

DRAFT ANSLOW PARISH COUNCIL

Minutes of the Meeting of Anslow Parish Council (APC) on 4th November 2020 held remotely starting at 6.30pm

<u>Parish Council Attendance</u>	<u>Members of the Public & Organisations</u>
Cllr David Page (Chair)	1 Member of the Public
Cllr Russell Jeans	
Cllr Paul Joyce	
Cllr Anne Greer	
Judy Tjon Soei Len (Clerk)	

The Chair opened the meeting and welcomed all council members and a member of the public.

2020/11/1 Public Question Time

No matters were raised.

2020/11/2 Apologies for Absence

Apologies received from APC Cllrs Frank Thompstone and Laura Hall, SCC Cllr Philip White and ESBC Cllrs Simon Gaskin and Garry Newbold.

2020/11/3 Declarations of Interest

No Declarations of Interest received.

2020/11/4 Minutes of the Parish Council Meeting held on 23rd September 2020

The Minutes were agreed by all present, proposed by Cllr Joyce and seconded by Cllr Jeans and signed as a true and accurate record by the Chair.

2020/11/5 Clerk's Report & Correspondence Received

1. FINANCE

- a) £50 Audit fee has been reallocated and donated to Mosley Academy
- b) £50 Donation made to Anslow and District Garden Club
- c) **Pride of Mosley Award:** £50 remaining balance of annual donation has been given to Mosley Academy, for the purchase of books
- d) **Holy Trinity Church:** £100 donation made for the renovation of the Memorial plaque
- e) **Little Forest:** Donation to Little Forest Project has been deferred until confirmation of current situation with the project is received
- f) TSB was instructed on 8th October to close the Community Fund Account and balance of funds to be transferred to the Business Account
- g) The £25 donation from Anslow & District Garden Club together with the balance of the Community Fund Account (approx. £618.52) was specifically utilised to pay for the Val Lydon Memorial Garden refurbishment project in 2020

1. 2019/20 DEVELOPMENT PLAN – Traffic Calming Project

- a) Evaluation Report re SID grant has been submitted, as requested by Staffs Safer Roads Partnership.

2. STAFFORDSHIRE COUNTY COUNCIL

a) Report a Fault (Highways) Update

DATE	Job Ref	DETAILS	ACTION
7.4.20	4196723	Damaged sign-post at T-junction Hanbury & Hopley Road	Job Raised
8.6.20	4199574	Fingerpost at junction of Hopley and Main Road damaged and removed. Reported on-line and via Trevor Mellor	Job Raised

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24.5.20	4199575	Damaged road sign on Bell House Lane	Referred to ESBC
20.8.20	4209340	Damaged pavement outside Holy Trinity Church	Completed
19.10.20	4215651	Overgrown tree encroaching onto highway	19.10 Awaiting investigation
19.10.20	4215654	Uneven road/broken tarmacked surface on Hanbury Road, near Holy Trinity Church. *Not able to identify any defects posing a safety risk that require remedial works at present. SCC is not in a position to carry out repair. Will continue to monitor this site during routine safety inspections.	SCC Comments: *
27/10/20	4216389	Running Pothole opposite planters on Hopley Road	non-urgent works instructions raised

b) Report a Fault - Rights of Way (Footpaths and Bridleways) Update

8.2.19	Email to SCC	Footpath 14. Slippery descent access to bridge. Surface drainage problem.	Unresolved
(24.4.19) 29.4.20	10471 (PROW503015)	ROW 30 access immediately off Hanbury Road (opp Bell House Lane). Obstructed access to field due to stile being dangerous to use. It has been taped off to prevent use. Reported AGAIN 29.4.2020	Unresolved (15.9.20)
5.6.2020	200647762	ROW 30 An electric fence has been erected 20 yards into the large adjacent field after the stile with no access/protection for walkers to negotiate it	Resolved 20.7.20
17.6.20	200452026 2 nd Complaint	ROW 30 access blocked with fence. Obstruction reported direct to SCC ROW Dept who confirmed landowner would be contacted again 17.6.20	Resolved: 13.10.20
30.7.20	Web Ref 200710693/ 11684	Missing footsteps either side of stile on footpath 19 (access into field from Nankirk Lane). Grid ref SK20302440	Resolved (?) 27.8.20

b) Stile repairs to be undertaken by Anslow Volunteers. Awaiting information on availability and costs of materials from ROW team.

3. **EAST STAFFORDSHIRE BOROUGH COUNCIL**

a) Fly-tipping reported on Longhedge Lane and Nankirks Lane.

4. **ALLOTMENTS** - See Agenda item 13.

a) Plots 5a and 5c have been surrendered and reallocated.

5. **VILLAGE MAINTENANCE**

c) **Damaged planter** on Hopley Road – Replacement is still being sourced.

b) **Replacement Planters** for The Green/Bushton Lane have been installed on concrete bases

c) Cllr Thompstone has repaired and secured the bench fixings at the **Val Lydon Memorial Garden**

6. **PARISH ITEMS**

b) Anslow's **Book of Condolence** has been delivered to Holy Trinity for safe-keeping.

b) Anslow's **Service of Remembrance** at Leyfields was cancelled due to Covid restrictions

7. **OTHER**

a) Website Accessibility Requirements and Costings covered in Agenda Item 15

b) Parish Council Vacancy – ESBC have confirmed no requests made by the parish. Co-option process can begin.

c) Damage caused to stile leading from Footpath 17 onto permissive path through woodland has been repaired.

8. **PCSO/CRIME REPORTS**

Reported school parking problems to PCSO who will “continue to monitor school parking when we can”.

9. CORRESPONDENCE RECEIVED

Thanks received from Holy Trinity Church for the speedy repair to damaged pavement outside the Church, carried out by SCC Highways.

2020/11/6 FINANCE

- a) **Finance Report** – this was circulated prior to the meeting. No items raised. Copy attached.
- b) **Payments for approval & Income Received** - circulated prior to the meeting. No items raised.
- c) **Clerk's Annual Salary Review**. The clerk withdrew from the meeting whilst the matter was discussed. **Resolved:** Clerk's salary to be increased to £10.86 per hour. An additional 1 hour per month was agreed to cover administration of the SID unit. Cllr Page will circulate a breakdown of the figures agreed.
- h) **Little Forest:** No confirmation received regarding status of the project. **Resolved:** Clerk to defer payment of the annual donation of £100 until further notice.

The above actions were proposed by Cllr Joyce and seconded by Cllr Jeans.

2020/11/7 a) 2020/21 BUDGET REVIEW AND PROPOSALS FOR 2021/22 BUDGET

- i) The Clerk talked through the budgeted expenditure and income to date and the proposed budget figures for 2021/22 (copy attached). Currently, there is an underspend on Traffic Calming budget of £2,255. Proposed potential projects were discussed and included i) maintenance of the black and white finger post sign on The Green ii) maintenance of the red telephone box and iii) potential costs associated with the local Feasibility Study being carried out by SCC which may involve match funding between SCC and APC. **Resolved:** The £2,255 underspend on Traffic Calming in 2020/21 budget will be carried forward into 2021/22 budget for projects through 2021/22.

ii) 2021/22 Precept

Discussion took place regarding the current financial position and budget including the provision for recurring cost of clerk's annual salary increase. 2021/22 Precept Increases of 3% and 5% were discussed. **Resolved:** to increase the precept by 5% (£465) to £9,778.

b) Annual Donations

Resolved: Annual donations totalling £750, in future will be shown as one entry in the budget spreadsheet, instead of itemising each recipient.

These above resolutions were proposed by Cllr Jeans and seconded by Cllr Joyce.

2020/11/8 Planning Report

Cllr Joyce read through the current planning report (attached). No questions raised. Report to be uplifted onto website and notice boards by Clerk.

2020/11/09 Development Plan 2018/19 – Traffic Calming Project

- a) **Report on SID Analysis data:** Cllr Jeans highlighted key points.
Hopley Road - 30mph zone. Evaluation period 8th Sept to 2nd November = 7 weeks (1 week not evaluated as battery was dead). 37,103 vehicles recorded during 7-week period. Average daily number of vehicles = 675 of which 55% were speed violations. Maximum speed 94mph on 11 Sept. Noted 3mph+ discrepancy of speed recorded on car speedometer v SID display.
Resolved: Clerk to contact Morelock to get advice.
The Unit was moved onto Main Road (approaching village) on 3rd November.
- b) **Request for hard standing area under 3 SID posts.** **Resolved:** Clerk to contact SCC Highways Department regarding installation of hard standing area under posts. Proposed by Cllr Page and seconded by Cllr Greer.

2020/11/10 Parish Council Vacancy

The Returning Officer at ESBC has notified the Clerk that the co-option process can commence. No written applications received to-date.

2020/11/11 Village Maintenance Contract

The Clerk advised that the 3-year contract is due for renewal in January 2021. **Resolved:** Clerk to obtain quotes for a 3- year contract, in accordance with Financial Regulations for discussion at January meeting. Proposed by Cllr Joyce and seconded by Cllr Greer.

2020/11/12 2021 Meeting Dates

20th January 2021, 17th March, 12th May (Annual Meeting of the parish council), 26th May (Annual Parish Meeting), July date to be confirmed, 22nd September, 10th November. Proposed by Cllr Joyce and seconded by Cllr Greer.

2020/11/13 Allotments Update

a) Request received from allotment holders for the provision of a water supply to the site, was not discussed as no details had been submitted to the Clerk.

b) Rents for 2021 (inc rents for Half plots 5a, b and c). **Resolved:** Reduce Plot 14 rent to £31 to be in line with other plots. No rent increases for 2021. Half-plots 5b and 5c rents fixed at £13 each.

c) Plot 5a – retain as a storage area. Agreed

d) Provision of Plot Numbers to identify each plot. This was discussed but the cost of £195.50 for 17 signs was not accepted. **Resolved:** Clerk to look at other options.

The above resolutions were proposed by Cllr Page and seconded by Cllr Joyce.

2020/11/14 Review of Standing Orders Document

The review of the main document was deferred until January meeting.

2020/11/15 APC Website Accessibility

The Clerk confirmed the remaining balance of 2017/18 Website Grant was £126. Quote received from Parishcouncilwebsites to make website “partially compliant” by fixing existing errors of £135 - £270 depending on accessibility of software that PCW has not used before. **Resolved:** Agree proposal as above. Clerk to liaise with PCW. Proposed by Cllr Joyce and seconded by Cllr Page.

2020/11/16 Leyfield Mews

Investigations on-going with SCC to establish ownership of area of ground at the entrance to Leyfield Mews, off Outwoods Lane. Clerk to bring details to January meeting.

2020/11/17 Councillors Reports

None submitted

2020/11/18 Close of Meeting

With that the Chair thanked everyone for attending and closed the meeting at 8.30 pm

(David Page, Acting Chair)

Date

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ANSLOW PARISH COUNCIL

FINANCE REPORT 4th November 2020

Prepared by: Judy Tjon Soei Len, Clerk to Anslow Parish Council Date: 21.10.2020
Amended 2.11.2020

Opening Cash Book Position	£10366.82
Total Income 2020/21	£10868.03
Total Expenditure 2020/21 (including VAT)	£ 6266.42

Current Cash Book Position **£14968.43**

TSB Bank Statements

<u>Club, Charity & Trust Account (Current)</u>	<u>Business Instant Access (Savings)</u>	<u>Business Instant Access (Community Fund)</u>	
A/c No 50483760	A/c No 50484160	A/c No 50484568	
£11868.81	£2766.03	£618.59	<u>£15253.43</u>

Total Unpresented Cheques up to 21.10.2020 £ 335.00
*

Unpresented Income up to 21.10.2020 £ 00.00
Cancelled Cheque 00009 £ 50.00

Banking Position as at 21.10.2020 **£14968.43****

(Total Bank Funds minus Total Unpresented Cheques plus Unpresented Income/cash)

Notes:

* £50 x 2 Mosley Donation + £50 Anslow Garden Club Donation + £85 RB Landscaping + £100 Holy Trinity Donation = £335

** Excludes Proposed Payments as per 4th November 2020 agenda totalling **£106.39**

2019/20 Vat Total reclaimed in 2020 = **£659.90** (£771.07 minus £111.17 Vat from cancelled Morelock Ltd Cheque)

2020/21 Vat Total to date, to be reclaimed in 2021 = **£134.49**

CPI Grant £800 from 2016/17 – Remaining Balance £0.00

Website Grant £1350 (£900 + £450) from 2017/18 - Remaining Balance £156.29 - £30 = £126.29

Anslow Garden Club Donation £25 This has been used for the refurbishment of the Val Lydon Memorial Garden. Remaining Balance £0.00

Planning Report for Parish Council Meeting – 04/11/20

Planning Meeting: Various Prior			
Planning REF		APC Decision/Comments	ESBC Decision
P/2018/00714	Hill Top Farm, Main Road, Anslow. Minor alterations, additional window, satellite dish and TV aerial	No objection	Awaited
P/2020/00387 & 00389	The Yews, Tutbury Road, Needwood. Listed building consent for internal and external alterations	No objection	Revised Application Received 03/11/20
P/2020/00110	Oaks Farm, Burton Road, Needwood. Demolition of existing storage units and outbuildings to facilitate a single storey extension	No objection	Awaited
Planning Meeting: 07/09/20			
P/2020/00873	Land adjacent to Sunset House, Main Road, Anslow. Erection of a detached bungalow, driveway and parking	Some observations	Approved
P/2020/00890	Weavers Green, Tutbury Road, Needwood. Raising of ridge height to facilitate first floor extension, formation of vehicular access and dropped kerb	Serious objection to creation of new access, no objection to property alterations	Awaited
Planning Meeting: 07/10/20			
P/2020/00818	Stockley Park, Hanbury Road, Anslow Gate. Change of use of agricultural land to a dog exercise area, erection of 2m high deer fence & gates.	Not yet reviewed	Awaited
P/2020/00905	Crest View, Main Road, Anslow. Proposed side extension and conversion of existing detached garage, change of use of land to form domestic curtilage	Not yet reviewed	Awaited
P/2020/00922	Application for a certificate of lawfulness for the continued occupation without complying with agricultural occupancy dated October 1990	Not yet reviewed	Approved