

Uttoxeter Rural Parish Council

<p><u>MINUTES</u> of a meeting held on Tuesday, 7th February 2017, at the Village Hall, Bramshall. The meeting commenced at 7.38pm.</p> <p><u>PRESENT:</u> Messrs. 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.</p> <p><u>1 APOLOGIES:</u> Cllr Ollerenshaw</p> <p><u>2 PUBLIC PARTICIPATION.</u> None</p> <p><u>3. MINUTES:</u> The minutes of the last meeting held on Tuesday, 6th December 2016, having been circulated, were signed by the vice-chairman on the approval of the members.</p> <p><u>4. CLERK'S REPORT:</u></p> <p>4.01 Clerk put November minutes into Bramshall notice board by Village Hall and returned key to Cllr responsible for Bramshall notice boards.</p> <p>4.02 clerk sent all Contractors Christmas Cards</p> <p>4.03 clerk wrote to the Lord William's Luncheon Guild to express thanks for the Christmas Tree event they arranged in Stramshall – 14.12.2016</p> <p>4.04 Clerk has offered to be the SLCC representative on the Accreditation Panel for Quality Councils.</p> <p>4.05 Clerk submitted a VAT refund for £975.40 on 28.12.2016</p> <p>4.06 Graham Mc Culloch has confirmed that he only needs 18inch to get his lawn mower into the playing area, but that putting a fence may cause more work and will visit the site, once climbing frame has been installed, and will let council know that an extra charge may apply.</p> <p>4.07 clerk requested a quote from CH Smith to cut hedges at allotments and playing fields. 04.01.2017</p> <p>4.08 contacted highways to ask them to confirm that Loxely Lane is on their gritting plan for the year. 04.01.2017 – see highways log for full details.</p> <p>4.09 clerk contacted Eon to let them know that lamppost M1 – M7 are not working on Stramshall Road, Spath – engineer confirmed they are working on 04.01.2017 – Councillors updated Clerk that lights are still not working and need to be reported again.</p> <p>4.10 clerk reported bins in Spath layby are full and need emptying, plus cardboard box and plastic bag by river under bridge.08.01.2017</p> <p>4.11 Clerk reported all issues raised in 5.11 of December meeting with regards to The Warehouse, Stramshall, to ESBC Enforcement Officer on 11.01.2017 and to the Environmental Health Team. The ESBC Enforcement Team responded as follows – “This land has been investigated in 2009, 2011 and 2013 with the result that it was not expedient to take enforcement action.” Cllr P Smith requested a copy for his records.</p> <p>4.12 clerk reported issues raised in 11.09 of December meeting with regards to Spath Farm, Spath, to ESBC Enforcement Officer – 11.01.2017 Enforcement officer updated 20.01.2017 - For your information, a site visit will be conducted to assess whether planning permission is required</p> <p>4.13 clerk reported issues raised in 5.11 due to the entrance way, The warehouse to Highways and put it on the highways log.</p> <p>4.14 clerk contacted ESBC to ask for rubbish bin on Stramshall Village Green to be moved onto bus stop – 11.01.2017 – the rubbish bin has now fallen off the post and clerk reported it again on 07.02.2017. This will be resolved on Friday 10th February by attaching to lamp post, as cannot be put on bus stop.</p> <p>4.15 clerk arranged meeting with Alan Toplis Associates, the internal auditor for 20.02.2017 at 9.30am</p> <p>4.16 clerk would like Council to agree to pay mileage for the site visits made during playground installation - £2.52 return trip. Councillors voted unanimously to pay mileage, as per contract of employment.</p> <p>4.17 clerk contacted total pest control with regards to the mole on the playing fields – 18.01.2017 – moles removed on 01.02.2017</p> <p>4.18 Clerk responded to Cllr White at SCC with regards to the Debt Benefit and Consumer Advice funding request – “advised that URPC had not set aside any funds in precept for such a request”.</p> <p>4.19 clerk submitted a VAT refund for £902.20 on 27.01.2017</p> <p>4.20 Clerk will list all archive material, minute books, for SCC Archive Team and will deliver the archive materials to Stafford during February 2017</p> <p>4.21 clerk asked for replacement bins to be delivered to the Spath layby, as they had been crushed by a lorry. Bins were replace by ESBC wc 30.01.2017</p>	<p>Action</p>
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- 4.22 Clerk provided updated highways log to Councillors on 03.02.2017
- 4.23 Clerk suggested Councillors sign a Lengthsman Contract with WH Durose at the Annual meeting in May.
- 4.24 Clerk contact Cllr P Smith with regards to changing working days from Tuesday, Wednesday and Friday to Tuesday and Friday. E-mails will now be answered on Tuesday and Friday and urgent issues will be dealt with accordingly.
- 4.25 Clerk advised meeting that a business risk occurred due to illness during climbing frame project. Clerk advised by SLCC that working groups should be set up for all future projects, in order that the risk is spread across a working group, not an individual. Councillors agreed.
- 4.26 Parish Plan – Clerk advised council to start a working group for the “parish plan update” for the new website. Councillors discussed creating a questionnaire in the first instance and all councillors will review the existing parish plan and bring questions for the questionnaire to the March meeting and set up a working group then.
- 4.27 Clerk highlighted the Good Councillors Guide – Section on Meetings – sub groups and working groups – The councillors can invite non councillors to be included, it is an excellent means of involving others in council work.
- 4.28 Clerk downloaded the Certificate in Local Council Administration registration form and will submit the fee of £250 and start the course within 4 weeks of submission.
- 4.29 Clerk still in contact with Entrust with regards to e-mailing the Stramshall Playing Fields invoices – Financial Control manager is now involved with the request.

5. CORRESPONDENCE:

- 5.01 e-mail from internal auditor – Topliss Associates - I have looked at your budget and think that it is very well constructed. I am also delighted to see that you are making good use of the cash book template - I do feel that you might find that at the next year end (31 Mar 2018) your cash will be tight if you do complete all your projects so it may well be that towards the end of 2017/18 you might have to keep a tight control on expenditure and cut the project coat accordingly. Forwarded to Councillors on 06.12.2016
- 5.02 e-mail from internal auditor – Topliss Associates - Can I suggest that as this precept increase you should try to give it some publicity before the bills go out. Councillors voted not to publicise the increase, as all budget are in minutes.
- 5.03 e-mail on 13.12.2016 from UWTAG with regards to a meeting with Aggregate Industries on Friday January 20th 2017 at 9am. Inviting a Councillor to attend. Cllr D Oulsnam will attend
- 5.04 clerk received precept form and letter received from ESBC on 9th December 2016
- 5.05 e-mail from SCC - Notification of publication of Inspector’s report on the examination of the Minerals Local Plan for Staffordshire (2015 to 2030) I write to inform that the County Council has now received the report of Andrew Mead, the Inspector appointed by the Secretary of State for Communities and Local Government to examine the new Minerals Local Plan. Mr Mead has confirmed that the Plan is ‘sound’ with the modifications proposed by the Council which were subject to public consultation. To view the Inspector’s report, please refer to the “New Minerals Local Plan Examination updates and correspondence” webpage or alternatively, the report can be inspected at our main office 1 Staffordshire Place Stafford ST16 2LP (note that IT facilities are available at the Council’s libraries)
- 5.06 e-mail from Barcham Trees Plc, Eye Hill Drove, Ely, Cambridgeshire CB7 5XF, Tel: 01353 720748 offering their services for trees to the Parish Council.
- 5.07 Cllr White requested funding to keep CAB and Debt advice funding – deadline for funding 13th January – forwarded to Councillors – see Clerks report 4.18.
- 5.08 SLCC course - Development Control: How to respond to Planning Applications - Wednesday 8 February 2017 at 7.-9pm Forwarded to councillors on 10.01.2017 – No Councillor will attend.
- 5.09 Burial Survey results were published in Clerk Magazine and forwarded to councillors on 10.01.2017 – Councillors asked Clerk to contact both Church Wardens in the Parish to establish the number of burial plots available currently.
- 5.10 letter from parishioner, thanking the Councillors for their cheque and support with the Christmas Tree for Stramshall Village Green. Received 21.12.2016
- 5.11 clerk requested ESBC to move rubbish bin from the post to bus stop on village green, Stramshall.
- 5.12 clerk requested two trees in Bramshall to be removed after falling over by playground – sites cleared by 17.01.2017
- 5.13 Best Kept Village Competition 2017 application form. Contacted BKV Chairman to request fee required 17.01.2017
- 5.14 HMRC confirmed VAT refund of £975.40 on 17.01.2017
- 5.15 Clerk received 8 letters from parishioners in Stramshall asking for the Parish Council to consider a putting a Defibrillator into the adopted phone box in Stramshall.
- 5.16 SPCA running a good councillors training course on 21.02.2017 – details sent to Councillors 13.01.2017
- 5.17 e-mail from Corinne O'Hare Neighbourhood Planning Policy Officer giving details of a newsletter updating you on the progress of Neighbourhood Plans in the borough along with information of regulatory updates. Forwarded to councillors on 17.01.2017
- 5.18 The Community Council of Staffordshire is again compiling a diary of village festivals and events being held in

Staffordshire in 2017 for inclusion on our website deadline 1st April– forwarded to councillors on 17.01.2017 and to Sallyanne – Councillors asked Clerk to send to Bramshall Newsletter contact.

5.19 The Community Foundation for Staffordshire sent information about grants available for isolation of elderly funding if any projects are running in parish. Forwarded to councillors on 20.01.2017

5.20 e-mail from SPCA with regards to a workshop on Thursday 23rd February 11.30am to 3.30pm called Developing a Community Based Approach - This meeting will be an opportunity to discuss the current thinking of how local councils and the county council may better work together in the future with a particular focus upon Highways and Environmental Maintenance. Clerk will attend this meeting and report back to Councillors.

5.21 e-mail from SPCA - Twenty new magistrates are needed for the Staffordshire Bench. An individual does not need any specific legal training or formal qualifications to become a magistrate and applications are being sought from across the county and from all sections of the community. Poster sent to councillors and asked to be included on website 27.01.2017

5.22 WH Durose invoice for investigation work at Gorsty Hill drain site £48 – Cllr P Smith agreed invoice and WH Durose provided map of area to submit to SCC Highways Team, as the area is SCC responsibility and not a Lengthsman project.

5.23 Lengthsman Funding 2016 – clerk asked for 2 quotes in order that the Lengthsman Fund can be claimed from SCC before it closes in March 2017. Creighton Lane project was discussed and Councillors voted to use the Lengthsman Quote for this project. The Landowner has given permission to enter field so that ditches can be accessed. Two further projects discussed and Clerk to gain quotes for clearing ditch on Quee Lane, Willslock and closing off the fencing at the Playing Fields.

5.24 SPCA gave an update on the Local Government Finance Bill – forwarded to Councillors on 03.02.2017.

5.25 details from ESBC about the new Neighbourhood Funding the new funding process which will come into effect in April 2017. Forwarded to Councillors on 27.01.2017

5.26 This year Keep Britain Tidy are holding “The Great British Spring Clean” which is looking to get half a million litter heroes across the UK out collecting litter on Friday 3rd March. There will be no event in Parish this year.

5.27 Clerk received the Insurance Certificate of Liability from WH Durose 01.02.2017

5.28 Amenity Highway Maintenance briefing from Graham Hunt, SCC – This advises Councillors that SCC are reducing the Highways Repair budgets.

5.29 Connect Roads – project performance, A50 Meir Tunnel and Sawley Tunnel

5.30 Christmas Card to Councillors from Doveridge Landscape

5.31 letter from Community infrastructure manager, Mary Anne Raftery, explained that Lengthsman contract ends at the end of April 2017.

6 WEBSITE

6.01 At this PC meeting a working group was set up consisting of Cllr P Smith, Cllr Oulsnam and Cllr Paterson Evans. Cllr Oulsnam will set up a meeting with Eric Roy Associates.

6.02 Clerk sent ClickIT an e-mail on 13.12.2016 confirming hand over of website services to Eric Roy Associates in March/April 2017

6.03 clerk sent Eric Roy the amendments to the proposal that are needed for new website 13.12.2016

6.04 Eric Roy returned cheque for deposit, sent in December, as incorrect payee on cheque.

6.05 Cllr Oulsnam provided photos and clerk sent to Eric Roy to start the website on 03.02.2017

6.06 Clerk wrote a piece introducing URPC, this could be for home page. Sent to Councillors on 03.02.2017

6.07 Clerk sent Eric Roy missing documents, Audit 2010 and 2014 minutes October, September and June for website 03.02.2017

7.0 TRAFFIC CALMING

7.01 clerk e-mailed JCB Speed Watch Team to ask them to deploy a team in Stramshall and to send out a blanket e-mail/letter to remind drivers to be kept to the speed limit through the village. JCB confirmed they will deploy their teams in Stramshall, once the nights are lighter. They have no facilities to contact all staff with regards to speeding.

7.02 Speed Watch co-ordinator is in process to get 2 more volunteers trained by Community Speed Watch Team.

7.03 Speed Watch co-ordinator contacted Andrew Griffiths MP with regards Stramshall speeding. Mr Griffiths advised, “I have written to John Henderson, the Chief Executive of Staffordshire County Council to request that he reviews this issue for me with a view to looking at further traffic calming measures in Stramshall.”

7.04 An accident occurred in Stramshall on 13.01.2017 that was reported to Andrew Griffiths by Speed Watch co-ordinator

7.05 Bramshall has 3 volunteers waiting to take on their duties. Speed Watch co-ordinator is introducing them to the Bramshall Team.

7.06 At the Aggregate Industries meeting, Spath Quarry, 13.01.2017, a discussion took place about a Community Fund. UWTAG suggested a Gateway Sign for all of Stramshall village entrances (3). Two quotes were received from UWTAG to the Clerk for this signage. Councillor decided to discuss further at the March meeting.

7.07 Police Speed Watch Coordinator provided list of contacts and minutes from the January meeting, which our Speed Watch Coordinator attended. Forwarded to councillors on 03.02.2017

7.08 Clerk contacted Richard Rayson with the list of speed calming request for Bramshall s106 funds – Councillor voted to start a sub-committee for this project and Cllr Postlewaite, Cllr Paterson –Evans and Cllr C Smith will form the sub-committee and liaise with Richard Rayson, Staffordshire County Council Community Infrastructure Liaison Manager to move this project forward and obtain traffic calming for Bramshall. Clerk to provide Councillors with contact details and e-mails re S106 funding.

8 ALLOTMENTS and FOOTPATHS

8.01 Clerk wrote to all allotment holders advising that item V on their contracts had been amended to ensure that bonfires are not left unattended.

8.02 clerk issued new contracts to new tenant and tenant reducing their plot – 5A and 5B

8.03 Clerk asked all allotment holders to pay the rent by the end of January, as per contract. CLERK TO PAY IN FUNDS

8.04 A resident reported the footpaths 24 and 42(b) to Staffordshire County Council on 30.09.2016 - Clerk provided resident with the contact details of Cllr C Smith who is the Footpath Liaison Councillor.

8.05 South Staffs Water – 6th July to 20th January bill - £25.89 CR – monthly instalments continue at £6.50

8.06 Clerk has provided all names of Allotment holders to Strawberry Garden Centre, in order that the allotment holders can gain 10% discount on purchases over £10 in the garden centre, antiques and collectables departments.

8.07 Cllr Oulsnam provided Clerk with all rents paid to date, to be paid into bank account.

8.08 Allotment gate – park responsibly sign – moved down on gate – as per 2016 minutes.

9 STRAMSHALL PLAYING FIELDS

9.01 clerk contacted JCB to find out about funding for the ground works – awarded £4500 on 14.12.2016 but require two further quotes for the ground works and contractors had to use JCB equipment while carrying out the work.

9.02 clerk obtained a second and third quote for the groundworks to install the climbing frame. WH Durose and NJ Bolton Ground works. JCB awarded contract to NJ Boulton.

9.03 leaflet designed and given to Councillors to distribute to Stramshall villagers - works starts on 4th January 2017

9.04 laminated posters put on gates on playing fields to let people know that works starts on 4th January 2017

9.05 clerk met NJ Boulton and Creative Play on 4th January on site at 8am for the start of project and took photos of JCB equipment for JCB funding requirements.

9.06 JCB photographer was on site on 05.01.2017 at 11.30am to take photos for publicity.

9.07 Creative Play has confirmed they are on site w/c 16th January to install climbing frame and 20th January to install Wetpour surface. Galvanised steel fencing starts on 23rd January

9.08 An Official Opening was suggested by Clerk, to include ESBC, JCB and Tesco. Councillors would like Mr John Whittaker to officially open the climbing frame. Clerk to contact him. Due to holidays, official opening to be set for w/c 20th March 2017.

9.09 Clerk sent Councillors a number of updates and photos throughout the project.

9.10 clerk asked ClickIT to update website to announce all funding received and asked Stramshall Village website to update their website.

9.13 Came and Co confirmed that new policy will be £818.54 per annum, which covers the increase in value of the play equipment on Stramshall Playing Fields. 23.012.2017 – sent an invoice for the £25 fee to amend policy.

9.14 Black Mats that were retained from old surfacing were put by hedge by Cllr G Smith – Thank you to her and her husband for moving these. Cllr Oulsnam will arrange for them to be installed at the goal mouths, to stop erosion.

9.15 Councillors asked Clerk to write thank you letters to JCB, ESBC, Tesco, NJ Boulton, Creative Play and Ian Davies (Bramshall) Ltd for all their help with the project.

9.16 Echo newspaper did a front page story on the climbing frame 27.01.2017

9.17 The clerk did all VAT refund 27.12.2016 & 27.01.2017

9.18 URPC received a remittance form for £6000 from Tesco on 27.01.2017 and £3900 on 11.01.2017 from ESBC. JCB paid NJ Boulton directly for the groundworks.

9.19 Clerk submitted the final project form on 31.01.2017 to Tesco, who should release the final £2000 in 14 days

9.20 Came and Co provided wording for the insurance sign for the gate and clerk ordered a sign from JCA Graphics, sign attached to gate on 03.01.2017 and photo sent to Councillors.

9.22 Creative play were informed on 03.02.2017 that a puddle has formed on the platform of the climbing frame, a solution will be provided by meeting. **See snag list below 9.27**

9.23 orange barrier fencing was put around the muddy areas to protect the grass and signs were attached to let people know that grass needs to recover. The orange barrier fencing will be reviewed monthly, until end of March.

9.24 Clerk sent Cllr P Smith, who carries out the play equipment inspection, a more detailed inspection form, in order that the weekly/monthly inspection sheets for risk assessment, can include all elements on the new equipment.

9.25 Creative Play signed off the project on 23.01.2017 and confirmed it complied with the EN1176 and provided a tool kit in order to be able to carry out any bolt adjustments that are needed when making the weekly inspections.

9.26 Creative Play provided details on the guarantee for the climbing frame, in brief these are – timber uprights are guaranteed for 20yrs, against rot and infestation. Timber used for cladding or uses other than structural uprights is guaranteed for 10yrs. High Density Polyethylene Plastic (brightly coloured plastic used for panels and themed play products) is guaranteed for 10 yrs. Bolts and security fastenings are guaranteed for 5yrs. Slip resistant resin impregnated marine board, used on platforms is guaranteed for 5yrs. Chains, coupling links and shackles are guaranteed for 5 yrs. Safety surfacing – all of the safety surfaces are guaranteed for 5 yrs. Installation and site works are guaranteed for 2yrs. – copy of guarantees is within the Stramshall Playing Fields folder.

9.27 **SNAG LIST FOR PROJECT** – As with every project a snag list was needed. 1st Snag, water collecting on the slip resistant resin impregnated marine board at the top of the ramp – Clerk sent photos to councillors and Creative play on 03.01.2017 and a solution will be found. 2nd Snag, gap in fencing by main play area gate, this was left so that the hedge cutting could be carried out safely, and Councillors will review this gap in April meeting. 3rd Snag, perimeter fencing for the play area was measured too short by Clerk, an extra panel will be ordered and installed – cost £150 + VAT

9.28 Clerk requested visual inspection sheets from Cllr P Smith by email on 05.02.2017

9.29 Clerk suggested a site visit by Councillors to discuss the goal mouth proximity to climbing frame. Clerk suggested rotating the football pitch. Councillors to review at site visit.

10 TELEPHONE BOXES AND DEFIBILLATOR

10.01 Clerk confirmed to ESBC that Councillors voted to adopt both phone boxes and to keep the electricity supply – option 1 by e-mail on 10.01.2017

10.02 Clerk confirmed to BT that Council would like to adopt phone boxes, using option 1.

10.03 Telephone numbers & location of phone boxes is 01889 562347 - Holly Farm, Knightsland, Gorsty Hill, Uttoxeter ST14 8PN - 01889 562243 - Birch Croft, Stramshall, Uttoxeter, ST14 5AL

10.04 Clerk received 8 letters from parishioners in Stramshall, supporting the adoption of telephone box and defibrillator. see correspondence 5.15

10.05 BT sent through contract for box telephones with request for £2 payment. Councillors discussed the contract and the adoption and decided to only adopt the Stramshall phone box. Clerk to inform BT and ESBC of the change in request and ask for a new contract to be sent.

10.06 Councillors discussed the defibrillators for Parish and it was decided to obtain funding for two defibrillators, one in Bramshall and one in Stramshall.

10.07 Councillors voted to consult the Village Hall Committees in Bramshall and Stramshall and ask if Defibrillators can be housed on outside walls of village halls, due to need for electricity supply for the machines.

10.08 Councillors requested that clerk research and write to all grant making charities for funding. Councillors suggested Aggregate Industries be approached and Parish Hall Association.

10.09 Clerk received a quote from AEDdonate for full installation of a Defib - £1999, sent to Councillors on 27.01.2017. An example of AEDdonate Defib can be found on Carter Street, Uttoxeter, on Dove Funeral shop.

11 PLANNING APPLICATIONS

APPEAL

P/2016/00665 - Eaton Villa, 11 Broomyclose Lane, Stramshall, Staffordshire, ST14 5AN - Appeal against the refusal of planning permission for the conversion of existing attached garage to form a single dwelling including associated external alterations – Appeal reference APP/B3410/W/ 16/3160945 - If you wish to make comments, or modify/withdraw your previous representation, you can do so online at <https://acp.planninginspectorate.gov.uk>. - All representations must be received within 5 weeks of the appeal start date which is 9th December 2016 - sent to councillors on 9th December

P/2016/00940 – Yew Tree Farmhouse, Dagdale Lane, Dagdale, ST14 5BJ – erection of a detached storage building – Appeal Reference APP/B3410/D/16/3161523. Appeal starts on 03.01.2017. As this appeal is proceeding under the Householder Appeals Service, there is no opportunity for you to submit comments. However, we have forwarded all the representations made to us on the application to the Planning Inspectorate and the appellant. These will be considered by the Inspector when determining the appeal. If you wish to withdraw any representations you made on the application, you must make this request to the Planning Inspectorate within 4 weeks of the appeal start. You can do this by emailing NSI.HAS@pins.gsi.gov.uk

The appeal documents can be inspected by using the following web link:

<http://www.eaststaffsbc.gov.uk/MVM/Online/PL/ApplicationSearch.aspx>.

WITHDRAWN

P/2016/01439 – Trippyhills Farm, Hollington Lane, Stramshall – prior approval for conversion of an agricultural building to form a dwelling – WITHDRAWN on 15.12.2016

P/2016/01777 – Robin Hood, Leigh Lane, Bramshall – single side extension to house Pizza oven – Withdrawn on 18.01.2017

NEW

P/2016/01777 - The Robin Hood, Leigh Lane, Bramshall, ST14 5BH - Retention of single storey extension to house pizza oven and associated flue – withdrawn due to fire

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 – no comment

P/2016/01845 - Lightwood Fields Leigh Road Bramshall ST14 5BH - Erection of a two storey side extension and part two storey, part single storey rear extensions – comments by 24.01.2017 – no comment added 17.01.2017

P/2016/01802 – Penbryn, Leigh Lane Bramshall Staffordshire ST14 5DN - Raising of the roof height to provide first floor accommodation, erection of a one and a half storey rear extension, erection of a front porch, installation of an insulated render system and erection of a detached single garage – comments added on 17.01.2017 as follows: an extension should be modest in relation to the original dwelling and retain its identity, (Ref: detailed policy No 3 ESBC Local Plan). In this case it would be over development of the existing bungalow. Councillors require confirmation that ESBC will review using these criteria.

P/2016/01525 - Mill Farm St Michaels Road Stramshall Staffordshire ST14 5DU - Conversion of agricultural building to dwelling including retention of single storey extension – no comment

P/2016/01536 - Mill Farm St Michaels Road Stramshall Staffordshire ST14 5DU - Listed building application for the conversion of agricultural building to dwelling including retention of single storey extension – no comment

P/2016/01789 - Home Farm Old Uttoxeter Road Crakemarsh ST14 5AR - Erection of an extension to an existing agricultural building– no comment

P/2017/00008 - The Garden House Old Uttoxeter Road Crakemarsh ST14 5AR- Erection of a detached two bay timber framed car port – comments by 15.02.2017 – no comment

P/2017/00109 - Crowtree Farm Stafford Road Lower Loxley ST14 8RX- Erection of a detached building to provide garaging for commercial vehicles – comments by 22.02.2017 – no comment

REFUSED

P/2016/01693 – Newlands Farm, Lane from Netherland Green to Highwood Crossroads, Netherland Green, ST14 8PP – prior approval for the conversion of an agricultural building to form a dwelling – REFUSED

PERMITTED

P/2016/01668 – The Alders, Old Uttoxeter Road, Crakemarsh, ST14 5BL – sub-division of existing single dwelling to create 2 no dwellings – PERMITTED.

12 ACCOUNTS/FINANCIAL MATTERS:

10.01 clerk sent precept form request to Councillors via e-mail, requesting that two of them respond to state that correct amount of £11,000 had been requested – 13.12.2016

10.02 precept form sent to ESBC on 14.12.2016 – requesting £11,000

10.04 clerk contacted HSBC on several occasions to get confirmation of the new mandate. Old mandate is still active. E-mail received from HSBC on 07.02.2017 advising two councillors required to bring ID to Burton on Trent HSBC branch. Councillors voted to continue with old bank mandate and to put Banking on next month agenda.

10.05 Clerk requested that a date be set for the Internal Audit trail that needs to be carried out by two Councillors on a quarterly basis. (Business Risk Assessment table/Procedures section) – Clerk to liaise with Cllr Dunn re a date.

10.06 Invoice received from Dave Wilson for the cutting of hedges at Allotments and Playing Fields – this invoice was for 4 years of work. Clerk was asked to investigate the invoice, due to the number of years. The investigation of accounts found that last payment made to Dave Wilson was a cheque dated 4th December 2012.

10.07 HSBC will charge £1 for an extra statement each month.

CHEQUES

Creative Play – climbing frame deposit - £5,413.20 – paid 15.12.2017

Entrust – December invoice - £84 – paid 22.12.2016

Came and Co – playground equipment insurance upgrade - £25 – paid 24.01.2017

Creative Play – climbing frame final payment - £5,413.20 – paid 25.01.2017

ClickIT – website update - £20

Mrs VRE Gibson – Expenses 2 months– includes mileage, orange fencing and stakes, ink for printer, 350 leaflet printing, laminate signs for building site £196.56

Entrust – January invoice - £84

WH Durose – drain investigation at Gorsty Hill - £48

EA Roy – replacement deposit cheque - £150

British Telecommunications – Adopting phone boxes - £2 - NO

Total Pest Control (Mr DW Shaw) – moles on playing fields - £80

JCA Graphics – Own Risk Sign for playing fields- £21.36

Ian Davies – Stramshall Fencing - £4,680 – includes £780 VAT which will be reclaimed

Dave Wilson Fencing Ltd – Allotment and Playing Fields hedges – 2013,2014,2015,2016 - £288

SLCC – certificate in local council administration course - £250

STANDING ORDERS

Mrs VRE Gibson – Clerks Wages – 1st January 2017 - £270.12

Mrs VRE Gibson – Clerks Wages – 1st February - £270.12

DIRECT DEBITS

Staffordshire Water - £6.50

Staffordshire Water - £6.50

RECEIVED

HMRC – VAT REFUND - £488.90 – date received 12.12.2017

HMRC – VAT REFUND for play equipment- £975.40 date received 12.01.2017

ESBC – Neighbourhood Fund - £3,900 date received 11.01.2017

TESCO BAGS of HELP grant - £6,000 – date received 31.01.2017 (after statement received).

OPENING BALANCE - £15,580.95 (27th January 2017 statement)

Total spent from 1st January 2017- £ 11,618.74

CLOSING BALANCE - £3962.21 (estimated)

BUILDING SOCIETY BALANCE -£1,489.12

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

13 COUNCILLORS' REPORTS:

13.01 Councillors requested a notice to be obtained from ESBC about dog fouling and to attach it to play area fencing.

13.02 Clerk to report that black bags have been fly tipped on Spath layby.

13.03 Clerk to follow up with Highways the pot holes on Stocks Lane, Leigh Lane, Cullamore Lane, and the dip in the road by Bramshall Inn, all have been reported but not repaired.

13.04 Clerk to update highways log and amend Loxley Crossroad entry.

13.05 Clerk asked to contact owner of Kerfinch Farm with regards to hedge cutting on Watery Lane, to increase visibility.

13.06 Councillors asked Clerk to gain a quote to close the gap in the fence on Broomyclose Lane, so that people using the playing fields use the main gate.

13.07 Councillors asked to be included in the minutes that Dog Fouling on playing area has increase.

13.08 Councillors asked to be included on the next meeting agenda, Street Lighting in Bramshall, around the telephone box and the footpath adjoining the grassed area.

DATE AND TIME OF THE NEXT MEETING:

The date of the next meeting was set for Tuesday, 7th March 2017 at Stramshall Village Hall at 7:45pm. The meeting was formally closed at 10.19pm.

.....CHAIRMAN