

Utttoxeter Rural Parish Council

MINUTES of a meeting held on Tuesday, 5th July 2016, at the Village Hall, Stramshall. The meeting commenced at 7.46pm.

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 and the clerk.

1 APOLOGIES: NONE

2 PUBLIC PARTICIPATION. NONE

3. MINUTES: The minutes of the last meeting held on Tuesday, 7th June 2016, having been circulated, were proposed and seconded as a true record and signed by the chairman on the approval of the members and can be displayed on the website and notice boards.

4. CLERK'S REPORT:

4.01 WH Durose repaired the tiles on the bus stop at Willslock, using mastic and stuck two corner tiles to repair them.

4.02 Clerk advised Mr WH Durose that Councillors accepted his quote for Stramshall Playing Fields fence and he will complete this within the next month.

4.03 The Councillors requested a quote from Mr Durose for the allotment fencing. The posts need securing to keep cows off the allotments, this was urgent, so no second quote found.

4.04 requested Mr Durose to remove the asbestos on the bus stops in Willslock and Burntmill – he will carry out this work and contact clerk when the asbestos is ready for removal by Burton environmental Services.

4.05 Burton Environmental Services have agreed to remove asbestos guttering from Willslock and Burndhurst Bus Stops. They will collect it on the day of removal and send an invoice for £144 +VAT. Removed on 17.06.2016 – clerk has certificates of removal.

4.06 Unaudited Annual Return was put onto the website on 08.06.2016 by ClickIT

4.07 The clerk sent back the Public Space Protection Orders to ESBC Enforcement Team, adding Dogs on Leads request for Broomyclose Lane grass verge to Creighton Lane. 15.06.2016

4.08 Clerk paid the HMRC the £8.78 interest charges

4.09 Clerk had a meeting with Church Warden about a cutting list for Bramshall church yard – spring wild flowers to be left in spring. Cutting plan sent to contractor.

4.11 Dog fouling signs – 10 were created for Stramshall – posted up onto footpaths 22.06.2016 – 6 more signed requested and will be distributed by a dog walker in Stramshall, thank you to them for their assistance with these signs.

4.12 New Standing order was signed by 3 Councillors to amend Clerks wages to take into account new hours of 7 per week and new pay rate – new hours started 1st July 2016

4.13 updated Financial Regulations sent to ClickIT for inclusion on website. 21.06.2016. The Clerk asked ClickIT about the software training for minutes and agendas.

4.14 Contacted Ian Dunn and Robin Chessor at Compass Group about contract for Stramshall Playing Fields – 21.06.2016 and Sharon Hill at Entrust about April, May and June invoices for the cutting and marking of the playing fields. Clerk received the contract and Chair needs to sign it. Contract signed and clerk to contract Compass to get their signature now.

4.15 Wrote to Toplis Associates confirming acceptance of their internal audit services, as per item 4.12 on June minutes

4.16 wrote to a number of Parish Councils to ask for input on websites clerk sent an example list to Councillors on 28.06.2016. Councillors requested Clerk to have a meeting with Kingstone Parish Council and bring back finding to September meeting. Clerk to also contact Eric Roy Ltd with regards to maintenance of site.

4.17 Clerk brought to Councillors the work that Mr Carnwell of Stramshall Village, does for the allotment hedge and verge and the Councillors voted unanimously to write a letter of thanks to Mr Carnwell for his services to the Parish.

4.18 Clerk asked SJL Landscaping and GC McCulloch for quotes to cut the hedge by 1 -4 The Croft, High Street, Stramshall – advised the contractors that the Councillors will vote on price in September meeting, as no hedges should be cut until after August. Councillors asked Clerk to gain a price from Doveridge Landscaping as well.

4.19. Highways Log sent to Councillors on 24.06.2016 – The Highways Team have now scrapped the 90 days to complete policy and no ETAs are being given any more on repairs.

4.20 Clerk spoke to Solicitor about Stramshall village green – she said fee would be - £500 – 1000 for fees. However there are guidelines from NALC about how to claim unregistered land, Councillors asked clerk to follow the guidelines from NALC.

4.21 The Clerk contacted Highways to find out about what speed limit is set nationally for a lane by a playing field/park. Highways responded that no national guidelines on speed limits by playing fields or parks. After discussion, the Councillors ask the Clerk to contact Highways and ask them to put forward a range of solutions to the Broomyclose Lane access to the Playing Fields, bearing in mind it is used by mothers and children to access the playing fields and is a single track with no footpath at present with a national speed limit sign at the top of the lane.

4.22 VAT refund submitted to HMRC on 01.07.2016 for £249.91

4.23 contacted MJ Barretts Ltd about maintenance for the B5030 roundabout – 01.07.2016 – cut taking place next week.

4.24 Clerk passed the Management module of the ILCA, so has completed and passed all 5 modules now. Would like to delay CiLCA until February next year – the fee for CiLCA will need to be in budget.

4.25 Auditors have a question about the Stramshall Playing Fields, was this a gift to the Parish, if so when? THEY also wanted to know why we had put in a value, explained that we thought assets go to zero, but in fact need a figure, used insurance value last year, this year have gained real values. Councillors confirmed it was a gift.

4.26 Business Risk Assessment issued to Councillors, some amendments need to be made and then will need to be uploaded onto the website.

4.27 Clerk to obtain a fireproof box to keep all deeds in and back up drive and to research the cost of archiving at Staffordshire County Council and a price for key safe services at Leek Building Society.

5. CORRESPONDENCE:

5.01 letter from Leek Building Society, asking URPC to confirm it does not have a budget that exceeds £355,395. Returned form to Leek Head Office, confirming we do not. This means we are eligible for the FSCS compensation of £75, 000 in the event of a default.

5.02 HSBC are withdrawing their Key Safe Services, they have asked we collect the envelopes we have with them within 30 days of letter, dated 7th June 2016. All fees will be refunded. Clerk to take signed letter to HSBC and collect envelopes.

5.03 letter from Association of Local Council Clerks offering complimentary ALCC membership. This is the creation by SLCC of the separate trade union for Parish Clerks. Clerk completed membership form.

5.04 e-mail from resident advising that P2016/00 – Eaton Villas, has started work, passed information to Alan Harvey, Planning Officer at ESBC.

5.05 Pension Regulations sent a letter advising we need to start the declaration of compliance; this should start on 1st August 2016. See June minutes for details.

5.06 email from resident – requesting information about contact between parish council and licensing authority since 2010. Clerk to reply within the time limit for these requests.

5.07 NALC sent us update on Planning Document laws – we need to add a statement to our website for the planning section to be legal – voted unanimously to add to website.

5.08 NALC gave notice about responsibility as Council as land owners – forwarded to Councillors.

5.09 e-mail about **Mineral Plan** – forwarded to Councillors on 1st July – Schedule of Proposed Main Modifications' to the above Plan which it considers are necessary in order to make the above Plan sound i.e. to ensure that the new Plan is positively prepared, justified, effective and consistent with national policy. You are invited to submit comments on the modifications until 4.30pm on Friday 19 August 2016 and all representations received by the County Council will be forwarded for the consideration of the Planning Inspector Mr Andrew Mead, prior to completion of his report on the examination on the new Plan. – No comment from Parish Council.

6 STRAMSHALL PLAYING FIELDS

6.01 Clerk wrote to Building Regulations at ESBC about the permissions required to install climbing frame.

6.02 Clerk wrote to JCB Grant Department to request they carry out the groundworks for the climbing frame, approx. 39m2 - 17.06.2016 – Spoke to the Grant Administrator and the next meeting of the trustees is end of July and we should have a decision by end of August. Clerk sent groundworks quote that creative play gave to us, so they had a figure to consider.

6.03 Tesco Bag funding form will be decided by end of August 2016. Our reference is 35859

6.04 ESBC funding – the meeting for their next funding board is in August and requires 3 quotes to qualify.

Councillors requested the Clerk to obtain 3 quotes to erect fencing around the play equipment area and submit this funding application.

7 FOOTPATHS

8.01 Councillor contacted footpaths at ESBC and requested details about mowing of footpaths and signs for bullocks in the fields, as per a residents request to be updated on this matter. ESBC replied as follows:

“Farmers do not have to mow the grass near to the footpath if the footpath crosses a field. If a bull is known to be dangerous it shouldn't be in a field where there is a footpath crossing it. There is no need to put signs up about dangerous bulls and if walkers to go on a footpath in a field where there are cattle, then be advised to keep your dog

in close control or on a lead and if cattle charge to release the dog.”

8.02 update on Footpath 44, it had been inspected (this was the one blocked by a pallet) by the ranger who had now sent this to the Rights of Way Officer.

8 PLANNING APPLICATIONS

ENFORCEMENT

Spath Cottage, Ashbourne Road, Spath – dog grooming and fencing – The Planning Department will issue enforcement order to investigate the business and the height of the fence by the highway.

PERMITTED

P/2016/00613 – 1 Church Farm Close, Stramshall, ST14 5AL – erection of a detached garage – permitted

P/2016/00583 – Longacre Farm, Hook Lane, Crakemarsh – demolition of existing dwelling and erection of a replacement dwelling and construction of a vehicular access. – permitted

REVISED

P/2016/00448 - Lightwood Fields Leigh Road Bramshall Staffordshire ST14 5BH - Erection of a part two storey part single storey rear extension, two storey side extension and a front porch, formation of new access off Leigh Lane and installation of a septic tank (AMENDED PLANS AND DESCRIPTION 10.06.16) – comments by 27.06.2016 – comments added 21.06.2016

NEW

P/2016/00744 - Trippyhills Farm Hollington Lane Stramshall Staffordshire ST14 5ET - Prior approval for the conversion of an agricultural building to form a dwelling – comments by 07.07.2016 – Councillors advised no comment to be added, but would also like a comment to highlight that the house on this land was originally only granted planning, because for a need to look after live stock in the barn. If the barn is now being converted to a dwelling, then where does that leave the dwelling? Does another barn need to be erected to ensure the dwelling still complies with the original planning permission?

P/2016/00689 - Hurst Farm Leigh Lane Bramshall Staffordshire ST14 5BQ - Erection of an agricultural building for the housing of livestock, silage clamp and effluent tank - comments by 19.07.2016

No objections, but comment that Barn will be visible from Dagdale Lane– added 29.06.2016

P/2016/00764 – The Alders, Old Uttoxeter Road, Crakemarsh – continued use retention of hardstanding and retention of static caravan – comments by 15.07.2016 – no objection added 29.06.2016

Further comment added 01.07.2016 - the original permission (P/2013/00672) was granted for two years (to August 2015) so has had no permission for nearly a year. Any continued use should also have a time limit and used Only as ancillary to the B&B business.

P/2016/00807 – The Alders, Old Uttoxeter Road, Crakemarsh - Sub-division of existing single dwelling to create 2 no. dwellings – comments by 20.07.2016 – no objection to the scheme, but send a question was sent to Planning Officer, Emily Christie, to highlight that the flat in the planning permission, was refused. Planning Officer advised the flat element was being dealt with by an appeal and did not affect this application.

- There was an update by Cllr C Whittaker about the appeal that took place about Ducks Crossing.

P/2015/01215 - Ducks Crossing Stone Road Bramshall Staffordshire ST14 8SH – which took place on 28 June 2016 at the Heath Community Centre, Holly Road, Uttoxeter, Staffordshire, ST14 7DP. The applicant advised the appeal meeting that they will employ 1.5 people and a decision will be sent out soon.

9 BRAMSHALL MEADOWS – TRAFFIC CALMING FOR BRAMSHALL VILLAGE

9.01 – Councillors advised clerk that the S106 confirms no page 58 that funds will be made available to SCC for traffic calming, after the first dwelling is occupied.

9.02 Councillors asked the Clerk to contact Councillor P Atkins OBE of Staffordshire County Council and the Highways Manager, Richard Rayson, to ask for a meeting to discuss traffic calming solution for Bramshall in view of the funds that will become available.

9.03 All historic paperwork was passed to the Clerk by the previous Chair.

9.04 Councillors asked Clerk to enquire if a 40mph speed limit can be considered from Stocks Lane to Strawberry Farm in Bramshall.

9.05 Clerk to request the statistics from the recent Speed Indicator signs to be passed to the Councillors from SCC Highways Team.

10 SPATH FLOODING

10.01 Mr Chris Owen from Severn Trent requested a site visit to discuss the size of the pipe needed to be replaced at Brooklands field.

10.02 site meeting took place on 29.06.2016. The Severn Trent water representatives have said that they believe they need to liaise with the Highways Team to find out why highways drains are feeding into Severn Trent water drains and then do a flood analysis to find out if, without the highways drains the pipes going into the drain, will the current size of pipe hold the water. The broken pipe will be discussed with the highways team and Severn Trent will take the issue to their Operational Risk Management meeting on 8th July 2016 to decide which is the best solution to resolve the issue.

10.03 Clerk forwarded the log of contact between highways, severn trent and Parish Council to Tim and Chris Owen at Severn Trent.

10.04 The drain in Brooklands is being cleared on 5th July and a camera put down the pipe into the field.

10.05 permission to dig form was sent to Chris Owen via e-mail on 05.07.2016 – signed by tenant at Brooklands on 18.02.2016.

11 ACCOUNTS/FINANCIAL MATTERS:

CHEQUES

Burton Environmental Services – removal of asbestos at Willslock and Burntmill Bus Stops - £172.80

Doveridge Landscapes – Strimming x 2 of Stramshall Church Yard - £96

Entrust – April, May, June – cutting of playing fields at Stramshall - £252

ClickIT invoice – bronze package for 1 yr. - £50

ClickIT monthly work invoice £56.80

GC McCulloch – May x 1, June x2 cuts of Stramshall playing fields - £375

Mrs G Smith – Hammerite Paint for Swing Frames - £16.12

WH Durose – Allotment Fencing, Asbestos clearing, repairs to Willslock bus stop roof - £ 238.80

SJL Landscaping – Bramshall Strimming £168

Mrs VRE Gibson – clerk expenses - £37.20

STANDING ORDERS

Clerks wages - £272.80

DIRECT DEBITS

Staffordshire Water – allotment water - £6.50

Total spent this meeting – £1742.02

OPENING BALANCE £4870.31

CLOSING BALANCE £3128.29

BUILDING SOCIETY BALANCE £15,011.72

TRANSFER FORM for Leek BS to be signed. This will enable the Clerk to transfer £1000 from Leek BS to HSBC.

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

12 COUNCILLORS' REPORTS:

12.01 Cllr C Smith (Footpath Coordinator) to investigate who's responsibility it is, to maintain hedges at the entrances to footpaths.

12.02 The pot hole at the end of Stocks Lane/Leigh Lane, in Bramshall is very deep now, needs reporting again.

12.03 The dip in the road by the Butchers is getting deeper, need to ask Highways to inspect it again.

12.04 Stramshall Village Hall Queens Birthday Party went very well, with approx. 120 guests. The Stramshall Map that the Council helped to frame was unveiled and will now be a permanent fixture in the Village Hall. A further picture frame will be hung in the Village Hall, which shows a montage of pictures of the Queen's Birthday, along with the winning limerick.

DATE AND TIME OF THE NEXT MEETING:

The date of the next meeting is Tuesday, 6th September 2016 at Bramshall Village Hall at 7:30pm. The meeting was formally closed at 9.12pm.

.....CHAIRMAN