollerenshaw, D. Oulsnam, R. Jones, T.Postlethwaite, P. Smith (Chair), Mrs. G. Smith, Mrs. R. Dunn(Vice Chair), Mrs J. Pattinson-Evans, Mrs C Smith, Sara Botham ESBC and the clerk.</p>	
<p><u>15.11.03.01 APOLOGIES:</u> Cllr C Whittaker.</p>	
<p><u>15.11.03.02. PUBLIC PARTICIPATION</u> - NONE</p>	
<p><u>15.11.03.03. MINUTES:</u> The minutes of the last meeting held on Tuesday, 6<sup>th</sup> October 2015, having been circulated, were signed by the chairman on the approval of the members. These were proposed and seconded.</p>	
<p><u>15.11.03.03a Sara Botham – ESBC Neighbourhood Projects Funding.</u> Sara Botham gave the Parish Council an in depth presentation about the Funds that are available, in short, the key thing is that any potential projects must meet the following criteria: be locally identified, meet an identified community need and make a difference. Neighbourhood projects tend to be one-offs rather than ongoing projects. There is a Projects meeting on 25<sup>th</sup> November and our Vice Chair will attend. The Clerk will complete the initial project document highlighting the need to upgrade the Stramshall Play area equipment and the application will go before the Neighbourhood Projects committee next August 2016. Our application cannot go before the panel before August because of the funding we received two years ago for the playing fields BMX area.</p>	
<p><u>15.11.03.04. CLERK’S REPORT:</u> <u>Previous meetings</u></p>	
<p>15.07.07.04.15 The clerk wrote to Parishioner in Bramshall advising that the Parish Council will not move forward with the Vending Shop idea at present for Bramshall.</p>	
<p>15.09.01.05.13 The clerk wrote to the Open Spaces Team and asked for an extra sign for Quee Lane, Willslock. Updated Parishioner that a sign had been requested – they confirmed on 21.10.2015 that a new sign has been ordered and will be put in place within 4 – 6 weeks. Updated Parishioner.</p>	
<p>15.10.06.13.01 The tree opposite Brooklands House, Spath blocking lamp post light, e-mailed land owner, on 21.10.2015, to ask if it is owned by him and if it is in his pruning schedule. The Clerk met the hedge cutter and he removed the tree.</p>	
<p>15.10.06.13.06 The clerk e-mailed Staffordshire County Council with regards to the garages at Spath Cottages, ST14 5AE, it was confirmed the County own the land they are on and have tenants for both garages at present, The Clerk replied to the parishioner by e-mail to confirm the situation and cc'ed The Chair of the Parish Council.</p>	
<p>15.09.01.05.28 The Clerk and Chair will be attending the Planning Training at Staffordshire Parish Council on 11<sup>th</sup> November at 7.30pm</p>	
<p><u>New</u></p>	
<p>4.01 The Clerk wrote to Corinne O’Hare at Staffordshire County Council thanking her for providing the Councillors with a detailed presentation of the Neighbourhood Plan process.</p>	
<p>4.02 The Clerk wrote to Leigh Parish Clerk to thank him for attending our last meeting.</p>	
<p>4.03 The Clerk wrote to Soiree Foods to advise them that they were not successful with regards to the catering for the Freedom of the Parish event on 21<sup>st</sup> November.</p>	
<p>4.04 The clerk informed the Speed Watch co-ordinator that SID’s had been confirmed for Stramshall and Bramshall.</p>	
<p>4.05 The clerk confirmed to Tim Buxton, Staffordshire County Council that the Parish Council will be guided by him on the siting of the SID’s equipment in Stramshall and Bramshall.</p>	
<p>4.06 The financial regulations were sent to ClickIT for uploading on the website.</p>	
<p>4.07 The clerk wrote to Bramshall Village Hall Chair to apologise for the kitchen layout issue – apology accepted</p>	
<p>4.08 The notice board arrived and Cllr Smith arranged to get it installed in Willslock Bus Shelter, 11 letters were sent to responders of the questionnaire to let them know it was being installed.</p>	
<p>4.09 The clerk wrote to FoSSA to explain the Council had voted NO to providing funds for the Tithe Map project. .</p>	
<p>4.10 The clerk wrote to Richard Rayson, Community Highways Team Manager at Staffordshire County Council with copies letters from March 2015 about SIDs for Bramshall – 20.10.2015</p>	
<p>4.11 The Internal Auditor noticed we had made grants to the two churches in the Parish and suggested we adopt a Grants Policy, The Clerk gained a copy of a draft application form – Councillors to discuss at the next meeting</p>	
<p>4.12 The Clerk was asked by a Parishioner to arrange for the ditch by lamp post M24 to be cleared; apparently it</p>	

caused lots of water last year. The Clerk asked The Lengthsman to provide a quote £160 + VAT. The Councillors agreed to this work being carried out using the Lengthsman funds.

4.13 The Clerk was asked by a Parishioner about maintaining the trees by the hedge of the allotment, can the lower branches be cut so that hedging equipment can be used. The Councillors agreed that this will be dealt with at hedge cutting by the contractor.

4.14 The clerk has one more box of filing to unpack from the several boxes received in March, this should be completed by January, the clerk needs to use December to work on the ILCA course before the on line training subscription comes to an end.

4.15 The clerk to investigate Speed Indicator signs for Willslock.

4.16 The clerk needs to get valuations on the land at Stramshall for next year's Auditor Asset Register. The Councillors advised to contact Bagshaws.

4.19 The clerk wondered if a maintenance register needs to be created for the Parish that is looked after by the Lengthsman, the Councillors agreed not at this time.

#### 15.11.03.05. CORRESPONDENCE:

5.01 The Clerk received an e-mail outlining the terms and conditions of hiring the Bramshall Village Hall, along with contact details of key holders.

5.02 e-mail from the Improving Lives Team giving details of two public meetings 10<sup>th</sup> & 24<sup>th</sup> November – forwarded to councillors on 13.10.2015

5.03 The Pension Regulator wrote to ask us to nominate a contact – deadline 1<sup>st</sup> November – The clerk is the contact

5.04 HSBC bank statement

5.05 email from Amanda Willis at Staffordshire Borough Council with details of an extraordinary meeting to be held on 15<sup>th</sup> October with regards the Local Plan.

5.06 e-mail from FoSSA thanking us for considering their project.

5.07 Community Council of Staffordshire – Best Kept Village Competition 2016 details received.

5.08 e-mail about the Historic Towns Forum – forwarded to councillors on 21.10.2015

5.09 e-mail giving details of the Neighbourhood Projects Forum with Sara Botham on 25<sup>th</sup> November at The Pavilion, Branston Golf Club at 6.15pm.

5.10 SLCA is hosting further Councillor Training on 10<sup>th</sup> December in Stafford.

5.11 – An e-mail from East Staffordshire Local Plan Team to confirm that the Local Plan was adopted on 15<sup>th</sup> October 2015 by the East Staffordshire Borough Council. The Clerk to arrange for the link to the Local Plan is available on our Parish website.

5.12 e-mail received from the Funding Circle about loans from - British Business Bank, a development bank wholly owned by the UK Government.

5.13 Bullguard virus software recommended an update for Ransome Wear, no price given on the e-mail, the clerk to investigate.

#### 15.11.03.06 STRAMSHALL PLAYING FIELDS

6.01 Wicksteed Play Equipment company sent an estimated costing on 20.10.2015 to replace the 4 swings and 4 chains and paint both frames, £762 + VAT – the swings are 94 inches to ground and 73 inches to the ground respectively.

6.02 Wicksteed Ground Maintenance Team provided an estimate for the replacing of the flooring in Eco Flex material – it would be for under the slide and two swings - £7,280.00 excl VAT plus for replacing the edging of the flooring to hold the Eco Flex Material a further £1,479.00 excl VAT. The Parish Council do not have funds to replace these items, so will approach charities locally to help, alongside the Neighbourhood Project Funding see 15.11.03.03a above.

6.03 The Clerk obtained two quotes to repair the 12 stake fence at the top of the playing field – Lengthsman- Mr Durose £513 +VAT and BAT Fencing £1170 + VAT – It was proposed and seconded to accept Mr Durose.

6.04 A parishioner asked the clerk if the Oak and Ash tree could be pruned on the playing fields and ivy be cut back around the trunk of both trees. Also removal of low branches round the hedging plus the branches that hang over the road on Broomy Close Lane, approx. 5 trees with branches. The Councillors to asked the Clerk to contact the contractor who cuts the playing fields to gain a quote for carrying out the work on the Ivy around the two trees next year.

6.05 The clerk requested a quote for a sign for the gate from JCA the total is £168.39 incl vat It was proposed and seconded to buy the sign. The sign will be installed as soon as possible so we comply with BS EN 1176, as set out in the Playing Fields Inspection Report.

#### 15.11.03.07 FREEDOM OF PARISH

7.01 The clerk completed the Mayor of Borough pro forma form for the event - sent back 13.10.2015

7.02 The clerk contacted Bramshall Village Hall committee with regards to Glasses for the event. Cllr Whittaker confirmed he has 50 Sherry Glasses that the Clerk will collect before the event.

7.03 The Clerk contacted PC Graham Johnson about the Mayoral cars and parking for guests on Stone Road on 21<sup>st</sup> November. He will advised officer on duty to put out signs on the morning. The Highways Team confirmed that parking will be allowed for the tree planting ceremony along Stone Road.

7.04 The clerk contacted Staffordshire County Council Legal Team about permission to plant the Oak Tree. A site visit is required and The clerk is meeting one of the Highways Team. The meeting took place on 3<sup>rd</sup> November where permission was granted, now the paperwork will be processed and there will be a small admin fee.

7.05 Clerk contacted SC Council with regards to the lease of Bramshall land, lease signed 25.08.2005, not able to buy the land though.

7.06 A parishioner is adding the date to the Scroll

7.07 The brass plaque is with a blacksmith in Bramshall to be made into a plant stalk in galvanised steel so it will not rust at a cost of £15 + VAT

7.08 The clerk asked for volunteers to help organise dressing the hall on the morning of the event.

7.09 a press release will be written after discussion with Mr J Whittaker and will be issued to the local papers and Ashbourne Radio as it is now broadcasting in Uttoxeter and the Rural areas.

7.10 The Councillors asked that the press release be uploaded onto the Parish Council website.

7.11 The Councillors will provide Sherry for the event from their own funds.

#### 15.11.03.08 BUDGET

7.01 Cllr Oulsnam presented the Budget to the Councillors for 2016 – 2017. The Councillors voted to apply for £9700 for the precept for 2016 -2017.

7.02 The clerk to enquire with Came and Co about the increase in IPT(VAT) for insurance next year.

#### 15.11.03.09 TRAFFIC CALMING

9.01 e-mail from Speed Watch co-ordinator with regards to speed limit signs being incorrect and street names being correct in Stramshall – forwarded to Tim Buxton at the Highways Team for his advice. Also mentioned contacting Google Maps and Ordinance Survey maps, but the Clerk will need guidance on this aspect of the request. 21.10.2015 Tim Buxton confirmed by e-mail he will resolve the speed signs. 23.10.2015 signs have now been ordered. Street names changes on google maps and council maps and ordinance survey will take some months to resolve.

9.02 e-mailed Michelle Shaker CSW Coordinator, Safer Roads Partnership with regards to the Community Speed Watch signs for Bramshall and is ensuring we receive an update by this meeting, she also provided a safer roads partnership wheelie bins sticker application form, which we can apply for so that parishioners can have them on their wheelie bins each week, it helps to slow cars down. The Councillors agreed this would be a good idea. The Clerk to complete the application form, for Stocks Lane, Stone Road, Leigh Lane Bramshall & St Michaels Road, High Street, Stramshall Road, Stramshall.

9.03 Tim Buxton has confirmed that Cllr Atkins funding will be able to fund SIDs in Bramshall village as well as Stramshall village.

9.04 The Speed Watch Co-ordinator reported to the Clerk we now have 2 more members from Bramshall after they were trained alongside the Newborough group this last month. They are keen to plan some sessions but only once back in the UK as one is currently working abroad. The Speed Watch Team are pleased that the SIDs equipment will be in place in both Bramshall and Stramshall.

9.05 The SIDs were installed in Stramshall on 2<sup>nd</sup> November, but one is not clearly visible as it is blocked by an old road sign on a neighbouring post. The Speed Watch Co coordinator sent a notification to the County Council via their website to remove this sign and it will be removed when the next Highways Team are in the area.

9.10 The Clerk contacted Michelle Shaker at Community Speed Watch Police Team asking for the Community Speed Watch Signs. She advised they are yellow signs now and will investigate installing them in Bramshall.

**Highways Log** – The clerk wrote to parishioner about road surface on Lower Loxley Farm, Highway Log ref 4021979 - apologised for delay in responding but advised that the case closed by Highways Team on 28.08.2015 as surface deemed to be fit for purpose.

Root cutting in Spath – the County Council have carried out their works, but they have confirmed that we need to liaise with Staffordshire Water with regards to the culvert that might be blocked, it is Staffordshire Waters issue not County Council. Clerk to chase this urgently as flooding may occur due to the blockage. It was agreed that the Clerk need to contact the Highways Team and ask for a site visit to establish the way forward.

#### 15.11.03.10 PLANNING APPLICATIONS

10.01 The clerk e-mailed Julie Byrne PA to Mr A O'Brien, Chief Executive of ESBC with regards to Abbot Bromley Parish Council neighbourhood planning application, expressing no objections.

10.02 Winhill Parish Council Neighbourhood Plan consultation request – comments by 5<sup>th</sup> December – forwarded to Councillors 13.10.2015

10.03 Heather Bryne, Capita Management Consultant, replied to the Parish Council with regard to P/2015/01293 – Car Port visibility concern – the sides of the car port are not enclosed, so being treated as they would a lamp post.  
10.04 Right to Appeal in the Planning Process – SLCA newsletter 22<sup>nd</sup> October – It was decided by the Councillors that they should sign the petition so that Parish Council have an input into the appeals process for planning applications.

#### RESULTS

P/2015/01145 - Spath Cottage Farm, Stramshall Road, Spath - Permits demolition of existing dwelling and outbuildings to facilitate the erection of a detached dwelling and double garage/car port. - PASSED

P/2015/00575 – The Garage, Spath – retention of a Porto cabin and canopy - PASSED

#### 15.11.03.11. ACCOUNTS/FINANCIAL MATTERS:

HSBC Tax forms need to be signed by 3 signatures and the Clerk will then take them to the HSBC Bank.

#### CHEQUES

GC McCulloch - £125

Clerks Expenses £ 106.12 which includes the Brass plaque for Oak Tree £32 and a full set of printer ink £50.61.

SJL Landscaping - £186

#### DIRECT DEBITS

Staffordshire Water - £17.50

#### STANDING ORDERS

Clerks Wages - £220.97

Total spent this meeting £655.59

Opening balance of current account 29.10..2015 – £5892.84

Closing balance of current account 03.11.2015 - **£5237.25**

Balance of Britannia BS - **£14,990.11**

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

#### 15.11.03.12. COUNCILLORS' REPORTS:

12.01 The Hedge at Bridge Farm Down is covering the footpath.

12.02 The pot hole on Loxely Lane needs to be repaired. Also there is a hole near the grid by Wall Heath Farm.

12.03 There is fly tipping of grass cuttings being deposited in Loxley Green, the clerk to write to the parishioner about this.

12.04 The moles on the playing fields are back, the clerk to contact Mr Shaw to resolve this.

#### DATE AND TIME OF THE NEXT MEETING:

The date of the next meeting was set for Tuesday, 1<sup>st</sup> DECEMBER 2015 at Bramshall Village Hall at 7:30pm. The meeting was formally closed at 21.28.

.....CHAIRMAN