

# Uttoxeter Rural Parish Council

MINUTES of a meeting held on Tuesday, 5<sup>th</sup> April 2016, at the Village Hall, Stramshall. The meeting commenced at 7:45pm.

Action

PRESENT: 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, Cllr. C. Whittaker, Mr S Dobson, Mrs S Lindsey-Smith, Mrs J Taylor (Morelock Signs) and the clerk.

1 APOLOGIES: none

2 PUBLIC PARTICIPATION.

3. MINUTES: The minutes of the last meeting held on Tuesday, 1st March 2016, having been circulated in draft form, were signed by the chairman on the approval of the members.

4.00 Morelock Signs Presentation

4.01 The Councillors were given a presentation by Mrs Taylor about the various Speed Watch signs that are available. The signs have downloadable data logging capacity; to show speed of vehicles and volume of traffic. They have 5 settings for messages to encourage drivers to slow down. They can be attached to existing lamp posts or their own ground screw anti-lock poles. The Council would need to obtain permission from the Highways Team to install them. Lincolnshire Community Road Safety Team would be willing to liaise with the Parish Council on the benefits of the signs. The signs have a 5 year life span.

4.02 The Councillors will have further discussions in the May meeting.

5. CLERK'S REPORT:

5.01 e-mails sent to SJL Landscaping, McCullon, Doveridge Landscaping and Entrust, confirming to retain their services for ground maintenance for the parish in the coming year.

5.02 Wicksteed Cradle Seat for Stramshall Playing Fields was ordered on 02.03.2016 – installed by Mr Durose on 15.03.2016

5.03 Neighbourhood Panel forms were sent to the Speed Watch Co-ordinator and Cllr Ollerenshaw to complete.

5.04 All receipts for allotment rents were sent out.

5.06 Flag pole cord ordered from One Stop Promotions for our two flag poles, needed 12 m per flag pole. The value of the flag poles were confirmed by Staffordshire County Council for the Asset Register. One Stop Promotions provided them at a value of £59 and Asset Register updated. It was confirmed that the St Georges Flag will be flown for 23<sup>rd</sup> April in both villages.

5.07 Bagshaws Estate Agents were contacted about the value of land in our area for the Asset Register.

5.08 The dog fouling signs were placed at both entrance of Stramshall Playing Fields

5.09 Bullguard software renewed on laptop - 11.03.2016

5.10 Letter to Entrust explaining our meeting dates and invoice requirements, so we can pay within 28 days, as per our financial regulations. Entrust are arranging to e-mail the invoices, so we can pay at each monthly meetings.

5.11 Risk Assessment form for the Playing Fields – a draft form was sent to Councillors on 11.03.2016. The form was confirmed and Cllr P Smith will carry out the assessments each month and provide copies to the Clerk for filing.

5.12 The Clerk confirmed that risk assessment from an insurance point of view is covered by our public liability annual insurance cover with Came & Co and we have an annual inspection of play equipment by Play Inspection Co.

5.13 e-mailed Tower Mint Ltd about collection of the commemorative medal; they confirmed we can keep the sample at no charge.

5.14 e-mail sent to the Enforcement Team at East Staffordshire Borough Council about the grass cuttings being fly tipped behind bus stop at Willslock ST14 8NH. They confirmed that it was not registered land, so unable to help with the clear up. The Clerk registered it with the Highways Team at Staffordshire County Council to ask them to clear it away.

5.15 Councillors asked the Clerk to write to all residents in the area of the Willslock Bus Stop to ask them to help with locating the source of the fly tipping.

5.16 The corner roof tiles on Willslock Bus Shelter are missing and guttering and drain pipes are damaged. The Councillors asked the Clerk to obtain an estimate from WH Durose to repair the roof.

5.17 The posts used as a walk through to the Stramshall Playing Fields needs replacing, the Clerk obtained a quote from WH Durose for £87 +VAT to replace posts and fencing. Councillors voted to go ahead with the estimate.

5.18 The Asset Register updated for the Playing Fields. The Clerk visited HSBC Safe and viewed the deeds for

Stramshall Playing Fields and Stramshall Allotments – the playing fields are 1.51 acres, with no value on either the 1920 or 1978 documents. It was proposed by TP and DO and voted by full Council to take the valuation from Bagshaws of £12k per acres for local land and put a value in Asset Register of £18,120 on the 1.51 acre site.

5.19 The Asset Register updated for the Allotment, deeds in HSBC Safe state that area is “an acre or thereabouts”, and valued in 1966 at £500.

5.20 The clerk wrote to allotment holder who had an abandoned shed left on her plot by the previous holder to offer to remove it for them. The tenant is now vacating the plot and a new tenant is being approached. The shed will be removed by the Councillors before the new tenant takes over.

5.21 The Clerk gained advice from Highways Team with regards to the Parking on Pavements Act, with reference to 01.03.2016.12.13 item in March minutes. It was decided to discuss again in June meeting. But the Clerk asked to inform Police about the Parking on verges in Bramshall on Sundays when Sunday League are playing, as pedestrians are unable to use footpath at present.

5.22 An appointment at the Leek Building Society was made to open a new deposit account. Funds from Britannia Building Society will be moved to Leek, as Britannia is closing in Uttoxeter. Clerk to arrange fund transfer as soon as Leek Building Society is available.

5.23 The village green at Stramshall is thought to be Parish Council land, but need to apply to the Land Registry for the deeds. The cost is £39.35 – Voted to obtain deeds via the Land Registry

5.24 Stramshall Village Hall sign on village green bus stop needs repainting – Councillors advised this is the Village Hall Committee responsibility.

5.25 The Clerk has been advised that our Speedwatch co-ordinator has been successful in becoming a panel member for Staffordshire PCC Safer Neighbourhood panel for East Staffordshire. The Councillors would like to congratulate her success.

5.26 ClickIT has not yet got software for website updates, so Clerk not yet trained to upload draft minutes to website, but this will happen this month.

5.27 The Clerk completed the year end for HMRC via Brightpay software and issued the P60 for Clerk.

5.28 The Clerk uploaded 2016/2017 Brightpay software using the free version for small business/councils to be able to submit pay to HMRC for the coming year.

5.29 The Bramshall Notice Board by the telephone box– needs cleaning up for Best Kept Village competition, the lettering needs to be repainted and vanish needs replacing. Clerk to obtain a quote for both Bramshall and Stramshall notice boards and bring it to the next meeting.

5.30 Bramshall Newsletter has asked the Parish Council for an update to be included in the newsletter. After discussion it was decided to ask Bramshall Newsletter if they could include the link from our website that shows the minutes/agendas, this was felt the best way to enable parishioners to view the Council business.

5.31 – A letter was sent to resident about the sticks in front of their house, so that Best Kept Village Judges cannot comment on them.

5.32 – The Enforcement Team wanted the Council to know that 2 tonnes of waste was removed from Spath layby – and have asked the Councillors to report any further fly tipping as quickly as possible, so a build-up does not happen again.

5.33 A parishioner wants advice on how to get hold of old photos of Quee Lane Farm, Quee Lane, Willslock. The Councillors had no knowledge of an archivist.

5.34 Request for two new Union Jack Flags for Bramshall and Stramshall. The Clerk needs to purchase good quality ones. The quote received so far is £15, but need to check they are for outdoor use.

## 6. CORRESPONDENCE:

6.01 e-mail from Howard Orme, thanking Councillors for their support with the Stramshall Map project, the map will be unveiled at the HRM 90<sup>th</sup> Birthday lunch on 12<sup>th</sup> June in the Stramshall Village Hall.

6.02 e-mail from Graham Hunt, Staffordshire County Council regarding Community Partnership meeting on 19<sup>th</sup> May at 7pm - forwarded to councillors on 09.03.2016 – Clerk to find out venue and agenda and bring to next meeting.

6.03 e-mail with regards Local Valuation Documents that are on view from 09.03.2016 – 24.04.2016 from ESBC Local Validation Criteria will be available for you to view and comment between the following dates: Start date: 09/03/16 12:00 End date: 20/04/16 17:00  
Please select the following link to view this event:  
<http://eaststaffsbc-consult.limehouse.co.uk/portal/checklist>

6.04 SLCA e-mail about magistrates needed in Staffordshire – visit [www.gov.uk/become-magistrate](http://www.gov.uk/become-magistrate) - they need 25 to be based in Newcastle under Lyme, must be available to sit for 13 days a year. Closing date 31<sup>st</sup> May 2016. This poster needs to be on notice boards in both Stramshall and Bramshall.

6.05 Two reminder letters from Entrust with regards to invoices.

6.06 Zurich insurance offering a quote service for our annual insurance.

6.07 Staffordshire Parish Council Ass – invoice for annual subscription

6.08 e-mail from Parishioner about a blocked footpath in Stramshall – passed to Cllr C Smith on 23.03.2016, who reported it and will update the parishioner on progress.

6.09 Notice of Election for Police and Crime Commissioner for Staffordshire Police Area – put on noticeboards by 23.03.2016. to submit an application please contact Fiona Ledden, Civic Centre, Glebe Street, Stoke on Trent, ST4 1RG – [Fiona.Ledden@stoke.gov.uk](mailto:Fiona.Ledden@stoke.gov.uk) by noon on 7<sup>th</sup> April 2016

6.10 e-mail from Burton Albion Football club offering Street Stadia, Football Target Inflatable, Burton Albion official mascots, Billy and Betty. Contact [john.widdowson@burtonalbionfc.co.uk](mailto:john.widdowson@burtonalbionfc.co.uk) for prices

6.11 e-mail from a parishioner about floral tributes at the side of the road and asked clerk to gain the County Council policy – contacted Highways Team and they advised no policy, advised parishioner accordingly. The Councillors discussed this and advise Clerk to write to Parishioner to explain that the Parish Council is guided by the County Council on this matter.

6.12 Minerals Plan – version 2 programme, sent to Councillors 23.03.2016– the meeting is 30<sup>th</sup> March 2016 at Council Buildings Martin Street, Stafford - The Programme is available to view on the Examination website by using the following link: [www.staffordshire.gov.uk/mlpexaminationupdates](http://www.staffordshire.gov.uk/mlpexaminationupdates) - THE MEETIN GIS NOW ON THE 7<sup>TH</sup> APRIL

6.13 Came and Co insurance sent newsletter –forwarded to Councillors.

## 7.0 Annual Return.

The clerk attended a training session about new rules. The annual return needs to be up on the website for 30 days now; these can be marked as 'Unaudited', as they need to be on the site between 3<sup>rd</sup> June and 11 August, but must be on the site for first 10 working days of July. The Parish Council needs to submit their return to Grant Thornton by 17<sup>th</sup> June, so all part of the form to be signed in the May meeting by Chair and Clerk. The Internal Audit will review the Annual Return in the week commencing 18<sup>th</sup> April. All training notes have been sent to Councillors and internal auditor.

## 8 SPATH FLOODING

The Clerk has continued to discuss the required 450 pipe with Amey Contractors and has updated all parties concerned by e-mail. On 05.04.2016 it was confirmed Amey will require the request for an upgraded pipe from 300 to 450 and will contact the Clerk within the next week to update on progress. The works would be completed within 21 days once agreed.

## 9 – Stramshall playing fields equipment

9.01 The consultation leaflet about the proposed climbing frame was delivered to all 350 houses in Stramshall and Spath w/c 21.03.2016 – The public consultation period ends on 27<sup>th</sup> April and the Clerk will bring the result to the May meeting.

9.02 The clerk received an e-mail from a parishioner about the consultation process; this was read to the Councillors. The Parishioner did not require comments to be sent back to them.

## 10 PLANNING APPLICATIONS

Appeal notes were sent to the Planning Inspector on 04.03.2016 via e-mail with regards to P/2015/00702 - APP/B3410/W/ 16/3143469 – The Alders, Old Uttoxeter Road, Crakesmarsh, ST14 5BL  
e-mail sent to [teamp7@pins.gsi.gov.uk](mailto:teamp7@pins.gsi.gov.uk), as per letter with appeal

### Appeal

P/2015/01215 – Ducks Crossing, Stone Road, Bramshall – appeal against refusal for a detached dwelling and septic tank – appeal start date 15<sup>th</sup> March 2016 ( received 21.03.2016) – any representations to be made to Alan Bailey, The Planning Inspectorate Room 3/01B, Temple Quay House, 2 The Square, Bristol BS1 6PN or via e-mail [teamp7@pins.gsi.gov.uk](mailto:teamp7@pins.gsi.gov.uk) – appeal must be by 12<sup>th</sup> April 2016 – The Councillors asked the Clerk to send an e-mail explaining they stand by their original comments on this planning application.

### New

P/2016/00245 - Sweet Meadow Farm Dagdale Lane Dagdale Staffordshire ST14 5BJ - Prior approval for the part conversion of an agricultural building to form dwelling - comments by 23.03.2016 – The Clerk added No Comment on 23.03.2016

P/2016/00289 - 2 Crakemarsh Hall Old Uttoxeter Road Crakemarsh Staffordshire - Erection of a single storey side extension – comments by 31.03.2016 – The Clerk added no comment on 23.03.2016

P/2016/00204 - Dove View Land South of Moisty Lane Marchington ST14 8JY – amendment to previous planning application - Application under Section 73 of the Town and Country Planning Act 1990 for a Minor Material Amendment for the construction of a 5.1MW Solar Farm with ancillary development including solar panels and frames, inverter cabins, switchgear enclosure and metering point and security fencing without complying with Condition 2 of planning permission P/2014/00825 dated 15/10/2014 by way of final designs and details for the

equipment – comments by 07.04.2016 – Councillor instructed the Clerk to add NO COMMENT

P/2016/00347 - Proposed barn conversion - Caverswall Lane Lower Loxley Staffordshire ST14 8RZ – comments by 08.04.2016 – The Councillors instructed the Clerk to add comments that highlighted that plans do not indicate that original cladding is being used, therefore it is a Materials Consideration, as per Q Class objections and asked the Planning Officers to review so that it is in keeping with the original cladding

P/2016/00384 – 1 The Croft , High Street, Stramshall, Staffordshire, ST14 5AG - Erection of detached garage/workshop Comments by 13.04.2016 – The Councillors instructed the Clerk to add no comment to this application, after discussion and a vote was held.

P/2016/00404 – Cropwell House, High Street, Stamshall – felling of one Holly Tree – comments by 20.04.2016 – The Councillor instructed the Clerk to make NO OBJECTION to this application.

P/2016/00166 – proposed golf course woodseat level, Rochester – erection of a single storey detached building to form a golf practice centre – comments by 26.04.2016 – The Councillor instructed the Clerk to make NO OBJECTION to this application.

Licensing Department - Bramshall Inn – variation to the premises license – comments by 14th April to Sarah Bradley, License officer, ESBC – The Clerk explained this variation is only being advertised due to the building being extended and the license therefore has to cover the new extension. The Councillors instructed the Clerk to contact the license officer with no objections.

#### RESULTS

P/2016/00192 – land opposite Knightsfield Farm, Cullamore Lane, Willslock – erection of agricultural building to store hay and use to isolate sick animals – PERMITTED.

#### 11 ACCOUNTS/FINANCIAL MATTERS:

The accounts were closed on 31.03.2016 and a P60 was issued for the Clerk.

Leek Building Society account opened on 04.04.2016 to hold savings. Three signatures required to make withdrawals, as per Financial Regulations of the Parish Council.

Britannia Building Society advised that Council needs to write a letter to close account. The Clerk to organise the majority of funds to be transferred and to then close account.

#### **CHEQUES**

Entrust – Stramshall playing fields cutting – Feb cut £83

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Wicksteed Play Equipment – replacement swing seat(baby) - £154.94

Staffordshire Parish Council Association – annual subscription - £368

Doveridge Landscaping – ground maintenance Stramshall church yard - £48

Stramshall Village Hall – yearly meeting room rent - £25

ClickIT – website updates - £80

Mrs VRE Gibson - Clerks expenses, including flag pole cord, Bullguard computer update, ink, stamps - £102.16

SJL Landscaping – mowing of Bramshall Plaque - £30

#### **STANDING ORDERS**

Clerks Wages £220.97

#### **DIRECT DEBITS**

Staffordshire Water – allotment water - £6.50

**Total spend £1201.57**

**RECEIVED** – Allotment rents £293.30 – (£6.60 still owing as vacant plot)

OPENING BALANCE - £2,432.66

CLOSING BALANCE - £1231.09

BUILDING SOCIETY BALANCE - £14,990.11

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

#### 12 Local Government Pension Scheme Enrolment for Clerk– notice only – discussion in May

#### 13 COUNCILLORS' REPORTS:

13.01 The flooding on Creighton Lane needs to be addressed, Clerk to write to Bridge Cottage Farm and ask owner if they can clear the ditch. Also to contact the Highway Team again about the flooding.

13.02 The Clerk to find out when the extra 30 MPH stickers will arrive.

13.03 The Clerk to report the Stocks Lane pot holes again, as they are not low priority, as ESBC suggest. The Clerk will

take photos and send with request.

13.04 The Councillors were shown the Tithe Map of Stramshall and Photos of Stramshall that have been framed and will be displayed in Stramshall Village Hall from 12<sup>th</sup> June 2016.

13.05 The Clerk was presented a Certificate of Appreciation by the Lord Williams Luncheon Guild.

13.06 The Kerb Stones by Stramshall Village Green Bus Stop need replacing.

DATE AND TIME OF THE NEXT MEETING:

The date of the next meeting was set for Tuesday, 3<sup>rd</sup> May 2016 at Stramshall Village Hall. When the Annual Meeting and Monthly Meeting will take place.

The **Annual Meeting** will commence at 7:00pm and then at 7.45pm the Monthly meeting will take place.

The meeting was formally closed at 21.34.

.....CHAIRMAN