

# Uttoxeter Rural Parish Council

MINUTES of a meeting held on Tuesday, 6<sup>th</sup> December 2016, at the Village Hall, Stramshall. The meeting commenced at 7.48pm.

Action

PRESENT: Messrs. T. Ollerenshaw, D. Oulsnam, T. Postlethwaite, P. Smith (Chair), Mrs. R. Dunn (Vice Chair), Mrs J. Pattinson-Evans, Mrs. G. Smith and the clerk.

1 APOLOGIES: Mr R Jones, Mrs C Smith, Cllr C Whittaker. Cllr P Smith arrived at 8.30pm, Cllr Dunn chaired meeting.

2 PUBLIC PARTICIPATION AND DECLARATION OF INTERESTS – Cllr Oulsnam – Mineral Plan application, Cllr P Smith & Cllr G Smith – Warehouse, Stramshall.

3. MINUTES: The minutes of the last meeting held on Tuesday, 1<sup>st</sup> November 2016, having been circulated, were signed by the vice-chair on the approval of the members.

## 4. CLERK'S REPORT:

4.01 Clerk contacted The Lord Williams Luncheon Guild to confirm that Councillors will cover cost of Stramshall Christmas Tree and Lights for the Stramshall event on 2<sup>nd</sup> December.

4.02 clerk requested Cemetery questions from SLCC so that church wardens can give answers to clerk and then clerk can complete it. SLCC confirmed only clerks can comment. Cllr requested that clerk gain password and then Church Warden from Stramshall can visit clerk house to answer the questions. Clerk to find out if deadline for questionnaire has passed.

4.03. Lord Williams Luncheon Club confirmed they will carry out risk assessment and daily risk assessments of the tree with LED lights for the duration of the Christmas period.

4.04 Chair & Vice Chair agreed to cancel the Bramshall Christmas Tree for this year; a subcommittee will be created to ensure that Bramshall has a Christmas Tree next year.

4.05 Staffordshire County Council are dealing with the license to erect the Christmas Trees on Stramshall village Green. Sent request on 25.11.2016 for fees, forwarded to Councillors. The fee involved £100 for license and £25 for admin costs.

4.06 East Staffordshire Borough Council is dealing with Community Asset request for Stramshall Village Green.

4.07 clerk was contacted about reporting the street lights in Bramshall Village Hall Car Park on 11.11.2016.

4.08 clerk sent letter to owner in Broomyclose lane, re hedge cutting on 15.11.2016

4.09 Clerk did a webinar training session on Communities and forwarded all Councillors the Parish Plans notes, in order to discuss a new Parish Plan – Councillors asked the Clerk to write a short piece about what a Parish Plan involves and submit it in time for the new website and the Councillors will design a questionnaire for the new website in order to start a consultation period with the parishioners.

4.10 clerk advised that the Parish Council needs to adopt a complaints procedure and grievance and disciplinary procedure. Clerk to send draft NALC policies to Councillors and discuss at next meeting.

4.11 Clerk e-mailed the Councillors the new code of conduct information which is set out by East Staffordshire Borough Council (ESBC)-

<http://www.eaststaffsbc.gov.uk/sites/default/files/docs/cmisis/constitution/part-5/5A-Code-of-Conduct-for-Councillors.pdf>

and Councillors also sent ESBC Social Media Policy

<http://www.eaststaffsbc.gov.uk/sites/default/files/docs/cmisis/constitution/part-5/5G-Social-Media-Policy-for-Councillors.pdf>

Councillors voted unanimously that both links to be put on the Parish Council website.

4.12 Clerks Christmas working hours – extra bank holiday on 27<sup>th</sup> December – clerk working 23<sup>rd</sup> December and back on 28<sup>th</sup> December 2016

4.13 Clerk advised that the allotment tenant on the plot no 5 is giving up some of their plot. Cllr Oulsnam confirmed on 03.12.2016 that a new tenant found.

4.14 Clerk would like to send all contractors Christmas cards from the Parish Councillors – voted to send cards.

4.15 Clerk submitted a VAT Refund on 26.11.2016 to HMRC for £488.90

4.16 Clerk sent a personal cheque for £25 to Staffordshire County Council for Christmas tree license fee at Stramshall; this was sent special delivery, due to time restraints. Received an e-mail from SCC Legal Services to confirm permission for Christmas Tree can be erected on the Village Green until end of Christmas period.

4.17 clerk was contacted by internal auditor – Topliss Associates – and provided them with the proposed budget/precept request being discussed by Councillors for 2017/2018.

- 4.18 clerk has not repaired the lock on noticeboard in Bramshall , will endeavour to repair before next meeting.
- 4.19 clerk contacted Entrust to request again that all invoices be sent by e-mail, so that they can be paid at monthly meeting, not yet received confirmation.
- 4.20 Councillors need to review the standard Lengthsman Contract and sign it in February meeting, as we are including a Lengthsman figure within the budget.
- 4.21 Clerk advised that the £1000 Lengthsman funds for 2016 have not been drawn down from SCC yet. Suggested projects for the fund are drains on Quee Lane and Creighton Lane. Clerk to gain two quotes for both projects.
- 4.22 Clerk received confirmation that the CiLCA course is £250 – cheque to be signed in February meeting
- 4.23 Highways Log sent to all councillors
- 4.24 Allotment Address notice sent to Councillor to be put up on a post at the allotments.
- 4.25 Clerk has contacted HSBC about the bank mandate – they are still processing the new signature and old mandate still in force, so cheques can be signed.

## 5. CORRESPONDENCE:

5.01 e-mail re APPLICATION NO. ES.16/15/524 MW: APPLICATION TO VARY CONDITIONS 1, 2, 8, 9, 10, 32, 38, 39 AND 42 OF PERMISSION REF. ES.11/13/524 MW TO ALTER THE SEQUENCE OF PHASED EXTRACTION AND TO REVISE THE DATE FOR CESSATION OF MINERAL EXTRACTION FROM 30 NOVEMBER 2016 TO 30 NOVEMBER 2016 AND RESTORATION FROM 30 NOVEMBER 2018 TO 30 NOVEMBER 2028 AT UTTOXETER QUARRY, ASHBOURNE ROAD, SPATH, UTTOXETER - **see planning**

**5.02** email from Cllr Atkins - New adult social care consultation - In April 2012, Staffordshire County Council (the county council) agreed that adult social care services for older people and for people with physical disabilities would be provided on its behalf by Staffordshire and Stoke-on-Trent NHS Partnership Trust (the Partnership Trust). The services were transferred to the Partnership Trust in a formal process called a Section 75 Agreement. This agreement has recently been reviewed and in the future, the county council and the Partnership Trust intend to create a new Section 75 Agreement where:

- The Partnership Trust continues to provide assessment and case management, reablement and occupational therapy services for older people and people with physical disabilities
- Responsibility for buying long-term care packages and managing the budget for long-term care will return to the county council We would like to know what you think about this.

You can find more information on our intentions and how to submit your views on the consultation webpages. The consultation is open from Friday 4 November until 5:00pm on Tuesday 13 December and we look forward to hearing from you. No comments sent by Parish Council.

5.03 marketing e-mail about public defibrillator – “Make your community safer with a Defibrillator”

5.04 HSBC requested all Councillors to attend the branch to give ID for Bank Mandate – clerk sent e-mail to all Councillors asking them to visit Uttoxeter branch before 11<sup>th</sup> November, when branch closed.

5.05 Cllr Atkins advised road closure notice for the A522 next month, December 2016

5.06 e-mail with regards to Breath of Life Grants

5.07 E-mail received from Bramshall Village Hall Chair, advising Parish Council that Bramshall Village Hall Car Park lights are the responsibility of the Village Hall and they will maintain them.

5.08 e-mail from St Lawrence Church, advising Councillors that the Dog Control Order for the Church Yard is in force and dogs need to be on leads to walk through the Church yard. After discussion with Councillors it was agreed to add the link for the Dog Control Orders to the Parish Council website, so that the decisions that were made in June Parish Council meeting, can be viewed by all parishioners. The following link will be added to URPC website

<http://www.eaststaffsbcb.gov.uk/community-civil-enforcement/public-space-protection-orders>

5.09 ESBC advised that BT have sent a letter requesting the Parish Council be consulted about the red phone boxes at Holly Farm, Knightsland, Gorsty Hill, ST14 8PN and Birch Croft, Stramshall, ST14 5AL. Notices to be displayed in both boxes for 42 days. Clerk sent notices to Councillors to be displayed. The Councillors voted unanimously to adopt both phone boxes, for £1 and have them as a community asset. **The Councillors also voted unanimously to accept option 1 of the BT proposal, which states that , BT Payphones will continue to be responsible for the electrical supply and any payments to the electricity companies for that supply. BT reserves the right to disconnect the electricity supply at some point in the future, however BT will contact the kiosk owner should this become necessary. Electrical equipment cannot be connected to the electrical supply unless agreed with BT. All Councillors agreed to read the full terms and conditions but the Clerk to process the £1 acceptance of both BT boxes. The Councillors asked the clerk to confirm that Gorsty Hill box was with Parish, but to adopt now and discuss with Marchington if it is found to be in adjoining parish.**

5.11 Clerk received a letter from a parishioner with regards to Warehouse, Stramshall Road, Stramshall – the letter requested the parish Council to report issues with this site to the planning enforcement office and environment health. Clerk was instructed to report all points in the letter to East Staffordshire Borough council and update the Parish Council at the next meeting.

5.12 Staffordshire Parish Council Association AGM on 5<sup>th</sup> December 2016

5.13 New electoral register supplied to clerk by ESBC

5.14 marketing email from defibrillator company - PCS Communities – Councillors asked Clerk to research Defibrillators, and to contact Parish Clerks who have them in their Parishes and bring all information to next meeting.

5.15 Clerk received notes from the Community Engagement meeting, 6<sup>th</sup> October, with regards to speed watch items. Next meeting at HQ 10<sup>th</sup> January 2017 at 6.30pm to start at 7pm – No Councillor will attend this next meeting.

5.16 Clerk received an e-mail with regards to Lone Workers – legal duties of health and safety at work act 1974 and the management of health and safety at work 1999 – The clerk requested that SPCA deliver a course for next year in order that Councillors understand their obligations to the Clerk. SPCA will advise if course available. Clerk to forward all Councillors with the paperwork received.

#### 6 BRAMSHALL SPRINGS s106 FUNDS FOR TRAFFIC CALMING

6.01 Councillors met Richard Rayson from Staffordshire County Council in Bramshall to discuss traffic calming options available for the village, using the s106 funds of £15,000 funds awarded to the scheme by planning application P/2013/00882

6.02 Councillors given a breakdown of options available:

Gateway in the area of Stocks Lane – Councillors voted to not use this option of speed reduction at present Chicane to be placed in the village – between Stocks Lane and Bramshall Inn – Councillors voted to accept this option for the village and Clerk to contact Richard Rayson to confirm this request.

Rumble Strips – these to be placed on the hill, as you enter the village from railway crossing – voted unanimously for this option

Speed reduction from Kiddlestitch to Stocks Lane from 60mph to 40mph. – voted unanimously for this option.

6.03 Councillors advised by Richard Rayson that once a vote had been taken, the clerk to pass this information to him and then he will gain costings for the options and then a final vote by Councillors will be taken in the February meeting on which options can be introduced with the funds available

#### 7 STRAMSHALL PLAYING FIELDS and Climbing Frame Project

7.01 Clerk received a Stock valuation from Play Inspection Company – value of all present play equipment is £15,523.62 this is for Bench, Litter Bin, Goal Ends x 2, Free Standing Slide, 1 Bay 2 Seat Cradle Swing, 1 Bay 2 seat flat Swing.

7.02 TESCO Bags of Help fund – voting closed on 19<sup>th</sup> November and The Stramshall Climbing Frame project was awarded £8,000 for the equipment and wet pour surfacing, clerk submitted the final BOH Rnd2 Grant Acceptance Requirement form on 31.11.2016

7.03 Tesco Bags of Help Terms and Conditions for the Grant sent to all Councillors.

7.04 Tesco Bags of Help Climbing Frame project will start once the funds for the groundworks have been obtained.

7.05 Clerk contacted Groundworks/Tesco to confirm details of clause 2.11 of terms and conditions, Groundworks confirmed on 30.11.2016 that our project does not need a policy for Disclosure or Barring Services for contractors.

7.06 Clerk printed out image consent forms, for photos of the project

7.07 Clerk will contact insurance company to ensure insurance will be valid for the new equipment

7.08 Clerk to write a press release to say funding received - DISCUSS

7.09 Clerk contacted the JCB Grant panel on 25.11.2016 and 29.11.2016 for an update – Clerk advised that September and November meetings were delayed but that JCB Grant Panel are meeting w/c 5<sup>th</sup> December 2016

7.10 Clerk gave all councillors a breakdown sheet of funding and project costs:

Item	Item cost	Funding applied for	Funding Received	Shortfall
Climbing Frame	5487	5000	5000	487
EPDM Wetpour	3285	3000	3000	285
Ground works	4599	4599		Awaiting funding from JCB
VAT	2674.2			<b>2674.2</b>
Total	16045.2			
<b>Deposit required by Creative Play</b>	<b>8022.6</b>			
Metal Fencing to surround play area	3900	3900	3900	0

Clerk advised that if all funding that has been applied for is received then Parish Council to contributed £772 (£487+£285)

7.11 The metal fencing to surround play area is £3900, funding received from ESBC to cover full cost.

7.12 Council resolved to start the project in January, once all funds are available, a 50% deposit of £8022.60 to be paid by Parish Council to Creative Play on receipt of Tesco and JCB funding. Clerk advised that a transfer from Leek BS to HSBC of £8022.60 to be made, in order that funds are available for the payments. Councillors given full figures on spreadsheet. Councillors voted unanimously to start project as soon as all funds available and to transfer funds for the deposit.

7.13 clerk to complete all forms for grant and to work with Councillors to deliver the project.

## 8. WEBSITE

8.01 Eric Roy Associates provided a proposal for new website – sent to Councillors by post on 23.11.2016 – voted unanimously to accept Eric Roy Associates proposal and to send deposit cheque

8.02 Clerk to contact ClickIT to advise that website will be transferred to Eric Roy Associates by May 2017. Clerk to send the Councillors thanks to ClickIT for their help with the parish website to date.

8.03 Councillors voted unanimously that a £150 deposit to be signed at this meeting, in order that preliminary works can start.

8.04 Councillors had a number of comments that the clerk will forward to Eric Roy Associates with regards to content, this will be dealt with in the 30 consultation period of design.

## 9 PLANNING APPLICATIONS

### PUBLIC CONSULTATION –

P/2016/00216 – P/2013/00882 – Land to the west of Uttoxeter, A50 bypass, Uttoxeter, Staffordshire – reserved matters application relating to P/2013/00882 for the erection of 40 dwellings, including 13 affordable units, together with drainage, highways infrastructure and including details of access, appearance, landscaping, layout – Amended Scheme - The above application will be considered by the Planning Applications Committee at its next meeting on 15th November 2016. - No comments received from Councillors for the Planning meeting.

APPLICATION NO. ES.16/15/524 MW: APPLICATION TO VARY CONDITIONS 1, 2, 8, 9, 10, 32, 38, 39 AND 42 OF PERMISSION REF. ES.11/13/524 MW TO ALTER THE SEQUENCE OF PHASED EXTRACTION AND TO REVISE THE DATE FOR CESSATION OF MINERAL EXTRACTION FROM 30 NOVEMBER 2016 TO 30 NOVEMBER 2016 AND RESTORATION FROM 30 NOVEMBER 2018 TO 30 NOVEMBER 2028 AT UTTOXETER QUARRY, ASHBOURNE ROAD, SPATH, UTTOXETER

I write in connection with the above application. In support of their application, Aggregate Industries the applicant has submitted a draft legal agreement (Unilateral Undertaking) in which the applicant proposes to install under-drainage, and provide vehicular access and a surfaced car park to facilitate development of the 'Sports Hub' as proposed in the East Staffordshire Local Plan. I attach a copy of the draft agreement for your consideration. Should your Council wish to comment on the proposed works for the sports hub.

**Comments from Uttoxeter Rural Parish Council** on the Aggregate Industries the applicant, has submitted a draft legal agreement (Unilateral Undertaking) in which the applicant proposes to install under-drainage, and provide vehicular access and a surfaced car park to facilitate development of the 'Sports Hub' as proposed in the East Staffordshire Local Plan.

Uttoxeter Rural Parish Council have the following comments:

- 1, The car park is too close to riversmede residence and will cause noise pollution on Sunday mornings when football takes place ( 50 cars, ie players, officials, supporters,committee )
2. The access road is not shown on the plan , so impossible to approve.
3. Concern that this proposal is on an area that badly floods.
4. Concern that no security for the car park is highlighted in the proposal, so the Car Park could be used for overnight parking of cars/lorries etc.

APPLICATION NO. ES.16/15/524 MW - Application to vary conditions 1, 2, 8, 9, 10, 32, 38, 39 and 42 of permission ref. ES.11/13/524 MW to alter the sequence of phased extraction and to revise the date for cessation of mineral extraction from 30 November 2016 to 30 November 2026 and restoration from 30 November 2018 to 30 November 2028 at Uttoxeter Quarry, Ashbourne Road, Spath, Uttoxeter

The County Council welcomes public speaking at its Planning Committee. However, public speaking only applies to those applications which are to be considered by the Committee itself on the open part of the agenda. I am therefore writing to advise you that the above proposal is now intended to be determined by Planning Committee on **1 December 2016**. As you have submitted written objections to the above proposals you may have the opportunity to speak at the County Council's Planning Committee on this item. The County Council's Protocol on public speaking

allows one objector (which includes you), one supporter and a representative from the Parish Council(s) to speak on the above proposal at Committee. In accordance with the written protocol you may only speak for up to 5 minutes on the item. No councillor attended this meeting on behalf of Parish Council.

#### NEW

P/2016/01271 - Highbarrow Residential Rest Home, Toothill Road, Uttoxeter, Staffordshire, ST14 8JT - Erection of a detached building for overnight accommodation for staff members – comments by 24.11.2016 – no comments added 30.11.2016

P/2016/01372 - land south of Hobb Lane, Marchington Woodlands,- erection of an agricultural workers dwelling in connection with the adjacent approved poultry unit with all matters reserved – received as neighbouring parish - this was marked as Withdrawn on 30.11.2016

P/2016/01551 - Dove View, Moisty Lane, MARCHINGTON, ST14 8JY - Application under Section 73 of the Town and Country Planning Act 1990 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 7 of planning permission P/2016/00429 dated 11/07/2016 relating to the dismantling and removal of photovoltaic arrays and associated cabinets and land reinstated following any consecutive 6 month period of operation or immediately following the expiration of 25 years and 6 months from the date of commissioning dated 11th March 2016, whichever is the sooner – comments by 06.12.2016 – added no comment on 31.11.2016 – clerk contacted ESBC to find out if any s106 agreements were attached to original plans, none found.

P/2016/01668 - The Alders Old Uttoxeter Road Crakemarsh Staffordshire ST14 5BL - Sub-division of existing single dwelling to create 2 no. dwellings – comments by 21.12.2016

NO COMMENT

P/2016/01693 - Newlands Farm Lane From Netherland Green To Highwood Crossroads Netherland Green Staffordshire ST14 8PP - Prior approval for the conversion of an agricultural building to form a dwelling - Prior Approval - Class Q – comments by 22.12.2016

NO COMMENT

#### DECISIONS

P/2016/01160 – Mill Farm, St Michaels Road, Stramshall – listed building consent for internal and external alterations which include internal layout alterations of roof lights and alterations to the fenestration of all elevations- GRANTED

P/2016/01227 – St Lawrence Church, Church Lane, Bramshall – demolition of existing outbuildings to facilitate the erection of a disabled toilet and kitchen. – PERMITTED

P/2016/00216 (P/2013/00882) – Lane to the west of Uttoxeter, A50 bypass, Uttoxeter - for the erection of 40 dwellings including 13 affordable units, together with drainage and highways infrastructure, and including details of access, appearance, landscaping, layout and scale ( phase 1B) – Approved

P/2016/01373 - Forge Cottage, Holly Lane, Kingstone, ST14 8QD – demolition of agricultural building and construct new agricultural building - PERMITTED

#### 10 ACCOUNTS/FINANCIAL MATTERS:

10.01 BUDGET the budget was accepted by Councillors and Councillors advised Clerk to request £11,000 in precept for the coming year. Clerk suggested that once paperwork completed, that two Councillors initial the paperwork to agree it has been completed correctly. Clerk to amend the Financial Regulations to include the new procedure.

10.02 HSBC paying in facilities – can only pay in cheques via the Post Office, not cash now HSBC has closed in Uttoxeter.

10.03 e-mail from SLCA updating on Audit for next year. SAAA (Smaller Authorities Audit Appointments) Ltd, the company established by a consortium of smaller authorities sector bodies, i.e. NALC, SLCC, and ADA (the Association of Drainage Authorities), duly authorised by the Department of Communities and Local Government (DCLG) to undertake this role on 30th November issued the following statement on its website ([www.saaa.co.uk](http://www.saaa.co.uk))

“SAAA Ltd is pleased to announce that it has successfully concluded the procurement process and has awarded contracts for the supply of limited assurance audit reviews for smaller authorities. Three audit firms have been appointed as suppliers for the five-year period commencing 1 April 2017: PKF Littlejohn, Mazars and Moore Stephens. Contracts have been signed ahead of schedule on terms that will enable SAAA to undertake its various tasks including the quality control and monitoring of suppliers without making any further call on public funds. Further details of the audit appointment areas to be covered by the three firms will be communicated in due course”. Speaking on behalf of the consortium, Jonathan Owen, chief executive of National Association of Local Councils (NALC), said: "This is a brilliant example of smaller authorities working together saving local authorities and councils many millions of pounds with the scale of fees set for the next 5 years substantially the same as that has applied to the sector for the last 10 years".

10.04 Clerk requested that telephone banking system be set up, due to Uttoxeter branch of HSBC has closed. This

request was made in order that a statement of exact funds can be brought to each meeting, as the bank statements arrived too late to submit correct figures. It suggested that Clerk request two bank statements per month, in order that the figures are brought to meeting from mid-month statement. Councillors to research telephone banking on HSBC website and vote on it at next meeting.

#### CHEQUES

SJL Landscaping – Bramshall Plaque - £60

Entrust – Stramshall Playing Fields - £84

Entrust – Stramshall Playing Fields - £84

Mr David Bailey – Stramshall Christmas Tree and Lights - £158.79

WH Durose – Allotment Fence repairs - £52.50

Mrs VRE Gibson – Clerks expenses - £88.28 - Christmas tree license amendment - £25, Printer Ink £23.84, photocopy of web proposal £10.54

Eric Roy Consulting – website deposit - £150 – write cheque

#### STANDING ORDERS

Mrs VRE Gibson – Clerks Wages - £270.12

#### DIRECT DEBITS

Staffordshire Water – Allotment Water - £6.50

#### CHEQUE SIGNED FOR TRANSFER FROM LEEK TO HSBC

Stramshall Playing Fields equipment - £8022.60

OPENING BALANCE 1<sup>st</sup> December £8,501.64

BUILDING SOCIETY BALANCE on 1<sup>st</sup> December £ 9,511.72

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

#### 11 COUNCILLORS' REPORTS:

11.01 Parish Councillors would like to wish all Parishioners a Merry Christmas and a Happy new Year in 2017.

11.02 Clerk to write to Lord Williams Luncheon club to thank them for their efforts with Christmas tree in Stramshall.

11.03 Clerk to write to Staffordshire County Council Highways Team with regards to the item on the highways log about the Loxley Junction.

11.04 Clerk to report a mattress as fly tipped at Quee Lane.

11.05 Clerk to request that the rubbish bin on the post by the Stramshall High Street Bus stop, be moved to the side wall of the bus stop, as post broken.

11.06 Clerk to report that information road sign on B5030 is overgrown with trees.

11.07 Clerk to report pot hole in Beamhurst, near to Mill Farm.

11.08 Clerk to report grid at Spring Cottage is blocked and needs clearing.

11.09 Clerk to check if planning permission required for a farm barn with canvas roof/side at Spath Farm.

11.10 Clerk to write to Staffordshire County Council to object to the new charges for industrial/building material waste at the Recycling Centre, this will lead to fly tipping of this kind of waste.

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

The date of the next meeting was set for Tuesday, 7<sup>th</sup> February 2017 at Bramshall Village Hall at 7:30pm. The meeting was formally closed at 21.59pm.

.....CHAIRMAN