

# Uttoxeter Rural Parish Council – APPENDIX

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Minutes of a meeting held on Tuesday, 7<sup>th</sup> February 2023, at Wilfred House, 37 Carter Street, Uttoxeter, ST14 8EY. The meeting commenced at 7.30pm.

Present: Cllr Brooks, Cllr Crosby, Cllr Dartnell, Cllr Dobson, Cllr Jones, Cllr Ollerenshaw, Cllr Pattinson-Evans, Cllr Sargeant, Cllr C Whittaker (Borough), Fay Phoenix, Mrs Perkins, Mrs Green and the clerk.

23.02.001 APOLOGIES AND APPROVAL OF ABSENCES – Cllr Moss

23.02.002 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 RECEIVED

23.02.003 TO RESOLVE THAT THE MINUTES OF PARISH MEETING HELD ON 6<sup>th</sup> December 2022 ARE A CORRECT RECORD - RESOLVED

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

- BRAMSHALL SID SIGN – UPDATE  
MPB Contractors confirmed installation 08.02.2023  
NOTED
- STRAMSHALL SID SIGN RELOCATION– UPDATE  
MPB Contractors confirmed moved 08.02.2023  
NOTED
- STRAMSHALL S106 – SCC UPDATE AND UPRC WORKING GROUP UPDATE  
**SCC UPDATE** – Clerk contacted SCC (Michael Smith) to ask if drawing of the two speed hump redesign had been submitted to contractors for pricing. SCC confirmed the drawing will be submitted on 20/01/2023.  
**URPC WORKING GROUP UPDATE** – Councillors involved in the working group will update the Council in April 2023 meeting.  
NOTED
- LOXLEY JUNCTION – REDESIGN - UPDATE  
SCC contacted resident offering a meeting re design of junction, which took place on 17.01.2023 between residents and SCC only.  
The Council will receive an update in due course.  
NOTED
- HEDGE REMOVAL AND REPLACEMENT FENCE, HIGH STREET, STRAMSHALL –  
CONSIDER AND APPROVE QUOTES  
The Parish Council submitted a hedge removal notice to ESBC and ESBC confirmed no fee for application and no building control needed. Planning Notice on website.  
ESBC advised the Parish Council on 06.02.2023 that hedge belongs to Trent and

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Dove, despite reassurances that it was unclaimed land.

Trent and Dove solicitor and ESBC will liaise to find a solution.

Councillors RESOLVED that if the solution is found before 1<sup>st</sup> March, then Clerk to move forward with the project and RESOLVED to vote on the quotes received.

If project delayed until September, then for SJL Landscapes to cut back hedge before 1<sup>st</sup> March.

## **Quotes for hedge removal:**

Two quotes considered and RESOLVED to accept Michael Johnson quote for the hedge removal.

## **Quotes for fencing:**

One quotes considered and RESOLVED to accept WH Durose quote for installation of a 4-bar fence along pathway.

## **Quotes for Bulbs:**

Two quotes considered for crocus and iris bulbs

RESOLVED to purchase 1,000 Crocus bulb from Boston Bulb Company and 500 summer flowering iris bulbs from J Parker.

## **23.02.005 INTERIM AUDITOR REPORT – CONSIDER AND APPROVE**

Alan Toplis carried out the interim audit on 04.01.2023

The Council received the following advice:

Adopt the latest Financial Regulations

Create a deposit/current account with debit card for Clerk expenses

Instruct Bradley to carry out end of year Pension work and to carry out Pension for next financial year.

Accounts Archives – retain one full year in addition to current year. NOTED

## **23.02.006 LLOYDS DEPOSIT ACCOUNT WITH DEBIT CARD – CONSIDER AND APPROVE**

See Auditor recommendation – see financial regulation 6.18.

Councillors RESOLVED for Clerk to open a current account with debit card.

## **23.02.007 FINANCIAL REGULATIONS UPDATES– CONSIDER AND APPROVE**

See Auditor recommendation – sent updated version to Councillors 17.01.2023.

RESOLVED

## **23.02.008 STAFFORDSHIRE COUNTY COUNCIL - A CONSULTATION ON DIVISION BOUNDARIES – DISCUSS AND APPROVE COMMENTS FOR SUBMISSION.**

The Local Government Boundary Commission for England is carrying out a consultation of the division boundaries for Staffordshire County Council.

<https://www.lgbce.org.uk/all-reviews/west-midlands/staffordshire/staffordshire-county-council>

<http://www.consultation.lgbce.org.uk/node/690>

Councillors discussed consultation and asked Clerk to add to March Agenda.

## **23.02.009 PARISH QUESTIONNAIRE 2023 – REVIEW CONTENT AND DISTRIBUTION TIMESCALE– CONSIDER AND APPROVE**

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Councillors RESOLVED to issue questionnaire in March to residents with a reply date of 3<sup>rd</sup> April 2023 and results to be reported in 16<sup>th</sup> May 2023 Meeting.

The total questionnaires to be hand delivered to the 630 properties (1350 residents).

## 23.02.0010 ANNUAL **PARISH** MEETING 2023 – DATE AND VENUE – CONSIDER AND APPROVE

Councillors RESOLVED to hold the meeting on a Tuesday night before the May Election.

Clerk to gain dates of availability from both Bramshall and Stramshall Village Halls.

Clerk to gain list of local groups to invite.

Clerk to gain quotes for catering.

## 23.02.0011 ANNUAL **COUNCIL** MEETING 2023 – CONFIRMATION OF DATE DUE TO ELECTION

The date of the Annual Council meeting will be 16<sup>th</sup> May 2023 at 7.30pm, as election is being held on 4<sup>th</sup> May 2023.

NOTED

## 23.02.0012 ALLOTMENT HOLDERS MEETING MINUTES– 05.01.2023 –CONSIDER AND APPROVE

Allotment Holders meeting took place on Thursday 5<sup>th</sup> January 2023 at 7.30pm at Stramshall Village Hall. Colin Bedford and David Spokes spoke about associations and self-management. Self-Management information provided to all who attended. Thank you emails sent to both 06.01.2023. Colin Bedford details sent to the Allotment Representative in case of any questions post meeting.

**Minutes of Meeting** - RESOLVED and will be put onto the website.

The Council RESOLVED for Clerk to gain the following information for consideration in March Meeting.

1. The lease agreement provided by National Allotment Association for review.
2. Examples of the lease rent from other sites.
3. Value of Assets on site and advice from Internal Auditor re: assets and lease agreement.
4. Cost of current year allotments. (See Allotment Holders Meeting minutes).
5. Financial Regulation 14.3 (supplied to Councillors 17.01.2023)

## 23.02.0013 PUBLIC PARTICIPATION.

Two residents attended:

Resident one had two questions – Will allotment holders meeting minutes be on the website – Chair referred to item 23.02.0012.

Can an allotment plot map be put onto the Allotment noticeboard – Clerk to ensure map in noticeboard.

Resident two asked how plots are measured – advised that from memory they were measured from the middle of the path.

Both residents are allotment plot holders and were thanked for their work to transform the area of their new plots.

## 23.02.0014 TO CONSIDER PLANNING APPLICATIONS AND RECEIVE PLANNING DECISIONS

**NEW**

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**P/2022/01366** – Sweet Meadow Farm Dagdale Lane Dagdale Staffordshire ST14 5BJ – Conversion and alterations to existing building to form a single dwelling house – Deadline missed for comments

**P/2022/01458** – The Croft, 2 – 5 High Street, Stramshall, Staffordshire – Removal of 39 m of Hedgerow. URPC application to ESBC planning. Deadline missed for comments

**P/2022/01431** – The Green, Dagdale Lane, Dagdale, Staffordshire, ST14 5BJ – Erection of a single storey side extension - Deadline missed for comments

**P/2022/01450** – Rose Acre St Michaels Road Stramshall Staffordshire ST14 5AH – Raising of ridge height to existing dwelling, erection of a two storey side and rear extension with balcony, installation of first and second floor side windows, erection of a front porch, two storey detached garage with first floor annex and a two storey detached studio and home office – Deadline missed for comments

**P/2022/01405** - Barn 2 Vicarage Drive Stramshall Staffordshire ST14 5DL - Installation of roof mounted PV (solar) panels, detached outbuilding and replacement windows. No comment to be added.

**P/2022/01292** - The Old Crossing Hook Lane Crakemarsh Staffordshire ST14 5AS - Change of use including the erection of a single storey side extension of existing commercial dog grooming parlour to form a dwelling –comments to be added: The Council believe there is not a demand for a dwelling in the area. There are no local amenities and no bus route.

## DECISIONS

**P/2022/01173** – The Beeches Cullamore Lane Willslock Staffordshire ST14 8NJ – Prior Approval for the conversion of an agricultural building to form a dwelling – REFUSED

**P/2022/01366** - Sweet Meadow Farm Dagdale Lane Dagdale Staffordshire ST14 5BJ - Conversion and alterations to existing building to form a single dwelling house - PERMITS

23.02.0015 TO RECEIVE ORAL REPORT FROM BOROUGH/COUNTY COUNCILLOR – Cllr Whittaker  
ESBC are currently ensuring all residents are aware that Photo ID will be required to vote in the May elections. The Levelling Up application was not successful. The consultation on the Maltings is currently underway.

23.02.0016 FINANCE – TO CONSIDER & AUTHORISE PAYMENTS OF LIST BELOW:

All December payments sent 07.12.2022 (some by special delivery due to post strike)

**Precept of £35,000 request** sent to ESBC for 2023/2024 on 12.12.2022

ESBC confirmed that it will give a parish rate of £48.04. This is a decrease of £15.39 or 24.3% compared to 22/23. The Chairman proposed the issuing of a press release to FB, Echo and Council website. RESOLVED.

**Payments 148/149 and Cheques 478-483** – paid between meetings (Fin Regs)

**Leek BS Financial Services Compensation Scheme** – letter signed to confirm budget is not over £85,000 – 30.12.2022 – copy to Chairman and Vice Chairman.

**Bradley Ltd** advised Clerk that pension contribution should have been deducted from Back Pay payment of £19.08 – Clerk made deposit to URPC account on 04.01.2023

**Bradleys Ltd** to carry out additional work for URPC with the end of year payroll and pension. The additional cost will be £50 + VAT per annum - RESOLVED

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**Chris Knott insurance** – confirmed that discount on Allotment insurance will be added to next years' policy, due to National Allotment Membership.

**Plot 3b Allotment** - overpaid rent by £0.40p, plot holder requested it be added to allotment repair fund for 2023/2024.

**Asset Register** updated – 01.02.2023 – new total £72,553.41 –Chairman and Clerk signed.

**Pension CTR1 Form** submitted to SCC – January and February 2023

Cheque Number	Details	Amount
148/so	Council Administration – 27.12.2022	£537.76
149/dd	SCC Pension	£166.33
150/478	The Play Inspection Company – Annual inspection	£102 (in £17 VAT)
151/479	DSK Engineering – 3 monthly Play Inspections	£108 (inc. £18 VAT)
152/480	Allotment meeting printing – Lavins – Refund Clerk	£21.30
153/481	Clerk Expenses – December – includes postage, fire proof wallets, paper, folders	£89.62
154/482	The Croft Hedge map for ESBC – refund Clerk	£13.20
155/483	Allotment contract printing – Lavins – Refund Clerk	£42 (inc £7 VAT)
156/dd	Allotment water	£5
157/484	Toplis Associates Ltd – Trust advice for Stramshall Village Hall	£96 (inc £16)
158/so	SCC Pension	£176.98
159/so	Council Administration	£537.76
160/485	Stramshall Village Hall – Room Hire for Allotment Meeting	£12
161/486	Clerk Expenses	£37.64
162/487	Total AV Virus Software	£19
488	VOID	
Invoices RECEIVED AFTER AGENDA ISSUED		
163/489	Society of Local Council Clerks – Annual Membership	£146
164/490	Doveridge Landscapes – Wildflower Seed Stramshall Bed	£43
FUNDS RECEIVED		

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16	ESBC (Cllr Whittaker Community Fund) – Donation for Allotment Path	£200
17	HMRC – VAT Refund	£2,107.39
18	Refund to Council by Clerk for back pay - pension reduction	£19.08
19	Allotment Rent	£24.10
20	Allotment Rent	£44.57
21	Allotment Rent	£176.30
22	Allotment Rent	£43.40
23	Allotment Rent	£20.50
24	Allotment Rent	£62
25	Allotment Rent	£55.40
FUNDS RECEIVED AFTER AGENDA ISSUED		
26	Allotment Rent	£70.70
27	Allotment Rent	£135
28	Allotment Rent	£44.30
29	Allotment rent	£29.50
Bank Statements		
Lloyds	28.12.2022	£16,722.97
Leeks BS	02.11.2022	£12,904.77

## 23.02.0017 ALLOTMENT MONTHLY REPORTS

### **Allotment Rep:**

All plots are being maintained as per contracts no issues identified to me. We currently have three persons on the waiting list. It has been asked when the roadside hedge is scheduled to be cut. Plots 11a and 11b have been cleared with sheds and poly tunnel removed, these two plots may need to be remeasured and divided into smaller plots as very big plots for anyone taking on a new plot.

### **Clerk:**

**Clerk and Allotment Rep Reports** - Council to consider if monthly report required, could it be bi-monthly? Councillors discussed requirement and RESOLVED for quarterly reports moving forward.

**Rent increase and Allotment Holders Meeting** letter sent to all Allotment Holders and copy on the Allotment Noticeboard– 14.12.2022

**Contracts** – reviewed by Allotment Society 16.12.2022 and issued 05.01.2023 at Allotment Meeting plus posted to those not present.

**Vacant Plots 11a/11b** – Site visit carried out on 3rd February by Chairman, Vice Chairman and Clerk. Chairman proposed for area to be split into 4 plots. RESOLVED. WH Durose to install the grass paths. RESOLVED

**Waiting List** – Plot holder 12a requested to be removed from Waiting List. 16.01.2023 Rent and contracts received, see Finance section for details.

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**Waiting List** – 3 applications received. Councillors considered received all application and RESOLVED for Clerk to offer plots using date of application received.

**Strawberry Garden Centre** – 10% Discount Card – new owners of the garden centre confirmed they will honour discount and Clerk provided the list - 31.01.2023.

Chairman sent a Thank you letter to Russell and Sarah for their years of service to the parish council and Stramshall allotment holders. 31.01.2023.

**Plot 4d & 9a** would like to add their husband to the contract. Clerk gained guidance from Allotment Society and created a draft Joint Tenancy agreement, Allotment Society agreed agreement. RESOLVED to accept joint tenancy contract and RESOLVED to issue joint tenancy to Plot 4d and 9a.

**All Rents paid.**

## 23.02.0018 CORRESPONDENCE

11 items of correspondence received.

Councillors considered the following:

**Precept** - Resident wrote and asked for a short communication to be posted on the Council website each year to say as follows: *The precept across the parish has risen/reduced by £X. Last year were able to provide \*\*\* in the parish. The rise/reduction this year is for \*\*\*. We are working hard to provide \*\*\* and refer to the Parish Plan.* Councillors RESOLVED to issue this statement each year in March.

**ESBC Malting consultation** – <https://www.eaststaffsbc.gov.uk/burton-town-regeneration-programme/regeneration/uttoxeter-masterplan>

RESOLVED To discuss in the March meeting.

## 23.02.0019 CLERK UPDATE

**Stramshall SID data** – mobile phone and guide to download provided to Cllr Dobson and request made to provide phone password for main password envelope 07.12.2022

**Allotment Insurance 2022-2023** certificate received 09.12.2022

**SID project Plan** – Clerk provided Ellastone, Mayfield and Marchington Parish Councils with URPC project plan on how to install SID in parish.

**Spath Layby** – SCC meeting with Landowner requested regarding rights of way over layby. Current no date set.

**Loxley Junction** – Clerk updated resident regarding SCC in process of contacting landowners 13.12.2022

**Annual Play Inspection report** for Stramshall Playing Fields received from The Play Inspection Company – forwarded to Councillors 16.12.2022

**Clerk Training** – Elections - Mon, 13 February 2023, 6:30pm - 8:30pm via Zoom - £30 – Booked

**Monthly Play Inspection** December report received – 23.12.2022

**Salt Box** – corner of Church Lane/Stone Road, Bramshall – SCC confirmed this Community Salt Box will be installed w/c 09.01.2023. Resident who requested the box is grateful to the Parish Council for delivering this request.

**URPC Password envelope** updated with SID Mobile phone password – 10.01.2023

**Council Documents Retention** – The Clerk will advise if storage is needed in May 2023

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meeting.

**Holiday Request** – 27.01.2023 – 2hrs – Staffing Committee confirmed.

**Stramshall Flooding – Dairy Farm, High Street** – Eon Highways Lighting Reference: CC221120 Lighting for Staffordshire Ref: MREP-345750-3240. – Clerk wrote to Garry Johnson providing photos and request that Eon carry out a site visit with camera equipment to view blockage of verge drainage. 18.01.2023 – forwarded to Chair, Vice Chair and Cllr Crosby.

**Uttoxeter Quarry Liaison Meeting** – contacted Aggregate Industries regarding date for next meeting – 20.01.2023 – dates provided 25<sup>th</sup> or 26<sup>th</sup> March

**SLCC Clerk Manual** is now available -<https://www.slcc.co.uk/store/>

Price £47.50. RESOLVED to order

**Clerk overtime** – January – 3hrs – RESOLVED time off in lieu.

**Stramshall Village Green Bench** – quotes for moving and annual maintenance to be brought to March Meeting

**Stramshall Planter – Broomyclose Lane, Stramshall** – Clerk advised that planter to be delivered in early March.

## 23.02.0020 COUNCILLORS REPORTS (information only)

Cllr Crosby enquired about SID sign in Stramshall and new position – Clerk provided Morelock report dated 20.10.2020

Cllr Dobson – requested Clerk to chase the Speed Watch Signs from SCC for Stramshall.

Cllr Jones – requested that discussion about Coronation to take place in March meeting.

Cllr Dartnell – Bramshall Speed Watch suspended on Stone Road, during Water Works.

Speed Watch will consider running sessions on Leigh Lane, Bramshall.

Cllr Brookes – carried out a litter pick on A518 and collected over 5 bags of rubbish.

## 23.02.0021 COMPLAINT CORRESPONDENCE – UPDATE REPORT TO COUNCIL– PUBLIC EXCLUDED (Public Bodies (Admissions to meetings) Act 1960)

**COMPLAINT 1** – letter sent to complainant outlining Council decision regarding procedure and informed Monitoring Officer, the matter is now closed. Sent 16.12.2022.

**COMPLAINT 2** – letter sent to complainant requesting more information before complaint can be investigated. Sent 12.12.2022. RESOLVED to reply once information received.

## DATE AND TIME OF THE NEXT MEETING:

The date of the next meeting was set for Tuesday, 7<sup>th</sup> March 2023 at 7.30pm at Wilfred House, 37 Carter Street, Uttoxeter, ST14 8EY. The meeting was formally closed at 20.42.

.....CHAIRMAN