

Uttoxeter Rural Parish Council - Minutes

Minutes of a meeting held on Tuesday, 6th October 2020, on Zoom (<https://zoom.us/>) on line platform*. The meeting commenced at 7.48pm.

The Zoom Meeting ID is 886 5654 9799 – Members and Residents without computer access can telephone 0131 460 1196 and enter Meeting ID

**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 Ollerenshaw, Cllr Oulsnam, Cllr Pattinson-Evans, Cllr Moore, Cllr Slater, Cllr P Smith, Cllr C Whittaker (Borough), Mr Michael Jones, Mr and Mrs Jones, Mrs Ollerenshaw and the clerk.

20.10.001 APOLOGIES AND APPROVAL OF ABSENCES – Cllr Dunn, Cllr Dartnell – apologies accepted.

20.10.002 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 - NONE

20.10.003 TO RESOLVE THAT THE MINUTES OF PARISH MEETING HELD ON 1st September 2020 ARE A CORRECT RECORD – RESOLVED.

20.10.004 **Casual Vacancy for Councillor – review applications and resolve to co-opt.**

1st September informed ESBC of vacancy.

2nd September notice of vacancy on noticeboards and website.

23rd September ESBC advised the Clerk that co-option could take place, as no election called. Clerk put co-option notice onto the website.

2nd October – deadline for applications, inviting to 6th October meeting.

Applications received: Mr Michael Jones – email received 29.09.2020.

Councillors discussed Mr Michael Jones application, while Mr Jones and Mr and Mrs Jones were put into the Zoom Waiting Room.

Councillors voted unanimously to accept Mr Michael Jones application and it was **RESOLVED** to co-opt Mr Michael Jones onto the Parish Council. All returned to Zoom meeting and the Chair welcomed Mr Michael Jones to the Parish Council.

Clerk to inform ESBC and issue Acceptance of Office Document and Register of Interest Document. Clerk advised a New Councillor pack will be sent to Mr Michael Jones, once a dedicated email address had been created.

20.10.005 **Stramshall Playing Fields Questionnaire** – review answers received from residents.

The below answers were presented to the Council from the questionnaire. See table below. Councillors **RESOLVED** for the Clerk to obtain two quotes for each item that had two votes and above for the November budget meeting.

Cllr Moore to liaise with the local Skateboard Team with regards to requirements.

Councillors informed that Lowe Engineering would like to donate a set of 7 a side goal posts to the Council. Councillors **RESOLVED** to accept the gift and to send a Thank You

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letter to Lowe Engineering.

Councillors **RESOLVED** to accept the quotation from WH Durose for installation of the goal posts - £300 + VAT. Clerk to obtain correct size for 7 a side goal posts from Staffordshire FA. Cllr Ollerenshaw will obtain a quote for goal nets for the November meeting.

URPC Stramshall Playing Field Survey- Results - Sept 2020		
ITEM	Responses	
Question 1		
The Parish Council resolved to install a 5-a-side pitch, the size was decided due to Health and Safety, with 7-a-side goal posts. Do you want this facility?		
	Yes	28
	No	
	No preference	1
Question 2		
Do you want a formally marked pitch (FM) or just two goal posts (GP) on site?		
	FM	19
	GP	8
	No preference	2
Question 3		
What other suggestions do you have for equipment/ facilities on the playing field?		
Zip wire		3
Rope/net climbing		1
Adult gym equipment		2
Skate park (on grass slopes for scooters/bikes)/Skateboard ramp		4
Basketball court		1
Remove side access		1
Spring rockers		1
Disc swing		1
See-saw		2
Pic-nic benches/park benches		1
Improve cycle mounds/obstacles		1
Beach outside play area		1

20.10.006 Dougie Mac Grant Application – review

Councillors discussed the grant application for £100. **RESOLVED** to offer a grant of £50.

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Voted as follows: For 4, Against 0, abstained 2

Councillors **RESOLVED** to include £50 into next year's budget for this grant.

Councillors discussed reviewing the grant application process.

20.10.007 Allotments – ESBC Brown Bin for green waste

The Council were approached by a plot holder about the provision of ESBC Brown Bins on the allotment site for green waste.

Clerk obtained the costings from ESBC – confirmed they supply the one brown bin free and then subsequent ones would need to be purchased. The cost to purchase is £40.00 per bin. The site would be allowed a maximum of 3 Plot holder.

Councillors **RESOLVED** to defer the decision until November meeting, as the Allotment Holders will be presenting their ideas for communication with the parish council and if a committee is formed by the allotment holders, it was felt that the committee could make this decision. Clerk to inform plot holder.

20.10.008 WOODLAND TRUST SAPLINGS

The Medium Wildlife pack consists of (105 saplings), Small Hedge (30 saplings) and will arrive between 02 and 20 November 2020 to Clerk address. Cllr Oulsnam and Cllr Ollerenshaw offered to plant them.

Councillors **RESOLVED** to locate the saplings on the playing fields, as an extension to the existing saplings on the fence boundary. SJL Landscaping to be informed. The hedge saplings will be used to repair the boundary hedge.

Councillors were advised by resident not to plant any sycamore trees by the boundary, due to a danger to cows and horses. **RESOLVED** to ensure any sycamore trees not be located on boundary.

<https://www.woodlandtrust.org.uk/plant-trees/advice/care/>

20.10.009 DRAFT BUDGET 2021-2022

The Councillors reviewed the DRAFT budget spreadsheet and the final budget will be created for the November meeting. Clerk to update the Asset Repair List for the November meeting.

20.10.0010 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 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.

Three members of the public were present: The Chair asked if they would like to address the meeting:

The first resident advised the Council about the allotments and the brown bin agenda item. She is concerned that all plot holders will have to cover the cost and yet only a few plot holders will use them, as most plot holders use the Uttoxeter Recycling Facility to dispose of green waste, so only a free bin should be considered. The resident requested that Councillors make more trips to the site to view the condition of plots and talk to plot holders about any issues on site.

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The second resident advised that if Sycamore Trees are within the Woodland Trust Saplings pack, they must not be planted on the boundary of the playing fields, due to danger to cows and horses.

The third resident had no comment.

20.10.0011 TO CONSIDER PLANNING APPLICATIONS AND RECEIVE PLANNING DECISIONS:

NEW

P/2020/00954- Hill View 32 Broomyclose Lane Stramshall Staffordshire ST14 5AN- Erection of a single storey front extension – comments by 16.10.2020 – No comment to be added.

DECISIONS

P/2018/01536 - Woodlands Crakemarsh Hall Old Uttoxeter Road Crakemarsh Staffordshire ST14 - Erection of a single storey side/rear extension to form orangery – PERMITS

P/2020/00680 - The Oaks Stone Road Bramshall Staffordshire ST14 8SH- Erection of a single storey link porch and side extension to existing garage to form annex - PERMITS

P/2020/00740 - Brooklands Church Lane Bramshall ST14 5BQ - Application for a Certificate of Lawfulness for the retention of the two storey rear extension as built - LAWFUL

P/2020/00862 - 31 Broomyclose Lane Stramshall ST14 5AN - Felling of Beech tree (TPO 284) – REFUSES

P/2020/00869 - Application for Additional Environmental Approval in relation to P/2017/00527 for the erection of a single storey side extension to existing shop Roycroft Farm, Bennetts Lane, Bramshall, ST14 5BGP - PERMITS

Clerk advised Councillors that no planning documents were sent and asked for an update from ESBC. Received response from ESBC - I can confirm that the above application was determined under the Business and Planning Act 2020. This relates to Covid 19 and basically allows for applicants to apply to extend the implementation period on an application that expired during Lockdown. The LPA has no requirement to consult anyone on these applications. The applicant now has until 01-05-2021 to implement a consent (P/2017/00527) that expired on 20-07-2020. I can confirm that the Parish Council were notified of the original application in 2017 and made no comments.

APPEAL

P/2018/01338 - The Robin Hood Leigh Lane Bramshall ST14 5BH - Change of use of Public House to form 3 no. dwelling houses (to include repair and re-instatement of building following fire) – Appeal APP/B3410/W/ 20/3252968 – start date 6th June – WITHDRAWN ON 30.09.2020

20.10.0012 TO RECEIVE ORAL REPORT FROM BOROUGH/COUNTY COUNCILLOR - Cllr Whittaker

20.10.0013 FINANCE – TO CONSIDER & AUTHORISE PAYMENTS OF LIST BELOW:

Audit – Mazars communicated the following about the 2019-2020 Audit:

As per the information you provided on the variance sheet explaining the movement in fixed assets it looks as though 2 fixed assets were not purchased in the year so the 2018/19 fixed asset figure (box 9) should have been restated, this will be a qualification

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point. Chair and Vice Chair confirmed a qualification point was acceptable 16.09.2020.

Laptop – service carried out, but more computer memory required – **RESOLVED** to accept Mr Shield quote of £60 for the memory update.

Cheque Number	Details	Amount
59/SO	Council Administration	£352
60/DD	Pennon Water – Allotments	£25
61/143	Mrs VRE Gibson – Refund for retiring councillor present	£35
62/144	Mr Oulsnam - Daffodil Bulbs – Stramshall Village Green	£5
63/145	Mr S Shields - Laptop service	£60
64/146	Mr Oulsnam – Zoom Meeting- September	£5
65/147	Mrs VRE Gibson – Zoom invoice October	£14.39
Received after agenda issued		
66/148	Doveridge Landscapes – Stramshall churchyard	£100
67/149	SJL Landscapes Ltd – Cut 10 of 11	£601.72 (inc. 100.29 VAT)
68/150	Clerks expenses – includes postage for Allotment Letters	£25.60
Received		
28.08.2020	VAT Refund	£291.78
09.09.2020	HMRC PAYE Refund	£163.20
25.09.2020	Precept – ESBC	£13,095
Bank Balance – 02.10.2020	Lloyds	£26,317.57
	Leeks BS	£9,794.50

20.10.0014 CORRESPONDENCE

Gigabit Broadband Voucher Scheme – details onto website news 15.09.2020

The Health Protection (Coronavirus, Restrictions) (No. 2) (England) (Amendment) (No. 4) Regulations 2020

https://www.legislation.gov.uk/ukxi/2020/986/contents/made?mc_cid=058af33dc0&mc_eid=268ef73eff were made on 13th September and came in to force today, 14th

September, at 12.01. They amend the Health Protection (Coronavirus, Restrictions) (No. 2) (England) Regulations 2020 ("the Principal Regulations"), so that people may not participate in social gatherings, in any place, in groups of more than six, unless they are members of the same household, two linked households or exceptions apply.

NALC's view is that although the Principal Regulations continue to permit local councils

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to hold meetings (now as an exemption to the six-person gatherings limit) in COVID-19 secure premises, the NALC position remains that we recommend that councils continue to meet remotely. MHCLG reissued its guidance last week and deals with meetings at section 3d. MHCLG continues to recommend that where meetings can take place digitally without the need for face-to-face contact, they should continue to do so.

https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities?mc_cid=058af33dc0&mc_eid=268ef73eff

Road Closures – 12th -30th October 2020 Road Closure Order the effect of which will be to prohibit any vehicle from proceeding in that length of Church Lane and Leigh Lane, Bramshall, Leigh Road, Uttoxeter and Nobut Road, Withington from its junction with B5027 Stone Road to its junction with Withington Lane.

Bennetts Lane, Bramshall – Bus route suggestion – letter received from Bernadette Chadwick (Mrs) BA (Hons), Network Development Office advising of the following: I have contacted D&G Buses with your suggested diversion for when Bennetts Lane is closed; the company thanks you for your suggestion however it is a long diversion and there is not enough time in the timetable to do it. Also, the extra minutes the diversion would add to each journey would mean drivers going over their legal driving hours. Councillors discussed the response from the bus company and **RESOLVED** to take no further action, as the road closures were due to works on the level crossing's underground pipework. The Councillors felt the bus service would resume to normal now works complete.

Mrs G Smith – sent a card of thanks for the gift voucher from the Parish Council 22.09.2020.

A Stramshall resident – telephoned clerk to advise that no bonfires on the allotment would make a huge difference to the village and thanked the council for ensuring they are not restarted. 24.09.2020

Mc Donalds - Litter issue reported by resident– litter between McDonalds and Spath Garage – clerk emailed McDonalds to find out if because of the Covid 19 pandemic they have the staff to carry out their community commitment at present 25.09.2020 – response received - Currently we do not have a dedicated litter picker working, but are sending out members of staff to complete a litter pick a couple of times each day. I have reminded them all of the need to include the path and layby as part of their patrol.

Allotment Waiting List – resident enquired if a vacancy - advised will keep updated.

Introducing Transforming the Trent Valley Landscape Partnership Scheme for Parish Councils – email re: meeting on Zoom at 6-7pm on Thursday 8th October.

How to make effective representations to Planning Applications – SPCA course - £30

Fire and Rescue - Safety Plan 2020-2024 – issued -

<https://www.staffordshirefire.gov.uk/your-service/our-safety-plan-2020-2024/>

Coronavirus COVID-19 Briefing – SCC weekly briefings forwarded to Councillors

SPCA bulletins – weekly – forwarded to Councillors.

Bramshall - Christmas shoeboxes – donations can be made until 19th October.

Hedge – JCB Works – Beamhurst – the Council were copied into a letter from resident to James Bailey, Commissioner for Highways and Built County, Staffordshire County

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Council, expressing concern about hedges not having been cut – letter scanned and forwarded to Council 02.10.2020

The Councillors discussed the letter and the Clerk advised that the landowner had cut back the overhanging branches and the main hedge would be cut after the bird season had ended. Councillors **RESOLVED** that the problem was the encroaching grass on the pavement and Clerk to report to SCC and ask them to clear the grass from the pavement.

NHS Dental Services update – letter received – put onto website 02.10.2020

Stramshall Church Yard – email from Church Warden advising that Cllr Oulsnam will no longer be able to cut the second half of the church yard and asked Council to take on the responsibility. **RESOLVED** for Clerk to obtain quote from current contractor – Doveridge Landscapes and bring to November meeting for consideration for inclusion in the Budget. Clerk advise that the Lawn Mower, Council Asset, will need to be discussed in November meeting.

Burton Stronger Town Bid - East Staffordshire BC has just launched their public consultation on the proposed interventions in the Burton Stronger Town Fund bid.

<http://www.eaststaffsbc.gov.uk/burton-town-regeneration-programme/regeneration/burton-town-investment-plan-forwarded-to-Councillors>
06.10.2020

Stile on footpath through Wood Farm, Hollington Lane ST14 5ER – resident reported stile is in a danger state with both steps rotted through – Councillors **RESOLVED** for WH Durose to repair, using Lengthsman Funds. Cost approx. £160.

20.10.0015 CLERK UPDATE

Mazars – clerk answered enquiries from Auditor 04.09.2020, copied Chair and Vice Chair Mazars – advised that a qualification would be added as Assets on Asset Register were not bought this year. Forwarded to Chair, Vice Chair and Cllr Dunn for comments 09.09.2020

Hedge cutting – clerk contacted landowners and SJL Landscapes Ltd to request cuts take place 03.09.2020. Advised, cut will take place after bird nesting ends.

Payments – invoices paid on 09.09.2020

Bramshall Bus Diversion letter sent on 11.09.2020 to Mr Bryan Delanchy, SCC by email– received a reply, see correspondence.

Allotment letters re: communication with the Parish Council – draft created and final sent 11.09.2020 – posted on Allotment noticeboard – Letter requested Allotment tenants to send a representative or report to the November 2020 meeting.

Allotment Notice – Bonfires – following enquiries about the removal of Bonfires from the contract, a notice was created to advise that no consultation took place due to an immediate risk and advise from Zurich Insurance that no cover for allotment holders bonfires. 18.09.2020

Clerk update re: Clerk training – email sent to Councillors 02.09.2020 about actions needed after training took place:

Annual Parish Community Meeting/Event needs to be held, between

1st March and 1st June each year, advised we need to provide refreshments, organise a speaker and ensure that residents come to the meeting with ideas of how they want the

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Parish to be improved.

Policies for Councillor Training, Home Working Work Station Assessment to be created.

Lockable box to be purchase for all the passwords for the various elements of running the council, plus the hard drive, the Chair needs the key.

Asset register needs to be updated, with a photo of each asset, a price when purchased, the date of purchase, a map of where the assets are, etc.

Personnel Committee needs to be created, minimum of 3 Councillors.

Clerk Appraisal – took place via Zoom – Chair and Vice Chair – need to create a Personnel committee for next year appraisal. Feedback received on Draft paperwork, will be signed off by November 2020

Catherine SMITH – deceased – Reference 1633 860 – clerk contacted South Staffordshire Coroner with regards to the inquest – the inquest is rescheduled until March 2021 due to criminal procedure starting January 2021. Clerk advised Councillors and Kingstone Parish Council.

B5013 Diversion – Willslock – clerk working with SCC/Kingstone PC to ensure the diversion through Loxley Junction is resolved before works start in January 2021.

Speed Van – Bramshall – clerk contacted Staffordshire Safer Roads Partnership to ask for an update on the application submitted in July 2020.

25.09.2020 received the following update from Sue de Nicolas, Technical Support Officer, Staffordshire Safer Roads Partnership: As you can appreciate, the past number of months have meant that our usual practices were amended/delayed. Unfortunately, it is extremely difficult to provide a timeline regarding this application - our formal assessment needs to be undertaken, whereupon possible creation of a mobile enforcement site be created. Please be assured that your concerns are being investigated and we will respond to you in due course.

Stramshall Bench – Stramshall High Street– clerk contacted SCC and Highways to find out the progress of the request. update from SCC – location permission to be forwarded to licence team by 5th October, then licence team may take 2 months to process, due to Covid 19 workload.

Kingstone Parish Council – clerk requested permission from Council, 7.1 of Clerk Contract, to become the volunteer clerk for Kingstone PC – Chair agreed 23.09.2020

Hazelwalls entrance and Loxley Lane/Holly Lane junction – letter to Richard Rayson with a request for a speed limit reduction from Red Cow to new Hazelwalls development and increase traffic calming at Loxley Lane/Holly Lane junction – copied Kingstone PC and Uttoxeter Town into email 23.09.2020

Stramshall Playing Fields – inspection report highlighted the following: A member of the public reported a small section of fence missing near the entrance gate, but its overgrown by the Hedge and very difficult to see. Councillor inspected the hedge and fence, concluded, no reason to extend the fence into the hedge as the hedge is substantial enough to be a barrier from the road.

URPC Footpath 87 – McDonalds Roundabout – Clerk contacted Landowner and was advised that SCC made an agreement, when the old road was closed, to maintain the outside of the hedge, due to the road being blocked off and no hedge cutting equipment could access the area. Clerk contacted Rights of Way to establish if they would cut in

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September, as SJL Landscaping Ltd cut in start of the year. 30.09.2020

Highways Log – updated and sent to Councillors – 02.10.2020 further updates made 06.10.2020

20.10.0016 COUNCILLORS REPORTS (information only)

Cllr Moore advised Council about a report of stiles that need to be repaired. It will be brought to the November meeting. Bramshall Councillors will advise Cllr Moore of any stiles within Bramshall in need of repair.

Broomyclose Lane by playing fields, in need of resurfacing – Clerk to report.

Wildflower Border – Stramshall Allotments – Clerk to contact Dave Wilson Ltd, to ensure hedge cutting machinery does not affect border.

Stone Road/Leigh Lane Road Closure – more details needed for residents. Clerk advised residents to visit council website.

Bramshall Chicane – more signage needed, Clerk to contact SCC to request a site visit.

New Planter – Stramshall High Street – grass cuttings are not being cleaned from the new planter and BT Box after contractors visit. Clerk to advise contractor to ensure area left tidy.

Trees on St Michaels Road – these have been cut, but saplings are falling into the road.

Clerk to contact SCC to advise of hazard.

Bramshall Inn – Clerk to establish if establishment will reopen.

Bramshall Village Entry sign – B5027 by Daisy Bank – sign is obscured by hedge, Clerk to contact SCC to find out if this can be moved and to advise if wildflowers can be planted there by Parish Council.

DATE AND TIME OF THE NEXT MEETING:

The date of the next meeting was set for Tuesday, 3rd November 2020 at 7.45pm on Zoom – the Meeting ID will be issued on Agenda. The meeting was formally closed at 9.52PM.

.....CHAIRMAN