

Uttoxeter Rural Parish Council

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DRAFT Minutes of a meeting held on Tuesday, 6th June 2023, at Wilfred House, 37 Carter Street, Uttoxeter, ST14 8EY. The meeting commenced at 7.30pm.

Present: Cllr Crosby, Cllr Dobson, Cllr Jones, Cllr Pattinson-Evans, Cllr Sargeant, Cllr Atkins (County), a resident, Cllr Whittaker (Borough) and the clerk.

23.06.001 APOLOGIES AND APPROVAL OF ABSENCES

Cllr Brookes (Chairman), Cllr Sankey (Borough)

Council RESOLVED for Cllr Crosby to Chair the meeting, in the Chairman absence.

23.06.002 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 Brookes declared an interest in Planning Applications: P/2023/00581, P/2023/00583, P/2023/00584, P/2023/00635. RESOLVED TO ACCEPT

23.06.003 TO RESOLVE THAT THE MINUTES OF **BOTH** THE ANNUAL PARISH MEETING AND

ANNUAL COMMUNITY MEETING HELD ON 16.05.2023 ARE A CORRECT RECORD.

RESOLVED

23.06.004 **FREEDOM OF PARISH – AWARD TO RETIRED COUNCILLOR OLLERENSHAW**

The Freedom of the Parish was presented to Mr Tom Ollerenshaw by the meeting Chairman, Cllr Nick Crosby in recognition of the eminent service rendered by Mr Ollerenshaw to the Council and the residents of Uttoxeter Rural Parish in the last 17 years. Mr Ollerenshaw accepted the award and thanked the Council for all the hard work they provide to the residents of the Parish in the past and for their continued service in the future.

RESOLVED to issue a press release.

23.06.005 TO CONSIDER AND APPROVE THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) – AUDIT 2022-2023.

AGAR, Bank Reconciliation, Variance Table and Public Rights Notice prepared by RFO/Clerk. Internal Audit took place 4th May 2023 by Toplis Associates Ltd.

Public Rights confirmed 3rd July – 11th August 2023.

Council RESOLVED to submit the 2022-2023 AGAR to Mazars, external auditor, by 30.06.2023 and all paperwork signed.

AGAR documents will be on the Parish Council website.

Council confirmed the Standing Orders, Financial Regulations and Risk Assessment were ratified in May 2023 meeting.

Internal Auditor provided report to Council on 22.05.2023 the contents NOTED and

Council RESOLVED the following: a covering letter will be sent to the Mazars (Auditors)

with the AGAR paperwork explaining 0.19 reserves, Council RESOLVED to attend Precept

Training during 2023, (before Budget meeting in November), so that at least 0.25

reserves will be held by URPC in the coming years.

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23.06.006 TO CONSIDER AND APPROVE THE APPOINTMENT OF INTERNAL AUDITOR 2023-2024
Councillors considered the expert guidance from Toplis Associates Ltd during 2022-2023 and RESOLVED to appoint Toplis Associates Ltd for 2023-2024

23.06.007 LOXLEY JUNCTION – PUBLIC LOAN APPLICATION – UPDATE
Council RESOLVED to defer this item to July Meeting.

23.06.008 TO CONSIDER AND APPROVE STAFFING COMMITTEE RECOMMENDATIONS
Clerk annual appraisal took place on 24.05.2023 by two Staffing Committee members.
The Council RESOLVED to accept Staffing Committee recommendations.
This item will be Press/Public excluded in future.

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

- CREIGHTON LANE, FLOODING – UPDATE

Clerk met landowners and explained water cannot drain away from corner on right hand side of lane. Landowner confirmed they will work with Council to find a solution. The Council RESOLVED to undertake a site visit with WH Durose, Cllr Crosby and Clerk to investigate a possible solution and for WH Durose to provide a quote for consideration in July Meeting.

- COMMUNITY SPEED WATCH SIGNS – UPDATE

Staffordshire Safer Roads Partnership agreed a refund for the installation cost of the Community Speed Watch Signs, due to delay from September 2022 for installation. Refund received. Clerk obtained a quote from MP Bloor to install the 4 signs - £200. Council RESOLVED to accept the quote and for signs to be installed as soon as they are received from Staffordshire Safer Roads Partnership.

- FOOTPATH STILE REPAIRS – TO CONSIDER AND APPROVE QUOTES

The lengthsman was provided with all reports from May Meeting, outlining the stiles repair requests and has advised that he can carry out the following works only: replace top rail on Footpath 24, install new stile on Footpath 55/Croxden 36 Junction, install new stile on Footpath 28b.

Quote for works - £570 +VAT – RESOLVED

Council RESOLVED for all other issues to be reported to the Rights of Way Team.

23.06.0010 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.

The resident addressed the meeting and wished the Council all the best for the future.

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23.06.0011 TO CONSIDER PLANNING APPLICATIONS AND RECEIVE PLANNING DECISIONS

NEW

P/2022/01464 - Hanging Wicket Farm Scounslow Green Road Scounslow Green Staffordshire ST14 8RD - Formation of Pond including ground source heat pump and septic tank. No comment to be added

P/2023/00581 - Lower Loxley Farm Stafford Road Lower Loxley Staffordshire ST14 8RU - Erection of a building for high welfare cow housing (Phase 1 of 4). – comments by 23.06.2023

P/2023/00583 - Lower Loxley Farm Stafford Road Lower Loxley Staffordshire ST14 8RU - Erection of a building for high welfare cow housing (Phase 2 of 4). – comments by 23.06.2023

P/2023/00584 - Lower Loxley Farm Stafford Road Lower Loxley Staffordshire ST14 8RU - Erection of a building for high welfare cow housing (Phase 3 of 4). – comments by 23.06.2023

P/2023/00635 - Lower Loxley Farm Stafford Road Lower Loxley Staffordshire ST14 8RU - Erection of a building for high welfare cow housing (Phase 4 of 4). – comments 30.06.2023 – No comment to be added to all 4 of the above.

DECISIONS

P/2022/01044 - Former Stables Dagdale Lane Bramshall Uttoxeter ST14 5BJ - Retention of revised scheme for conversion and alterations of existing stables to form single dwelling including solar panels, amended drainage scheme and associated ground works along with the retention of new access gates, lighting and security camera installations, heat pump and garden shed/log store - PERMITS

23.06.0012 TO RECEIVE ORAL REPORT FROM BOROUGH/COUNTY COUNCILLOR

Cllr Whittaker addressed the meeting and stated that he appreciated Mr Ollerenshaw service over the years and confirmed he had gone above and beyond for residents.

Cllr Whittaker updated the Council that the new administration at ESBC is still settling in, all committees have been formed and he will continue to be on Planning and License committees. The Council congratulated Cllr Whittaker on his appointment to ESBC.

Cllr Atkins addressed the meeting and congratulated Mr Ollerenshaw on his 17 years of service to the Parish, highlighting the creation of the footpath 87 from Spath to Uttoxeter. Cllr Atkins congratulated Cllr Whittaker on his election as independent on ESBC.

Cllr Atkins updated the meeting on C3 pot hole repairs that will take place in the near future and confirmed the JCB roundabout repairs will take place in August.

Cllr Atkins confirmed the Community Health and Well Being project continues and the Council will have received an update from Victoria Wilson, Cabinet Member for Communities and Culture, SCC.

Cllr Atkins confirmed that the Quarry stone moving planning has confirmed lorries will use the A50, A515, A50 to deliver stone and he will continue to monitor the end date of this planning application.

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Cllr Atkins confirmed he will follow up the Council requests for priority signage on Bennetts Lane, Bramshall and ensure the Network Rail report is highlighted to the Highways Team.

Cllr Atkins confirmed the Rights of Way team are dealing with the Footpath 87 hedge issue and advised the Council that residents can become involved in volunteer work with the Rights of Way Team via the Community Paths Initiative and encourage residents to investigate the scheme as funding available -

<https://www.staffordshire.gov.uk/environment/RightsofWay/Community-paths-initiative-fund.aspx>

23.06.0013 FINANCE – TO CONSIDER & APPROVE PAYMENTS OF LIST BELOW AND RECEIVE FINANCE UPDATES:

All May payments made 17.05.2023

Lloyds Bank mandate – retired Councillors signature removal – completed 30.05.2023 – Ref CB-1340351

Tesco mobile contract set up by Clerk, using personal bank details – contract is £9 per month, not £7.50, as this contract increasing shortly, but £9 is fixed for 2 yrs. Chairman advised.

Lloyds Bank mandate – mobile phone contract monthly refund payment to Clerk.

RESOLVED and signed

Lloyds Bank Mandate – clerk pay scale adjustment starting July 2023- March 2024 – RESOLVED and signed.

Lloyds Bank Mandate – SCC Pension increase – RESOLVED and signed.

Cheque Number	Details	Amount
28/so	Council Administration	£537.76
29/so	SCC Pension	£171.29
30/dd	Pennon Water	£5
31/563	Mobile phone contract – first month payment – refund Clerk	£9
32/564	Clerk Expenses – includes stationary	£83.76
33/565	Toplis Associates Ltd - Audit invoice	£227.52 (inc £37.92)
34/566	Council Administration – pay scale rise, cheque for back pay April to June 2023	£31.57
35/DC	Retiring Councillor gift – paid by URPC Debit Card	£100
36/DC	Frame for Freedom of Parish Certificate paid by URPC Debit Card	£10
37/567	Uttoxeter Rural PC – Bond for Plot 4b to Leek BS	£9.70
INVOICES RECEIVED AFTER AGENDA ISSUED		

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38/568	Doveridge Landscapes – Stramshall Church Yard cuts x 2	£270
39/569	Doveridge Landscapes – Wildflower Border, Stramshall	£225
40/570	DSK Engineering – Monthly Play Inspections x 3	£120 (inc £20 VAT)
41/571	Wilfred House – June Meeting room rent	£35
RECEIVED		
4	Plot 4 b – Rent and Bond	£19.40
5	SCC refund for Community Speed Watch Sign installation	£689.50
BANK ACCOUNTS		
Leek BS	20.03.2023	£13,044.11
Lloyds	02.06.2023	£25,178.92

23.06.0014 CORRESPONDENCE

Stramshall Playing Fields - Resident left a voice mail message but no name on the Council mobile expressing dissatisfaction regarding the playing fields not being cut in May. No name left.

Stramshall Village Green – resident emailed to say that the grass needs to be cut.
30.05.2023

Stramshall Playing Fields and Village Green – resident emailed with regards to the long grass on both playing fields and village green. 02.06.2023

Stramshall Playing Fields and Play area – a resident sent the following comments:
Please will you pass the following comment on to the Council at the next meeting. I have seen comments online concerning the Stramshall playing field not being mown during May and have seen myself that it is still not mown as of today. Whilst I can support "No mow May" in principle I believe that not mowing the Childrens' play area (inside the metal fence with a pathway from the gate) and not mowing the playing surface of the football pitch is not a good idea as it makes these village resources unusable at a time when people should be outside enjoying the fresh air. Perhaps next year these two areas can be mown so they can be used. I assume that mowing will take place very soon.

06.06.2023

Parish Clerk updated meeting about the above correspondence the Council is part of the No Mow May scheme, to improve biodiversity and protect our environment for wildlife. This is run nationally and supported by SCC locally. The Council tender document for grass cutting specified this requirement to contractors. The tender document was ratified in 5th July 2022 meeting.

Council discussed the comments by residents and RESOLVED to remove the No Mow May element of the grass cutting contract for the Playing Fields and Play Area for next year. Clerk to inform contractor of change.

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URPC 55 Footpath – reply from Croxden Parish Council. Thank you for your enquiry regarding the stile repairs needed at the junction of Croxden 36/URPC 55 Footpath. The Councillors reviewed the footpath map at their meeting held on Wednesday 17th May 2023 and confirmed that the stile is within URPC parish and therefore are unable to help towards the cost of repair.

Transforming the Trent Valley Landscape Partnership Scheme – 6th September are holding an evening of celebration at the National Memorial Arboretum.

<https://www.thetrentvalley.org.uk/>

Footpath 87 – overgrown hedge (Spath layby) – resident replied to Council regarding the reporting to Rights of Way – “Thank you, and please convey my gratitude to the council members as well.”

Road Closure – Iron Man - between the hours of 04:00 and 20:00 on Friday 9th June 2023 to Monday 11th June 2023 – details on website.

Severn Trent Community Fund meeting – invite to Chairman/Vice Chairman and Clerk - Monday 26th June 2023.

Data Protection Service for The Data Protection Act 2018 / GDPR – SCC service for Councils – Councillors sent details - dpo@staffordshire.gov.uk

Appraisal training for councillors – SPCA email offering this training – RESOLVED for Cllr Sargeant to attend.

Health and Wellbeing initiatives – SPCA officer appointed.

Rights of Way – Volunteers needed– Staffordshire County Council is always looking for individuals, groups and organisations who want to help protect and maintain the rights of way network. For further information about the volunteering opportunities available, please visit: <https://www.staffordshire.gov.uk/community/Volunteer/Rural-Access.aspx>

Hawthorn Trees, Stramshall High Street – a resident sent the following: I have noticed that the two red Hawthorn trees outside the allotments have been significantly reduced in height. Do you know the reason for this and if not can find out for me please?

06.06.2023. Council discussed the issue and confirmed the previous hedge cutting at the Allotments cut out the growing tip of the trees, so will not get any taller, but a resident does keep the existing shape and as a result of the residents work the trees are flowering currently. Council noted a thank you to the resident for shaping the trees.

Abbots Bromley Neighbourhood Plan - Abbots Bromley Neighbourhood Plan passed referendum with a majority Yes vote on the 4th of May 2023. East Staffordshire Borough council Made (adopted) the plan on the 2nd of June 2023. Planning decisions in the Parish will now need to be made in accordance with both the Adopted East Staffordshire Local Plan and the Neighbourhood Plan, unless material considerations indicate otherwise. Further information on the neighbourhood planning process and to view the ‘MADE’ Neighbourhood Plan please visit:

<http://www.eaststaffsbc.gov.uk/planning/planning-policy/neighbourhood-plans/abbots-bromley> The Abbots Bromley Neighbourhood Plan is subject to a 6 week period from the date the Plan was made where applications can be made to the High Court to challenge this decision.

Health and Wellbeing Development with Town and Parish Councils – Letter from Victoria Wilson, Cabinet Member for Communities and Culture, SCC.

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23.06.0015 CLERK UPDATE

Councillors Register of Interests to ESBC and on website – 19.05.2023

URPC Policies 2023 – all on the website – 19.05.2023

Stramshall Play Inspection Report – received 19.05.2023

Good Councillor Guide – distributed to Councillors.

Open Gardens – Stramshall Allotments – Clerk confirmed to council that insurance covers this event in July. Council discussed having a table to publicise Council work and RESOLVED not to take part.

Footpath Stile Repairs report provided to Lengthsman requesting a quote for Council to consider – 23.05.2023

Councillor Co-option – 2 enquiries received, no applications.

Allotment Report – sent to Clerk.

A plot holder has asked me to request that a notice go onto the gate requesting that it be closed. The notice previously put on the gate has worn off, happy to re-write unless a better solution can be found. No further issues have been raised to me at this time. All plots are being maintained to a high standard. We have two people on the waiting list. RESOLVED for Fay to write notice.

Questionnaire – Results will be report in July Meeting.

Flooding – Stramshall High Street – Lamp Post M23 – Clerk wrote to E-on requesting removal of lamp post and received the following response: - the new street lighting columns were installed in 2007 as a direct replacement for the previous concrete lighting columns that had been in that location for many years prior to our work. The lighting columns were replaced on a one for one basis with the new column going back into the hole the old column had been removed from. Your first concern regarding flooding was raised in 2022, some 15 years after our works were completed. Lighting column M23 will not be removed as it forms part of an approved lighting design for that particular road. Both columns M22 & M23 are installed in the grass verge with the hedgerow. The waste water drains are in the middle of the road and if the flooding is a persistent issue, then perhaps the solution would be to apply to Staffs CC to install another road drain to alleviate the problem.

Council discussed the response and RESOLVED to have a site visit with the landowner to find a solution, as SCC investigation of the flooding had already taken place.

Footpath 87 – Spath to McDonald – Clerk reported overgrown hedge to Rights of Way Team - Your web reference number is: 230556768

Footpath 42b - Stramshall – mud and water collecting at stile – reported to Rights of Way Team - Your web reference number is: 230585742. Reply from Rights of Way Team

- Your enquiry has been assessed as: C3. Problem will be addressed as and when resources allow or by appropriately trained volunteers. This assessment aligns with the rights of way service standards, which can be viewed at: Rights of way charter - Staffordshire County Council. The standards are dependent on many factors, including available manpower and budget, weather and ground conditions, accessibility to the site, and environmental issues.

Clerk overtime in May – 16hrs – Clerk requested time off in lieu. UNRESOLVED. This item will be referred to a Staffing Committee meeting.

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ESBC Councillor nomination submissions procedure – email sent to Election Team to highlight difficulties when submitting papers and requested better signage on the Town Hall and a location map in future. ESBC responded: We will ensure that there is sufficient signage for future Elections, so candidates know where they need to go when handing in nomination papers. We will also include clear instructions in our Parish Clerk briefings, so that this can be passed onto candidates. Thank you for bringing this to ESBC attention.

Multi Play – Stramshall Playing Fields – DSK Engineering highlighted some minor fixing that need replacing. Clerk advised that Council contract allows for £100 to be spent on fixing without a vote, over £100 must be brought to Council. Clerk asked DSK Engineering to carry out works up to £100– 06.06.2023

23.06.0016 COUNCILLORS REPORTS (information only)

Cllr Dobson – On the JCB roundabout, a low fence is in need of repair, but ownership unclear. Clerk to report back to July Meeting.

Cllr Dobson – Report of a dog incident in Stramshall with regards to a Bull, herd of Cows and Calf in field. Clerk to upload NFU Guidance onto website.

Cllr Pattinson-Evans – Speed Indicator Sign data for Bramshall – offered to download it for Council.

Cllr Crosby – reported that Speed Indicator sign by Allotments, Stramshall is currently not working – Clerk to gain a quote for a site visit by Morelock to be considered in July Meeting.

DATE AND TIME OF THE NEXT MEETING:

The date of the next meeting was set for Tuesday, 4th July 2023 at 7.30pm at Wilfred House, 37 Carter Street, Uttoxeter, ST14 8EY. The meeting was formally closed at 20.48.

.....CHAIRMAN