

DRAFT Minutes of a meeting held on Thursday 13th January 2022, at the Admaston Village Hall, School Lane, Admaston WS15 3NH. The meeting commenced at 7pm.

Sent to: Cllr P Atkins, Cllr S Hulme, Cllr A Vernon, Cllr P Massey, Cllr K Massey, Mr Reeves, Mr and Mrs James, Mr Riley, Cllr Philip Atkins (County Councillor) and the Clerk

22.01.001 APOLOGIES AND APPROVAL OF ABSENCES – None Received.

22.01.002 TO RECEIVE DECLARATIONS OF INTERESTS AND TO CONSIDER REQUESTS FOR DISPENSATIONS. – Cllr K Massey - declared an interest for Planning item: P/2021/01474 - Bagot Lodge.

22.01.003 TO RESOLVE THE MINUTES OF THE PARISH MEETING HELD ON 4TH November 2021 ARE A CORRECT RECORD - RESOLVED

22.01.004 PUBLIC PARTICIPATION - 15 MINS

Received an email from Resident:

The junction of Newton Hurst lane and Booth lane is a concern as the white lines on road that indicate T junction and stop are almost invisible. This is creating a danger.

Councillor RESOLVED to report to Highways.

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

BEACON FOR QUEENS JUBLIEE – UPDATE ON PLANS

The details of the Parish Council event has been registered with Bruno Peek, LVO OBE OPR, Pageantmaster. brunopeek@mac.com 30.12.2021

Cllr Vernon has created a beacon for the event.

A Hog Roast will be offered to residents on 2nd June 2022, with a charge to ensure it is self-supporting. Drinks will be on a Bring your own basis.

A marquee will be provided. Entertainment will be decided in March meeting.

Committee for the event will be formed, coordinated by Cllr P Massey.

£5 commemorative coins will be provided to the under 18's within Parish. A total of 35 coins will be ordered from Lloyds Bank by Clerk. Mr James will provide mounts for the coins.

Trees for the Parish – Clerk to ask ESBC if they will provide 3 trees to the Parish – location to be decided in March/May Meeting.

HIGHWAYS – UPDATE ON REPORTED ISSUES

HIGHWAYS

Lea Lane –flooding on road by pond – SCC and Clerk carried out a site visit. SCC have made a priority request for the jetting machine. Lea Lane – by White Cottage – SCC and Clerk carried out a site visit, unable to establish location of the pipe. SCC will continue to investigate, but advise that ditch is cleared within field opposite White Cottage. 09.12.2021

Lea Lane – by East Lea cottage – SCC and Clerk carried out a site visit, the pipe under the road will be jetted to allow water to flow from the brook in field. SCC ask Parish for the ditch on left of East Lea Cottage to be cleared. 09.12.2021

Lea Lane/Rugeley Road - Road signs blocked by overgrown trees – 09.12.2021 hedges cut.

Discussion took place regarding site visit and RESOLVED to request a further site visit with SCC/Cllr Vernon/Mr and Mrs James.

TRAFFIC SPEED COUNT – SCC are carrying out two traffic speed counts:

First one between 20.10.2021 to 08.11.2021–Uttoxeter Road, Admaston (by sewage works)

The speed figures are:

Headline figures

1. Average (mean) speed northbound - 42 mph
2. Average (mean) speed southbound - 47 mph
3. 85th percentile speed northbound - 49 mph
4. 85th percentile speed southbound - 54 mph

The second one between 19.11.2021 to 01.12.2021 on B5013 Uttoxeter Road, Admaston (on Causeway). The Speed Figures are:

Headline figures

1. Average (mean) speed northbound - 44 mph
2. Average (mean) speed southbound - 39 mph
3. 85th percentile speed northbound - 53 mph
4. 85th percentile speed southbound - 46 mph

Councillors discussed the speed figures provided by SCC and RESOLVED to request a further Traffic Speed Count in the summer from SCC.

POT HOLES - Councillors discussed reporting pot holes – the How to Guide is now on the website and residents encouraged to report pot holes to SCC directly. Clerk to report pot hole that is 2ft long between Dapple Heath and Newton (nearest postcode WS15 3PF)

ESTATE AGENT BOARDS - Councillors discussed Estate Agents board on the junction of Lea Lane/Rugeley Road (B5013)- Clerk to write to Estate Agent to advise boards are blocking the directional road signs.

22.01.006 WEBSITE UPDATE – QUOTE TO CREATE A PLANNING APPLICATION SECTION – CONSIDER AND APPROVE

The Website Provider - Eric Roy - provided an proposal and cost to include Planning Applications onto the Council website - Cost - £150.

RESOLVED by unanimous vote to accept the quote.

Once work completed, Clerk to include Planning Applications on the website.

22.01.007 PARISH COUNCIL POLICY UPDATES - CONSIDER AND APPROVE

1) Standing Orders 2022

2) Financial Regulations 2022

RESOLVED by unanimous vote to adopt both policies.

Clerk to provide Councillors both the Business Risk Policy and Document Retention Policy for consideration in March meeting.

22.01.008 TO CONSIDER PLANNING APPLICATIONS AND RECEIVE PLANNING DECISIONS:

Staffordshire County Council Notification of Uttoxeter Quarry Planning,
northern extension to the quarry. SCC/21/0025/FULL-ES -

<https://planning.agileapplications.co.uk/staffordshire/application-details/28360>

NEW:

P/2021/01513 - Blithfield House School Lane Admaston Staffordshire WS15 3NH - Erection of a single storey side extension to form orangery and formation of a lantern roof over courtyard – No comments received.

P/2021/01514 - Blithfield House School Lane Admaston Staffordshire WS15 3NH - Listed Building Consent for the erection of a single storey side extension to form orangery and formation of a lantern roof over courtyard with associated internal and external alterations to include new courtyard floor, removal of courtyard stub wall, alterations to the well, new gated access into the courtyard and brick up existing door to the wc and create a new door – No comments received.

P/2021/01474 - Bagot Lodge Blithfield Hall Drive Blithfield Hall Admaston WS15 3NL - Erection of a car port canopy – no comments received.

P/2021/01570 - The Farmhouse Stansley Wood Court Newton Hurst Lane Dapple Heath Nr Abbots Bromley Staffordshire WS15 3PH - Erection of a detached garden store with lean-to log store – Councillors RESOLVED to add No Comment.

P/2021/01293 - Blithfield Education Centre Newton Hurst Lane Dapple Heath WS15 3PH - Conversion and alterations of former education centre to form 5 no. dwelling houses with associated works – Councillors RESOLVED to add No comment.

DECISIONS:

P/2021/01047 - The Hunting Box, Steenwood Lane, Admaston, WS15 3NG - Subdivision of existing residential dwelling to form additional dwelling including formation of new access – PERMITS

P/2021/01192 - Blithfield Park Farm Lea Lane Admaston Rugeley WS15 3NL - Erection of a first floor front extension, front dormer window, removal of chimney on side elevation and alterations to fenestration, erection of a veranda on the rear elevation, addition of cladding and painting of brickwork - PERMITS

22.01.009 TO RECEIVE ORAL REPORT FROM BOROUGH/COUNTY COUNCILLOR – Cllr Philip

Atkins updated the meeting with the following information:

Covid updates will continue to be provided to Parish Councils. New SCC Corporate Plan will be finalised this year. Guidance on two fuel sources for Country living has been published.

Rural Transport will be investigated to ensure under 18's can continue to travel to education. The requested second Speed Survey on Causeway will be considered within the next year budget. Road closures continue to be an issue, due to new Government Guidelines on safety on the Highways, which requires full road closure when works being carried out. The new Ward Boundaries will come into effect after the Election in May 2023, the Parish Council will be appointed 3 Ward Councillors from ESBC.

The North Midlands Manufacturing Corridor Committee will monitor traffic on A50/A500 (McDonalds roundabout) <https://www.midlandsconnect.uk/media/1738/strategy-refresh-summary-document-final.pdf>

22.01.0010 FINANCE – TO CONSIDER & AUTHORISE PAYMENTS OF LIST BELOW AND RECEIVE FINANCE UPDATES.

Finance Updates:

Councillors discussed the need for an Internal Auditor. Councillors RESOLVED to appoint Mr A Jepson to carry out 2021-2022 Internal Audit.

Councillors discussed the need for an Internal Audit Trail to be carried out 3 times per year by a Councillors – Councillors RESOLVED to appoint Cllr A Vernon to the role.

Pension Regulator – provided Letter code and Declaration deadline – 28.02.2022.

ICO Registration (Data Protection) – registered completed.

Lloyds Bank – address changed, paperwork for removal of signatures to be signed at meeting. RESOLVED.

ESBC Precept request for £4,712 made on 06.12.2021.

Budget for 2022-2023 on website.

VAT 2020 Refund – submitted 13.12.2021 for £85.65.

Village Hall account closed 31.01.2021 – the £284.68 funds to be donated to Village Hall Committee.

P11D Form to be submitted to HMRC.

LENGTHSMAN – Councillors will review the contracted hours in March Meeting.

Bank Reconciliation provided to all Councillors.

Councillors RESOLVED to make the following payments:

Ref/Cheque	Item	Amount
17/DD	ICO Annual Fee – via Direct Debit	£35
18/SO	Council Administration - December	£199.85
19/519	Bullguard Anti-Virus software. Refund Clerk	£19.50
20/SO	Council Administration – January	£199.85
21/520	Brightpay Software – Refund Clerk	£58.80
RECEIVED AFTER AGENDA ISSUED		
22/521	Admaston Village Hall – Donation	£284.68
23/522	Chairman fund payment	£30
24/523	Mr Riley – Noticeboard Repairs/Wood/Back Boards	£121
RECEIVED		
09	Lloyds Interest	£0.02
10	VAT Refund 2020-2021	£85.65
LLOYDS BANK BALANCES		
Account 054	30.12.2021	£7,804.68
Account 575	21.12.2021	£2,499.26
Account 282 – Village Hall	Closed on 21.12.2021	£284.68

22.01.0011 CORRESPONDENCE

Environment Agency – Flooding at Blithbury Road, Colton – email regarding landowners in Blithfield and grants for tree planting along the Moreton Brook, requesting local information regarding landowners.

Covid – 19 - Omicron variant – new guidance – on website 02.12.2021

Blithfield PCC cancel the traditional Christmas Eve Carol Service

Road Closure notifications - Staffordshire County Council - One.Network

<https://one.network> – request completed to opt in for notifications re: Temporary Road Closures for activities in the Highway, such as Utility works and Events within Parish – 02.12.2021.

Consultation on Removal of Permitted Development Rights from C3 (Dwelling House) to C4 (Small House of Multiple Occupation) in Burton on Trent – comments by 17th January
SPCA Training Courses details sent to Councillors – 09.12.2021

Severn Trent Community Grants - Organisations can find out more and register their interest on our website at www.stwater.co.uk/community-fund-care-for-nature

Police – new Chief Constable of Police –Chris Noble - letter to residents, on website.

Remote council meetings – template letter for MP support provided by NALC.

Juno aircraft from No.1 Flying Training School, based at RAF Shawbury confirmed training.

S.137 of the Local Government Act 1972 – General Power of Competence – Legal Guidelines (SPCA Bulletin 09.12.2021)

Gambling policy review 2022-2025 – ESBC consultation process will take place for 28 days from 16 December 2021, and will close on 12 January 2022. comments in writing to the Licensing Team, East Staffordshire Borough Council, Town Hall, Burton on Trent, Staffordshire DE14 2EB, by email to: licensing@eaststaffsbc.gov.uk Draft Policy available on ESBC website at www.eaststaffsbc.gov.uk

The Boundary Commission for England (BCE) has recently published an easy read version of their Guide to the 2023 Review.

Civility and Respect Poster from NALC – SPCA Bulletin 23.12.2021

Police Newsletter received on website 30.12.2021

Reservoir Anti-Social Behaviour - Police advised they are using Section 59 warning on drivers around Reservoir. The Section 59 the Road Traffic Act, power to seize and destroy the vehicle should it cause further issues within 12 months. The notice applies to both the vehicle and the driver. Should the vehicle be driven by another person in the same manner, it can be destroyed. If the driver uses multiple cars, multiple cars can be seize under the power.

Document Retention Policy – SPCA Bulletin 30.12.2021.

Temporary Vacant Seat Scheme – letter from Jonathan Price SCC Cabinet Member for Education (and SEND) – advising scheme ending

Police & Crime Plan, and Fire & Rescue Plan - Find out more about our plans for the next 3 years: <https://staffordshire-pfcc.gov.uk/>

Remote Meetings - ADSO (the Association of Democratic Services Officers) and LLG (Lawyers in Local Government) launched a petition via Change.org to “call on the government to create Parliamentary time to agree a change in the law to allow councils in

England to meet remotely if they wish". A full copy of the petition can be accessed at <https://t.co/GuNvhl42Ve>

Cold Weather Plan - The UKHSA has supplemented the Cold Weather Plan for England with useful resources and advice on the concurrent risks of cold weather and COVID-19 and Keep Warm Keep Well guidance. Announcement: <https://www.gov.uk/government/news/cold-weather-alert-issued-by-ukhsa>

Guidance: <https://www.gov.uk/government/publications/keep-warm-keep-well-leaflet-gives-advice-on-staying-healthy-in-cold-weather>

Cold weather plan: <https://www.gov.uk/government/collections/cold-weather-plan-for-england>

Covid update - Guidance for councils and LRFs during the coronavirus outbreak: <https://www.gov.uk/guidance/coronavirus-covid-19-guidance-for-local-government> Latest information on coronavirus: <https://www.gov.uk/coronavirus>

EnviroGrant 2022 can be applied for by visiting - <https://bit.ly/3zyLwh5>

22.01.0012 CLERK REPORT

Bullguard computer anti-virus installed 11.11.2021

Greg Hall – ESBC Ward Councillor – sent email of introduction, received a reply welcoming Clerk to the role.

Parish Tour took place on 10th January 2022

Council Insurance – Reference LCO 00792– Clerk provided new details to BHIB Insurance.

Cllr Hall and Cllr Atkins – sent Agendas for meeting – 06.01.2022

Printer issues – Clerk to obtain quote for consideration in March Meeting.

22.01.0013 COUNCILLORS REPORTS (information only)

Cllr Atkins requested the paperwork for the Working Group set up with Neighbouring Councils from Clerk.

Blithfield Broadband – update received on Phase 1, inspection boxes now installed. Phase 2 vouchers need to be forthcoming from Residents.

Cllr Vernon advised that the Council Budget figure of £6 per year for Defib Electricity is insufficient, Councillors advised that £25 per year is required. Councillors confirmed a vote would take place in March Meeting to amend Budget.

Cllr P Massey will hold a Jubilee Committee meeting in February 2022 and then monthly until event.

Councillors requested a Thank You letter be sent to ESBC for the Waste Collection Service that has been provided to the Parish.

Councillors requested a Thank You letter be sent to Mr Riley for the Noticeboard repairs that have been carried out.

DATE OF NEXT MEETING:

The Next Parish Council meeting will be held on Thursday 3rd March 2022 at 7pm. The meeting was formally closed at 20.20

Signed.....