

Uttoxeter Rural Parish Council

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DRAFT Minutes for a meeting held on Tuesday, 4th July 2023, at Wilfred House, 37 Carter Street, Uttoxeter, ST14 8EY. The meeting commenced at 7.30pm.

Present: Cllr Brooks, Cllr Crosby, Cllr Dobson, Cllr Jones, Cllr Pattinson-Evans, Cllr Sargeant, Cllr C Whittaker (Borough), Cllr Sankey (Borough), Cllr Beech (Borough), Fay Phoenix (allotment rep), Cllr Atkins (county) two residents and the clerk.

23.07.001 APOLOGIES AND APPROVAL OF ABSENCES

Cllr Sargeant - Approved

23.07.002 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 NONE

23.07.003 TO RESOLVE THAT THE MINUTES OF PARISH MEETING HELD ON 06.06.2023 ARE A CORRECT RECORD

Councillors RESOLVED to move this item to private session.

23.07.004 PARISH COUNCIL CO-OPTION VACANCIES – CONSIDER AND APPROVE APPLICATIONS

Council RESOLVED to readvertise the three vacancies and consider applications in the September meeting.

23.07.005 TO CONSIDER AND APPROVE AMENDED FINANCIAL REGULATIONS

The Council will consider and approve the inclusion of Internet Banking into the Financial Regulations and approve the Banking Mandates for each Councillor.

Financial Regs for Internet Banking (6.15 & 6.16) updated. RESOLVED

Councillors provided with Lloyds Bank Registration Documents – 14.06.2023 – RESOLVED to return to Clerk by 7th July 2023

Clerk advised of Financial Regs 6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

23.07.006 TO CONSIDER AND APPROVE AMENDED HOMEWORKING POLICY

The Council will consider the inclusion of a weekly telephone call to the Clerk, as a lone worker.

Council RESOLVED to move this item to Private Session.

23.07.007 LOXLEY JUNCTION - PUBLIC LOAN APPLICATION – CONSIDER AND APPROVE

The Council will consider the loan application and if approved, the Chairman and Clerk/RFO to sign the loan application for £35,860, repayable over 25 years.

Council RESOLVED for Chairman – Cllr Brookes and Clerk to sign forms.

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

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- Questionnaire 2023– results report
Cllr Dobson and Cllr Pattinson-Evans to report results.
The Council was updated on the following:
44 replies received. Two documents produced, one with recorded answers and the other with comments.
The main issues raised by residents are: Speeding, Footpaths, Potholes, Parking and Litter.
Residents identified they kept in touch with Council via Noticeboards.
RESOLVED to promote the Council website.
RESOLVED to promote opportunity for Litter Picking Groups via Parish Magazine.
Council will consider all comments in September meeting.
- Stramshall Speed Indicator Sign site visit quote– consider and approve
Council to consider the quote for a site visit to resolve the inactivity of the sign.
Morelock Ltd quote - £300 – RESOLVED to accept quote and Clerk to arrange site visit.
- BENNETTS LANE, BRAMSHALL – UPDATE ON PRIORITY SIGNS FOR NARROW BRIDGE.
Council to receive an update from Staffordshire County Council on the request for priority signs on the bridge, request supported by Network Rail report.
Chairman deferred this item until County Councillor Reports.

23.07.009 FINANCE COMMITTEE – CONSIDER AND APPROVE

The Council to consider creating a Finance Committee for Budget and Precept. Terms of Reference for the Committee to be agreed.

Council RESOLVED that all Councillors would be the Finance Committee.

Council RESOLVED for Clerk to create a Terms of Reference for the Committee to be considered and approved in September meeting.

23.07.0010 ALLOTMENTS – PUBLIC CONSULTATION and ALLOTMENT PLOT HOLDERS

CONSULTATION- CONSIDER AND APPROVE PROCESS.

The Council will consider how to consult both the public and the Allotment Holders on moving the allotment asset from the Council to a lease to be managed by an Allotment Holders Committee. (National Allotment Association lease). The Council will consider the appointment of a valuer and surveyor. The Council will consider this item using URPC Financial Regulation 14.3. “No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).”

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The Councillors discussed this item and RESOLVED for the Clerk to create a consultation notice for residents to respond too.

Councillors RESOLVED for a separate email address to be created for responses.

Councillors RESOLVED for the notice to be published on Facebook (Stramshall ACE, Bramshall Village), Noticeboards, Newsletters (Stramshall and Bramshall), Council website, Uttoxeter Voice magazine and Newspaper (Sentel).

Councillors RESOLVED to write to all Allotment Holders giving details of Notice.

Council RESOLVED for consultation to close at end of September and results to be an Agenda item in November Meeting.

23.07.0011 STRAMSHALL FOOTPATH (NEW) – ST MICHAELS ROAD – DISCUSS

The Council will discuss the 2023-2024 Parish Plan to create a new footpath parallel to St Michaels Road, Stramshall. The Council will discuss the research needed to fulfil this plan.

Council RESOLVED for Clerk to investigate the process and report back to the September meeting.

23.07.0012 ASSET REPAIRS – CONSIDER AND APPROVE

The Council will discuss the Asset Repair List, resolved in the 2023-2024 Budget.

Councillors RESOLVED to virement the £600 for Stramshall Replacement Defib box back to General Reserves, as Council felt rust within box could be painted.

Councillors RESOLVED to virement the £600 for Bramshall Replacement Defib box back to General Reserves, once investigation of box rust has been undertaken by Cllr Pattison-Evans

Councillors RESOLVED to buy Red Paint for Stramshall Telephone Box and Cllr Dobson and Cllr Crosby to paint the box.

Councillors RESOLVED for Stramshall Brick Bus Stop roof to be swept of moss.

23.07.0013 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.

Resident addressed the meeting to advise that Allotment produce is going missing and requested a lock for the gate. The Chairman advised this would be considered in the September meeting.

Resident addressed the meeting and advised that concern regarding the Allotments being part of the Stramshall Open Garden event. Chairman advised of Council previous decision to include Allotments.

Resident addressed the meeting and asked if the Council had a figure for the Allotment Lease, should it become self-managed and what would the Council be responsible for if the lease were to be signed. Chairman advised this had not been decided.

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23.07.0014 TO CONSIDER PLANNING APPLICATIONS AND RECEIVE PLANNING DECISIONS

NEW

P/2023/00533 - Land West of Uttoxeter A50 Bypass Uttoxeter Staffordshire ST14 7RB - Reserved Matters application relating to outline planning permission P/2020/00253 for the erection of 141 No. dwellings including details of access, appearance, landscaping, layout and scale and details in relation to the proposed discharge of conditions 6, 9, 10, 11, 12, 14, 16, 18, 20, 21 and 26 of the outline approval (Phase 2F Bramshall Meadows) – Deadline for comments missed. 01.07.2023

P/2023/00618 - The Olive Tree Stramshall Uttoxeter ST14 5AL - Change of use of bed and breakfast accommodation to dwelling.

Councillors discussed this application and raised concerns about the loss of a community asset and the Community Right to Nominate and Bid for Assets of Community Value (England) guidance received.

Chairman suspended Standing Orders to allow Cllr Sankey, Cllr Whittaker and Cllr Akins to comment:

Cllr Sankey advised he and Cllr Beech had received concerns from residents as a community asset.

Cllr Whittaker advised that a Community Right Nomination would only take effect if the property were to come up for sale.

Cllr Atkins advised a number of public houses in the area are in a similar position and advised to register as a Community Asset.

The Council took a vote and RESOLVED to make the following comments:

Uttoxeter Rural Parish Councillors have raised concerns about the loss of a Local Amenity. The Parish Council Resolved to Apply for A Community Asset Order Through the Borough Council.

The vote was:

FOR: 2 – AGAINST 1 – ABSTAIN 2

DECISION

P/2023/00429 - Top Moor Farm, Abbots Bromley Road, Willslock, Staffordshire, ST14 8RA - Conversion and alterations to existing outbuilding to facilitate conversion to an annexe including the erection of a single storey side extension – PERMITS

P/2023/00413 - Rose Acre St Michaels Road Stramshall Staffordshire ST14 5AH - Erection of a detached triple garage with annex above - REFUSES

23.07.0015 TO RECEIVE ORAL REPORT FROM BOROUGH/COUNTY COUNCILLOR

CLLR BEECH – introduced herself to the Council and advised that Cllr Sankey had requested that the Spath Planning Application be called into Planning Committee.

CLLR SANKEY – updated Council that the first full East Staffordshire Borough Council meeting took place on 3d July 2023. New Initiatives are on the agenda, confirmation that agreement to purchase the Co-op Building on the Maltings Precinct had taken place.

Uttoxeter Master Plan will be reconfigured. ESBC have received £750k for Village enhancement, but this will be reviewed and ESBC seeking Government approval to redistribute to other areas.

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CLLR WHITTAKER – Advised the ESBC Community Lottery was being publicised and groups could register to be considered for funding. Cllr Whittaker advised that local Litter Picking Groups could register.

CLLR ATKINS – Advised that consultation is on-going with regards to SEND funding and family hubs.

Traffic concerns have been raised regarding the JCB extension in Rocester.

Pothole repairs of Cat 3 repairs will take place within villages and at the entrance to villages.

Dove Bridge at Doveridge needs to be strengthened and road closures will take place while works are carried out.

Footpath 87 – Spath – hedge may be cut by SCC Highways.

Bennetts Lane, Narrow Bridge signage – the report from Network Rail is being considered by the Highways Department. No date for conclusion.

23.07.0016 FINANCE – TO CONSIDER & AUTHORISE PAYMENTS OF LIST BELOW:

RESOLVED FOR PAYMENTS

All June payments made 07.06.2023

Lloyds Bank mandates delivered 07.06.2023

Toplis Associates Ltd – acknowledge their appointment as internal auditor for 2023-2024.

Annual Governance and Accountability Return (AGAR) 2022-2023 – sent to Mazars 13.06.2023

Annual Governance and Accountability Return (AGAR) 2022-2023 - redacted– on website by 30.06.2023

Public Rights information on website – dates are: 3rd July 2023- 11th August 2023

Stramshall Play Area – Weekly report highlighted hex board damage on chain-link walk way. Clerk requested quote from Creative Play for replacement hex board slates and supply only for Dart Activity Centre.

Council considered the two quotes and RESOLVED to accept the supply only quote for £180 +VAT and ask WH Durose to replace.

Item number/Cheque Number	Details	Amount
41a/DD	Pennon Water – Allotment Water	£5
42/so	Council Administration	£537.76
43/so	SCC Pension	171.29
44/572	Ccleaner – computer software – Annual Sub	£29.95
45/dd	Tesco mobile – monthly sub	£9
46/573	SCC Pension – additional funds for June	7.77
47/574	SJL Landscapes – Grounds Maintenance	£714.68 (inc £119.11 VAT)

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Invoices Received after Agenda issued		
48/575	Cllr Pattinson- Evans – printer ink claim	£48.99
49/576	DSK Engineering Services – repairs to Climbing Frame	£120 (inc £20 VAT)
50/577	ESBC Election Invoice	£177.60
51/578	WH Durose – new stile and rail replacement	£342 (inc £57 VAT)
52/579	SJL Landscapes – Grounds Maintenance	£714.68 (inc £119.11 VAT)
53/580	Clerk expenses	£18
RECEIVED		
6	Pension – employee contribution for June overtime	£1.74
7	Allotment Bond transferred to Leek BS	£9.70
Bank Balances		
01.06.2023	Lloyds Bank	£24,489.42
28.06.2023	Leeks Building Society	£13,053.81

23.07.0017 CORRESPONDENCE

Council received 10 correspondence and make resolutions on the following:

Bramshall Events Committee – Advised Council that the Coronation Event made a surplus and would like to return the £250 Community Grant received by Council.

Council **RESOLVED** for Event Committee to keep the grant for future events.

P/2020/00635 - Coppice Farm Hobb Lane Marchington Woodlands Staffordshire ST14 8RG. A letter of objections from residents of neighbouring parish received. Council Noted comments.

Allotments – Plot holder advised that all berries had disappeared and branches on plants broken. Council noted correspondence.

KP Snacks Limited – have a 15-person team that can carry out volunteer activities within the Parish. Council noted offer, but had no projects at present.

23.07.0018 CLERK UPDATE

Bramshall Speed Indicator Signs – Cllr Pattinson-Evans was provided with Kingstone PC contact details for data download training.

Allotments (Severn Trent Grant) – Clerk sent the Wildflower Border Doveridge Landscapes invoice to Severn Trent, as per the grant received requirement – 13.06.2023

Grass Cutting – Clerk updated the 3 residents with the Council response to grass cutting enquiries (Minute Ref 23.06.0014)

Hawthorn Trees, Stramshall– Clerk updated the resident with the Council response to the tree maintenance (Minute Ref: 23.06.0014)

Work Station Assessment (HSE) completed 16.06.2023

Footpath Repairs Report to Cllr Dobson – 20.06.2023

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Footpath Repairs reported to Rights of Way 20.06.2023. URPC 26 –URPC 44/45 - URPC 32 (Car Wash end)

Dogs and Rights of Way wording for website to Councillors 20.06.2023

Bramshall hexagon flower box – Mens Shed advised work progressing well.

Grass Cutting within Parish – 2024-2026 – Clerk advised contractor that the No Mow May element of the Grass Cutting Contract to be removed for the Stramshall Playing Fields and play area from 2024 onwards. Clerk advised Council an increase in invoices may be required.

Plot 11a/11b – Clerk contacted plot holder regarding plans for slabbed path. Council RESOLVED to hold a site visit with Plot Holder, Cllr Dobson, Cllr Crosby and Fay Phoenix to discuss details and to be on Agenda in September meeting.

Clerk Training – Free one day - <https://scribe-fest.com/Thursday> - 21st Sep 2023 - 9:45 To16:00 – booked, Clerk advised it will not affect working days, as Thursday. Noted

23.07.0019 COUNCILLORS REPORTS (information only)

Councillors to bring items to meeting for consideration at forthcoming meeting:

Cllr Dobson requested that the Grass Cutting Contract be discussed in the September meeting.

Cllr Pattinson-Evans requested that rather than Poppy Wreath for Bramshall, could large poppies be supplied instead.

Cllr Dobson and Cllr Pattinson-Evans to liaise regarding the Speed Indicator Sign data download and the android mobile for data download.

Cllr Jones – The Bramshall Gateway Sign on Bennetts Lane needs to be trimmed, Clerk to investigate if within SJL Landscape contract.

Cllr Crosby – Grass cutting complaints received in Stramshall and will bring back to September meeting.

23.07.0020 STAFFING MATTERS – PUBLIC EXCLUDED - (Public Bodies (Admissions to meetings) Act 1960)

The Meeting went into private Session.

DATE AND TIME OF THE NEXT MEETING:

The date of the next meeting was set for Tuesday, 5th September 2023 at 7.30pm at Wilfred House, 37 Carter Street, Uttoxeter, ST14 8EY. The meeting was formally closed at 21.52.

.....CHAIRMAN

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