

# Uttoxeter Rural Parish Council - Minutes

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Minutes of a meeting held on Tuesday, 1<sup>st</sup> December 2020, on Zoom (<https://zoom.us/>) on line platform\*. The meeting commenced at 7.45pm.

The Zoom Meeting ID is 894 5844 6134– Members and Residents without computer access can telephone 0131 460 1196 and enter Meeting ID number above.

*\*The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020. These regulations come into force on 4th April and allow Parish Councils to hold meetings via an on-line platform.*

<http://www.legislation.gov.uk/uksi/2020/392/part/2/made>

**Present:** Cllr Dunn, Cllr Dartnell, Cllr Jones, Cllr Ollerenshaw, Cllr Oulsnam, Cllr Pattinson-Evans, Cllr Moore, Cllr Slater, Cllr P Smith, Cllr C Whittaker (Borough), Fay Phoenix (Allotment Rep) and the clerk.

20.12.001 APOLOGIES AND APPROVAL OF ABSENCES - None

20.12.002 TO RECEIVE DECLARATIONS OF INTERESTS AND TO CONSIDER REQUESTS FOR DISPENSATIONS. Failure to declare a disclosable pecuniary interest at a meeting is a criminal offence under section 34 of the Localism Act 2011.  
Cllr Oulsnam and Cllr Slater declared an interest in Planning Application – P/2020/01284

20.12.003 TO RESOLVE THAT THE MINUTES OF PARISH MEETING HELD ON 3<sup>rd</sup> November 2020 ARE A CORRECT RECORD – RESOLVED.

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

- **ALLOTMENT GRANT – UPDATE ON PROJECT.** Severn Trent Community Fund  
The fence and water troughs were installed w/c 2<sup>nd</sup> November and clerk registered the timber posts for a 15yr platinum guarantee 11.11.2020.  
Wildflower border installed 16.11.2020.  
Clerk confirmed to SCC that Parish Council will maintain the border and will reinstate to grass if not being maintained.  
Council confirmed that the Grant provides 3 yrs. of maintenance of Wildflower Border and £1,350 will be EARMARKED and moved to Leek BS.  
Councillors welcomed the Allotment Holders input into the seed's distribution on the border and the Allotment Rep will advise accordingly.  
A Resident who previously showed interest in advising was contacted and provided information about seeds for the border.  
Clerk will complete the final paperwork for on the Severn Trent portal, as all invoices for the project now received.
- **WOODLAND TRUST SAPLINGS. UPDATE ON EXISTING AND NEW ONES**  
**New saplings** arrived 15.11.2020.  
Cllr Oulsnam and Cllr Ollerenshaw provided a planting plan, which all Councillors viewed and RESOLVED to plant in the areas of the playing fields indicated.

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**Existing Sapling Site** – the current site for saplings was strimmed by Cllr Ollerenshaw and Cllr Oulsnam advised Council that 38 saplings have survived and 20 have been lost.

Councillors discussed the Woodland Trust Guidelines for care of saplings and Councillors RESOLVED to obtain two quotes to maintain the area around the saplings (1m circle) for both 1 yr. and 2yrs and to bring to the February meeting for consideration.

Cllr Oulsnam requested it be minuted he disagreed with gaining quotes and the area should be left wild.

- **Asset Disposal – Lawn Mower – CONSIDER TWO VALUATIONS**

Lawn Mower details are:

**Mountfield, Model HW 511 PD, 4 IN 1, CRC 534 WSO, Rear Wheel Power Drive, Rear and Side cuttings extraction -**

Councillors obtained two valuations and RESOLVED to request £160 for the item. Councillors RESOLVED to offer the machine to Swynnerton Parish Council in the first instance.

- **Conifer Tree, Stramshall Village Green** – health of tree update

Clerk obtained a health check from Michael Johnston Tree Surgeon.

He advised, “The conifer tree on the green looks to be in good health. I would recommend that the tree should be reduced in height by 10 to 15 feet to improve the sail effect on the tree. This will extend the trees life. “

Quote to reduce: £100. The Councillors RESOLVED to accept the quote and the Clerk to contact Michael Johnston.

- **Speed Indicator Sign – Stramshall**

Clerk sent letters to the 5 households on Stramshall High Street, that would be affected by the proposed relocation of the SID sign that was suggested by Morelock Signs on 18.11.2020.

Councillors discussed all comments received and RESOLVED to not move forward with the proposed site, but instead to test the sign on the verge nearer to Broomyclose Lane, by the Allotments, Stramshall.

The results of the test will be brought to the February meeting.

Clerk to contact Richard Rayson at Staffordshire County Council to enquire if the S106 funds traffic calming plans are available for consultation. Delay has occurred due to Covid.

- **Stramshall Playing Fields Hedge – consider quotes and discuss contractor for hedges in 2021.**

Clerk received two quotes to reduce the hedge width by 2ft and to remove suckers from bottom of hedge.

CH Smith contractors- £390 +VAT.

SJL Landscapes quote from previous meeting. £600 + VAT

Councillors RESOLVED to accept CH Smith quotation and confirmed that if CH Smith arrives on site to cut the inside and the top and outside have not been cut

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by the current contractor, then CH Smith to carry out the works and invoice the Council separately.

Clerk informed Chair and Vice Chair that Dave Wilson did not cut either the playing fields hedge or the allotment hedge, when it had been arranged.

Councillors discussed contractor not cutting the hedges and RESOLVED to obtain two quotes from different contractors for the cutting of the allotment hedge (both the top and along the road side and playing fields hedge, top, along roadside and inside), these quotes will be considered at February meeting.

- **Footpaths** – Stramshall – update

Cllr Moore provided an updated report on the Footpaths in Stramshall that need urgent attention. Councillors reviewed the report and RESOLVED to carry out the works and request WH Durose to finished works within this budget year. Bramshall Stiles were discussed and the location of the stiles, along with photographs will be considered in the February meeting.

## 20.12.005 BUDGET 2021 – 2022 – Cllr Moore and Clerk to present

**Spend from Existing Budget** – Councillors discussed the issues highlighted that need attention before the end of the financial year. (31.03.2021)

**Bench** on Playing Fields – re varnish

**Soil and Matting** in gateway at Playing Fields.

Bus Stop – Perspex - corner of St Michaels Road, Hollington Lane, Stramshall – needs cleaning.

Bus Stop – Brick - Willslock Junction – roof tiles and removal of ivy.

Bus Stop – Brick - High Street, Stramshall – down pipe repair and ridge tiles.

Tree Surgery on playing fields – SJL Landscapes quote from last year to tidy up all lower tree branches that are within the playing fields area.

Councillors discussed the Asset Register Maintenance budget that was set for this financial year and RESOLVED for the clerk to gain quotes for all works, except bench varnishing, and if quotes are within the budgeted amount to proceed with works, after consultation with Chair and Vice Chair.

## **New Budget 2021- 2022.**

The Councillors were issued with a full budget spreadsheet and summary with the Agenda that was produced by Cllr Moore and the Clerk/RFO.

Councillors discussed the projects that could be carried out in the next budget year and RESOLVED to accept the Budget and set the precept accordingly.

Clerk to put Budget onto the website for residents to review.

## 20.12.006 PRECEPT REQUEST FOR 2021-2022

The Parish Council RESOLVED to request a precept of £31,857 from East Staffordshire Borough Council for the year 2021-2022. Unanimous Vote.

## 20.12.007 ALLOTMENT REPRESENTATIVE REPORT. RECEIVE REPORT AND CONSIDER REQUESTS FROM ALLOTMENT TENANTS

Clerk updated Allotment Representative of the Frame of Reference for the Role:

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The allotment holders come to the Representative with any concerns/requests, their Representative reports this to the Parish Council, via a monthly report, (Report to be with the clerk, one week before meeting, so that it can be issued with the Agenda), the 9 Parish Councillors then vote on any decisions that need to be made, these votes (Resolutions) are recorded in the minutes and displayed on the noticeboard and website and the Representative feeds those decisions back to the allotment holders. If the Representative needs any help in between the parish council meetings, about the allotments, this can be gained from the Chair, Vice Chair and Clerk only.

The Allotment Representative provided her report, which was sent to Councillors with the Agenda in order for any requests to be considered.

Councillors discussed the report and RESOLVED the following:

Plot 3 will become two plots – 3a and 3b, as vacant with immediate effect after letter received.

Plot 4a will be redesigned after deadline has passed to vacant (6<sup>th</sup> December)

Plot 10a/b/c will become two plots – 10a and 10b – measures in meters will be used for next year contract.

Plot 9a trip hazard – Council will provide 1 tonne of top soil to rectify the issue.

Suspected pieces of asbestos (4) – Cllr Jones will investigate and if found to be asbestos, Clerk to arrange removal by certified company.

Brown Bin – reports of overfilling – Councillors requested a notice to be displayed reminding allotment holders of materials allowed in brown bin and weight limit. Clerk to add to next year contract.

Allotment Representative and Clerk will work together to ensure all plots are measured in metres in time for the next contractual year (1<sup>st</sup> February 2021), so correct rents can be charged.

## 20.12.008 ALLOTMENT CONTRACT – REPORT REVIEW OF NEW TERMS AND CONDITIONS

Cllr Moore, Cllr Jones and Clerk reviewed the existing contract and updated it to ensure the Risk Assessment form was included and issues from the site visit were included. All Councillors and the Allotment Representative were sent a copy for comments 17.11.2020.

A covering letter was drafted and sent to Councillors for review. Both the covering letter and new contract will be sent to all allotment holders, in December, so that all allotment holders are aware of the new contract terms and conditions, before the new contract year starts.

The Councillors discussed minor alterations and then RESOLVED to accept the new contract for 2021 and Thanked Cllr Moore, Cllr Jones and the Clerk for their work to update the contract.

## 20.12.009 PUBLIC PARTICIPATION\*- The item, Public Participation, allows 15 minutes of each Parish Council Meeting, for members of the public to make representations or give evidence in connection with items included on the agenda. Each representation must be

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a maximum of 3 minutes. At the discretion of the Chairperson, the meeting may be adjourned to give members of the public present an opportunity to raise other matters of public interest.

## 20.12.0010 TO CONSIDER PLANNING APPLICATIONS AND RECEIVE PLANNING DECISIONS:

East Staffordshire Borough Council has now adopted the Local Plan which has a plan period of 2012 to 2031. The Plan and Policies maps can be reviewed below:

<http://www.eaststaffsbc.gov.uk/planning/planning-policy/local-plan-2012-2031>

### NEW

**P/2020/00719** – Holly Hayes Farm Holly Lane Kingstone Staffordshire ST14 8QD- Conversion and alterations of 2 existing agricultural buildings to form 2 dwellings and construction of vehicular access including raising of ridge height to Barn A – No comment received from Councillors.

**P/2020/01284** - The Cedars Hollington Lane Stramshall Staffordshire ST14 5AJ - Conversion and alterations of existing coach house to form a dwelling – No comment to be added.

### DECISIONS

**P/2020/00828** – Land to the West of Uttoxeter A50 Bypass Uttoxeter – Application under Section 73 of the Town and Country Planning Act 1990 for a Minor Material Amendment to planning permission P/2018/00510 for the erection of 450 dwellings and garages including 121 affordable units, together with drainage and highways infrastructure, and including details of access, appearance, landscaping, layout and scale (Phase 2) without complying with condition 1 of planning permission P/2018/00510 dated 24<sup>th</sup> October 2018 relating to amendments to approved plans to house types for Plots 544-700 (Phase 2B), 3 bed house types in Phase 2E in lieu of 4 bed house types and substitution of site layout, materials plan and boundary treatment in respect of Phases 2A-2E – PERMITS

**P/2020/00954**- Hill View 32 Broomyclose Lane Stramshall Staffordshire ST14 5AN- Erection of a single storey front extension – PERMITS

## 20.12.0011 TO RECEIVE ORAL REPORT FROM BOROUGH/COUNTY COUNCILLOR - Cllr Whittaker

Councillor Whittaker updated the Council on the new Local Boundary Commission consultation. The new blue bin policy for ESBC has now settled down and residents are ensuring the correct waste is within the blue bins. Uttoxeter Town car parks will be free up until Christmas to encourage trade to the town.

## 20.12.0012 FINANCE – TO CONSIDER & AUTHORISE PAYMENTS OF LIST BELOW:

All payments from November meeting sent 10.11.2020 and 11.11.2020

### EARMARKED FUNDS:

The Earmarked Funds cheques are below and will be moved to Leek BS:

Loxley Junction - £3,000.

Parish Council Running costs - £1,000

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Wildflower Border Maintenance - £1,350

Mazars – external auditor, Clerk request an invoice, still not received 27.11.2020 – will have to sign cheque in between meetings

Councillors RESOLVED to pay all cheques below, including those received after the Agenda issued.

Cheque Number	Details	Amount £
78/SO	Council administration	£352
78/DD	Pennon Water – Allotment water supply	25
80/158	Uttoxeter Rural Parish Council – Earmarked for Loxley Junction	£3000
81/159	Uttoxeter Rural Parish Council – council running costs	£1000
82/160	VOID	
83/161	Michael Johnson, Tree Surgeon	£400
84/162	Cllr Oulsnam – Union Jack Flag	£6.99
85/163	Allotment Water Troughs (Severn Trent Community Grant)	£2,594.40 (inc 432.40 VAT)
86/164	Fence Replacement (Severn Trent Community Grant)	£1,772.40 (in 295.40 VAT)
87/165	Mrs VRE Gibson – Allotment Sign	£36
88/166	Mrs VRE Gibson – Google drive annual Sub	£24.99
Received after Agenda Issued		
89/167	Mrs VRE Gibson – Zoom Invoice	£14.39
90/168	Mrs VRE Gibson – Clerk Expense – includes ink	£56.29
91/169	Uttoxeter Rural Parish Council – Earmarked for Wildflower Border Maintenance – 3yrs – Severn Trent Community Fund	£1,350
92/170	The Guide Dogs for the Blind Association – re -issue as original cheque not cashed and now expired – original issued 05 November 2019	£50

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93/171	The Play Inspection Company – Annual inspection report	£102 (inc 17 VAT)
94/172	SJL Landscapes Ltd – Wildflower Border – Stramshall (Severn Trent Community Fund)	£1,140 (in 190 VAT)
Bank Balances	Lloyds – 22.10.2020	£26,142.57
	Leeks BS – 01.12.2020	£9794.50

## 20.12.0013 CORRESPONDENCE

Katherine House Hospice – posters received 18.11.2020, offer to Councillors for noticeboards, put on website

EU Citizens – email from Citizens Advice offering service to those who need to apply for remain to stay status, on website.

Email from resident – regarding flooding in Creighton lane, Stramshall. Clerk replied providing the highways “report it” website link and said councillors would discuss. Clerk to report to Highways.

**SPCA Annual General Meeting** - Date & Time: Monday, 7th December 2020 at 7pm via Zoom – forwarded to Councillors 24.11.2020

**Dougie Mac** – Thank you letter for the £50 grant from URPC 20.11.2020 – forwarded to Councillors.

**Matt Hancock MP** – letter from Staffordshire County Council with regards to Tier 3 restrictions – Cllr Atkins Covid 19 update 27.11.2020.

Covid 19 – SCC provided the link to track and trace and testing centres -

<https://staffordshire.zipporah.co.uk/TrackAndTrace/> on website 01.12.2020

The hotspot link is <https://www.staffordshire.gov.uk/Coronavirus/Testing/Covid-19-hotspots-in-Staffordshire.aspx>

Rapid Covid Testers Needed -

<https://www.staffordshire.gov.uk/Coronavirus/Testing/New-Rapid-COVID-19-Testers-Needed.aspx>

**Ward Boundaries** – further consultation from 01.12.2020 – 11.01.2021

the LGBCE has launched a further public consultation on proposed borough council ward boundaries for East Staffordshire. The proposed new boundaries would create 3 new wards: Stramshall & Weaver (including Croxden), Abbey (encompassing Kingstone & Blithfield), Bagots & Needwood (including Yoxall). Consultation portal can be found on : Local Government Boundary Commission for England Consultation Portal (lgbce.org.uk)

<https://www.lgbce.org.uk/all-reviews/west-midlands/staffordshire/east-staffordshire>

*Councillors will send comments to clerk for submission before deadline (11.01.2021)*

**Special Needs Consultation** – Special Educational Needs and Disabilities Strategy 2020 – 2025 (SEND) Staffordshire County Council are pleased to announce that Staffordshire's Special Educational Needs and Disabilities (SEND) Strategy is now available for you to read and give feedback on.

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## 20.12.0014 CLERK UPDATE

Allotment Letters were sent 10.11.2020 to Plot 3,4a,7a,7b to ask them to cultivate plots within 21 days or contract will be terminated. Letter to plot 11a/11b to ask to remove rubbish/plastic cones/plastic from site and to cut hedge top and inside. 10.11.2020 Brown Bin for allotments ordered via ESBC website 10.11.2020 – Reference CAS-148859-C7F2C8

Silver Birch and Oak Tree, site visit for removal of tree booked for 13.11.2020 at 8.30am – clerk was on site and took photos for website. The Parish Council dealt with the subsequent theft of logs by calling the Police.

Conifer Tree, Stramshall Village Green, request health check and quote

Wildflower Border, site visit with SJL on 13.11.2020

Morelock sign – location site visit, 13.11.2020

Dave Wilson – Hedge Cutting – contractor advised that out of the area, so hedge cutting will be delayed.

Allotments – Clerk contacted all the people on the waiting list (data protection) and asked to contact Allotment Representative.

Allotment Sign – new one bought from JCA and fitted by Clerk, see finance section.

Footpath 87 – Hedge – no response from Rights of Way Team.

Bench by Bus Stop, High Street, Stramshall – no response from SCC Legal team re permission. Clerk sent follow up email 25.11.2020

Play Inspection Report – received annual inspection – 24.11.2020 forwarded to Councillors as issues to resolve. Soil/matting at the gate area, removing bolt length and bench varnishing by swings.

Clerk working hours – Clerk sent all expenses forms to Chair, Vice Chair and Cllr Dunn, as per clerk request at annual appraisal. Councillors will report back to February meeting.

Oak Tree – John Whittaker Tree– Bramshall Plaque – this was inspected and is alive and doing really well. Clerk contacted resident who offered to donate a new tree and Council to advise Clerk on how to proceed. Councillors RESOLVED to keep existing tree and Clerk to send a Thank you to resident for their offer.

Guide Dogs – donation cheque from last year still not cashed – cheque number 068 – date of issue 05.11.2019– clerk telephoned as cheque issued has now expired, advised to reissue and send too. The Guide Dogs for the Blind Association Hillfields, Burghfield Common, Reading, Berkshire, RG7 3YG

Stramshall Play Inspection DSK Report – November – gate dragging on the ground, swing seats pulling through – forwarded to Councillors 01.12.2020 – Councillors RESOLVED that Cllr Ollerenshaw will review and will replace if needed.

## 20.12.0015 COUNCILLORS REPORTS (information only)

Chair advised that in light of recent events a Respect Policy will be reviewed in February meeting, this will ensure the Clerk is safeguarded.

Suspected Asbestos in field, near footpath, Stocks Lane, Bramshall – RESOLVED to contact Landowner.

Speed watch – Chief Constable advised it can resume, but volunteers in Bramshall will not continue until COVID-19 has been resolved.

Hollington lane, litter bin has been removed from lamp post m4. Clerk to request a



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replacement.

Low Engineering will supply goal post as soon as he can.

Stramshall Christmas Tree - there will be plywood Deer for Christmas display in Stramshall, alongside the Christmas Tree.

Bramshall Christmas Tree – this will be in place during December.

The Chair wished everyone a Happy Christmas.

## DATE AND TIME OF THE NEXT MEETING:

The date of the next meeting was set for Tuesday, 2<sup>nd</sup> February 2021 at 7.45pm on Zoom – the Meeting ID will be issued on Agenda. The meeting was formally closed at 21.45.

.....CHAIRMAN