

# Uttoxeter Rural Parish Council - Minutes

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Minutes of a meeting held on Tuesday, 2<sup>nd</sup> July 2019, at the Church Room, The Church of St Lawrence, Church Lane, Bramshall, ST14 5BQ. The meeting commenced at 7.48pm.

Present: Cllr Dunn, Cllr Dartnell, Cllr Ollerenshaw, Cllr Oulsnam, Cllr Pattinson-Evans, Cllr Moore, Cllr Slater, Cllr G Smith, Cllr P Smith and the clerk.

19.07.001 APOLOGIES AND APPROVAL OF ABSENCES – Cllr Whitaker

19.07.002 TO RECEIVE DECLARATIONS OF INTERESTS AND TO CONSIDER REQUESTS FOR DISPENSATIONS. NONE RECEIVED.

19.07.003 TO RESOLVE THAT THE MINUTES OF PARISH MEETING HELD ON 4<sup>TH</sup> JUNE 2019 ARE A CORRECT RECORD – RESOLVED

19.07.004 TO RECEIVE AN UPDATE ABOUT PROGRESS OF RESOLUTIONS FROM PREVIOUS MEETING

- **PARISH QUESTIONNAIRES – BRAMSHALL AND STRAMSHALL PARISH PLANS:**  
Councillors resolved to accept both Parish Plans and to add to the website for residents to review.  
Clerk to make minor amendments and upload onto the website.  
It was RESOLVED to create Two Working Groups(Stramshall & Bramshall) and they will report back to Council in October meeting, with project plans and estimated costings.
- **WEBSITE ACCESSIBILITY REPORT – ERIC ROY** – The report was discussed by Councillors and RESOLVED to make URPC website accessible by 23<sup>rd</sup> September 2019, Eric Roy to carry out work to ensure council is complying and Clerk to ensure all documents uploaded after 23<sup>rd</sup> September 2019 are in new format. RESOLVED to accept quote of £75 for the work to be carried out. RESOLVED to train Clerk on software for document formatting.
- **DATA PROTECTION SCHEDULE– REVIEW AND RESOLVE FOR WEBSITE** - clerk provided Councillors with the 2018 schedule that fits with Retention Policy and Appendix A. see website. <https://utttoxeterruralparishcouncil.org.uk/parish-council/documents>  
RESOLVED to accept schedule and to display on website.
- **Footpaths – Rights of Way – new reporting structure.**  
Staffordshire County Council have a new reporting structure.  
Councillors RESOLVED to use system a log in has been created and Cllr P Smith will upload all issues using this website link. <https://prow.staffordshire.gov.uk/>
- **Society of Local Council Clerks – National Conference 2<sup>nd</sup> and 3<sup>rd</sup> October** – Jurys Inn, Hinckley Island Hotel, Hinckley - £130 + VAT for day delegate.  
Clerk would like to attend one day, Councillors RESOLVED to pay half of the one day fee.

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- Standing Order 7A – Reversal of previous Resolution – Resolution made at 05.03.2019 Meeting, Reference 19.03.004 – “Resolved to purchase Oak Tree from SJL Landscapes Ltd.”  
Cllrs Oulsnam, Cllr G Smith, Cllr Ollerenshaw contacted the clerk to request that the Council reverse the resolution made at 05.03.2019 Meeting and instead accept the donated Oak Tree to replace John Whittaker Oak Tree on Bramshall Plaque.  
RESOLVED
- ALLOTMENT WATER TROUGH –  
Clerk updated Council on funding options. Councillors RESOLVED that clerk to apply to J&O Lloyd trust fund.  
<https://staffsfoundation.org.uk/grants/jolloydtrustcommunitygrants/>
- ALLOTMENT BOUNDARY – UPDATE FROM NIGEL DAVIES SOLICITORS -  
Councillors RESOLVED to accept the email from Claire Vardy about land and hedge and ditch responsibilities. Clerk to print off email and archive it with the Allotment Deeds at Nigel Davies Solicitors. Site visit to be arranged before October meeting to view the ditch and discuss maintenance schedule.
- STRAMSHALL FLAG POLE – REPORTED AS DAMAGED 25.06.2019  
Clerk gained quote from  
<https://www.flagsandflagpoles.co.uk/collections/value-flagpoles-1>  
Councillors RESOLVED for Clerk to gain a proforma invoice for the £79 + VAT + Delivery flag pole. Payment cheque to be signed between meetings when invoice arrives.

19.07.005 PUBLIC PARTICIPATION\* - NONE

19.07.006 TO CONSIDER PLANNING APPLICATIONS AND RECEIVE PLANNING DECISIONS

ESBC have published for consultation 2 documents - Supplementary Planning Document consultations

East Staffordshire Borough Council have prepared two draft Supplementary Planning Documents (SPD) and are inviting your views. Supplementary Planning Documents provide guidance on key development plan policies and how they will operate. The **Shopfronts SPD** provides advice on what important features make a good, well designed shopfront. The guidance will ensure the Borough continues to have vibrant and attractive town and local centres. The **Separation Distance and Amenity SPD** provides advice on spacing standards for new residential developments to ensure that existing and future residents have a good level of amenity and privacy to enjoy the place where they live. The two SPDs will be published for consultation on **Monday 24<sup>th</sup> June 2019 until Monday 5<sup>th</sup> August 2019**. I would welcome your views on the documents. Any representations will be considered and reported to Members with any proposed changes to the documents and, if accepted, adopted for use in determining planning applications. The two documents can be viewed online at: <http://www.eaststaffsbc.gov.uk/planning/planning-policy/consultations> Please e-mail any comments to [planningpolicy@eaststaffsbc.gov.uk](mailto:planningpolicy@eaststaffsbc.gov.uk)

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or send in writing to East Staffordshire Borough Council, Planning Policy, PO Box 8045, Burton upon Trent, DE14 9JG.

Councillors discussed supplementary planning documents and RESOLVED that Clerk respond with No Comment from Uttoxeter Rural Parish Council.

## **Decisions**

P/2019/00221 - Gibbs Leasows Farm, Stafford Road, Uttoxeter, Staffordshire, ST14 8QA- Prior Approval for the conversion of one agricultural building to form a dwelling house (revised description and plans) – GIVEN

P/2019/00338 - Kingfisher Lodge Caverswall Lane Lower Loxley ST14 8RZ - Erection of a detached double garage and workshop and installation of septic tank – PERMITS

P/2019/00426 - JCB Golf and Country Club Hollington Road Rocester ST14 5HY- Retention of Pergola -PERMITS

P/2019/00522 – Loxley Bank Farm Loxley Lane Loxley Green ST14 8QB- Prior approval for the conversion of an agricultural building to a dwelling -GIVEN

19.07.007 TO RECEIVE ORAL REPORT FROM BOROUGH/COUNTY COUNCILLOR - Cllr Whittaker

19.07.008 FINANCE – TO CONSIDER & AUTHORISE PAYMENTS OF LIST BELOW:

Councillors consider WH Durose quote to repair Bramshall Noticeboard legs:

RESOLVED to repair one leg at a cost of £150 + VAT

Lloyds Bank provided details of the Financial Services Compensation Scheme – 14.06.2019

Clerk to set up Cllr Moore and Cllr Dartnell onto Lloyds Account before September meeting – this will require Councillors to complete forms/attend Bank.

Ref/Cheque Number	Details	Amount
28/DD	Pennon Water – allotment water	£50
29/SO	Mrs VRE Gibson – Clerk wages	£286.08
30/027	DSK Engineering – Play Ground inspection	£90 + £18 VAT = £108
31/028	SPCA Chairman Training	£20
32/029	Doveridge Landscapes	£144
33/030	Staffordshire County Council – Parish Map	£22
34/031	Mrs VRE Gibson – Seagate 1TB Hard Drive for Council back up	£44.99
35/032	Mrs VRE Gibson – Clerk expenses – stationary	£15
Received after Agenda		
36/033	WH Durose – replace post at Playing Fields entrance	£30 + VAT = £36
37/034	SJL Landscapes – grass cutting	£557.15
38/035	Mr Slater – Bramshall Telephone Glass	£20.70

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Bank Balances		
Lloyds	28.05.2019	£14,046.72
Leeks	01.05.2019	£4,330.21

## 19.07.009 CORRESPONDENCE

Gorsty Hill Telephone Box – 01889 562347 – Marchington Parish Clerk advised that Marchington Council would like to adopt this box. Clerk confirmed that Uttoxeter Rural advised BT on 07.02.2017 that they would not adopt box. REFERENCE Minutes 07.02.2017 - item 10.05.

Burton Flood Risk update – forwarded to Councillors 12.06.2019

Nationwide Community Grants Programme - Wednesday, 19th June 2019 - Audrey Dudson Room, Dudson Centre, Hope St., ST1 5BS – 1.30pm – sent to Councillors 12.06.2019: [office@staffsfoundation.org.uk](mailto:office@staffsfoundation.org.uk)

SPCA and SCC Task Force – minutes from last meeting and slide presentation forwarded to Councillors 12.06.2019

Caravan – reported in Loxely Layby to PCSO Sean Elliott on 12.06.2019 – Clerk received notice that police are aware, the gentleman is homeless and all vehicles are legal. PCSO are working with gentleman to resolve his situation.

VE Day 75- letter in SPCA bulletin 13.06.2019 – 8<sup>th</sup> May 2020 events throughout UK. Council RESOLVED to add this to September meeting about organising a joint event in Stramshall.

The People Helping People Fund is now live and open for taking applications.– <https://www.staffordshire.gov.uk/Your-council-and-democracy/People-Helping-People-Fund/People-Helping-People-Fund.aspx>

Footpath 87 – Spath layby to McDonalds – Resident contacted Chair with concerns about vegetation overhanging footpath – Clerk contacted SJL Landscaping requesting the annual cut be carried out. 18.06.2019, this was completed by 22.06.2019. Council RESOLVED for clerk to contact landowner to request hedge maintenance.

Resident from Buenos Aires, Argentina, making an enquiry about a house in Bramshall called Chiberta. Clerk sent to Councillors requesting any information.

ESBC sent details of vacancy for Borough Standards Committee – Councillors interested in being part of the Committee to email Angela Wakefield with an expression of interest – forwarded to Councillors 19.06.2019 -

West Midlands Ambulance Service requested Defib information for the Circuit website – [www.thecircuit.uk](http://www.thecircuit.uk) need make, model, serial number. Clerk requested this from AED donate 28.06.2019 – AEDdonate confirmed they will be uploading all information to the circuit website.

Croxden Parish Council – letter requesting support for speed reduction project on Hollington Road, Croxden – forwarded to Councillors on 02.07.2019 – Councillors RESOLVED to support project.

Police Commissioner – requires volunteers for panel.

Stramshall Play Inspection – litter around goal posts on playing fields – forwarded to

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Councillors 02.07.2019 – Councillors to clear rubbish

## 19.07.0010 CLERK UPDATE

Cllr Oulsnam will take a meter reading on 30.06.2019 to SSW. Councillors RESOLVED for clerk to submit to SSW.

Footpath Report template sent to Cllr P Smith

Cllr Smith received Canal Milepost walk stile/pin repairs needed and will report to Rights of Way officer for repairs to be carried out.

Highways report sent to Councillors 12.06.2019 – Cllr Dartnell requested an update on Stocks Lane pot holes – Clerk called Highways on 18.06.2019 – updated highways log.

Clerk requested a bin on a pole at Beamhurst layby – 12.06.2019

JCB – S106 Funding Stramshall – email sent to Mr S Ovens at JCB and Clerk received a reply that £16,670 will be paid to SCC for Speed Reduction project in Stramshall.

Minute Book – Clerk has been made aware that a minute book needs to be created for the Council. Councillors RESOLVED to create and Clerk to send 4yrs of minutes to Cllr Dunn for printing. (LGA1972, Sch12, part III, (19))

Minutes of meeting – Clerk has been made aware that each sheet of the minutes needs to be initialled by Chair, in order that amendments can not be made after RESOLVED minutes are signed. Clerk has included an initial space on minutes going forward.

Clerk appraisal – draft appraisal form sent to Chair and Vice Chair 18.06.2019. Date for appraisal to be arranged.

Tesco 25K Fund is only available for Cancer Projects – Cllr Pattinson-Evans will complete the assessment form and bring details to the meeting.

<https://www.groundwork.org.uk/Sites/tescocommunityscheme/faqs/Category/boh-centenary-grants-apply> - Cllr Pattinson-Evans reported to meeting that this fund is not available for Speed Indicator Signs.

Archiving – Clerk spent 2hrs getting archives together to take to Stafford. Need more time to complete the task.

Anonymous Allotment Complaint – Clerk received a complaint about a tenant.

Councillors discussed Allotment Contract Clause “VI - Not to cause or permit any nuisance or annoyance to the occupier of any other allotment garden or to obstruct any path or roadway set out by the Parish Council for the use of the public or occupiers of any other allotment” Clerk advised Councillors to write to tenant. Councillors RESOLVED to monitor the situation.

Stocks Lane/Stone Road pothole junction – New photos taken and sent to Highways email address. 28.06.2019

Speed Indicator Signs – Grant from Staffordshire Safer Roads Partnership – applied for £5000 – granted on 27.06.2019 – Reference SSR-19/019 – vetting to take place shortly. put on September agenda to vote to spend extra money

SPCA provided Good Employer Handbook for Chair and Vice Chair

Clerk created password envelopes for Chair and Vice Chair – must not be opened unless emergency and in front of 3 Councillors

Council Computer – Councillors RESOLVED for clerk to get computer serviced.

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Clerk to be provided with key for St Lawrence Church, so can open/close Bramshall meetings.

## 19.07.0011 COUNCILLORS REPORTS (information only)

Councillors would like the S106 Stramshall Working Group to consider costings for 30 mph roundel on road before the yellow rumble strip near to the new Stramshall Welcome(Ag Industries) sign opposite Bridge Farm cottage. Then another one further up the road before the left speed hump near Dairy Farm - opposite the allotments. Also to consider the need for roundels coming into the village from Beamhurst (down St Michaels road - top and bottom).

Councillors were asked to consider a rubbish bin at the fence gap of Stramshall Playing Fields – Clerk to request from ESBC.

Councillors requested Clerk to report overhanging vegetation on cycle path from Spath roundabout over A50 fly over.

Council advised that Mr Tom Postlethwaite leaving gift could be gift vouchers or wine, Clerk to confirm.

Councillors to train Cllr Dartnell on Defib checks for Bramshall – Cllr Dartnell to liaise with AEDdonate for weekly check training.

Council requested Clerk to report Manhole cover issue on corner of St Michaels Road/Hollington Lane, Stramshall (photo to be provide to Clerk).

## DATE AND TIME OF THE NEXT MEETING:

The date of the next meeting was set for Tuesday, 3<sup>rd</sup> September 2019 at 7.45pm at Stramshall Village Hall, Vicarage Drive, Stramshall, ST14 5DL. The meeting was formally closed at 21.47.

.....CHAIRMAN