

# Uttoxeter Rural Parish Council

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Minutes for a meeting held on Tuesday, 5<sup>th</sup> April 2022, at Wilfred House, 37 Carter Street, Uttoxeter, ST14 8EY. The meeting commenced at 7.30pm.

Present: Cllr Crosby, Cllr Dartnell, Cllr Dobson, Cllr Jones, Cllr Moss, Cllr Ollerenshaw, Cllr Pattinson-Evans, Cllr Sargeant, Cllr C Whittaker (Borough), Mark Crutchley and the clerk.

## 22.04.001 ELECTION OF CHAIRMAN

Cllr Jones was elected by unanimous vote.

## 22.04.002 APOLOGIES AND APPROVAL OF ABSENCES – Cllr Brookes, Fay Phoenix (Allotment Rep)

## 22.04.003 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

## 22.04.004 TO RESOLVE THE MINUTES OF PARISH MEETING HELD ON 1<sup>st</sup> March 2022 ARE A CORRECT RECORD - RESOLVED

## 22.04.005 TO RECEIVE AN UPDATE ABOUT PROGRESS OF RESOLUTIONS FROM PREVIOUS MEETING

- MEMORIAL AREA AND BENCH DESIGN – STRAMSHALL ALLOTMENTS – CONSIDER AND APPROVE DESIGN:

A site visit reviewed Plot 2 and recommended to Council the following:

The memorial area for Mr David Oulsnam would be at the top of Plot 2. With a seating area, rhubarb and raspberry canes within pots.

WH Durose quote was considered to clear the area of vegetation, install slabs for the seating area, plus slabs for the brown bin and a grass path to be installed to mark the boundary between the area and the newly measured Plot 2.

Councillors RESOLVED to accept WH Durose quote of £810 +VAT

Councillors RESOLVED to create the seating from the Ash Tree being felled on the Playing Fields.

- BENNETTS LANE EXTRAORDINARY MEETING – UPDATE FROM STAFFORDSHIRE COUNTY COUNCIL

Clerk requested an update from Staffordshire County Council but no update received by meeting.

- BRAMSHALL WATER MAIN REPLACEMENT – UPDATE FROM SEVERN TRENT

Clerk received an update from South Staffs Water that investigations confirmed that the new pipe will require a full road closure, but that South Staffs Water are working with local businesses to ensure the works are carried out over two weekends. All other works will be carried out via a traffic light system.

Final dates for road closures will be confirmed nearer the time and will be

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posted on Council website, Bramshall Noticeboards, with details being sent to Bramshall Newsletter by Clerk.

- **BRAMSHALL SPEED INDICATOR SIGNS – UPDATE**
  - a) Stocks Lane sign – All permissions signed and sign will be installed in verge opposite Willoughby Court, Bramshall during w/c 11<sup>th</sup> April
  - b) Stone Road sign – All permissions signed and sign will be installed in existing ground screw in verge outside Bramshall Inn during w/c 11<sup>th</sup> April.
- **QUEENS JUBILEE – The Queen’s Green Canopy – STRAMSHALL – CONSIDER AND APPROVE**

Resident of Stramshall accepted fruit trees on Hollington Lane to be adopted as the Jubilee Canopy.

Councillors discussed installing a plaque to mark the Jubilee, agreed wording for the plaque would be: The Queen’s Green Canopy 2022.

Clerk to gain two quotes for the plaque and a fixing stake.

## 22.04.006 STRAMSHALL FOOTPATH – STILE REPAIR – CONSIDER AND APPROVE

Uttoxeter Rural Footpath 49 (Barnwell Close) Stramshall has been reported by a resident, as water collects under stile, creating mud, which makes access dangerous. Photos provided. The Landowner has been contacted about the blocked drain by the stile and the Council will consider actions in the May meeting, after receiving an update from the landowner.

## 22.04.007 URPC EXPENSES POLICY – CONSIDER AND APPROVE

- a) Clerk provided an example of a NALC Expense form – RESOLVED by unanimous vote to adopt.
- b) Clerk provided an example of a NALC Expenses Policy – RESOLVED by unanimous vote to adopt.

## 22.04.008 ANNUAL PARISH COUNCIL MEETING – 3<sup>rd</sup> May 2022

Councillors discussed the Annual Meeting and RESOLVED it would take place on 3<sup>rd</sup> May 2022 at 7.30pm. Councillors RESOLVED to create a leaflet that informs residents of the Parish Council powers, East Staffordshire Borough Council responsibilities and Staffordshire County Council responsibilities and this will be delivered to residents in May and put onto website.

## 22.04.009 PUBLIC PARTICIPATION – The item, Public Participation, allows 15 minutes of each Parish Council Meeting, for members of the public to make representations. None

## 22.04.0010 TO CONSIDER PLANNING APPLICATIONS AND RECEIVE PLANNING DECISIONS

### **DECISIONS**

**P/2022/00065** – Hall Farm High Street Stramshall ST14 5AG – Erection of a 1.8m timber fence on top of existing wall – PERMITS

**P/2022/00119** - Brenern Hollington Lane Stramshall Staffordshire ST14 5AJ - Erection of

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a part first floor, part two storey and part single storey rear extension and erection of a single storey front extension. PERMITS

## 22.04.0011 TO RECEIVE ORAL REPORT FROM BOROUGH/COUNTY COUNCILLOR – CLLR

WHITTAKER

East Staffordshire Borough Council have agreed to continue Councillor grants. Western Power are offering £500,000 in grants to community groups tackling loneliness and isolation (Clerk to put details on website). East Staffordshire Borough Council has joined Staffordshire Resilience Forum (SRF) Ukraine response Tactical Coordinating Group (TCG). The purpose of the group is to effectively coordinate to the response to Ukraine Refugees, ensuring all agencies across Staffordshire and Stoke on Trent work together. Full details on website: <https://www.eaststaffsbc.gov.uk/ukraine-public-advice>

## 22.04.0012 FINANCE – TO CONSIDER & AUTHORISE PAYMENTS OF LIST BELOW AND RECEIVE FINANCE UPDATES:

**Council Administration** - NJC has agreed new rates of pay applicable from 1 April 2021. This council takes note of the NJC National Salary Award and authorises its implementation.

**Council Administration** – P60 issued and 2021-2022 final submission to HMRC

**AGAR – Audit** – Mazars provided forms 29.03.2022

**ICO** (Information Commissioner's Office) – confirmed Direct Debit for £35 will be taken on 14.05.2022

**March Meeting payments** made – 02.03.2022

**Cheques 344, 345, 346** signed in between meetings, in order they are within this financial year, which ends 31.03.2022.

RESOLVED to make payments for the below list.

Cheque Number/Voucher Number	Details	Amount
344/152	RP George – SID sign poles x2, caps x2 and padlocks x4 for Bramshall – refund Clerk	£375.60 (in £62.60 VAT)
345/153	Council Administration – NJC 2021-2022 pay rise back payment	£108.70
346/154	Stramshall ACE – Queens Jubilee Donation	£500
346/155	Council Administration	£499.63
End of Financial Year		
01/347	Staffordshire Parish Council Association - New Councillor Training – Cllr Dobson	£30
02/348	Staffordshire Parish Council Association – Annual Subs	366.89

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03/349	Bramshall and Loxley Parish Hall – Queens Jubilee Donation	£500
04/350	Eric Roy – Annual Website Fee	£150
05/351	Wilfred House Room Hire – March	£33
06/352	WH Durose – invoice for clearing Plot 2 and creating path for plot 5a/5b	£216 (£36 VAT)
07/353	DSK Engineering – Feb/March Play Inspections	£72 (£12 VAT)
08/Leek BS Cheque	Elan City – Bramshall Speed Indicator Signs x 2	£4,488.82 (£748.14 VAT)
09/Leek BS Cheque	Salt Carpentry – Bramshall Gateway – Bennetts Lane	£2,592 (£432 VAT)
10/354	Green Plan Ltd – Confidential Waste	£36 (£6 VAT)
11/355	Clerk Expenses	£33.13
<b>RECEIVED</b>		
25	Allotment Rent and Bond	£27.80
26	Leek BS Interest	£14.46
27	VAT Refund	£498.58
<b>BANK BALANCES</b>		
22.03.2022	Leek BS Account	£12,925.41
30.03.2022	Lloyds Bank	£11,620.89

## 22.04.0013 ALLOTMENTS – REPRESENTATIVE REPORT/CLERK UPDATE

### **CLERK REPORT**

**Plot 6b** – The £12 bond has been donated by the retired tenant to the Allotment Fund.

**Plot 5b** – requests permission to install a small tool store on their plot. RESOLVED

**Plot 12a** – requests permission to install a fruit cage - 10ft square – RESOLVED

**Plot 5a/5b** – grass seed path has been installed 08.03.2022.

**Plot 2** – removal of all wire/canes from plot.

**Main Path** – Councillors discussed the main path (from main gate to first water trough), agreed it should be widened. Allotment Maintenance budget for 2022-2023 is £350, so Clerk to apply for £810 funding to cover full cost. The area on Plot 2 that is needed for the widening of the path to be marked off and not included within area for rent/cultivation.

Plot 2 – New size plot measured – approx. 73m<sup>2</sup> (to be remeasured due to decision about main path). RESOLVED to advertise for rent on Allotment Noticeboard.

### **ALLOTMENT REP REPORT**

The grass path has now been installed between plot 5a/5b. The shower door /wire and items along the hedge have been removed on plot 2. Metal posts that were a trip hazard removed from the path at 5a/5b. No further issues have been identified at this time. No one has requested that I raise anything on their behalf this month. We have no one on

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the waiting list. A site visit took place and below are decisions made by Council on the issues raised:

Plot 14 – funding needed for new fence – Review In 12 Months. Plot 13 – concrete slabs within hedge – send letter to remove. Plot 11a/11b – various materials behind shed – this will be monitored. Plot 8a/8b – cultivated up to the boundary fence so path removed. Clerk to telephone to request path reinstated. Plot 7a/7b – no plot numbers, but exceptional work so far. Allotment Rep to request plot numbers. Plot 7a – compost bins could be too near hedge – monitor for this year. Plot 6b – not cultivated. Clerk to send Letter 1 to tenant about non cultivation. Plot 3a – various materials behind shed – this will be monitored.

## 22.04.0014 CORRESPONDENCE

Due to the amount of correspondence received, Councillors RESOLVED to only minute items for a vote and add a note on items received.

Items received: 10

**NALC Smaller Councils Committee: Request for Input** - requesting smaller councils to submit issues of relevance to them. Responses should to be sent to [policycomms@nalc.gov.uk](mailto:policycomms@nalc.gov.uk) by 30th April 2022. Council RESOLVED to send comments about Speeding in Parish.

## 22.04.0015 CLERK UPDATE

**New Councillor** – Register of Interests and details sent to ESBC – Council website updated

**SID data (Stramshall)** downloaded on 02.02.2022, 04.03.2022 and 30.03.2022 provided to Stramshall Speed Watch

**Copyright trolling** – Eric Roy provided information about issue. Council must ensure copyright is present for all photos on website.

**Boundary Commission for England** – URPC comments submitted – 4<sup>th</sup> March 2022 - The unique reference number for the response is BCE-88021.

**Footpath 26 – Uttoxeter Rural** – the obstruction of the footpath was reported to Rights of Way Team 09.03.2022 - Reference - Your web reference number is: 220316168. C2.

**Bramshall – Community Grit Bin** – request made to SCC Reference: 4275940 on 22.03.2022

**Bramshall Link Road** – Letter sent to Cllr Atkins and a copy to resident who requested it.

**Spath Layby – Closure** – request sent to SCC on 23.03.2022

**Quarry – Community Project** – Clerk requested all documents regarding the plans for the community project and the funding available – 23.03.2022

**Dairy Farm – Stramshall** – Road Flooding – Re-reported to SCC Highways – 23.03.2022

**Plot 6b – Previous Tenant Allotment Deposit** cheque for £12 issue September 2021 not cashed, Leek BS letter. Previous Tenant confirmed would donate to Council.

**Parish Tour** – Clerk to provide dates

**Clerk holiday** - 22<sup>nd</sup> April 2022

## 22.04.0016 COUNCILLORS REPORTS (information only)

**New Councillor training** – 17<sup>th</sup> March 2022 - Cllr Dobson attended

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**Noticeboard** – Willslock. RESOLVED to create a notice advising minutes on website.

**Policies – 2022-2023 – Review** – Councillors to review all policies by May meeting. Clerk to provide list.

**Bramshall Bus Stop** – during Water Works – Clerk to write to South Staffs Water to request Bramshall Inn bus stop be moved towards Bennetts Lane.

**Stramshall Bus Stop Perch's** – this item will be on May Agenda

**Stramshall Noticeboard replacements** – this item will be on May Agenda

**Stramshall Speed Watch** –39% of People Are Speeding Through The Village.

**Bramshall Speed Watch** – training received regarding paperwork and 2 new recruits training to the Speedwatch team is completed.

**Bennetts Lane**, Bramshall– Resurfacing will take place between 11-15<sup>th</sup> April 2022.

**Hollington Lane**, Stramshall – resident request to plant trees on grass verge opposite new Queens Canopy. This will be considered in the Budget meeting in November 2022.

**Broomyclose Close**, Stramshall – Road Closure signs, but no details available.

**Creighton Lane**, Stramshall – Flooding – Clerk to contact SCC for an update.

**Queens Jubilee – Memento for Parish Children** under 13yrs Old. Total Children: 69 in Stramshall and 120 in Bramshall. Councillors RESOLVED by vote: For 5, Against 3 to purchase Commemorative 50p pieces and to be enclosed in a clear envelope.

## 22.04.0017 STAFFING COMMITTEE RECOMMENDATIONS - COUNCIL IN PRIVATE SESSION -

PUBLIC EXCLUDED (Public Bodies (Admissions to meetings) Act 1960)

Staffing Committee recommendations after appraisal.

1) Clerk to move from pay rate SCP 12 to SCP 13 per hour – RESOLVED.

Standing Order signed to start 1<sup>st</sup> May 2022.

2) Clerk to be paid an extra ½ hr per month due to SID Stramshall Data, Allotment Site visit, Stramshall Noticeboards. RESOLVED.

3) Clerk back pay for NALC rates 2021-2022 at SCP 12 rate - £108.70. Cheque signed 10.03.2022 so within this financial year, as Auditor advise.

4) Home working allowance – RESOLVED to increase to £18 per month.

5) Pension to investigate by Staffing Committee.

6) Council RESOLVED to employ Bradleys Ltd for payroll - £90 +VAT per year.

7) Clerk Training – RESOLVED to book Engagement with Community course.

## DATE AND TIME OF THE NEXT MEETING:

The dates of the next meetings were set, Annual Meeting at 7.30pm, followed by the Parish meeting both on Tuesday, 3<sup>rd</sup> May 2022 at Wilfred House, 37 Carter Street, Uttoxeter, ST14 8EY. The meeting was formally closed at 21.09.

.....CHAIRMAN

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