

Uttoxeter Rural Parish Council

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Minutes of a meeting held on Tuesday, 6th December 2022, at Wilfred House, 37 Carter Street, Uttoxeter, ST14 8EY. The meeting commenced at 7.30pm.

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

22.12.001 **APOLOGIES AND APPROVAL OF ABSENCES** - Fay Phoenix (Allotment Rep), Cllr Crosby, Cllr Dobson. ACCEPTED

22.12.002 **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
Cllr Dobson requested a dispensation for item 22.12.009 (Dispensation would last until 4th May 2023, next election) RESOLVED
Cllr Ollerenshaw declared an interest in item 22.12.008 and will neither vote or comment.

22.12.003 **TO RESOLVE THE MINUTES OF THE PARISH MEETING HELD ON 1st November 2022 ARE A CORRECT RECORD – RESOLVED**

22.12.004 **STRAMSHALL FLOWER BOX REPLACEMENT – CONSIDER AND APPROVE**

Resident requested the Stramshall Flower Box be replaced.

Mens Shed provided a price for a 91cm (3ft) long x 30cm (wide) x 30cm (deep) and - Painted with an exterior satin dark oak paint plus lining the planter interior would be £50. RESOLVED to accept quote and order flower box.

22.12.005 **STRAMSHALL HEDGE – OPPOSITE OLIVE TREE PUB, HIGH STREET – REMOVAL – CONSIDER AND APPROVE**

Resident and Cllr Crosby requested this hedge be removed, causes problems with parking and narrowing of road. Housing Association confirmed it was not owned by them. Land Registry search reveals - 1 The Croft does own the land up to the road, but the rest of hedge unowned – Parish Council have been cutting hedge for over 15yrs. Councillors discussed the request and RESOLVED for the Clerk to bring the following to the February meeting: Establish permissions needed to remove or not, gain two quotes from contractors to remove the hedge, gain two quotes for spring bulbs.

22.12.006 **URPC BUDGET 2023-2024 – CONSIDER AND APPROVE**

Clerk added/removed the requests from November 2022 meeting to DRAFT Budget and produced Final Budget for consideration plus a Parish Plan 2023-2024. Budget issued to Councillors on 15.11.2022.

Councillors discussed the Budget and Cllr Brookes requested it be minuted that he was disappointed that the precept could not be reduced further this year. Councillors then deferred item until Allotment Rent item, 22.12.008, was discussed.

After item 22.12.088 RESOLVED, Councillors RESOLVED to amend the Budget to reflect the Allotment Overhead adjustment from £450 to £250 and RESOLVED the Budget for 2023-2024 would be, £37,852.02 by unanimous vote

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22.12.007 **PRECEPT REQUEST FOR 2023-2024 TO EAST STAFFORDSHIRE BOROUGH COUNCIL – CONSIDER AND APPROVE**

Councillors RESOLVED to request £35,000 from East Staffordshire Borough Council for 2023-2024 by unanimous vote.

22.12.008 **ALLOTMENT ANNUAL RENTS REVIEW 2023-2024 – CONSIDER AND APPROVE**

Clerk sent Councillors the current allotment rents and list of overheads for the site. Clerk unable to provide administration costs for allotments, due to timesheet not being produced for items worked.

Councillors discussed overheads for the allotment and RESOLVED to reduce the item: Allotment Maintenance within Overheads from £450 to £250. Overhead total now £745.84.

Councillors discussed the allotment rents and took advice from the Allotment Society Legal Team who provided the following:

Regarding setting rents and rent increases: Section 10 of the Allotments Act 1950 requires that rent on statutory sites (sites owned by the local authority and not viewed as a temporary use for the land) must be set at a reasonable level. When considering what is reasonable, you would need to look at other allotment sites in the area as well as other leisure activities that are managed by the Council. All the funds generated by rents should be used for the management and improvement of the allotments and not used for any other purposes.

Councillors acknowledged rents charged by Victory Road and the Allotment Overheads and RESOLVED to increase the rent to 30p per m², which will ensure that all current overheads are covered (minus Administration). Letter to be sent to Allotment Holders.

22.12.009 **ALLOTMENT INSURANCE 2022-2023 AND ALLOTMENT REPORTS FROM REPRESENTATIVE AND CLERK– CONSIDER AND APPROVE**

INSURANCE

Chris Knott Insurance provided a renewal quote 23.11.2022. Insurance increased due to additional assets on site. Quote considered by Councillors is £300.84 – RESOLVED to accept quote.

REPORTS

Representative

All plots are being maintained as per contracts no issues identified to me. We currently have two people on the waiting list and no vacant plots

Clerk

January meeting with Allotment Holders – Councillors requested Clerk to book venue (Stramshall Village Hall) and confirm dates with Allotment Rep for first week of January 2023. Councillors requested that Clerk collate the following information for the meeting: *Allotment Deeds are viewed before meeting at Nigel Davis Solicitors, Clerk will ensure overhead costs of running allotments are available for meeting, gain information from Allotment Society about Committees, invite Victory Road Allotment Chairman.*

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Allotment Contacts- RESOLVED for Clerk to issue Allotment contracts for 2023-2024 in mid-January 2023.

22.12.0010 TO RECEIVE AN UPDATE ABOUT PROGRESS OF RESOLUTIONS FROM PREVIOUS MEETING

- **STRAMSHALL S106 TRAFFIC CALMING – UPDATE**
SCC advised the following regarding the improvement of two speed humps on Stramshall High Street (Olive Tree and St Michaels Church):
“An ECI meeting with contractors will be arranged after drawings have been issued. A road space booking will be applied for using a PAA and requires 12 weeks notice. No fixed timescale can be given for the completion of the project”.
Councillors noted the update and discussed having an Extraordinary Meeting during 2023, after works completed.
- **STRAMSHALL SPEED INDICATOR SIGN – RELOCATION - UPDATE**
Morelock site visit for new location took place 30.11.2022
S50 License confirmation 02.12.2022
Permit to dig applied for by MPB Contractors 18.11.2022 and confirmed
Relocation of SID w/c 12th December 2022
- **BRAMSHALL SPEED INDICATOR SIGN – STONE ROAD – INSTALLATION UPDATE**
Permit to dig requested by MPB Contractors and confirmed.
S50 License confirmed 07.12.2022.
Installation w/c 12th December 2022.
- **BENNETTS LANE, BRAMSHALL – PRIORITY SIGN FOR NARROW BRIDGE - UPDATE**
Staffordshire County Council confirmed the following:
Due to the nature of the road we are unable to install priority signs without investigation. For a priority system to be considered at this location a feasibility study would need to be carried out to explore all suitable solutions to alleviate the issue. Cllr Atkins has agreed to prioritise a feasibility study at this location through next year's DHP (2023/24) as his funds for this year are fully committed, therefore the brief will be submitted to the Projects team in April 2023. - NOTED
- **STRAMSHALL PLAYING FIELDS – LAND REGISTRY - UPDATE**
Nigel Davis solicitors provided the land registry documents for Stramshall Playing Fields – Cllr Brookes and Clerk signed documents, as per Document Retention Policy and land registry document to be included within Deeds pack held at Nigel Davis solicitors. 23.11.2022. Invoice for £300 received. URPC Business Risk document updated and put onto website 23.11.2022 - NOTED
- **SPATH LAYBY – CLOSURE – UPDATE**
Staffordshire County Council Highways have gained funding to create a bung which will close the layby, as requested by residents and the Parish Council.

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A right of way issue needs to be resolved between SCC and the landowner before work can start. NOTED

- **UTTOXETER QUARRY – UPDATE**

Staffordshire County Council Held a Planning Committee to consider-
SCC/21/0047/FULL-ES IMPORTATION AND TEMPORARY STORAGE OF
LIMESTONE SCALPINGS WITH THE ERECTION AND USE OF AN AGGREGATE
WASHING PLANT.

<https://planning.agileapplications.co.uk/staffordshire/application-details/28386>

The Parish Council comments are "the traffic and transport route for lorries that is being proposed needs to be monitored and any deviation by lorries from the agreed route to be reported to Aggregate Industries via the email address external.communications@aggregate.com with **Uttoxeter Quarry** in the subject line". These comments were considered at the planning committee meeting.

NOTED

22.12.0011 URPC COMMUNITY GRANT APPLICATION – CONSIDER AND APPROVE

The Friends of St Michael and All Angels Church, Stramshall made an application to the Parish Council for a Community Grant.

Councillors RESOLVED to provide £150 grant, which is total Budget for Community Grants.

22.12.0012 PUBLIC PARTICIPATION - NONE.

22.12.0013 TO CONSIDER PLANNING APPLICATIONS AND RECEIVE PLANNING DECISIONS

NEW

ABBOTS BROMLEY NEIGHBOURHOOD PLAN – No Comment from Council.

P/2022/01254 - Land off Watery Lane Beamhurst Staffordshire - Erection of a multi-purpose agricultural building to be used as an implement store and animal shelter for agricultural horses and sheep with associated hardstanding. The Parish Council comments are: the agricultural needs highlighted in the application does not warrant the need for a permanent structure on site.

DECISIONS

P/2022/01081 - 3 Church Lane Bramshall Uttoxeter ST14 5BQ - Erection of a part two storey, part single storey rear extension including first floor balcony. PERMITS

P/2022/00658 - Bankside Abbots Bromley Road Willslock Staffordshire ST14 8NH - Erection of single storey and first floor side extensions, single storey and first floor rear extensions, rear conservatory and front porch -PERMITS

22.12.0014 TO RECEIVE ORAL REPORT FROM BOROUGH/COUNTY COUNCILLOR

Cllr Whittaker provided an extensive report from ESBC.

22.12.0015 FINANCE – TO CONSIDER & AUTHORISE PAYMENTS OF LIST BELOW AND RECEIVE FINANCIAL UPDATES FOR CONSIDERATION:

November payments sent 02.11.2022.

VAT Refund submitted – 08.11.2022 - £2,107.39

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FINANCE COMMITTEE – Consider the creation of a finance committee to start in May 2023. The Councillors RESOLVED for this to be created in May, with 3 Councillors and Clerk.

Toplis Associates Ltd – moved the internal audit to 4th January 2023

Mazars LLP appointed External Auditor - SAAA – Smaller Authorities' Audit

Appointments Limited confirmed by email that Mazars will carry out External Audit (Annual Governance and Accountability Return (AGAR)) for the Parish Council from 2022-23 to 2026-2027 – the fee structure was provided – forwarded to Councillors 29.11.2022

Wilfred House informed Council of price increase for room hire of £1 per hour from January 2023.

Cheque Number	Details	Amount
126/DD	Pennon Water – Allotment Water	£5
127/SO	Council Administration – November	£496.30
128/SO	Council Pension contribution	£163.33
129/459	SJL Landscapes – grass cutting 11 of 11	£665.95 (inc £110.99 VAT)
130/460	Chris Knott Allotment Insurance 2023	£300.84
131/461	Council Administration – Back Pay	£350.80
132/462	HMRC – National Insurance payment.	£16.31
133/463	Council Pension Contribution – December	£286.06
134/464	MPB Contractors Ltd- Permit to dig – Bramshall Speed Indicator sign	£253
135/465	MPB Contractors Ltd – Permit to dig – Stramshall Speed Indicator sign – relocation	£253
136/466	AEDdonate – Defib batteries replacement – Bramshall and Stramshall	£633.60 (inc. £105.60 VAT)
137/467	Nigel Davis Solicitors – Land Registry invoice	£300 (inc £50 VAT)
138/468	Doveridge Landscapes – Wildflower Border – payment 2 of 2 for 2022	£225
139/469	Doveridge Landscapes – allotment verge strimming	£120
Received after Agenda Issued		

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140/470	Cllr Pattinson-Evans – Bramshall Christmas Tree lights batteries	£11.97
141/471	Wilfred House – Room Hire - November Meeting and interview meeting	£57.75
142/472	Wilfred House – Room Hire – December	£33
143/473	Clerk Expenses – November – includes postage	£24.85
144/474	Mobile Phone Top Up	£10
145/475	Pay as you go Mobile phone for Speed Indicator Sign Data	£42.99
146/476	Cllr Ollerenshaw – Refund for Stramshall Christmas Tree, lights, batteries	£128.43
Issued after Vote in Meeting		
147/477	Friends of St Michaels – Community Grant	£150
BANK ACCOUNTS		
Lloyds	01.11.2022	£33,005.76
Leeks BS	02.11.2022	£12,904.77

Bank accounts						
Current account - Lloyds						33,005.76
Building society - Leek						12,904.77
						45,910.53
Add: unrepresented income						0.00
Less: unrepresented cheques						17,514.85
						28,395.68

22.12.0016 CORRESPONDENCE

11 items of correspondence received and passed to Councillors.

22.12.0017 CLERK UPDATE

AEDdonate carried out a site visit to both Defibrillators and found that both batteries needed changing as a health and safety issue. AEDdonate changed batteries on Bramshall and Stramshall Defibs on November 2022 and Asset list updated.

AEDdonate confirmed that both cabinets are rusting, so Clerk requested quote for 2023-2024 Budget.

Bennetts Lane, priority signs for narrow bridge – Report sent to Cllr P Atkins for

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consideration for this DHP 2023-2024 budget – Cllr Atkins confirmed he would discuss in January 2023 DHP meeting. Email sent to Network Rail to update.

Morelock Signs – confirmed acceptance of quote.

Doveridge Landscapes – confirmed acceptance of quote for Bramshall Plaque flowerbed.

Spath and Stramshall Road Markings – photos of worn away paint sent to Cllr Atkins 04.11.2022 – SCC advised all requests to be logged individually on ReportIT system, these were all reported on 11.11.2022 and sent to Councillors and SCC.

Bramshall Community Grit Bin (Stone Road/Church Lane)– clerk contacted SCC for an update. 08.11.2022

Stramshall S106 Traffic Calming – Clerk contacted SCC for an update 08.11.2022

Warm Welcome Space - <https://www.warmwelcome.uk/> - Clerk provided both Bramshall and Stramshall Village Halls with the details – 09.11.2022

Richard Rayson SCC – SID Sign - Thank you letter sent 09.11.2022

Poppy Field - Bramshall - Thank you letter sent to resident who organised it. 09.11.2022

Poppy Wreaths laid in both villages (Stramshall/Bramshall) to remember those who did not return.

Mens Sheds Flowerbox Planter – photo sent to Councillors 11.11.2022

Parish Questionnaire – DRAFT sent to Cllr Dartnell and Cllr Dobson 16.11.2022 and included with Agenda pack to comments by Full Council. No further questions to be added, Clerk to add to February Agenda.

Stramshall Flooding – flood water by Dairy Farm, High Street.

Reported to Highways and SCC confirmed: A drainage solution funded by STW and the County Council has been agreed. This will be delivered in the current financial year.

Reported Lamp post M23 to be removed, as believe it is blocking drain. Lighting Team replied providing plans for the area and confirmed the location of the waste water system in the highway, not the verge where the columns are installed.

Councillors discussed response from Lighting Team and RESOLVED to write to SCC with a time line for works to be carried out and to Lighting Team with evidence of times/dates that the flooding has been reported to SCC Highways.

Clerk timesheet – example of current timesheet and another PC time sheet sent to Staffing Committee

Clerk November timesheet sent to Staffing Committee – Noted that 10.5hrs overtime. RESOLVED for time off in lieu.

Wildflower Project , High Street, Stramshall– contractors invoice sent to Severn Trent as required in terms and conditions of the grant provided 02.12.2022

DSK Play Inspection report received 06.12.2022.

Loxley Junction SID data - training to take place in December/January

PAC test for Computer will take place in December.

Council data files – backed up 06.12.2022

Stramshall SID data – pay as you go mobile phone purchased 06.12.2022

22.12.0018 COUNCILLORS REPORTS (information only)

Cllr Brookes – a request from a resident regarding guidance on hedge permissions on

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Bramshall Estate. Council NOTED this is a private matter.

Cllr Ollerenshaw requested that we get quotes to move the bench on Stramshall Village Green to the edge of the green, includes moving a concrete slab. Bench also needs to be sanded and oiled, as an asset repair. Council requested Clerk to gain two quotes for February meeting to move bench and to sand and oil bench.

Cllr Jones – updated Council on Midlands Airport new routes – There are a choice of 6 routes, one route will follow the A50 and planes will climb to 7,000 ft before getting to our Parish, so noise will not affect Parish.

Cllr Dartnell – advised that Butchers Arms had contacted him regarding Music Nights on Friday and Saturday – Council NOTED and advised to speak to Borough Council.

22.12.0019 COMPLAINT CORRESPONDENCE –REPORT TO COUNCIL – PUBLIC EXCLUDED (Public Bodies (Admissions to meetings) Act 1960)

1. Complaint Correspondence: Cllr Brookes, Moss and Sargeant met with resident on 23rd November 2022 to hear the complaint. The resident confirmed the complaint was about the Council procedure.

A report of the meeting was read to Council and a letter will be sent to resident.

2. The Chairman informed Council of a second complaint:

Council informed that a reply was sent to resident advising that a response will be delivered within 21 working days from 30.11.2022. Council discussed second complaint and RESOLVED for more information to be provided by the complainant before an investigation can take place. Chairman to write to resident.

22.12.0020 COUNCIL ADMINISTRATION – NALC PAY INCREASE 2022-2023 – STAFFING COMMITTEE RECOMMENDATIONS - PUBLIC EXCLUDED (Public Bodies (Admissions to meetings) Act 1960) - CONSIDER AND APPROVE

NALC issued the 2022-2023 pay rates. **The Staffing Committee recommendation to Council to implement all NALC recommendations. RESOLVED.**

DATE AND TIME OF THE NEXT MEETING:

The date of the next meeting was set for **Tuesday, 7th February 2023** at 7.30pm at Wilfred House, 37 Carter Street, Uttoxeter, ST14 8EY. The meeting was formally closed at 21.20.

.....CHAIRMAN