

# Uttoxeter Rural Annual Parish Council

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Minutes for an Annual Parish Council meeting held on Tuesday, 16<sup>th</sup> May 2023, at Wilfred House, 37 Carter Street, Uttoxeter, ST14 8EY. The meeting commenced at 7.09pm.

Present: Cllr Brooks, Cllr Crosby, Cllr Dobson, Cllr Jones, Cllr Pattinson-Evans, Cllr Sargeant, Cllr Sankey (Borough) and the clerk.

- AP 23.05.001        ELECTION OF CHAIRMAN INCLUDING DECLARATION OF ACCEPTANCE OF OFFICE (The Local Elections (Declaration of Acceptance of Office) Order 2012 – REF: section 83(1) and (4) of the Local Government Act 1972) -  
Cllr Brookes nominated and seconded –unanimous vote. Acceptance of Office signed.
- AP 23.05.002        COUNCILLORS “DECLARATION OF ACCEPTANCE OF OFFICE”  
DOCUMENTATION (The Local Elections (Declaration of Acceptance of Office) Order 2012 – FORM REF: section 83(1) and (4) of the Local Government Act 1972)  
All Councillors to sign the acceptance of office form – RESOLVED to accept Cllr Jones form in his absence.
- AP 23.05.003        PARISH COUNCIL COUNCILLOR VACANCIES X 3 – CONSIDER AND APPROVE  
URPC CO-OPTION POLICY AND APPLICATION ADVERT  
Council RESOLVED to adopt the new Policy.  
Council RESOLVED for Clerk to complete the sample advert. Closing date mid-June, consider applications in July meeting. Advert to be on Noticeboards, Website, Village Newsletters and FB.
- AP 23.05.004        TO CONSIDER AND APPROVE APOLOGIES AND APPROVAL OF ABSENCES:  
Cllr Jones – Approved.  
Cllr Whittaker (ESBC), Cllr Beech (ESBC)
- AP 23.05.005        TO RESOLVE THE MINUTES OF PARISH MEETING HELD ON 4<sup>TH</sup> APRIL 2023  
ARE A CORRECT RECORD. RESOLVED
- AP 23.05.006        TO RECEIVE COUNCILLORS’ DECLARATIONS OF INTERESTS FORMS FOR ESBC  
AND COUNCIL 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. The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012)
- Cllr Brookes declared an interest in Planning application - P/2023/00350 and P/2023/00351.  
All Councillors provided Register of Interest forms for 2023 – Clerk to send to ESBC and put onto Council website.
- AP 23.05.007        TO CONSIDER AND APPROVE PARISH COUNCIL POLICIES FOR 2023/2024  
Councillors discussed the Expenses Policy and RESOLVED to increase the printer ink expense from £30 to £50 per claim and paper expense from £3 to £20 per claim.

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Councillors discussed the Staffing Committee Policy and RESOLVED to amend for parameters for quorum from 3 to 2.

RESOLVED to adopt all other URPC policies and for Clerk to upload onto the website.

URPC Parish Council confirmed it is eligible to use the General Power of Competence

## AP 23.05.008 ELECTION OF OFFICERS TO COMMUNITY ROLES

Duties	Councillor
Vice Chair	Cllr CROSBY
Asset Inspection x 2	Cllr CROSBY, PATTINSON-EVANS
Bramshall Village Hall Committee x 1	Cllr PATTINSON EVANS
Stramshall Village Hall Committee x 1	Cllr CROSBY
Uttoxeter Charities Representative x 1	Cllr BROOKES
Uttoxeter Quarry Representatives x 2	Cllr BROOKES AND JONES
Footpaths x 2	Cllr DOBSON AND SARGEANT
Stramshall Play Area Inspections -weekly	Cllr CROSBY AND DOBSON
Stramshall Telephone Box Library inspections	Cllr DOBSON
Stramshall Noticeboard Key Holder	Cllr CROSBY
Bramshall Noticeboard Key Holder	Cllr PATTINSON EVANS
Bramshall Telephone Box inspections	Cllr PATINSON EVANS
Stramshall Defibrillator inspections	Cllr CROSBY
Bramshall Defibrillator inspections	Cllr PATTINSON-EVANS
Highways x 2	Cllr DOBSON - SARGAENT
Internal Audit Trail x 1	Cllr CROSBY
Planning	Cllr JONES
Speed Watch Representative x 2	Cllr DOBSON AND PATTINSON EVANS
Staffing Committee x 3	Cllr SARGEANT, JONES, DOBSON
Complaints Committee x 3	Cllr SARGEANT, JONES, DOBSON

### Working Group – confirmation of Councillors:

Stramshall Traffic Calming Working Group – DOBSON AND CROSBY

Main Council Working Group – Bramshall COUNCILLORS– Stramshall COUNCILLORS

Loxley Junction Working Group – Chairman, Vice Chairman, Clerk

## AP 23.05.009 TO CONSIDER AND APPROVE THE PARISH COUNCIL 2022/2023 ASSET REGISTER VALUE

Asset Register amended, with guidance from the Internal Auditor.

New Asset Value - £74,784.41

RESOLVED to sign the register - Chairman and Clerk signed

## AP 23.05.0010 TO CONSIDER AND APPROVE DATES FOR PARISH MEETINGS IN 2023-2024

6<sup>th</sup> June 2023, 4<sup>th</sup> July 2023, no meeting in August, 5<sup>th</sup> September 2023, 3<sup>rd</sup> October 2023, 7<sup>th</sup> November 2023, 5<sup>th</sup> December 2023, no meeting in January 2024, 6<sup>th</sup> February 2024, 5<sup>th</sup> March 2024, 2<sup>nd</sup> April 2024, 7<sup>th</sup> May 2024

RESOLVED

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AP 23.05.0011 TO RECEIVE AN UPDATE ABOUT PROGRESS OF RESOLUTIONS FROM  
PREVIOUS MEETING

- LOXLEY JUNCTION – UPDATE

Clerk started the Public Loan application process; the paperwork will be signed in June Meeting by Chairman. SPCA will review the forms prior to submission to the Public Loan Board.

NOTED

- STRAMSHALL HIGH STREET, FLOODING – UPDATE

(Ref: MREP 345750-3240)– Eon has not responded to emails sent by URPC on the 30th November 2022, 18th January 2023 and 22nd March email requesting for M23 lamp post to be removed. Clerk sent a follow up email on 02.05.2023 and 10.05.2023. Councillors discussed the non-response and RESOLVED for clerk to contact SCC and Eon Head Office.

- S106 – STRAMSHALL SPEED HUMP IMPROVEMENT UPDATE AND WORKING GROUP UPDATE

SCC provided final plans for the S106 improvements for the two Stramshall Speed Humps requested by the Parish Council. Road Closure Notice has been agreed for the closure of St Michaels Road/High Street, Stramshall. The works **will commence on w/c 21 August 2023**. Letters will be sent by Staffordshire County Council to all residents affected.

The Stramshall Working Group will report to the October 2023 meeting.

- FOOTPATHS – STILE REPAIRS AND FOOTPATH BRIDGE – UPDATE

Stile repairs on Footpath URPC 55 undertaken by WH Durose, The Rights of Way Team provided the stile kits for the work. The second stile on Footpath 55 will be replaced once the crops have been harvested – as per land owner's instructions.

Footpath Bridge on footpath URPC 48 will be repaired by SCC Rights of Way team – no timeline given for works to be completed.

Council discussed the stile needed at junction of URPC 55 and Croxden 36 Footpath – RESOLVED for Clerk to contact Croxden Parish Council to ask if they will share the cost of replacement.

AP 23.05.0012 PUBLIC PARTICIPATION. - NONE

AP 23.05.0013 TO CONSIDER PLANNING APPLICATIONS AND RECEIVE PLANNING DECISIONS  
NEW

**P/2020/00635** - Coppice Farm Hobb Lane Marchington Woodlands Staffordshire ST14 8RG - Erection of 2 No. additional poultry sheds with associated control room, heat exchangers, feed bins & hardstanding, formation of a 1.5m high soil bund, landscaping and expansion to existing drainage attenuation pond on an established poultry farm

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(AMENDED SCHEME and ADDITIONAL INFORMATION) – No comment added on 05.05.2023

**P/2023/00350** - Lower Loxley Farm Stafford Road Lower Loxley Staffordshire ST14 8RU - Conversion and alteration of part of agricultural building to facilitate use as welfare facility for farm staff and visitors – No comment added 05.05.2023

**P/2023/00351** - Lower Loxley Farm Stafford Road Lower Loxley Staffordshire ST14 8RU - Listed Building Consent for internal and external alterations to agricultural building to facilitate use as welfare facility for farm staff and visitors to include the installation of partitions, infilling of two doorways, new windows and doors and flue pipe on north east elevation – No comment added 05.05.2023

**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. The Council has no comment.

**P/2023/00094** - Bridge Farm Stramshall Road Spath Stramshall Staffordshire ST14 5AF - Erection of Glamping Pods with decking, associated vehicle track and footpaths, service hut, bicycle racks and waste/recycling storage, low level lighting, installation of package treatment plant and improvements to existing vehicular access. Comments to be added: There is no flooding report with this application and the Council are aware of risk of flooding in this area. The Council would ask for SCC Highways to be consulted regarding the entrance to the site and provided guidance to the planners. The Council feel the current layout will impact local amenities.

**P/2023/00413** - Rose Acre St Michaels Road Stramshall Staffordshire ST14 5AH - Erection of a detached triple garage with annex above. The Council has no comment.

**P/2023/00314** - Bramble Barn Dagdale Farm Dagdale Lane Dagdale Staffordshire ST14 5BJ - Change of use of agricultural land to form garden area and erection of a detached 3 bay garage. The Council has no comment.

## **DECISION**

**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. – PERMITS

**P/2022/01027** - Dale End Barn Dagdale Farm Dagdale Lane Dagdale Staffordshire ST14 5BJ - Erection of a detached garage and workshop – PERMITS

**P/2022/01405** - Barn 2 Vicarage Drive Stramshall Staffordshire ST14 5DL - Installation of roof mounted PV (solar) panels, detached outbuilding and replacement windows - PERMITS

AP 23.05.0014 TO RECEIVE CONFIRMATION OF NEW EAST STAFFORDSHIRE BOROUGH COUNCIL WARD COUNCILLORS AND RECEIVE ORAL REPORT FROM BOROUGH/COUNTY COUNCILLOR.

ESBC provided confirmation that Cllr Whittaker (Blythe Ward) Cllr Laura Elizabeth Beech and Cllr Steve Sankey (Stramshall and Weaver Ward) were duly elected on 4<sup>th</sup> May 2023.

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Cllr Atkins (SCC) provided an Annual Report to Council – 25.04.2023

The Parish Council welcomed Cllr Sankey to the meeting and added they would like to congratulate the new Ward Councillors and look forward to seeing them on a regular basis at the Parish Council meetings.

**AP 23.05.0015** FINANCE – TO CONSIDER & AUTHORISE PAYMENTS OF LIST BELOW AND RECEIVE FINANCE UPDATES:

**Clerk Salary and Pension payments** – RESOLVED to continue to pay by Standing Order. (Financial Regulation 6.8)

**Allotment Water** – RESOLVED to continue to pay by Direct Debit. (Financial Regulation 6.7)

**Lloyds Bank Debit card** application - Card arrived 28.04.2023 - NOTED

**Allotment Electric Pylon Wayleave Fee** – received 18.04.2023

**Zurich Insurance 2023-2024** – Ref: YLL-2720856403 documents received and sent to Councillors for review. RESOLVED to accept quotation.

**Bradleys Ltd** – payroll services to continue services 2023-2024 - RESOLVED

**Confidential Waste** – Green Plan-IT Ltd collected 14 bags – 24.04.2023

**Internal Audit** by Toplis Associates Ltd took place on 4<sup>th</sup> May 2023 – the Audit (AGAR) documents will be presented in 6<sup>th</sup> June 2023 meeting.

**Lloyds Bank** – signature removal mandate for retired Councillors – 3 Councillors signed mandate.

**The Precept and General Reserves** explanation uploaded onto website

Voucher/Cheque Number	Details	Amount
13/SO	Council Administration	£537.76
14/SO	SCC Pension	£171.29
14a/DD	Pennon Water	£5
15/549	Michael Johnson Tree Surgery – Bramshall	£420
16/550	SPCA – Good Councillor Guide	£44.13 (inc £0.94 VAT)
17/551	Bradleys Ltd – Payroll service	£108 (inc £18 VAT)
552 - VOID		
18/553	WH Durose – Stile Repair Footpath 55	£324 (inc £54 VAT)
19/554	WH Durose – Goal mouth soil and grass seed	£180 (inc £30 VAT)
20/555	WH Durose – refurbishment of Stramshall Village Green Bench	£156 (inc £26 VAT)
21/556	Zurich Insurance 2023-2024 Ref YLL-2720856403 1 <sup>st</sup> June – 30 <sup>th</sup> May	£917.86
22/557	Green Plan-IT Ltd – confidential waste for 2021 & 2022	£109.20 (inc £18.20 VAT)

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23/558	Clerk expenses – April	£18
24/559	Councillor expenses – Cllr Jones	£31.99
25/560	Doveridge Landscapes – x 3 cuts of Stramshall Church Yard	£405
<b>INVOICE RECEIVED AFTER AGENDA ISSUED</b>		
26/561	SJL Landscapes	£714.68 (inc £119.11 VAT)
27/562	Wilfred House – Meeting room	£35
<b>RECEIVED</b>		
1	Wayleave Fee, Stramshall Allotments– National Grid	£20.92
2	HMRC VAT refund	£383.59
3	ESBC – Precept – 1 <sup>st</sup> Instalment	£17,636
<b>BANK BALANCES</b>		
Lloyds -	15.05.2023	£28,428.31
Leek BS	20.03.2023	£13,044.11

## AP 23.05.0016

### CORRESPONDENCE

19 items of correspondence received by Council.

Consider the following:

**JCB vehicle** involved in a near accident in Stramshall with Post Office Van – discussed and NOTED.

**Allotment Plot 4b** – tenant gave notice with immediate effect and does not require a refund of rent paid. Council RESOLVED for clerk to offer to first person on Waiting List and issue contract.

**Stramshall Open Gardens** - Weekend the 8th and 9th July Stramshall village organizations are joining together to put on a weekend of activities hopefully to include an open gardens. It has been requested the allotments can be included in the open gardens. RESOLVED to allow, if Council insurance covers event. Clerk to contact insurance company.

**Spath Hedge** – resident contacted Council about the overgrown hedge between Spath and McDonalds. Council discussed email and RESOLVED to report to Rights of Way Team.

## AP 23.05.0017

### CLERK UPDATE

**Council website** – Clerk provided Councillors with details of the Transparency code for small authorities and website-accessibility-and-publishing-guidelines, which outlines council requirements for a website and the compliance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018

<https://www.legislation.gov.uk/ukxi/2018/852/contents/made>

**Playground safety courses** – RESOLVED for Cllr Dobson to attend.

**Horse Muck liquid**, Broomyclose Lane, Stramshall – Clerk contacted resident and was advised that due to heavy rain in March, the bi-annual emptying of the pit was delayed and will take place once the ground is safe enough for machinery to work on it.

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**Willow Tree, Bramshall** – tree surgeon removed tree, leaving 2m stump, as per the SCC Tree Officer guidelines – 12.04.2023

**Bramshall Flower Box** – Mens Shed advised work will take place in May – due to relocation of group.

**Stramshall Speed Watch signs** – Police Liaison Officer confirmed still no installation date for signs – Councillors discussed the delay and RESOLVED for Clerk to request a refund of the installation cost and request signs delivered to Clerk.

**Stramshall Speed Indicator Sign** – High Street – Morelock resolved issue 11.04.2023 and now records speeds from 10mph to 40mph.

**Stramshall S106- Speed Hump redesign** – clerk asked SCC for an update on installation – 14.04.2023 – SCC confirmed need a road closure, which needs a 12 week notice, so earliest work can start is July 2023.

**Queens Canopy – Damaged Plum and Damson Trees – SCC Claim** – a claim was made to SCC on 19.04.2023 for £111.98, cost of replacing trees. The claim form has been forwarded to the Highways Claims Management Team, reference number 7019289 <https://www.staffordshire.gov.uk/Highways/Claims/Make-a-claim.aspx>

**Clerk Annual Appraisal** – clerk provided appraisal documents to Cllr Sargeant 14.04.2023 – date for appraisal to be confirmed.

**Water Works, Stone Road, Bramshall** – Bramshall Flowerbed excavation, contractors confirmed this area will be grass seeded, once works completed – photos sent to Councillors – 19.04.2023

**Good Councillors Guide** – ordered 9 copies for Council – 18.04.2023

**Highways Log** – updated version on website – 19.04.2023

**Village Green Bench – Stramshall Village Green** bench was removed and refurbished by WH Durose, as an Asset Maintenance – 20.04.2023

**Goal Mouths, Stramshall Playing Fields** – soil and grass seed was provided by WH Durose – 19.04.2023

**Presentation Of Freedom Of Parish** to Mr Ollerenshaw, Stramshall will take place in June 2023.

**Creighton Lane, Spath, Stramshall** – Flooding solution – Clerk contacted the new landowner and asked for a meeting to discuss the grass verge/gully. 10.05.2023

**DSK Engineering** – Monthly Play inspection received – 28.04.2023

**Clerk Timesheet** – April – 6.5 hrs overtime – time off in lieu. **RESOLVED**

**Clerk day off** – 12<sup>th</sup> May 2023 – Staffing Committee approved for overtime to be used.

**Councillor Training** – NALC demystifying the role of local councillors - Places on the course are £39.22 each and the event is on line on Wed, 26 Jul 2023 12:00 - 13:15 BST – No Councillor to attend.

**Parish Questionnaire Results** – discussed how to collate with Cllr Pattinson-Evans and Cllr Dobson, comments will be on separate document.

**Superfast Broadband** – Clerk sent an email to Stramshall resident who coordinated voucher scheme for Stramshall asking if they could liaise with Bramshall - 19<sup>th</sup> April – no

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reply received.

**Council Mobile** – brought forward from April meeting. Council RESOLVED to enter a Tesco monthly contract - £7.50 pm. Clerk to set up.

AP 23.05.0018 COUNCILLORS REPORTS (information only)?

**Grass cutting** of verge by Allotments, concerns it is rough cut, Council advised SCC cut this verge.

**Footpath URPC 42b (Stramshall)**– mud and water collecting around stile. Clerk to report to Rights of Way Team.

**Footpath URPC 55/ Footpath Croxden 36 Junction**– Cllr Dobson provided a photograph of a metal gate at the junction between the two footpaths.

**Footpath URPC 28b** – Cllr Dobson provided a report of repairs.

**Footpath URPC 24 & 25** - Cllr Dobson provided a report of repairs.

**Footpath URPC 26** - Cllr Dobson provided a report of repairs.

**Footpath URPC 44/45 junction** - Cllr Dobson provided a report of repairs.

**Footpath URPC 32** - Cllr Dobson provided a report of repairs.

**Footpath URPC 54** - Cllr Dobson provided a page from Questionnaire requesting repairs. Council discussed the Footpath Reports and **RESOLVED** for Clerk to contact Lengthsman who will discuss permission with Landowner and Lengthsman will provide quotes for stiles and other repairs needed, these quotes will be considered by Council once quotes received. Clerk advised Council to review the footpath budget for 2023/2024.

All Councillors confirmed that submitting their election papers to ESBC was difficult and Cllr Brookes requested Clerk to write to ESBC to advise of difficulties experienced by Councillors.

DATE AND TIME OF THE NEXT MEETING:

The date of the next meeting was set for Tuesday, 6<sup>th</sup> June 2023 at 7.30pm at Wilfred House, 37 Carter Street, Uttoxeter, ST14 8EY. The meeting was formally closed at 20.04.

.....CHAIRMAN