

Uttoxeter Rural Parish Council

<p><u>DRAFT MINUTES</u> of a meeting held on Tuesday, 7th June 2016, at the Village Hall, Bramshall. The meeting commenced at 7.31pm.</p> <p><u>PRESENT:</u> Messrs., D. Oulsnam, 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.</p> <p><u>1 APOLOGIES:</u> Messrs Ollerenshaw & Jones</p> <p><u>2 PUBLIC PARTICIPATION.</u> None</p> <p><u>3. MINUTES:</u> The draft minutes of the last meeting held on Tuesday, 3rd May 2016, having been circulated, were signed by the chairman on the approval of the members as a true record and can be issued as full minutes to the website and notice boards.</p> <p><u>4. CLERK'S REPORT:</u></p> <p>4.01 Clerk informed via Gateway System that HMRC liability for previous clerk is Tax due for 2013-14 & 2014-15, the amount missing is £170.15 with interest of £2.32 = Total £172.47 – cheque needed and a payment to be made using payment book in HMRC file. The Clerk suggested that deadline is before next meeting, so evoked the Financial Regs 4.1 and 4.5, which allows for payments up to £300 to be authorised by Chair, Vice Chair and Clerk. Payment made via cheque through HSBC account. After payment received, another message from HMRC, suggested a further payment for interest needed to be made of £8.78 to cover interest payments. Cheque raised in finance section below. The clerk then wrote to HMRC to request they allocate the split of the £172.47 to the correct years, as we are now getting messages of overpayment on the Gateway account.</p> <p>4.02 Came & Co required a form to be signed to confirm the 3 yrs. contract for insurance with Ecclesiastical insurance, clerk signed form and copied Chair and Vice Chair into reply.</p> <p>4.03 Clerk completed via webcam the Finance module of the ILCA.</p> <p>4.04 Clerk sent an e-mail to advised resident to contact Checkley Parish Council about the speeding in Checkley, as per item 5.09 in last minutes.</p> <p>4.05 Clerk called Amey about Spath Flooding – They will update us on progress to change from a 300 pipe to a 450 pipe. But still with the Amey Asset Management Team and no decision yet made.</p> <p>4.06 Clerk contacted Caroline Ward at the Licensing Department, ESBC, about Hare and Hounds, Stramshall – requested an update on license of the pub and if it is being revoked, amended, etc. received a reply on 13.05.2016 “at present there has not been a change of use application on this premise to turn it into a dwelling. As far as licensing is concerned, it is still licensed to sell alcohol.”</p> <p>4.07 Clerk asked for clarification about Lengthsman fund applications from Claire Asprey at Staffordshire County Council.</p> <p>4.08 Clerk contacted Highways Team about permission to have permanent Speed Indicator signs in Bramshall and Stramshall.</p> <p>4.09 The Willslock Bus Stop roof and guttering. Repairs need to be made to ensure we are covered by our insurance policy. Councillors voted to repair the two tiles. The asbestos guttering on both Willslock and A518, Burndhurst, need to be removed and disposed of correctly. The Councillors asked the Clerk to employ Burton–Environmental Services, at £12 per metre to dispose of pipes, once Mr Durose has removed them.</p> <p>4.10 Clerk met with Creative Play salesman, 17.05.2016, he will provide a final quote for the Dart Activity Centre so that it can be forwarded to funding bodies. Final quote is £5487 for equipment, £3285 for wet pour, £4599 for ground works. Plus VAT.</p> <p>4.11 Clerk received information from SCC that Lengthsman Fund will end 31st March 2017.</p> <p>4.12 Clerk contacted Cllr Whittaker to request if there is any WASP funds for Stramshall playing fields fence replacement.</p> <p>4.13 The Clerk amended the Parish Councils Financial Regulations: remove Britannia BS from the regulations, as now closed and add Leek Building Society. The Councillors voted unanimously to accept new amendments.</p> <p>4.14 The Clerk received the Britannia Building Society final statement book, along with a cheque for £15,010.72 which was paid into Leek Building Society on 4th May 2016. The interest in Britannia book was added of £15.80 and £4.81.</p> <p>4.15 The Clerk provided the Councillors a copy of the Localism Act 2011, so they could consider making enquiries about the Hare and Hounds public house, Stramshall. The Councillors discussed the option and decided not to proceed with this option.</p> <p>4.16 The Clerk was sent the new NALC pay rates for Parish Clerks. The increase for SCP 18 rate is £9.392. This was awarded from 1st April and Clerk therefore owed £31.68 back pay. The Councillors unanimously voted to accept pay increases set out by NALC and to authorize the back pay.</p> <p>4.17 The Clerk sent request to Highways about clearing the footpath on Stramshall village green on 24.05.2016</p> <p>4.18 The Clerk attended meeting at Draycott in the Clay on SCC and Parish Councils – 19.05.2016. The meeting was</p>	<p>Action</p>
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given an update about land drainage by David Hughes SCC, Superfast Broadband, and Traffic Regulations Order. The updates and links for further information are below:

A50 update: The initial focus will be north of the A50. A new stretch of the A522, approximately 300 metres long, will be built north of the current road. When that stretch opens in the New Year, it will keep traffic flowing on the A522 while the embankment north of the A50 is completed and utilities diverted. During construction of the new part of the A522 there will be temporary traffic lights. These will not be there all the time, only when necessary, and will be manually controlled at peak times to give priority to prevailing traffic flows.

Superfast Broadband - <http://www.superfaststaffordshire.co.uk/> Details of the grant to support communities come up with their own broadband solutions can be found on <http://www.communityfibre.bt.com/>

County Flood Management Strategy can be found on <https://www.staffordshire.gov.uk/environment/Flood-Risk-Management/Local-Flood-Risk-Management-Strategy.aspx>

4.19 The Clerk found 3 green Rubbish Bins from Draycott in the Clay Parish, but Councillors voted not to accept them, as will not be emptied by ESBC.

4.20 The Clerk contacted Tommy Spiller from Entrust to ask for the 2016 contract to cut Stramshall Playing Fields. No update since 2nd March and last invoice was 31.03.2016. Clerk contacted Entrust directly about missing invoices for April and May; they are having issues with the new system as moved over to Capita.

4.21 The Clerk received a letter from Internal Audit, Toplis Associate, giving a list of duties that will be carried out for next year. The cost £110 + VAT, plus mileage. – Councillor voted unanimously to accept the services of Toplis Associates for 2016/2017 internal audit.

4.22 Clerk wrote to Election Services to find out if any of the Bramshall Meadow development will be in our Parish boundaries.

4.23 The Clerk had confirmation from ESBC that Bramshall Meadows development, P/2016/00216 & P/2013/00882 is partly within our Parish Boundaries. After discussion, it was revealed that the community element of this planning is £500,000 and has been earmarked for the Sports Hub that will be constructed on the edge of Uttoxeter Town Council boundary. The Councillors asked the Clerk to find out from ESBC, if a proportion of the community grant could be allocated to the Rural Council. The Clerk to contact Town Council Clerk to inform them that our request will be going to ESBC.

4.24 Clerk wrote to Wilfred and Elsie Elkes charitable trust, at the correct address, obtained from Charity Commission, to ask for application form for playing fields funds for the swing frames.

4.25 The Clerk to investigate with other clerks their website providers.

4.26 The Clerk obtained a second quote for the Stramshall playing fields fencing- BAT fencing £1480 + VAT , this compares to WH Durose quote from last meeting which was £769.50 + VAT. Councillors voted to accept WH Durose quote to repair the fencing. Cllr Whittaker offered £250 from the WASP funds, the Councillors thanked Cllr Whittaker and the Clerk will send the invoice, once the work has been completed.

4.27 The Land registry confirmed that Stramshall Village Green, LRTD-urpcparishclerk-22/04/201612:28:12_NOPR – has no documents held at Land Registry for this piece of land. They suggested a voluntary registration, usually done through solicitor. Councillors voted to investigate voluntary registration and the Clerk to find an appropriate solicitor.

4.28 The Clerk wrote to new allotment tenant advising that Council would help to remove shed and advice of new rent arrangement and provided contract. The Council were updated that the old shed has gone and all rubbish removed and a new shed has been erected. The contract and rent have yet to arrive with the Clerk.

4.29 Risk Assessment for the Councils working and procedures. The Clerk will draw up the Risk Assessment and send to Councillors before September meeting.

4.30 The Clerk has passed 4 of the 5 modules for the ILCA, only the management module remains.

4.31 The Clerk has not received the invoice for the cutting of the hedges of allotment and playing fields. Councillors advised that Mr Wilson will invoice every couple of years.

5. CORRESPONDENCE:

5.01 received an e-mail about dog fouling and how it affects the cows in the nearby fields. The Councillors voted to put up laminated notices by Hollington Lane, Barnwell Close, Creighton Lane with a warning that Cows have been affected dog fouling and have died as a result. Clerk to put up notices ASAP.

5.02 e-mail from John Thompson, ESBC Enforcement Officer, about cars parked on the verge in Spath by round about, he will investigate.

5.03 Cllr P Atkins annual report received and forwarded to councillors 10.05.2016

5.04 Received a notice from the Police Area Returning Officer, Staffordshire – announcing that Matthew Clyde Ellis is duly elected Police and Crime Commissioner for Staffordshire.

5.05 e-mail from Melanie Langdown about the Black and White Community Speed Watch signs for Bramshall – they should be installed soon.

5.06 Referendum Notices for the Notice Boards received and forwarded to Councillors on 17.05.2016

5.07 Councillors Interests Forms forwarded to Councillors on 17.05.2016 – requested a completed copy to be brought to June meeting for website and originals to be sent to Council.

- 5.08 Insurance Documents arrived from Came and Co and a receipt for the £777.02 paid for this years' insurance.
- 5.09 John Thompson from Enforcement Team visited Stramshall roundabout on 17.05.2016 to view the cars parked on the verge by Fabricators. He advised that for an offence to be committed, there must be two or more vehicles exposed for sale on the highway, and it must be in the course of a business. When he visited the site, only one car was on the verge and it had a sign, Selling on behalf of Customer. No offence is therefore being commented at this time. He asked Councillors to keep photos and notes of any future vehicles.
- 5.10 Letter from HAGS about play equipment brochure.
- 5.11 Letter from Toplis Associates Ltd – internal auditor – to confirm price of internal audit is £110 + VAT and travel expenses.
- 5.12 information about road closures for Iron Man race on 26th June.- forwarded to councillors on 31.05.2016
- 5.13 Funding Fair at Wade Street Church, Wade Street, Lichfield – 15th June 2016 from 10 – 1pm – organised by Support Staffordshire. Clerk to attend, if she has time.
- 5.14 ESBC Dog Control Orders – need to sign the form and send it back to Carol Flannery, Community & Civil Enforcement Team Leader. The letter explains that the Borough Council is consolidating these controls into one Public Space Protection Order. The Parish Council needs to confirm it is happy for our area's DCO's to be included in the new Public Space Protection Order (PSPO) by completing the attached proforma and returning to the email in the letter no later than 30/06/2016. The Councillors voted to agree, but requested a further area in Bramshall – The Grass Bank from the end of Broomyclose Lane to Junction with Creighton Lane.
- 5.16 RSPB guidance about hedge cutting at this time of year – hedges not to be cut from mid-March until August, to ensure the nesting sites are maintained.

6 TRAFFIC CALMING

- 6.01 clerk requested a second quote from SWARCO, <https://www.swarco.com/stl/Products-Services/Signs/Moveable-Vehicle-Activated-Signs-MVAS> - sent councillors link on 11.05.2016
The quote from Swarco for a B-30r234-SD-BDH sign is £2,242.45 excl VAT
- 6.02 Morelock – GR33CL 4kg Multi coloured speed sign (battery powered) £1,850 plus VAT – <http://www.morelock.co.uk/speed-signs/> sent to councillors on 13.05.2016
- 6.03 The clerk was contacted by Melanie Langdown, Performance and Operations Manager, Staffordshire Safer Roads Partnership, she advised that the SCC Highways Team and her team are having a meeting to decide on the best way forward for communities to administrate these signs and therefore cannot give permission for signs at this stage.

7 PLANNING APPLICATIONS

PERMITTED

P/2016/00486 – Home Farm, Old Uttoxeter Road, Crakemarsh – erection of an agricultural barn – permitted.

NEW

P/2016/00583 - Longacre Farm Hook Lane Crakemarsh Staffordshire ST14 5AS - Demolition of existing dwelling and erection of a replacement dwelling and construction of vehicular access – comments by 30.05.2016 – no objection added on 24.05.2016

P/2016/00613 - 1 Church Farm Close Stramshall Staffordshire ST14 5AL - Erection of a detached garage – comments by 09.06.2016 – no objection

P/2016/00665 – Eaton Villa, 11 Broomyclose Lane, Stramshall – conversion of existing attached garage to form a single dwelling – comments by 24.06.2016 – no comment

APPEAL

P/2015/01215 - Ducks Crossing Stone Road Bramshall Staffordshire ST14 8SH – APPEAL - the Informal Hearing will take place on 28 June 2016 at the Heath Community Centre, Holly Road, Uttoxeter, Staffordshire, ST14 7DP at 10.00am. The Inspector appointed by the Secretary of State, will consider representations when determining the appeal. The Inspector currently nominated to hold the hearing is A Dawe BSc (Hons), Msc, MPhil, MRTPI. Cllr Whittaker advised he will be attending.

8 ACCOUNTS/FINANCIAL MATTERS:

ANNUAL RETURN SIGNING. – these forms will be signed again tonight, as Clerk mistakenly destroyed last forms, as she thought that every councillor needed to be present at the meeting to sign them. Clerk apologised for error.

8.01 – signed Annual Governance Statement

8.02 – signed Accounting Statements

8.03 The Unaudited Accounts will be displayed on website from 10th June until 25th July. The notices for Date of Commencement and Declaration of Status of Published Accounts will go onto Website, as will the Accounting Statement and Governance Statement & the Internal Auditor Report. All signatures will be removed for Website Copies. All Notices for notice boards given to Councillors, Click IT will be asked to display all forms from 8th June on website.

8.04 The Councillors agreed a RESOLUTION to accept the new rate of pay set by NALC — see bulletin from Staffordshire Parish Council Ass 26.05.2016. Voted unanimously to accept the following:

The National Joint Council for Local Government Services has reached agreement on the following:

- new pay scales for 2016/17 to be implemented immediately and backdated to 1 April 2016
- New pay scales for 2017/18 to be implemented from 1 April 2017

8.05 The clerk had annual appraisal with Chairman – discussed hours of clerk – it was proposed at the appraisal to add 1 hour extra per week – the Councillors proposed to extend the clerks hours to 7 per week, for 12 months and review it after that period. Voted unanimously.

8.06 The Clerk moved from pay scale SCP 18 to SCP 19 – as per clerk contract. The new rates is SCP 19 - £9.743 per hour. – Voted unanimously to accept new rate.

8.07 A new standing order letter for HSBC needs to be signed by Chair and Vice Chair and one other Councillor for wage increase. The Clerk will complete a standing order form and get it signed before next meeting, so new pay rate and extra hours can be implemented by HSBC before 1st July.

CHEQUES

HMRC - £170.47 – previous clerks taxes for 2013-2014 & 2014-2015 – paid 14.05.2016

HMRC - £8.78 for interest on account

SJL Landscapes – mowing of Bramshall Plaque and Bramshall Church Yard - £186

Mrs VRE Gibson – expenses – includes Accounts Governance book and full set of printer inks - £ 74.46

Mrs VRE Gibson – Back pay for pay rise back to 1st April, as per NALC agreement - £31.68

STANDING ORDERS

Mrs VRE Gibson – Clerks Wages - £220.97

DIRECT DEBITS

Staffordshire Water - £6.50

RECEIVED FUNDS

Precept funds – half yearly funds received on 29.04.2016 - £5,041.50

FUNDS TRANSFERRED TO LEEK BS

£15,010.72

OPENING BALANCE £ 7,313.48 – Bank Statement 325

Total Spend from HSBC at this meeting - £ 698.86

CLOSING BALANCE of HSBC £ 6,614.62

BUILDING SOCIETY BALANCE - £15,011.72

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

9. PENSION RESOLUTION

PENSION OPTIONS ARE:

Local Government Pension Scheme – details from May minutes

Council contribution 20% £46 per month

Clerk contribution 5% £12 per month

Annual cost to Parish Council £552

Annual cost to Clerk £144

The Pensions Regulator

PO Box 16314, Birmingham B23 3JP

Phone: 0385 600 1011

<http://www.thepensionsregulator.gov.uk/employers/contributions-funding.aspx#s9379>.

The minimum contributions that you must pay into your staff's pension scheme are shown in the table below – they're currently a total contribution of 2% with at least 1% employer contribution. Minimum contributions are being introduced gradually over time. You will usually pay pension scheme contributions either as a fixed amount or based on a percentage of earnings.

Date	Employer minimum contribution	Total minimum contribution
Employer's staging date to *05/04/18	1%	2% (including 1% staff contribution)
*06/04/18 — *05/04/19	2%	5% (including 3% staff contribution)
*06/04/19 onwards	3%	8% (including 5% staff contribution)

The Clerk is not eligible for a pension, as salary under threshold and will therefore complete the staging date on 1st November, as "No to eligible employee" on the Government Gateway system using the letter code provided by Pensions Regulator Letter.

The Council RESOLVED that The Automatic Enrolment pension option - NEST – will be offered to any future employees who qualify. Voted for unanimously.

10.00 PLAYING FIELDS FUNDING

10.01 The Clerk contacted Creative Play requesting a final quote on the Dart Activity Centre B. that can be used for funding application purposes.

10.02 the Clerk submitted an application to Tesco Bag Fund for £8k deadline on 2nd June, with the help of Cllr Cathy Smith and Sara Botham at ESBC. The clerk would like to thank both of them for their input and guidance with the form. Funding requested from Tesco is £8k. All Councillors received a completed grant application form for their records.

10.3 The clerk will approach JCB for the ground works funding to install the Dart Activity Centre

11.00 SPATH FLOODING

11.01 Amey are still considering if funds available for upgrading the pipe from 300 to 450.

11.02 Parishioner advised that the road drain does in fact discharge into my ditch. It will therefore be necessary to upgrade the diameter of the pipe that goes under Stramshall Road on 24.05.2016.

12.00 COUNCILLORS' REPORTS:

12.01 Cllr Patterson-Evans requires more 30mph signs for wheelie bins, will liaise with Cllr Jones.

12.02 The Clerk will report the parking at the bottom of Broomyclose Lane, as interfering with the highways now.

12.03 Cllr Smith will paint the swing frames in the next month. Councillors voted to reimburse paint cost and thanked Cllr Smith for her offer to paint the swings.

12.03 The Clerk to report 3 pot holes on Cullamore Lane, Willslock to Highways.

12.04 The Clerk to report to the Enforcement Officer from Planning the change of use at Spath Cottage, Rocester Road, Spath. No planning application has been viewed by the Councillors for change of use.

12.05 New Fencing is required at the allotment. Cllr Oulsnam to liaise with WH Durose to ensure a quote is provided.

12.06 The Allotments have a problem with pigeons, Councillors asked to give permission to shot them. Councillors voted no to shooting the birds.

12.07 The hedge outside The Croft, High Street, Stramshall, needs to be cut and Clerk to ask Mc Culloch and SJL Landscaping for a quote. This is not to be carried out until after August, due to bird nests.

12.08 Clerk to report pot holes on St Michaels Road, going north by the 30mph sign. Approx 5 pot holes in total.

12.09 Clerk to follow up the tipping of waste reported in May meeting.

12.10 The Clerk to ask the Highways Community Team to cut the edges and verges of Broomyclose Lane and Creighton Lane.

12.11 The Clerk to contact the owner of the hedge where the 30 mph sign is being obscured and request it be trimmed.

DATE AND TIME OF THE NEXT MEETING:

The date of the next meeting was set for Tuesday, 5TH July 2016 at Stramshall Village Hall at 7:45pm. The meeting was formally closed at 09.12.

.....CHAIRMAN