

# DRAYCOTT IN THE CLAY PARISH COUNCIL

## Minutes of Parish Council Meeting held on 14 May 2015

Apologies: No apologies for absence

Present: Chairman Cllr Ken Rudman  
Vice Chairman Cllr Mark Flavell  
Cllrs Sue Fulford, Barbara Marshall and Arthur Renshaw  
Parish Clerk Mrs Rita Hill  
PC Josie Shepherd (part)  
1 Member of the Public

### Election of Chairman and Vice Chairman for 2015 / 2016

Cllr Ken Rudman offered to stand for another year as Chairman. Proposed Cllr Sue Fulford. Seconded by Cllr Barbara Marshall. All in favour. Cllr Mark Flavell offered to stand for another year as Vice Chairman. Proposed by Chairman. Seconded by Cllr Barbara Marshall. All in favour.

### Register of Members' Interests Forms

All Cllrs completed their forms and handed them to the Parish Clerk to forward to ESBC. **Action – Parish Clerk.**

### Declaration of Interests

There were no declarations of interest.

### Policies, Procedures and other related documents

Vice Chairman to forward three more revised policies to Cllrs to review at the next meeting - Code of Practice for Handling Complaints, Risk Assessment and the Publication Scheme. **Action – Vice Chairman and Cllrs.** Parish Clerk to send to Vice Chairman a copy of the Code of Conduct. **Action – Parish Clerk.**

Minutes of the April Parish Council meeting were agreed as read. Proposed by Cllr Barbara Marshall. Seconded by Cllr Sue Fulford. All in favour.

Minutes of the Extraordinary Parish Council meeting held on 16 April 2015 were agreed as read. Proposed by Vice Chairman. Seconded by Cllr Arthur Renshaw. All in favour.

### Matters Arising

**Issues with Mr Andrew Griffiths MP. The Green, Pipehay Lane.** Mr Andrew Griffiths MP to be re-contacted for an update. **Action – Parish Clerk.**

**Kuehne & Nagel Site.** Mr Charles Robinson, Parkwood Consultancy has advised that the site contract has not been signed for another 5 years, so the current tenant will be leaving in 2016.

### **Accounts for Payment**

Receipt:

HMRC, VAT repayment 2014 / 2015	£760.79
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Expenditure:

Mrs R Hill, Parish Clerk salary May 2015 and expenses	£398.94
Staffordshire Pension Fund, re Mrs R Hill's pension (May payment)	£121.36
Bloomin' Gardens & Landscapes Ltd, Grass mowing invoice no. 637940	£325.50

All of the above accounts were proposed for payment by Cllr Barbara Marshall and seconded by Cllr Sue Fulford. All in favour. **Action - Parish Clerk to action the payments.**

Chairman distributed the current receipts / payments accounts for 2015 / 2016.

Chairman asked the Parish Clerk to leave the meeting room.

Chairman raised with Cllrs that the Parish Clerk had created the Parish Council a website and wished Cllrs to consider reimbursement for this work. Discussions took place. Cllrs agreed to £200.00. Proposed and seconded by all Cllrs.

Parish Clerk returned to the meeting room.

Chairman asked the Parish Clerk to submit an invoice at the next meeting and also asked her to monitor the number of hours spent on the website.

### **Submission of the Annual Return for the year ended 31 March 2015**

Chairman reported that the Annual Return had been to the internal auditor Mr John Wood, who had completed his assessment and found everything to be satisfactory. Cllrs received all the financial figures to study prior to the meeting. Chairman went through the annual governance statement and Cllrs agreed 'yes' to each one. Chairman proposed that the figures were signed off at the meeting. Chairman thanked the Parish Clerk for her hard work in completing the accounts.

Approval of the **accounts year ended March 2015**, **Statement of Accounts** and **Annual Governance Statement** were proposed by Vice Chairman and seconded by Cllr Barbara Marshall. All in favour.

Chairman and Parish Clerk completed / signed the Annual Return.

**Action - Parish Clerk to display the Notice of Appointment of Date for the Exercise of Electors' Rights and to send off the Annual Return plus relevant**

**documents to the Audit Commission for the revised calling date of 29 June 2015.**

Cllrs agreed to purchase a small gift of appreciation for Mr John Wood. Proposed by Chairman. Seconded by Vice Chairman. All in favour. **Action – Parish Clerk.**

### **General Correspondence**

PC Josie Shepherd entered the meeting room.

**Prison liaison meeting.** The next meeting has been confirmed for Tuesday 2 June at 6.00pm at Dovegate. Cllr Barbara Marshall offered to attend. **Action – Parish Clerk to advise HMP Dovegate.** Vice Chairman raised that a Member of the Public had raised about the prison's duty of care when prisoners were released. Matter to be raised at the liaison meeting. **Action – Cllr Barbara Marshall.**

**Police issues.** PC Josie Shepherd gave a Police update.

Discussion took place about the new GATSO installed on Draycott Cliff. **Action - PC Josie Shepherd to find out whether it was a digital or an ANPR.**

PC Josie Shepherd was advised that the Community Speed Watch scheme was up and running. The CSW group has asked for Police assistance in getting other locations considered and approved as they have not received a response from Mr Ian Shaw. Details to be sent to PC Josie Shepherd to investigate further. **Action - PC Josie Shepherd.**

PC Josie Shepherd gave an update on the last Police Surgery. It was suggested that The Swan may be another possible venue to hold a Surgery.

PC Josie Shepherd was advised of people playing football in the highway and on private property. **Action - PC Josie Shepherd to keep the Parish Council informed.**

PC Josie Shepherd left the meeting room.

**Transparency Code for Smaller Authorities.** The Parish Council website is now live: [www.draycottintheclayparishcouncil.btck.co.uk](http://www.draycottintheclayparishcouncil.btck.co.uk). Cllrs provided their electronic signatures to the Parish Clerk.

**ESBC re Notice of Uncontested Election.** Cllrs to ask around and details to be placed in the Newsletter. **Action – Cllrs.**

**SCC re Permanent closure of Uttoxeter's household waste recycling centre, 7 June 2015.** Cllrs recorded their disappointment and were concerned about the possible increase in fly tipping and requested that SCC reconsider closure. **Action – Parish Clerk.**

**Friends of the Staffordshire and Stoke on Trent Archive Service re Staffordshire Tithe Map Digitisation Project.** Details to be sent to Cllrs for a decision at the next meeting. **Action – Parish Clerk and Cllrs.**

**Zurich Municipal re Renewal of Local Council Policy.** Parish Clerk to find out the maximum number of volunteers allowed on the policy. **Action – Parish Clerk.**

**Community Speed Watch re insurance.** Cllrs asked the Parish Clerk to investigate. **Action – Parish Clerk.**

### **Planning Applications and Related Matters**

**P/2015/00405: Construction of a Solar Farm with ancillary development, including solar panels and frames, inverter cabin, comms building, substation, switchgear enclosure, CCTV columns and perimeter fencing. Land North of Moreton Lane, Draycott in the Clay.** Having received no representations from parishioners, it was agreed that the Parish Council has no comment to make on this application. **Action – Parish Clerk.**

**Parkwood Consultancy Services re Outline planning application (P/2015/00220) at K & N Logistics, Stubby Lane, Draycott in the Clay.** Letter received from Parkwood Consultancy. Cllrs expressed concerns about clarity of what was now being said when compared to the conversations held during the public consultation evening. Cllrs agreed to reply. **Action – Parish Clerk.** Updated Utilities Assessment document received. **Action – Parish Clerk.**

**Marchington Parish Council re Outline planning application (P/2015/00220) at K & N Logistics, Stubby Lane, Draycott in the Clay.** Vice Chairman had replied.

**SCC re New role for the County Council in the Planning Process relating to Sustainable Drainage provision.** Noted.

**ESBC re East Staffordshire Local Plan Examination – Hearing session agendas.** Noted.

### **Circulars Received**

Office of the Police and Crime Commissioner re ‘An invitation to get involved in fighting crime in your area’. Noted.

Office of the Police and Crime Commissioner re Community funding / Reinvigorated Neighbourhood Watch / Return of SPACE. Noted. Posters handed out for display in the noticeboards.

SCC re The Casserole Club. Noted.

SLCC re The Clerk magazine. Noted.

NALC re LCR. Noted.

### **Highway / Traffic Matters**

**GATSOs.** Discussed earlier with PC Josie Shepherd.

**Community Speed Watch (CSW) scheme.** Cllrs were advised that the CSW group was underway.

**Road Safety Partnership.** Mr Graham Hunt has advised that “for the time being the County Council was not in a position to supply the SID data. Hopefully, when a permanent replacement for Richard Rhea has been appointed we will resume

supplying the data. Unfortunately I have not been given a date when this will happen.” **Action – Parish Clerk to make a diary note for September 2015.**

**Reinstatement of green footpath in Stubby Lane.** The NH Team had not visited the village as of the meeting.

**A519 and A515 average speed designs.** Two further responses had been received from Mr Graham Hunt. Cllrs agreed to send the Parish Council’s highway logs to him and invite him to the July Parish Council meeting. **Action – Parish Clerk.**

**Pothole (4007982) near to Aston Bridge on A515.** Highways have been advised again.

**Mr Andy Mason, Senior Project Manager re A50 Improvements – Diversionary route.** As a response has not been received from Mr Andy Mason Cllrs agreed to contact him again for the third time. **Action – Parish Clerk.**

**Gullies (4015394) between Aston Bridge and Moreton Lane roundabout.** Highways closing log call comments were “area needs to be inspected when wet, return visit”.

**Neighbourhood Highway Team programme for 2015 / Highway splay near Woodlands Rise.** List of works was sent.

**Boulder.** Response received from Mrs Sam Griffiths, SCC. Cllrs agreed on a reply. **Action – Parish Clerk.**

**The Ironman UK Team re Advance Notice Ironman Road Closures.** Discussion took place. Cllrs agreed on a reply to find out more details. **Action – Parish Clerk.**

**Proposed A515 Weight Restriction south of Draycott in the Clay.** Cllrs noted comments from a Parishioner and that their comments would be considered at any other discussion that the Parish Council had on the matter.

**Yew Tree Lane re numerous potholes (4015398).** Highways closing log call comment was “works already raised here see pictures taken no upgrades required”. **Action – Parish Clerk to seek further explanation.**

**Forest Road re highway signs facing the wrong way.** Ms Sam Griffiths, SCC has been advised.

**Overgrown hedge over footpath, New Row.** Ms Sam Griffiths, SCC has been advised.

### **Village Facilities, Maintenance and Landscaping**

**Weekly inspection reports.** Inspection reports received. Swing bolts have been tightened up. Cllr Arthur Renshaw advised that some damage had been sustained to a seat on a picnic table. **Action – Chairman to carry out a repair.**

Parish Clerk to contact Mr Nicholas Preston with regard to the playing field inspection rota. **Action – Parish Clerk.**

**Noticeboard.** Cllr Arthur Renshaw reported that the noticeboard was ready for erection. **Action - Chairman and Vice Chairman offered to help Cllr Arthur Renshaw.**

**Bloomin' Gardens & Landscapes Ltd – site meeting.** Bloomin' Gardens has responded saying unsure how to progress with the embankment. Parish Clerk to seek a response to the other issues previously raised. **Action – Parish Clerk.** Chairman advised that he had approached MacGroundworks with regard to a solution for the top of the embankment and waits their reply.

**Repairs to Play Area.** It was understood that the works due to take place week commencing 20 April had not been carried out.

**Gap in fence.** Ditch works have been carried out by The Swan PH alongside the fencing. An excellent job has been carried out. Where there had been a gap in the fence the ground was slippery due to exposed pipework, because of this the gap had been blocked off. However, the rails and post have since been damaged due to people trying to push their way through the temporary closure of the gap. Cllrs agreed for Cllr Arthur Renshaw to arrange for permanent works to be carried out up to a maximum cost of £75.00. Proposed by Vice Chairman. Seconded by Chairman. All in favour. **Action – Cllr Arthur Renshaw.** The reason for the ditch was that the landlord will, in the future, be having sheep. Cllrs raised about the future location of the football pitch. Landlord may consider in the future erecting a kissing gate where the stile was at the moment at the bottom of the field.

**Kissing gate.** Cllr Arthur Renshaw met with Mr Paul Rochfort, SCC ROW today. Mr Paul Rochfort agreed that ROW would relocate the kissing gate to its original location / path line. Cllrs agreed to this. Proposed by Chairman. Seconded by Cllr Sue Fulford. All in favour. Parish Clerk to advise Mr Paul Rochfort of the Parish Council's agreement, plus ask if the hedging that was dug out could be transplanted in the gap created where the kissing gate was relocated from. **Action – Parish Clerk.**

### **Village Hall Update**

**Repair / replace car park lights.** Carried over from March meeting:

Cllr Arthur Renshaw offered to look into this as maybe the bulbs had failed; if so, it was suggested they were replaced with LED low wattage bulbs instead of halogen. **Action – Cllr Arthur Renshaw.**

**Constitution.** Chairman advised Cllrs that he had obtained the documents and reported his findings. Vice Chairman suggested that they be scanned and emailed to Cllrs to comment on for the next meeting. **Action – Parish Clerk and Cllrs.**

**Flooding of Village Hall.** Order placed with Timbuild.

**Access over Village Hall car park.** Letter was sent to Member of the Public and copied to Village Hall Committee.

**Any Other Business**

**Parish Council Newsletter.** Draft Newsletter was approved with the additional of an article relating to the two Parish Council vacancies. Vice Chairman was thanked for compiling the Newsletter. Further to the suggestion made at the last meeting, Vice Chairman advised Cllrs that the village Community Post Office and Shop had provided him with flyers to go with the Newsletter. Chairman to print Newsletter and allocate to Cllrs to distribute round the Parish. **Action – Chairman and Cllrs.**

Chairman advised that Ashes Lane required attention. **Action – Parish Clerk to advise SCC Highways.**

Cllr Barbara Marshall advised that she had emailed the Duchy about large amounts of bottles / rubbish being left in the wood.

Member of the Public raised about the increase in horse manure being deposited on the highway. Cllrs agreed to establish the proper procedures. **Action – Parish Clerk.**

Chairman sent his apologies for the June meeting. Vice Chairman to chair the meeting.

Parish Clerk was asked to write to Mr Nicholas Preston and Mr Robert Hardwick thanking them for their time on the Parish Council. **Action – Parish Clerk.**

**As no other business arose the open meeting closed 9.30 p.m.**

**Date of the next monthly meeting: Thursday 11 June 2015, 7.30 pm, Village Hall.**

**Signed**



**Date 11 June 2015**

**Vice Chairman**

**2015 – Dates of Parish Council meetings:**

**9 July      10 September      8 October      12 November      10 December**

Minutes of the Parish Council meetings can be viewed in the noticeboard located outside the Village Hall.