

# DRAYCOTT IN THE CLAY PARISH COUNCIL

## Minutes of Parish Council Meeting held on 12 May 2016

Apologies: Cllr Sue Fulford

Present: Chairman Cllr Ken Rudman  
Vice Chairman Cllr Mark Flavell  
Cllrs Caroline Hulse, Barbara Marshall, Nigel Powlson and Arthur Renshaw  
Parish Clerk Mrs Rita Hill  
Borough Cllr Stephen Smith, Crown Ward  
Ms Naomi Bloxham, Associate at Savills, Nottingham  
1 Member of the Public

Chairman welcomed to the meeting Ms Naomi Bloxham from Savills. Ms Bloxham said she wanted the opportunity to meet everyone and that she had also visited Hanbury Parish Council a few days ago. Cllr Arthur Renshaw expressed the Parish Council's appreciation regarding the past donations of Christmas trees and hoped this would continue. Ms Bloxham acknowledged this and did not see foresee any reason why this would not continue. Cllr Arthur Renshaw made Ms Bloxham aware that just outside the Village Hall there was an ancient monument well and that water had ceased flowing through the pipework some time ago. He wondered if there was charitable funding which could get the fountain back up and running. Ms Bloxham said that there was a benevolent fund which may be able to help. Cllr Arthur Renshaw said he would be happy to meet someone to discuss the project. Cllrs agreed that this was a good idea to pursue. **Action – Cllr Arthur Renshaw.** Ms Bloxham said that she would quite like to stay to see what was happening within the Parish.

### **Election of Chairman and Vice Chairman for 2016 / 2017**

Chairman asked if anyone wished to put themselves forward as the new Chairman – no one came forward. Cllr Ken Rudman offered to stand for another year as Chairman. Proposed Cllr Arthur Renshaw. Seconded by Cllr Nigel Powlson. All in favour. Cllr Mark Flavell offered to stand again as Vice Chairman. Proposed by Chairman. Seconded by Cllr Barbara Marshall. All in favour.

### **Register of Members' Interests Forms**

All Cllrs, except Cllr Sue Fulford, handed their completed forms to the Parish Clerk. **Action – Cllr Sue Fulford. Parish Clerk to forward details received so far to ESBC.**

### **Policies, Procedures and other related documents**

Cllrs agreed last year to review all documents every two years unless changes were notified. Chairman advised that SPCA had sent through updates to the Model Financial Regulations. **Action – Vice Chairman to review.**

Minutes of the last Parish Council were agreed as read. Proposed by Cllr Barbara Marshall. Seconded by Cllr Arthur Renshaw. All in favour.

### **Declaration of Interests**

The declaration made by Cllr Caroline Hulse at the April 2016 Parish Council meeting was ongoing. Cllrs acknowledged this.

Cllr Arthur Renshaw said that he may have to declare an interest later on in the meeting.

### **Police issues**

The next Community Police Drop-In meeting was on Saturday 14 May between 11.30am and 12Noon at The Stores / Post Office. Details were posted on the Parish Council website.

PC Richard Boulter has a key for the Village Hall - Village Hall Committee has confirmed that they were happy with the arrangements to continue. **Action – Parish Clerk to find out who the latest village Police Officer was.**

Up-to-date Police contact poster for the noticeboards within the village. Awaiting details from PCSO Julia Wells.

Cllrs were advised of some recent break-ins to properties.

### **Matters Arising**

**RBS Bank Mandate.** Cllr Caroline Hulse advised that she had handed her form in to RBS. **Action – Parish Clerk.**

**Mr Andrew Griffiths MP - The Green, Pipehay Lane.** Cllrs commented favourably on the draft letter. Await copy of the response from ESBC. Mr Andrew Griffiths MP has sent his apologies for the extra-ordinary meeting on 26 May, but asked for further dates. Cllrs suggested either the June, July or September Parish Council meetings. **Action – Parish Clerk.** Vice Chairman to enquire with Mr Andrew Griffiths MP if he was still prepared to support the Parish Council with regard to HGV's. **Action – Vice Chairman.**

### **Accounts for Payment**

Mrs R Hill, Parish Clerk salary May 2016 and expenses	£371.97
Staffordshire Pension Fund, re pension (May payment)	£126.12
Bloomin' Gardens & Landscapes Ltd, Grass mowing invoice no. 639940	£179.10
Bloomin' Gardens & Landscapes Ltd, Supply and lay play grade woodchip invoice no. 640011	£426.00
Willshee's Skip Hire Ltd, 2 x wheelie bin – fixed post with locking clamp	£247.20
Willshee's Skip Hire Ltd, Collection of mixed municipal waste (in advance period 01-06-2016 to 31-08-2016)	£ 75.18
Community Council of Staffordshire, Renewal of membership 2016-2017	£ 25.00
Draycott in the Clay Village Hall, 1 <sup>st</sup> precept payment for 2016/17 (Section 133)	£850.00
A Renshaw, Reimbursement of expenses re locks for the new noticeboards at the playing field	£ 17.98

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

Chairman distributed the current receipts / payments accounts for 2016 / 2017.

Parish Clerk was asked to query where the bark had been spread but to send the cheque. **Action – Parish Clerk.**

### **Submission of the Annual Return for the year ended 31 March 2016**

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 Section 1 – Annual Governance Statement 2015/16 and Cllrs agreed 'yes' to each one. Proposed by Cllr Barbara Marshall. Seconded by Cllr Caroline Hulse. All in favour.

Chairman proposed that Section 2 – Accounting Statements 2015/16 were signed off. Cllrs agreed. Proposed by Cllr Barbara Marshall. Seconded by Cllr Arthur Renshaw. All in favour.

Chairman thanked the Parish Clerk for her hard work in completing the accounts.

Approval of the accounts for the year ended March 2016 were proposed by Vice Chairman and seconded by Cllr Barbara Marshall. All in favour.

Chairman and Parish Clerk completed / signed the Annual Return and other financial documents.

***Action - Parish Clerk to display on the noticeboard and publish to the Parish Council website 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 calling date of 24 June 2016.***

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**

**WASP Funding.** Company to be asked when the works would commence. **Action – Parish Clerk.**

**ESBC re PCC Election – Notice of Election 2016 and Notice of Election Addresses.** Noted.

**ESBC re Declaration of Result of Poll re Election of a Police and Crime Commissioner for the Staffordshire Force Area.** Noted.

**Staffordshire Pension Fund re Local Government Pension Scheme Administration – i-Connect.** All Cllrs agreed to implement i-Connect. Parish Clerk advised that she was waiting further information regarding implementation. Proposed by Chairman. Seconded by Cllr Barbara Marshall. All in favour. **Action – Parish Clerk to submit reply form.**

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

**P/2016/00482: Retention of a detached building for use as a store for the existing public house. The Swan, Main Road, 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.**

**Pipehay Farm.** Mr D Ward, ESBC has advised that a planning application was expected to be validated soon.

**P/2016/00208: Partial demolition and alterations of existing single storey building to accommodate the relocation of the HGV pump island, installation of 2 underground diesel storage tanks, a septic tank, a forecourt interceptor and replace and install new foul and storm water drainage. Sudbury Filling Station, Station Road Draycott in the Clay.** A meeting took place on 19 April. Attendees were Mr Alan Harvey (ESBC), Borough Cllr Stephen Smith, Chairman, Cllrs Barbara Marshall and Arthur Renshaw. A response was put to all Cllrs and was subsequently approved by all Cllrs.

Cllr Caroline Hulse declared an interest and took no further part in the discussions or decision on the following item:

**ESBC re Marchington Neighbourhood Development Plan.** Chairman asked for Cllrs comments. Vice Chairman put suggestions forward to Cllrs to consider – relating to the Industrial Estate and the old Barracks site. Cllrs accepted the suggestions. Vice Chairman to complete ESBC's forms and copy to Cllrs for any further comments. ESBC required a response by 20 May 2016. **Action – Vice Chairman.**

**ESBC, brownfield sites.** Response waited from Mrs Anna Miller, ESBC.

**P/2016/00494: Erection of a first floor front and single storey side and rear extensions. Longmynd, Ashes 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.**

**P/2016/00536: Erection of a general purpose agricultural building. The Swan, Main Road, Draycott in the Clay.** Cllrs discussed a number of concerns. Parish Clerk to draft a response and send to Cllrs prior to submission to ESBC. **Action – Parish Clerk.**

Cllr Arthur Renshaw asked Ms Naomi Bloxham, Savills about previous planning matters, she offered to find out the latest situation on these and report back. **Action – Ms Naomi Bloxham.**

### **Circulars Received**

ESBC re Register of Electors – Notice of Alteration. Noted.

SLCC re Notice of Extraordinary General Meeting. Noted.

### **Highway / Traffic Matters**

**Hortons' Estate Limited re Permissive Route, Stubby Lane.** Chairman to try and re-contact Mr Richard Norgrove for an update. **Action – Chairman.**

**Joint meeting between Staffordshire County Council and Parish and Town Councils in East Staffordshire.** Meeting to take place on 19 May in the Village Hall.

**Issue with Mr Graham Hunt.** Carried over from April meeting:

Chairman asked if it was possible for the Parish Council to have some tubs of Instamatic. Mr Hunt replied saying a range of measures could be introduced where SCC would work with the Parish Council taking into account risk and liability. Mr Hunt said he would be more than happy to meet and discuss this idea, adding equally the Parish Council could coordinate with the NHTeam.

**Action – Mr Hunt to set up a meeting in due course.**

**Action – Parish Clerk to re-contact Mr Hunt for an update.**

**Problems with the drain opposite Lyndhurst and HGVs spraying water on to the adjoining property of The Cedars.** Carried over from April meeting:

Mr Hunt confirmed that he has asked Mr Jeff Green to investigate. **Action – Mr Hunt.**

**Action – Parish Clerk to re-contact Mr Hunt for an update.**

**Increase in HGVs using Stubby Lane (B5017).** On-going issue.

**Proposed A515 Weight Restriction south of Draycott in the Clay / Better signage at Six Roads End.** Vice Chairman was invited and attended an informal meeting with representatives from Kings Bromley and Yoxall Parish Councils on 10 May. Report to be considered by the Prosperous Staffordshire Select Committee on 24 May 2016.

**A50, Balfour Beatty.** Chairman read out of the response from Mr Matthew Nance. Cllrs agreed to a reply enquiring as to the closure date in June and to invite Mr Nance to the June Parish Council meeting. **Action – Parish Clerk.**

**A50, Diversion using B5017.** Borough Cllr Stephen Smith is in the process of setting a date for Mr Steve Burrows, Assistant Director for Highways, SCC to drive with the Chairmen of Draycott in the Clay and Marchington Parish Councils the route from Uttoxeter to Sudbury.

**Owners of Petrol Filling Station, petition.** Vice Chairman to enquire if the Parish Council could provide any further assistance. **Action – Vice Chairman.**

**Extra-ordinary Parish Council Meeting on Thursday 26 May 2016.** Meeting with County Cllr Philip Atkins and Borough Cllr Stephen Smith. **Action – Parish Clerk to issue the agenda.**

**Overhanging bushes along Moreton Lane.** Carried over from May meeting:

Cllr Smith offered to try and find out the name of the landowner. **Action – Borough Cllr Stephen Smith.**

**Letter from Mr Mark Deaville, Cabinet Support Member for Highways & Transport re Working with our Partners across Staffordshire.** Noted.

**A50 Growth Corridor update: April 2016.** Noted.

**Ironman re Temporary Road Closures – Sunday 12 June 2016.** Noted. Details to be uploaded to the Parish Council website. **Action – Parish Clerk.**

**SCC, Temporary Closure of Sudbury level crossing.** 14 May – 22:00hrs to 15 May 14:00hrs and 19 May – 22:00hrs to 20 May 06:00hrs

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

**Weekly inspection reports.** Inspection reports received – no new issues raised. Chairman thanked Borough Cllr Stephen Smith and Cllr Arthur Renshaw for installing the bin stands and zig-zag twister. It was noted that the picnic table had been repaired.

**Additional play bark.** Work has been carried out.

**Wheelie waste bins.** Concrete bases and bin stands have been installed. Wheelie bins have been delivered and have been locked to the stands. The correct invoice has been received for the bin stands. Willshee's has confirmed the waste price collection rate will remain at the lower rate of £8.95 + VAT per lift. Collection initially to be on a fortnightly basis subject to review. Cllr Arthur Renshaw to contact Timbuild to remove the old waste bins. **Action – Cllr Arthur Renshaw.** Cllr Arthur Renshaw asked for help in removing these bins. **Action – Cllrs.**

**Noticeboards.** A draft poster was read out, which Cllrs approved. **Action – Cllr Arthur Renshaw.** Parish Clerk to draft an advisory notice. **Action – Parish Clerk.** Chairman advised that these noticeboards would need to be insured. Cllrs agreed a value of £250.00 each. **Action – Parish Clerk to contact insurers.**

**Kissing gate, footpath 8(a).** Works have not been carried out - Mr Graham Hunt to be advised. **Action – Parish Clerk.**

**Renovation of slide embankment.** Chairman suggested to Cllrs that local businesses were approached to try and get sponsorship for the renovation of the slide embankment. Borough Cllr Stephen Smith said he would email an application form. It was suggested the County Cllr Philip Atkins was approached as well for funding. **Action – Vice Chairman.** Cllrs agreed to send out a separate Parish Council Newsletter about this fund raising project. Cllr Nigel Powlson said that a collection box could be put in the Village Shop. **Action – Cllr Barbara Marshall to enquire at The Swan about a collection box.**

**Annual closure of gaps in playing field.** To be reviewed at either the June or July Parish Council meeting.

### **Village Hall Update**

**PAT testing and Fire Alarm.** Village Hall Committee has noted the information.

Cllr Arthur Renshaw declared an interest and took no further part in the discussions or decisions.

**Fire Alarm.** List of works received to bring system into line with regulations. In principle, Cllrs agreed to proceed with the works, awaiting firm quote.

**Village Hall Conveyance and Deeds.** Correspondence received from Mr Eric Wagstaff, Treasurer of the Village Hall Committee about who should hold the original conveyance and deeds. Cllrs discussed the matter and agreed that the Parish Council as Custodian Trustees should do this. **Action – Parish Clerk.**

**Village Hall Committee Meetings.** Cllr Nigel Powlson attended a recent meeting and reported that the Committee had a long list of fund raising ideas. Cllr Arthur Renshaw asked Cllr Nigel Powlson to make known to the Committee that the Parish Council owns quite a bit of equipment which was kept in the Hall. He also raised that the electrical fuse cupboard was still not locked. **Action – Cllr Nigel Powlson.**

### **Any Other Business**

Cllrs commented on the draft May Parish Council Newsletter. Vice Chairman to send round an amended copy to Cllrs for final comments. **Action – Vice Chairman.**

Cllr Barbara Marshall raised that she had reported to Savills that someone had fly tipped on their land. Ms Naomi Bloxham advised that she had been made aware of the correspondence and thanked Cllr Barbara Marshall for letting them know.

Chairman and Cllr Caroline Hulse both sent their apologies for the Extraordinary Parish Council meeting on Thursday 26 May.

Cllr Nigel Powlson advised Cllrs that representatives from Ironman were visiting The Stores on 19 May.

**As no other business arose the open meeting closed 9.40p.m.**

**Date of extraordinary meeting: Thursday 26 May 2016, 7.30pm, Village Hall.**

**Date of the next monthly meeting: Thursday 9 June 2016, 7.30 pm, Village Hall.**

**Signed**

**Date** 9 June 2016

**Chairman**



### **2016 – Dates of Parish Council meetings:**

**14 July**

**8 September**

**13 October**

**10 November**

**8 December**

Minutes of the Parish Council meetings can be viewed in the noticeboard located outside the Village Hall and <http://draycottintheclayparishcouncil.btck.co.uk/>

Draycott in the Clay Parish Council has adopted the Model Publication scheme as approved by the Information Commissioner. Details are available via the Parish Council meeting or via the Parish Clerk.