

Uttoxeter Rural Parish Council – MINUTES

<https://utttoxeterruralparishcouncil.org.uk/>

Minutes of a meeting held on Tuesday, 7th December 2021, at the Church Room, The Church of St Lawrence, Church Lane, Bramshall, ST14 5BQ. The meeting commenced at 7.30pm.

PRESENT: Cllr Brookes, Cllr Crosby, Cllr Dartnell, Cllr Jones, Cllr Ollerenshaw, Cllr Pattinson-Evans, Cllr Sargeant, Mr Moss, Fay Phoenix, Tony Price (Trent and Dove), Cllr Whittaker (Borough), the Clerk.

21.12.001 ELECTION OF CHAIR.

- a) Cllr Jones was nominated, seconded and voted unanimously to Chair the meeting.
- b) Cllr Pattinson-Evans will continue as Vice Chair.

21.12.002 APOLOGIES AND APPROVAL OF ABSENCES – None

21.12.003 TO RECEIVE DECLARATIONS OF INTERESTS AND TO CONSIDER REQUESTS FOR DISPENSATIONS. A failure to declare a disclosable pecuniary interest at a meeting is a criminal offence under section 34 of the Localism Act 2011. - None

21.12.004 TO RESOLVE THAT THE MINUTES OF PARISH MEETING HELD ON 2nd November 2021 ARE A CORRECT RECORD.

Amendment needed: Stramshall Speed Watch Training took place in Stretton, not Stramshall Village Hall. RESOLVED

21.12.005 COUNCILLOR VACANCY – CONSIDER APPLICATION AND APPROVE CO-OPTION

- a) In light of Mr Moore resignation, Councillors considered Mr Moss application.
- b) Councillors voted unanimously to co-opt.
- c) Welcome pack, Declaration of acceptance of office signed, Register of Interest forms issued.

21.12.006 COUNCILLOR VACANCY – CONSIDER APPLICATION AND APPROVE CO-OPTION

- a) In light of Mr Oulsnam resignation. No applications received by deadline - 1st December 2021.
- b) Councillors to RESOLVED to re advertising with view to co-option in February/March meeting.

21.12.007 GUEST SPEAKER – TRENT AND DOVE – Rural Development – 15mins

- a) The Council received a presentation from Tony Price, Trent and Dove, on rural development and explained rural exception sites. Planning legislation allows for small developments to meet identified local need on sites which would not normally be given permission to be developed. Legal safeguards (via planning conditions) to keep affordable in perpetuity and give priority to local people in allocation of homes).
- b) Councillors asked questions about the rural site in Stramshall that is being considered and S106 funds that may be available.
- c) Trent and Dove will hold a public consultation if and when the planning application is submitted.

21.12.008 PUBLIC PARTICIPATION – None.

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21.12.009 PARISH COUNCIL MEETING VENUES

Following The Local Government Act 1972 Schedule 12 paragraph 10(1) guidance (meetings of a parish council shall be held at such place, either within or without their area, as they may direct) the Councillors considered three venues.

a) Heath Community Centre, Holly Road, Uttoxeter – prices requested no response

b) Heath House Conference Centre, Cheadle Road, Uttoxeter - prices requested no response

c) Wilfred House, 37 Carter Street, Uttoxeter ST14 8EY- Price of £16.50 per hour – total £33 per meeting considered. Voted unanimously to move meeting to Wilfred House, from February 2022

d) Thank you and notice letter to be sent to St Lawrence Church, Bramshall.

21.12.0010 BUDGET 2022 -2023– CONSIDER AND APPROVE

a) Councillor reviewed prepared budget for 2022-2023 - £44,576.16.

Vote For: 6, Against 1. Abstain 1.

b) Parish Plan showing project for 2022-2023 created. Vote unanimously to include on website in Budget area.

21.12.0011 PRECEPT – CONSIDER AND APPROVE

a) Councillors to approve precept request to East Staffordshire Borough Council of £44,500 – Vote For: 6, Abstain: 2

b) Clerk to make request to ESBC by 14th January 2022.

21.12.0012 TO RECEIVE AN UPDATE ABOUT PROGRESS OF RESOLUTIONS FROM PREVIOUS MEETING

- BRAMSHALL SPEED INDICATOR SIGNS – update on project
Permission to dig submitted, Speed Indicator signs/fixing ordered.
Proposed installation January 2022.
- BENNETTS LANE – EXTRAORDINARY MEETING – update from Staffordshire County Council.
Clerk sent SCC the minutes of the meeting with all requests, plus the rubberised humps request. Currently No response.
Michelle Shaker, Community Engagement Coordinator, advised of the following regarding the request for Speed Watch on Bennetts Lane: “CSW site on Bennetts Lane, has no safe location for the volunteers to stand. The offered driveways do not meet Risk Assessment criteria”.
- HOLLINGTON LANE, STRAMSHALL – TREES - Update
 - a) Trees were planted by residents on 08.11.2021 – trees provided free from ESBC but planting expenses occurred.
 - b) SCC contacted with photos of project.
 - c) Parish Council to maintain – Councillors RESOLVED by unanimous vote to maintain the area. SCC to be updated.

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- LOXLEY LANE JUNCTION – REDESIGN WORKING GROUP UPDATE
 - a) SCC advised that scheme could cost £120k, and contributions needed from both Uttoxeter Rural and Kingstone Parish Council.
 - b) Working Group Zoom meeting with Kingstone PC to take place in early January.
- STRAMSHALL/SPATH SPEED INDICATOR SIGNS – ROTATION OF SIGNS - CONSIDER AND APPROVE
 - a) propose to turn them both around and review in 6 months. Councillors discussed the proposal and RESOLVED by vote: For 6, Against 1 to turn only the one by Allotment around.
 - b) cost to turn them around is approx £150. RESOLVED to accept cost.

21.12.0013 TO CONSIDER PLANNING APPLICATIONS AND RECEIVE PLANNING DECISIONS:

Government Planning Guidance to all Local Authorities from Government-

<https://www.gov.uk/guidance/planning-guidance-letters-to-chief-planning-officers>

NEW:

P/2021/00785 - Holtfield House Stone Road Bramshall ST14 5BG - Retention of a replacement septic tank - No comment to be added.

PA/NO. SCC/21/0025/FULL-ES for Northern extension to Uttoxeter Quarry, Spath, Uttoxeter, Staffordshire, ST14 5AP - sand and gravel with restoration to agriculture, water based recreation and nature conservation, with the continued use of existing access, site offices, processing plant, silt lagoons and ancillary infrastructure.

<https://planning.agileapplications.co.uk/staffordshire/application-details/28360>

comments by 17th December 2021

Councillors discussed application and RESOLVED for Cllr Brookes and Cllr Jones to attend the Quarry meeting on 14th December and submit comments to Clerk before 17th December 2021.

P/2021/01428 - Nine Fields Farm Stone Road Bramshall ST14 8SH - Demolition of existing dilapidated building and erection of 2 linked livestock buildings – No comment to be added.

DECISIONS:

P/2021/00793 - Spring Farm Stone Road Bramshall ST14 8SH - Conversion and alterations of agricultural building to form annexe and erection of a replacement building for domestic garage, home office and stables including change of use of land to part of domestic curtilage – PERMITS

P/2021/01273 - Gibbs Leasows Farm Stafford Road, Loxley, Uttoxeter Staffordshire ST14 8QA - Prior Approval for the conversion of one agricultural building to form a dwelling house - GIVEN

21.12.0014 TO RECEIVE ORAL REPORT FROM BOROUGH/COUNTY COUNCILLOR - Cllr Whittaker

The Uttoxeter Master Plan, including the Quarry has now finished consultation and information about the Plan will soon be released.

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21.12.0015 FINANCE – TO CONSIDER & AUTHORISE PAYMENTS OF LIST BELOW AND RECEIVE FINANCIAL UPDATES FOR CONSIDERATION AND APPROVAL:

- a) Internal Audit Trail carried out by Cllr Crosby on 30.11.2021 – recommend names of people who sign cheques are added to invoice, as initial not always recognisable.
- b) consider quote for Allotment Insurance - £234.08 from 8th December 2021.
Councillors RESOLVED by unanimous vote to accept quote and to split the cost 50/50 between the Council and the Allotment Holders.
- c) Leek BS signatures – Councillors RESOLVED by unanimous vote for Cllr Crosby and Cllr Ollerenshaw to be added to signatures.
- d) Bramshall Speed Indicator Sign x 2 and installation cost –expected January 2022.
Councillors RESOLVED by unanimous vote to make payment of both invoices between meetings.
- e) Cheque number 102/296 signed in between meetings.
- f) Hollington Lane, Stramshall, community tree planting event. Councillors RESOLVED by unanimous vote to refund residents for the tree planting soil, stakes etc. £294.28.
Councillors RESOLVED by unanimous vote to virement funds from Annual Event cost centre.
- g) Tree Stump – Stramshall Village Green – Councillors RESOLVED by unanimous vote to remove and accept WH Durose quote £190 +VAT.
- h) Tree Survey Quote - £420 +VAT Annual service for insurance purposes. Councillors RESOLVED by unanimous vote to accept quote and place annual contract.
- i) Clerk overtime – 6 hours –Councillors RESOLVED by unanimous vote to award time off in lieu.
- j) New Printer needed – Voted unanimously to purchase a printer.

Cheque Number	Details	Amount
97/SO	Council Administration – 1 st December 2021	£499.63
97a/DD	Pennon Water – Allotments	£5
98/292	AED Donate for Defib pads, Bramshall and Stramshall machines	£86.40(in £14.40 VAT)
99/293	Mrs VRE Gibson – Refund for Union Jack Flag x 2	£11.90
100/294	Staffordshire Parish Council Association - New Councillor Training/Planning Training/New Councillor booklets	£73
101/295	SJL Landscapes Ltd – Grounds Maintainance	£649.2 (in £108.29 VAT)
102/296	SCC Permit to Dig x2 – Bramshall Speed Indicator Signs – refund to Clerk	£720
103/297	WH Durose – supply and install timber 19m edging at	£258 (in £43 VAT)

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	allotments (plot 7a/7b) – Risk to Council	
104/298	WH Durose – repair stile on Creighton Lane, remove Anderson shelter, reinstate edging (17m) – Plot 7b	£558 (in £93 VAT)
105/299	The National Society of Allotment and Leisure Gardens Ltd – refund to Clerk	£67 (in £12 VAT)
106/300	Google Storage – annual sub – refund Clerk	£24.99
107/301	DSK Engineering – Play Inspection	£72 (in £12 VAT)
RECEIVED AFTER AGENDA ISSUED		
108/302	Hollington Lane, Stramshall Tree Planting Event	£294.28
109/303	DSK Engineering – SID sign sockets for Bramshall Speed Indicator project	£144 (in £24 VAT)
110/304	Sir Lancelot Cleaning – powerwashing climbing frame ramp area	£110
111/305	Clerk expenses – mobile phone top up and zoom license for workshop	£47.40
112/306	TG Sargeant & Sons – refund for Bramshall Christmas Tree	£60
113/307	Mrs Pattinson-Evans – refund for Christmas Tree light batteries	£9.95
114/308	Mrs VRE Gibson – for Printer Purchase	£39.99
115/309	Stramshall Christmas Tree Event	£142.16
116/310	Chris Knott Allotment Insurance – Annual	£234.08
Bank Balances		
Lloyds	Date: 01.11.2021	£20,483.49
Leek BS	Date 14.09.2021	£12,808.57

21.12.0016 CORRESPONDENCE

Climate Change Emergency - Staffordshire County Council declared a climate change emergency in July 2019 to demonstrate a commitment to reduce climate change impacts. Each councillor has £1,500 to allocate. This is the weblink for applications and further details: <https://www.staffordshire.gov.uk/environment/Climate-change/Climate-Action-Fund.aspx>

Highways - SCC advised that pavement by Olive Tree, Stramshall has been added to list of repairs – 04.11.2021

Kind Minds newsletter – on website

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Western Power – Fuel Grants – The application form is available from their website <https://www.westernpower.co.uk/community-matters-fund> on website

Hare and Hounds historic photo offered to Council – clerk provided Staffordshire Archive contact details.

Bramshall – Road Closure – Severn Trent Water advised that Bramshall Road (B5027), Bramshall, works will commence from Feb 2022.

Coronavirus (COVID-19): guidance and support - GOV.UK (www.gov.uk)

Covid 19 Staffordshire Testing and Vaccine -

<https://www.staffordshire.gov.uk/Coronavirus/Home.aspx>

SPCA AGM - Dec 6, 2021 07:00pm via Zoom – all paperwork sent to Councillors.

Community Cash Fund – 8 Grants of £1500 - how to apply can be found at

<https://healthwatchstaffordshire.co.uk/news/healthwatch-staffordshire-launches-the-community-cash-fund/> on website

Complaints procedure - Resident emailed requesting complaints procedure – 23.11.2021

Village Road Signs for Horses – Stramshall – resident requested Parish Council to make the request via SCC Highways for horse signs in village. Councillors RESOLVED by unanimous vote for Clerk to request.

Stramshall Speed Watch – update from volunteers to Council - 8 sessions carried out since November. 43 vehicles have been recorded travelling at speeds of 35mph or more. There are 3 additional people trained. Request for Monthly Speed Indicator Sign data to be sent to them. Councillors discussed request and RESOLVED by unanimous vote to provide Stramshall Speed Watch coordinator, Mr Dobson, with access to download for their records. Also to request they pass to Council, as data deleted once downloaded.

Salt Box/Bin – Corner of Church Lane/Stone Road, Bramshall – resident requested a box to be installed. Clerk contacted SCC Highways with the request 07.12.2021

Poppy Wreath – Bramshall – Request for wreath to be replaced by large poppies for lamp post. Councillors RESOLVED by unanimous vote for Clerk to contact RBL to ask if this is possible.

21.12.0017 ALLOTMENT RENT REVIEW – AS PER CONTRACT

a) consider allotment rents for 2022-2023.

Councillors discussed rent review and RESOLVED by unanimous vote to increase the rent from 0.15p M2 to 0.18 M2.

b)Councillors discussed new Allotment Insurance and RESOLVED by unanimous vote for each Plot to make a contribution to the cost. Each plot to contribute £4 per plot. 2022-2023 contracts to reflect both decisions.

21.12.0018 ALLOTMENTS REP REPORT AND CLERK UPDATE ON 2022-2023 CONTRACTS

a) **Allotment Rep report:**

As requested by Ginny information on building a pond has been shared and feedback requested, nothing received back yet.

Repairs to the path at the bottom of the allotment have been carried out.

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Plot 7a has been allocated by Clerk, as agreed at the last meeting.

A request for relocation of shed. One vacant plot – 7b.

Nothing further has been brought to me to pass on from any plot holder.

ALLOTMENT CONTRACT – Council joined the Society of Allotments, who reviewed the Council contract. Below are amendments advised.

Contract – amend 2022-2023 to reflect new insurance cover:

1. Starting in 2022, the Rent this year will include a contribution for Allotment Insurance (Insurance Policy on Council website). RESOLVED by unanimous Vote.

Contract – Amend 2022-2023 contract to confirm cultivation requirements

IV. To keep the Allotment clean, clear of detritus and poisonous weeds, well cultivated and fertile, and in good condition. This means, at least two-thirds of the plot must be under active cultivation (rough dug/green manure in winter and planted out with crops/flowers in growing season) and the remainder tidy, so as to avoid weed seeds being blown onto neighbouring plots. The council will issue notice to quit following the three letter process outlined in Clause 10, if not adhered too. RESOLVED by unanimous Vote.

Contract – amend 2022-2023 contract to reflect letter content regarding cultivation:

Clause 10. Any breach of this contract regarding cultivation of the plot will be dealt with by the following process, 1st letter, 2nd letter, 3rd letter.

Allotment Society advised to add the below explanations of the letters to contract:

a) The first letter following an inspection can outline the issues with the plot and ask for the tenant to either provide an action plan as to how they intend to bring the plot back up to an acceptable standard (to be agreed with yourselves) or to explain any extenuating circumstances within 14 days of the notice.

b) The second letter can be a final warning following either no response being received or the action plan not being followed. This notice can outline the improvements that must be seen for the plot holder to keep the plot. You can warn them that the improvements must be shown within 14 days or a termination notice may be issued.

c) The third and final letter, a month notice to quit can be issued if the improvements have still not been made to the plot.

RESOLVED by unanimous Vote.

Contract – Amend 2022-2023 contract regarding Clause VI

Not to cause or permit any nuisance or annoyance to the occupier of any other allotment garden. Disrespectful or unreasonable behaviour to fellow allotment holders and/or Council Officials will not be tolerated and will result in 1 month notice to quit of this contract.

RESOLVED by unanimous Vote.

Contract – Amend 2022-2023 contract regarding Clause VII - Not to cause or permit any nuisance or annoyance to any Council Official.

This clause will be removed, as covered in VI.

RESOLVED by unanimous Vote.

Clerk to send the amended contracts to tenants in early January 2022.

RESOLVED by unanimous Vote.

CLERK ALLOTMENT REPORT

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- a) Councillor RESOLVED by unanimous vote to send a letter to all allotment holders, advising of new contract amendments and if contract conditions not met/breached, contract will not be automatically renewed each year.
- b) Clerk allocated Plot 7a to first person on waiting list. Tenant/Clerk highlighted a risk on path, discussed with Chairman and instructed WH Durose to resolve risk to Council. 05.11.2021. Plot 7a measured after works and is now 118 m2 – sent to tenant for confirmation and advised of rent increase for next year.
- c) Plot 7b. Site visit regarding metal sheeting edging and risk to Council. 09.11.2021 instructed WH Durose to remove sheeting and install edging to define allotment plot. Grass seed will be sown to create a path between 7a/7b.
- d) Site Visit – December – Councillors RESOLVED to delay site visit.
- e) Consider quote from WH Durose to extend main path to edge of Plot 7b. Councillors RESOLVED by unanimous vote to extend the main path from 7b to boundary fence. Considered quote from WH Durose and RESOLVED by unanimous vote to accept. £135 + VAT – 4 x Paving Slabs (600x900x50).
- f) Consider request to supply plastic matting to allotment holders for paths. Councillors discussed and Voted against providing, as no funds.
- g) Consider request for tree to be pruned, which is located by plots 6a/7a – Councillors RESOLVED by unanimous vote to have tree surgery carried out.
- h) Consider request for Plot 12c/d/e to be made from three plots into two -Plot 12c/d – Councillors RESOLVED by unanimous vote, and to request tenant to create a path.
- i) consider request for Plot holder of 5B and 12e, to give up plot 5b and take over plot new 12c/d if created by vote on item above. Councillors RESOLVED by unanimous vote.
- j) consider request from Plot 12e to move shed from 5B to 12e (new 12d) (hedge end). Councillors RESOLVED by unanimous vote.
- k) Plot 7a and 7b measured, new sizes are 118m2 and 100m2 – contracts will be amended with new sizes.

21.12.0019 CLERK REPORT

- a) Climbing Frame ramp cleaned by Sir LanceAlot – 08.11.2021.
- B) DSK Engineering Play Inspection report received– October
- c) contacted Speed Watch Co-ordinator to request consideration of Bennetts Lane, Bramshall, as a Speed Watch location 10.11.2021
- d) Polling Stations consultation – confirmed Bramshall and Stramshall locations correct.
- e) Charles Arnold Baker book arrived 12.11.2021
- f) Speed Indicator Sign data (Nov) – Stramshall/Spath provided to Speed Watch Team (SWT).
- g) Speed Watch Equipment for Stramshall confirmed Mr Dobson is coordinator.
- h) Chairman collar and medallion returned to Clerk 22.11.2021
- i) Clerk contacted Uttoxeter Town re Quarry S106 funds and provided Cllr Jones and Cllr Brookes details.
- j) Hollington Lane, Stramshall – Layby request made to SCC 24.11.2021
- k) Contacted resident who maintains Stramshall Flowerboxes, offering funds for plants. Resident responded declining offer as happy to carry out as their contribution to Village.

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- l) Creighton Lane stile repaired by WH Durose
- m) Clerk Christmas working – not working: 22nd December, 24th December, 28th December (time off in lieu). Councillors RESOLVED by unanimous vote.
- m) Clerk holiday – 21.01.2022 – 24.01.2022. Councillors RESOLVED by unanimous vote.

21.12.0020 COUNCILLORS REPORTS (information only)

- a) Cllr Pattinson-Evans will attend the ESBC Parish Council Forum on 9th December via Zoom.
- b) Cllr Ollerenshaw – MH Goals arrived. WH Durose helped to install.
- c) Christmas Tree updates from Stramshall and Bramshall – both installed.
- D) Bramshall Welcome sign – Bennetts Lane – quote for oak sign to be brought to February meeting – posts and fence painting to be undertaken by February meeting.
- e) Quarry Meeting – Cllr Jones and Cllr Brookes to attend 14th December at 3pm.
- f) Old Rectory, Bramshall – make a further request for hedge to be cut.
- g) Allotment verge – request for this to be strimmed by Doveridge Landscapes.
- h) Cllr Moss thanked Council for the Welcome and looks forward to working with you all.
- i) Cllr Dartnell requested the finger post opposite Church Lane, Bramshall be repaired. Clerk to contact WH Durose.

21.12.0021 COUNCIL IN PRIVATE – PUBLIC EXCLUDED (Public Bodies (Admissions to meetings)

Act 1960). In accordance to the above Act, it is requested that the public and press were not present due to the confidential nature of the business to be transacted and are temporarily excluded from the meeting.

1) Allotment Waiting List.

RESOLVED by unanimous vote to change criteria for Waiting list to the following:

“Please note that the Parish Council will only accept applications from residents within the Parish, or within a 4.8km distance from the allotment site.”

Clerk to offer Plot 7b to next person on Waiting List that meets this criteria. Updated Waiting List form to be added to website.

2) Bowcock and Pursaill Solicitors.

2a) RESOLVED by unanimous vote to respond to letter, confirming original decision.

2b) RESOLVED by unanimous vote not to issue Bowcock and Pursaill client the 2022-2023 Allotment contract.

3) Allotment Representative role.

RESOLVED by unanimous vote to invite Allotment Representative for coffee to clarify role, outlined in Policy - Delegated Duties to Clerk, Appendix A.

DATE AND TIME OF THE NEXT MEETING:

The date of the next meeting was set for Tuesday, 1st February 2022 at 7.30pm at **Wilfred House, 37 Carter Street, Uttoxeter ST14 8EY**

The meeting was formally closed at 20.55.

.....CHAIRMAN