

# Uttoxeter Rural Parish Council - Minutes

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Minutes of a meeting held on Tuesday, 3<sup>rd</sup> September 2019, at the Village Hall, Vicarage Drive, Stramshall ST14 5DL. The meeting commenced at 7.45pm.

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

19.09.001 APOLOGIES AND APPROVAL OF ABSENCES – Cllr C Whittaker (Borough), PCSO Sean Elliott.

19.09.002 TO RECEIVE DECLARATIONS OF INTERESTS AND TO CONSIDER REQUESTS FOR DISPENSATIONS.

The following interests in planning applications were declared:

P/2019/00877 - Cllr P Smith and Cllr G Smith.


P/2019/00933 – Cllr C Whittaker (Borough).

P/2019/00543- - Cllr Slater.

The Councillors required the request for dispensation received from Cllr G Smith and Cllr P Smith (Standing Orders 13d) and GRANTED DISPENSATION to both.

19.09.003 TO RESOLVE THAT THE MINUTES OF PARISH MEETING HELD ON 2<sup>nd</sup> July 2019 ARE A CORRECT RECORD. Amendments received – Council resolved to pay for half of the one day fee for Society Local Clerk Conference (Ref:19.07.004). RESOLVED.

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

- PARISH QUESTIONNAIRE WORKING GROUPS – STRAMSHALL & BRAMSHALL – FRAME OF REFERENCE – Councillors considered the frame of reference created by Clerk with SLCC input. RESOLVED to accept – Clerk to add to website.
-  STRAMSHALL – SPEED INDICATOR SIGNS - FUNDING UPDATE -  
The Council grant application was successful and £5,000 was awarded on 01.08.2019 from Staffordshire's Road Safety Grant Fund towards the cost of two Speed Indicator signs for Stramshall High Street.  
Councillors RESOLVED to fund the extra £280 + VAT to the order. Order to be placed immediately. Cllr P Smith will take delivery of the equipment and arrange for installation. Clerk to arrange for insurance to be updated and training to be given about Data capture from Morelock.
- S106 STRAMSHALL - Clerk submitted the 2002 traffic calming plans to SCC. The plans request – Give Way to on-coming vehicle signs at either end of the village, Humps sign at each end of the village and a full width speed hump by bus stop/village green. The Stramshall Working Group will consider requests for further speed reduction items that were in the Parish Questionnaire, when they meet.

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- **S106 BRAMSHALL – CHICANE INSTALLATION UPDATE –**  
The Parish Council have had confirmation that the chicane will be installed in Autumn 2019, after Town Council approval has been received by Staffordshire County Council. Clerk to put plans on the website.
- **A50 – Project B – review Cllr Philip Atkins, Staffordshire County Council Letter –**  
Councillors requested Clerk to contact the A50 Project Team to request the impact on not completely Project B after completing Project A.  
Cllr P Smith to provide a website link from Government Road Investment Strategy Group, that gives further details.
- **PCSO 08880 Sean Elliott - Policing update and surgery dates.**  
A police emergency prevented Sean to attend.
- **ANONYMOUS STATEMENT/POLICY – COUNCIL TO RESOLVE POLICY ON ANONYMOUS CONTACT WITH PARISH COUNCIL.**  
Councillors RESOLVED to adopt the policy. Clerk to put onto the website for residents to view.
- **JOHN WHITTAKER OAK TREE and BRAMSHALL PLAQUE FLOWER BORDER– UPDATE ON PLANTING NEW TREE and HEATHERS.**  
Councillors RESOLVED to plant the new Oak Tree, donated by Bramshall residents in Autumn and Clerk to plant new Heather on Bramshall Plaque in Autumn. Councillors requested Clerk to write a Thank You letter to Bramshall resident who donated the new Oak Tree.
- **DISCUSS FORTHCOMING PROJECTS AND PRIORITY SPENDING FOR 2020-2021 BUDGET –**  
Councillors discussed a number of projects and Clerk will bring a full list to October meeting, so a review of funds needed to deliver projects can be discussed. Councillors thanked Clerk and Clerk's Husband for painting the goal posts on Stramshall Playing Fields.
- **VE DAY 75 Year – Event – May 2020 –**  
Cllr Ollerenshaw confirmed that Stramshall Luncheon Club will organise an event in Stramshall Village Hall. Councillors RESOLVED to budget up to £250 towards this event and to include up to £250 for a Bramshall event.
- **COMMUNITY ENGAGEMENT –**  
Councillors discussed current community engagement.  
Councillors RESOLVED that clerk will provide Bramshall Newsletter with a summary after each meeting and Cllr Oulsnam will update the Stramshall Newsletter.
- **RETIRING COUNCILLORS - Thank you letters for Tom Postlethwaite and Cathy Smith –**  
Councillors' requested Clerk to write to Mr Postlethwaite and Mrs C Smith Thanking them for their service to the Council. Councillors RESOLVED to

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send Mrs C Smith a bouquet of flowers and to respect Mr Postlethwaite request for no gift.

- SPEED WATCH GROUP– Stramshall now has a group, training took place on 25.07.2019. The Scheme with launch shortly.
- Rubbish Bin on verge– Stramshall Playing Fields.  
Councillors RESOLVED by a vote to keep the side entrance to the playing field open. Councillors requested Clerk to gain a quote from WH Durose for the cost of relocation of the small rubbish bin to the verge entrance. Councillors requested Clerk to gain permission to move the small bin and get confirmation that it will continue to be emptied if moved.
- WATER TROUGH GRANT APPLICATION – grant application sent to J&O Lloyds on 11.08.2019 – copy forwarded to Chair and Vice Chair
- PLANNING – DISCUSS HOW COUNCIL REPORTS COMMENTS TO ESBC.  
Councillors RESOLVED to gain training from SPCA on planning at a cost of £250 plus milage.  
Councillors RESOLVED to invite two representatives from neighbouring parish councils, Leigh, Croxden, Kingston for a contribution of £10 per delegate.
- WEBSITE ACCESSIBILITY – DISCUSS  
Clerk updated Council about delay until November/December, due to clerk training issues.

## 19.09.005 PUBLIC PARTICIPATION

The resident who attended spoke about concerns of speeding through Stramshall village. He commented that he is very interested in projects that Council are developing for speed reduction. He requested more 30 mph signs, either on road surface or on poles, in the village. He commented that current speed bumps are not effective.

## 19.09.006 TO CONSIDER PLANNING APPLICATIONS AND RECEIVE PLANNING DECISIONS

### NEW

**P/2019/00727**-Rose Acre St Michaels Road Stramshall Staffordshire ST14 5AH-Erection of a first floor side extension and erection of a detached garage.- No comment added on 16.07.2019

**P/2019/00761** – Highbarrow Residential Rest Home Toothill Road Uttoxeter Staffordshire ST14 8JT – Application under Section 73 of the Town and Country Planning Act 1990 for the variation of Condition 4 of planning permission P/2013/00722 relating to the erection of a single storey front, side and rear extension to form additional accommodation and facilities for existing residential care home relating to materials – comments added 31.07.2019

This application indicates on the planning form that the extension is not visible to the Road. The Planning Officers Report on the original application P/2010/00705 clearly stated that the proposed extension was visible from Toothill Road. This latest application does not make clear that the proposed tiles will match the colour of the existing building which was part of the planning

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application. It appears that the new roof tiles are being deliberately varied from the original plan and colour because of problems with moss growth. All the variations cited refer to lower cost with no apparent concern for aesthetics. This conflicts with the previous more sympathetic application.

**P/2019/00844**-Spath Farm Ashbourne Road Spath Stramshall ST14 5AP – Re-siting of an unauthorised agricultural worker’s mobile home for a temporary period of 2 years – no comment added 02.08.2019

**P/2019/00877** – Land to the rear of Brooklands House Spath Uttoxeter Staffordshire - Demolition of existing storage sheds and erection of a replacement workshop/store (Class B2 General Industrial) – comments by 06.09.2019 – Clerk requested and was granted an extension to timeline for comments, granted by Alan Harvey ESBC on 12.08.2019.

Cllr P Smith addressed the meeting, as per dispensation, outlining application.

Councillors requested the Clerk to add the following comments to the application:

The Parish Council feel this site will be improved as a result of this application but would request Planning Officer to investigate if change of use is needed.

**P/2019/00933**- Land adjacent to Long Walk Loxley Staffordshire- Erection of 2 detached buildings to form holiday lets and installation of 2 package treatment plants. Councillors requested Clerk to add No Comment.

**P/2019/00977**- adj to Dagdale Dagdale Bramshall Uttoxeter ST14 5BJ- Conversion and alteration to existing stables to form dwelling including demolition of existing shed and erection of a single storey side extension- Councillors requested Clerk to add the following comments:

This is a single track lane, with no passing places, the area is overdevelopment.

**P/2019/00543**-Brookhouse Farm Dagdale lane Dagdale Staffordshire-Conversion of two redundant former agricultural buildings into six dwellings including car ports and associated car parking – Councillors requested the Clerk to add the comments:  
The road access does not support the size of dwelling, no street lights, no passing places on the land, the site is overdeveloped.

## DECISIONS

P/2019/00431 – Waterloo Park, JCB World Parts Centre Uttoxeter Road Beamhurst Uttoxeter ST14 5PA – Extension to existing service yard and re-profiling of existing bund – PERMITS

P/2019/00205-Waterloo Park, JCB CAB Systems Limited Uttoxeter Road Beamhurst Uttoxeter - Display of three internally illuminated fascia signs - GRANTED

P/2019/00727-Rose Acre St Michaels Road Stramshall Staffordshire ST14 5AH-Erection of a first floor side extension and erection of a detached garage. - PERMITS

## APPEAL

P/2018/01194-P/2018/01194 – The Old Crossing Hook Lane Crakemarsh ST14 5AS-

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Change of use including the erection of a single storey side extension of existing commercial dog grooming parlour to form a dwelling – APPEAL LODGED 22.07.2019

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

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

**Internal Audit Trail** – Cllr Dunn agreed to carry out an audit trail.

**SSW Water** – agreed to reduce allotment water DD from £50 to £39.50 per month. 23.07.2019 – Reference: 3458083801. SSW bill received 02.08.2019 – Bill covers from 12<sup>th</sup> Feb to 25 July 2019 – payments made £200 – this leaves Council in credit £42.88

**Zurich Insurance** confirmed that the Parish Council are in a long term agreement and the price is £727.92. with a small increase for inflation.

**Pension Regulator** – clerk submitted re-declaration – 19.07.2019. received confirmation, “This email confirms you have completed the re-declaration of compliance for Uttoxeter Rural Parish Council with The Pensions Regulator under the Pensions Act 2008 (or, for employers in Northern Ireland, the Pensions Order 2008) on 19/07/2019”

**VAT Claim** submitted 06.08.2019 for March – July VAT – Total £576.68

**Eric Roy** – email support – due to work involved with the hacked email, Eric has reviewed his annual fee and an increase from £25 to £50 needs to be budgeted for next year.

**Asset Register** has been updated to include new Stramshall Flag pole and Speed Watch Equipment – value has changed from £46,289.39 to £46,877.12 – Chair to Sign.

Ear Marked Funds – a cheque for £669.79 raised from Lloyds Bank to Leek BS is to ensure that the £5,000 is within Leek BS, as per budget discussion 06.11.2019 meeting.

**Charles Arnold Baker “Local Councils Administration- 11<sup>th</sup> edition of the Charles Arnold Baker publication is currently available to order, £110.99 – Clerk to research further with SPCA the Council requirement for this publication.**

| Reference/Cheque Number | Details                                   | Amount  |
|-------------------------|---|---------|
| 39/036                  | Eric Roy – Website Accessibility Audit    | £75     |
| 40/037                  | SPCA – Councillor training                | £20     |
| 41/038                  | ESBC – Election Fee                       | £167.04 |
| 42/SO                   | Mrs VRE Gibson – Clerk wages – August     | £286.08 |
| 43/DD                   | Pennon WATER – Allotment – August         | £39.50  |
| 44/039                  | SJL Landscapes                            | £557.15 |
| 45/040                  | Mrs VRE Gibson – Hammerite paint for goal | £114.88 |

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|   |  |                                |
|---|--|--------------------------------|
|   | posts and replacement padlock for playing fields   |                                |
| 46/041  | One Stop Promotions Ltd<br>Flags and flagpoles –<br>stramshall flag pole                             | £106.74                        |
| 47/042  | HMRC repayment   | £174.60                        |
| 48/SO   | Mrs VRE Gibson – Clerks wages – September  | £286.08                        |
| 49/DD   | Pennon Water – allotment water – September DD  | £39.50                         |
| 50/043  | WH Durose – Bramshall noticeboard leg repair   | £180                           |
| 51/044  | SLCC – Clerk conference fee -  | £48                            |
| 52/045  | AED Donate – new pads for defibrillators   | £78.98                         |
| 53/046  | Doveridge Landscapes – two cuts in July  | £96                            |
| 54/047  | Uttoxeter Rural PC – Leek BS Account   | £669.79                        |
|   |  |                                |
| Received after Agenda                                     |  |                                |
| 55/048  | Morelock Speed Indicator Signs – Stramshall GPC power used to pay £280 to top up grant for purchase. | £5280 (£1056 VAT) =total £6336 |
| 56/049  | Mrs VRE Gibson – Expenses for home working   | £20                            |
| Deposits to Council Funds                                 |  |                                |
| Police Commissioners Fund Grant for Speed Indicator Signs | 02.08.2019   | £5000                          |
|   |  |                                |
| Bank Balance  |  |                                |
| Leeks BS  | 26.03.2019   | £4,330.21                      |
| Lloyds  | 01.08.2019 Statement   | £10,178.75                     |
| Lloyds  | Telephone balance 03.09.2019   | £14,476.48                     |

## 19.09.009 CORRESPONDENCE

**email from resident** – concern about caravan in Bennetts Lane layby – Clerk advised that PCSO and other agencies are resolving the issue.

**email received about Dog Fouling signage** – Clerk provided the ESBC website for a full list of areas where signs are located. <http://www.eaststaffsbc.gov.uk/community-civil-enforcement/public-space-protection-orders/dogs> <https://www.eaststaffsbc.gov.uk/community-civil-enforcement/public-space-protection-orders/alcohol>

**Eric Roy** – Website/email coordinator – advised Councillors to maintain email accounts and delete unwanted messages, or emails will not be received.

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**Dougie Mac Grant Application** – Councillors discussed the application. Councillors felt £50 donation would be appropriate. Clerk to add to October Agenda, so cheque can be raised. Clerk to draft for review a grant criteria statement to add to the current the Grant Application form.

**GBSLEP Habitats Grants Programme** – The Programme is focused on reducing dereliction and the improvement and development of natural habitats on land in public ownership or with agreed public access and is suitable for innovative projects which improve land, water, air quality and general environment for people and wildlife. details forwarded to Councillors - Any queries or for an application form or email us on [esif@solihull.gov.uk](mailto:esif@solihull.gov.uk)

**Staffordshire County Council's draft revised Statement of Community Involvement (SCI)**. The Clerk responded to questions. 24.07.2019 to email address [Planning@staffordshire.gov.uk](mailto:Planning@staffordshire.gov.uk) .

**Burton Flood Risk Management Scheme** newsletter received and passed to Councillors 12.07.2019  
**AEDdonate** confirmed our Defibrillators are registered on [www.thecircuit.uk](http://www.thecircuit.uk) website – New West Midlands Ambulance Service website. 19.07.2019

**Op Disrupt - East Staffordshire Neighbourhood Policing Team**, were supported by officers from the Forces newly formed “Disrupt” and “Roads policing” Teams, Central Motorway Police Group (CMPG), , criminal investigation department and tactical support teams to execute a phased operation from dawn until dusk, that resulted in 14 arrests. 4 voluntary interviews, and 4 community resolutions were issued

**Mallens Croft, Bramshall – Speed Watch request** – email from resident requesting further speed watch sessions, as drivers are continuing to speed.

**enquiry from Tean resident about vacancy on allotment** site. passed to Cllr Oulsnam 30.07.2019

**The Rural Development Fund** awards small grants of up to £1000 to small rural community groups across Staffordshire and Stoke, where they have a specific need. details put in news area of website.

**Staffordshire Connects website**, which is an online signposting site for Staffordshire. It is owned and managed by Staffordshire County Council. Email asked if we wanted to set up a page. Please email us at [Staffordshire.connects@staffordshire.gov.uk](mailto:Staffordshire.connects@staffordshire.gov.uk) Councillors RESOLVED for Clerk to provide information.

**365 Great things about Staffordshire** – SCC have a website for comments to be made <https://www.staffordshire.gov.uk/365-Staffordshire/365-great-things-about-Staffordshire.aspx> on parish council website.

**A50 pedestrian crossing** – resident contacted Clerk about lights not working. Clerk provided contact details for Highways England. Clerk added Highways England contact details to website.

Resident requested that Parish Council contact Highways England and ask for a sign to be put on the traffic lights, so residents know how to report issues. Councillors requested Clerk to contact Highways England with this request and to contact McDonalds to see if they would report any issues too.

**May 2019 Election Surveys – SPCA Bulletin 08.08.2019** - As a follow up to the May 2019 elections NALC's Policy and Communications team is undertaking some research on the experience of councillors and councils. Clerk submitted her responses 09.08.2019 – Councillors to submit their responses separately.

**Financial Regulation update** - SPCA Bulletin 08.08.2019 - New Financial Regulations Template issued by NALC – forwarded to Councillors and will be edited for October meeting.

**Staffordshire Police** announced that On Wednesday 14 August Staffordshire Police will replace its current website with Single Online Home (SOH). <https://www.staffordshire.police.uk> – these details are on our website.

**Mc Donalds Litter** – resident emailed to say Litter is now improved, suggested Council write to Thank McDonalds. Councillors RESOLVED to write to McDonalds.

**Transforming the Trent Valley Landscape Partnership scheme**.- received an email offering talks to Parish Councils - The TTTV scheme is funded by the National Lottery Heritage Fund, and aims to enhance the biodiversity of the rivers Trent, Dove and Tame and their surrounding floodplains, and encourage local people to connect with the natural and cultural heritage of the area. Councillors RESOLVED to request a guest speaker for February 2020 Meeting.

**DSK Engineering** provided their play inspection report – fixing loose on WW1 Bench, will be resolved



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**RMS Sports Consultants** – letter providing details of their services for a Parish Plan – [www.rmssportsconsultants.co.uk](http://www.rmssportsconsultants.co.uk)

## 19.09.10 CLERK UPDATE

**New Councillor Meeting** with Cllr Moore – 09.07.2019

**Heathers on Bramshall plaque** – Clerk and Clerk husband removed dead heathers 13.07.2019.

**Saplings on Stramshall Playing Fields** – overgrown and tree guards missing. Chair will arrange for scout leader to ensure these are maintained.

**Stone Road junction – pot holes** – Clerk reported that SCC Highways used powers to repair all pot holes at junction.

**Clerk wrote to landowner of Spath hedge** – Old Uttoxeter Road, Footpath 87 to confirm URPC will cut once per year and he will cut in Autumn each year 16.07.2019

**Rev Landers** confirmed key available for clerk to open church for Bramshall meetings.

**Bramshall Noticeboard** leg was repaired by WH Durose 12.07.2019 – Clerk sent photos of noticeboard as in need of varnish.

**Speed Watch Equipment** – Clerk collected the Stramshall speed watch equipment on 17.07.2019

**SLCC Conference** – 2<sup>nd</sup> October 2019 – Clerk booked place on course – reduced fee of £80 + VAT (£96) for the day.

**Wheelie Bin 30mph stickers** – clerk requested update from Police – advised that update will occur at end of July 2019. Clerk received update that stickers approved and will be sent to Clerk 20.08.2019 – Stickers given to Cllr Ollerenshaw and Cllr Slater for distribution on Mallens Croft, Bramshall and St Michaels Road, Stramshall

**Clerk Appraisal** – took place on 23.07.2019 at 7pm – Chair and Vice Chair conducted – signed by Chair as a true record. 03.09.2019

**Wild flowers on verges** – Guardian article – 19.07.2019 – explaining benefit to environment. sent to Councillors.

**Football Pitch Goal posts painting** – clerk and husband painted both goal posts with hammerite paint 03.08.2019

**Padlock for Playing Fields** – Clerk replaced padlock with combination lock 05.08.2019

**Stramshall Allotments** – Nigel Davies Solicitors – email from Claire Vardy, Lawyer, printed and delivered to solicitors to be added to stramshall allotment deeds reference 3020.

**Stramshall Flag pole** – proforma received 06.08.2019 and cheque signed by DO and TO. Flag pole delivered on 08.08.2019

**Climbing Frame** – Clerk chased the water collection issue with Creative Play 06.08.2019

**Dave Wilson** – chased the invoice for 2017 & 2018 hedge cutting 06.08.2019

**HMRC Webinar** – clerk logged into webinar about home working allowance and expenses – 13.08.2019



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**Allotment Ditch** - Clerk needs to arrange an Allotment Hedge/Ditch meeting with Cllr Smith, Cllr Oulsnam, WH Durose and Mr Carnwell – will do in October.

**URPC Footpath 46** – stile collapsed, Flashes Farm, Hollington Lane, Stramshall. Owner offered to pay labour to install new stile, if Clerk could arrange for stile kit from Rights of Way Team. WH Durose collected stile kit. Clerk contacted Cllr P Smith (Footpaths) and Chair and Vice Chair to update 28.08.2019. Clerk would like to Thank the Rights of Way team who were extremely proactive and helpful with the request and Landowner and WH Durose for ensuring stile repaired within 3 working days.

**Stramshall Playing Fields fence** - A resident reported damage to the boundary fence on the playing field, 02.09.2019. Clerk requested WH Durose to make repairs as soon as possible, due to horses being affected by the damage. Clerk reported to Chair and Meeting. 03.09.2019

## 19.09.11 COUNCILLORS REPORTS (information only)

**Cllr reported** Allotment Water meter reading 24.8.19. was 270

**Cllr reported** issues using Council email system. Advise to create a BT account, separate to personal account, for Council emails only.

**Cllr confirmed** Bramshall Village would have a Christmas tree this year and will use funds in Budget for this purpose - £160

**Cllr reported** – P/2017/00157 retention of Chicken coop – a steel framed building is being erected. No planning application received – Clerk to report to Enforcement Officer.

**Cllr reported** - Land between Footpath 22 and Trafalgar House, St Michaels Road, Stramshall has been landscaped. Clerk to report to Highways, due to the potential of water on road, as no ditch.

**Cllr reported** - Chestnut Farm, Hollington Lane, Stramshall – hedgerow has been removed, no planning application received.

**Cllr reported** – P/2015/00223 - Old Wood, Hollington Lane, Stramshall – the new building has been created, but old building not removed.

**Cllr reported** - Fly tipping on allotments – Councillors RESOLVED for Cllr Oulsnam to take to recycling centre in Uttoxeter and be reimbursed the fee. Padlock to be discussed at next meeting for allotments.

**Cllr** asked Clerk to enquire if McDonalds could put up a sign – “please do not turn right” at the exit to restaurant, as several cars are now turning right. Also suggested to invite Cllr Atkins to a meeting to update on SCC highways plans for Stramshall.

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

The date of the next meeting was set for Tuesday, 1<sup>st</sup> October 2019 at 7.45pm at Church Room, The Church of St Lawrence, Church Lane, Bramshall, ST14 5BQ. The meeting was formally closed at 22.26.

.....CHAIRMAN