

**ANSLOW PARISH COUNCIL**  
**Minutes of the Meeting of Anslow Parish Council**  
**on 13<sup>th</sup> September 2017**  
**at 6.30pm in Anslow Village Hall, Main Road, Anslow**

**Parish Council Attendance**

Cllr Frank Thompstone (Chair)  
Cllr David Page (Vice Chair)  
Cllr John Tomlinson  
Cllr Tom Frankland  
Cllr Paul Joyce  
Mrs Judy Tjon Soei Len, Clerk

**Members of the Public & Organisations**

Cllr Philip White, SCC  
Cllr Duncan Goodfellow ESBC  
Mr Richard Rayson, SCC Highways Dept  
Mrs Liz Richardson  
Mr Terry West

**2017/9/1 Public Question Time (relating to Agenda item 9)**

i) Hopley Road – Road Calming. The Clerk had received correspondence from 5 parishioners outlining their concerns about speeding on Hopley Road. Mr Terry West reiterated his concerns regarding speeding including the presence of the Mobile Safety Camera Van (MSCV) on Hopley Road at a low-peak time during the School summer holiday, which would not truly reflect the usual volume or speed of traffic. Richard Rayson (RR), Staffordshire County Council, stated that it may have been an ad-hoc patrol rather than directly connected to any current local complaints. He confirmed that repeater signs for 30mph areas are not used but he identified other possible monitoring options:-

- loop or radar system for a 7-day period. Loops are placed on the road surface and can measure speed, volume and size of vehicle. Radar option is less reliable and is usually fitted to a fixed pole or tree.

- planting of trees/siting of planters at the Gateway (entrance) to the 30mph area to visually narrow the appearance of the highway. Physically narrowing roads with Village Gateways (eg in Abbots Bromley) provides a visual stimulus to road users to encourage a change in driver behaviour.

RR explained that all measures should be considered but to be aware of “stop- start” options such as gateways as these can result in higher Co2 emissions. Any traffic calming measure should be sited at a point before the traffic enters the village to allow time for driver behaviour to change.

- Flashing speed signs and Community Watch teams are other options (Cllr White confirmed there are funds available for setting up speedwatch groups).

Cllr Tomlinson pointed out that many of Anslow’s junctions have lost their central reservation road markings which have been worn away. RR will raise a Job Number to get this addressed.

- A parishioner asked if the size of vehicle using Hopley Road, could be monitored, as 6 large lorries currently speed along Hopley Road at 10.30pm each evening. RR responded that the loop system can calculate the weight of the vehicle and asked if identification of the lorries could be forwarded to him as SCC will target companies who mis-use the road.

- The proposal of installing yellow lines along Hopley Road to address parking issues was discussed but finally agreed as being counterproductive as these would open-up the highway and encourage more speeding.

**Resolved:** RR will request a 7-day Traffic Impact Assessment Survey using loop system and possibly the Mobile Safety Camera Van (MSCV). He will investigate the possibility of securing part of the Section 106 money from any local development that impacts on Anslow’s network of roads to use for traffic calming measures in Anslow. RR will also raise a job number for the repainting of junction and central road markings in Anslow.

ii) Hopley Road – Flooding

Clerk outlined problem on Hopley Road with ongoing flooding near dropped kerb area opposite Acorn Pub. Clerk distributed photographs. **Resolved:** RR will investigate this and respond to Clerk.

**2017/9/2 Apologies for Absence**

Apologies received from Cllr Laura Hall and Cllr Anne Greer

**2017/9/3 Members to Declare an Interest**

No declarations received.

## 2017/9/4 Minutes of Anslow Parish Council meeting held on 12<sup>th</sup> July 2017

The minutes were agreed by all present, proposed by Cllr Page and seconded by Cllr Tomlinson and signed as a true and accurate record by the Chair.

## 2017/9/5 Clerk's Report & Correspondence Received

### 1. FINANCE

a) **Audit:** Certified Annual Return for Year Ended 31<sup>st</sup> March 2017 received from Grant Thornton with no recommendations.

b) **Pensions Regulator:** Letter dated 28<sup>th</sup> July has been received confirming APC has completed a Declaration of Compliance Form with the Pensions Regulator. No further action required

### 2. 2017/18 DEVELOPMENT PLAN

a) **Website** – Meeting held on 29<sup>th</sup> August and website progressed. Clerk purchased Xara Web Designer software on-line and downloaded it onto laptop. Basic training instruction given for uploading documents onto the Homepage. "Go Live" date set as 27<sup>th</sup> September.

b) **Community Paths Initiative (CPT)** covered under Main Agenda (TF)

### 3. STAFFORDSHIRE COUNTY COUNCIL

a) **East Staffordshire Parish Council Survey – Planning** Clerk completed survey with Research Consultants Knight, Kavanagh & Page regarding property owned by APC and recreational/open spaces in the parish including footpaths, Little Forest Project and allotments.

b) **Highways Team:** ESBC cleared drains with suction device and tanker in early July.

#### c) Reports

i) Whitebeam Tree on the Green: Reported 20.1.17 & again to T Mellor (TM, SCC) 12.9.17

ii) Job Ref **4064556** – Blocked drain on corner of road opposite The Bell outside Mosley Academy. **COMPLETED** but TM will reinspect as not confident blockage has been completely removed - Sept 17

iii) Job Ref **4066584** - Blocked drain corner of road opposite The Bell outside Mosley Academy. **COMPLETED** but TM will reinspect as not confident blockage has been completely removed - Sept 17

iv) Job Ref **4074398** Blocked drain outside allotments on Hopley bends. **COMPLETED**

v) Job Ref 2020587 Hopley Road junction to 30mph sign - 1x gully **COMPLETED** 13/6/2017

vi) Job Ref 2102117 Main Road outside property Anslow Park 1x gully in carriageway and footway **COMPLETED** 13/6/2017

vii) Job Ref 2075189 completed 13/6/2017 Main Road outside Laurels cottage 2 x gully **COMPLETED**

### 4. EAST STAFFORDSHIRE BOROUGH COUNCIL

a) **ID badges** for parish councillors – Clerk awaiting response from ESBC. Chased up twice

### 5. ALLOTMENTS

a) **Repair to main gate** has been completed

### 6. VILLAGE MAINTENANCE

a) **Defibrillator** – Matt Heward visiting unit Thursday 14<sup>th</sup> Sept. Will respond to clerk with Defib Code, School Defib Training dates and answer to electricity supply query.

b) **Parish Council Notice Boards** – £80 Quote has been obtained for re-varnishing the woodwork

c) **Grass verges** and ditch around the perimeter of the site have been strimmed and cleared by village contractor, to assist drainage into the road drain. Clearance work has revealed outlet pipe is 50% blocked with soil. Cllr Thompstone to contact Contractor to clear this area thoroughly and unblock the entry to the pipe. Clerk will instruct cutting of allotment hedge in November.

### 7. PARISH ITEMS

a) **Little Forest Project** – Project progressing but not ready for bookings yet.

b) **Holy Trinity War Memorial** – Update from Cllr Thompstone

c) **Laptop** – New solid hard drive and MS Windows 2016 installed onto Clerk's laptop

## PCSO/CRIME REPORTS

a) **PCSO Meeting dates** including 18<sup>th</sup> Sept at 3pm in Holy Trinity

## 2017/9/5 Clerk's Report & Correspondence Received Cont'd

### 8. CORRESPONDENCE RECEIVED

- a) SCC Diversion of Vehicular Traffic along Longhedge Lane from 23<sup>rd</sup> October to 19<sup>th</sup> November 2017. (Cllr Goodfellow confirmed this was due to work by South Staffs Water Authority).
- b) Parishioners' emails received regarding speeding, parking and flooding on Hopley Road
- c) Rolleston on Dove Almshouse Charity. Letter received (13.9.17) confirming current Trustee from Anslow parish is standing down after 4 year period. Anslow Parish Council is invited to nominate a replacement who is a resident of Anslow. Chair invited nominations. **Resolved:** Clerk to prepare advertisement for the position and promote as appropriate.

## 2017/9/6 Finance

- i) **Statement of Accounts:** Statement of Accounts was circulated and is attached with these Minutes.
- ii) Good Councillor's Guide to Finance and Transparency. Clerk recommended purchase of 8 copies for all Councillors from SPCA at £3 each + p&p. **Resolved:** All Agreed. Clerk to purchase.
- iii) **IT Maintenance Contract.** Clerk asked for discussion and agreement on IT maintenance provision with 2 contractors. **Resolved:** Agreed that both contractors to be approached for IT support on an "as and when needed" basis rather than entering into an annual contract. Proposed by Cllr Joyce and seconded by Cllr Page.
- iv) **TSB Tele-Banking.** Clerk explained that due to the correction of an administrative error at TSB, Internet Banking can now be set up, rather than Tele-Banking. **Resolved:** Cllr Thompstone and Cllr Page were nominated to be signatories with the Clerk. Clerk to research levels of authorisation and payment process required. All in agreement.

### v) Accounts for Payment and Receipts

Payee	Amount	Details
Judy Tjon Soei Len, Clerk	£253.75	Clerk's Salary 6 August 2017
Judy Tjon Soei Len, Clerk	£253.75	Clerk's Salary 6 September 2017
Judy Tjon Soei Len, Clerk	£108.17 £218.25	Clerk's Expenses Clerk's website Project Extra Duty Payment
Wilson Parish Gardens	£24	Memorial Garden Autumn Maintenance
Wilson Parish Gardens	£60	Allotment Ditch clearance and strimming of verges
Brian Clarke Computer Services	£150	Installation of new Hard drive on laptop
Brian Clarke Computer Services	£59.99	Microsoft Office 2016 Software Costs
Staples Stationery (late entry)	£98.18	Stationery
<b>Payments already made</b>		
Staffordshire Parish Councils Association	£20	Allotments Management Course
<b>Receipts</b>		
Interest on TSB Community A/c	0.03	
Interest on TSB Savings A/c	0.12	

## 2017/9/7 Planning Report

Cllr Frankland gave an update of recent applications. Discussion took place regarding requirement for WIFI connection at village hall venue for Planning meetings to view complex plans and documents.

**Resolved:** Clerk to contact Village Hall committee to research costs of installing WIFI at village hall.

## 2017/9/8 Development Plan 2017/18

### i) Anslow Parish Council Website:

The Chair introduced Bimal Jangra (BJ), developer of the new website to the meeting. The Clerk and BJ projected the website onto large screen and talked through each area. BJ confirmed that anti-virus protection was in-built with the hosting company 123 Reg. Discussion regarding Councillors' emails concluded with agreement for BJ to set up individual Councillor email addresses using the free email addresses offered with 123 Reg. **Resolved:** BJ to action. Clerk to confirm Cllrs Greer's agreement to proceed (Cllr Hall already has the email account set up).

Website amendments were noted by Clerk and "Go Live" date set for 27<sup>th</sup> September. The Chair thanked the clerk and BJ for their work. BJ left the meeting at this point.

The Clerk highlighted the amount of time taken to produce the website to date and reaffirmed the total cost to date for the production of the website was £731.88 leaving a balance of £168.12 from the original £900 NALC grant. As final website work is still to be completed and neither Cllr Hall nor Cllr Joyce have yet been trained, the clerk proposed that a further grant application of £450 be submitted to NALC. Clerk reminded meeting that Clerk's working hours and salary is to be increased by 30 minutes per week to cover additional website maintenance once website is completed as per 25.1.17 Minutes.

**Resolved:** proposed by Cllr Page and seconded by Cllr Joyce.

### ii) Community Paths Initiative & Litter Picking Update.

Cllr Frankland confirmed 3 sessions of ground clearance work had been completed since July. Further CPI work ideally requires problem areas to be set with hardcore to prevent further damage to footpaths. Cllr Frankland has had 3 commitments to meet with SCC cancelled. He commented that further liaison with Paul Rochford was necessary to progress further. Cllr White stated that work pressures on this SCC Department was due to increased number of rights of way registrations. Cllr Frankland to forward information to Cllr White to investigate and progress a meeting with Paul Rochford.

2 Duke of Edinburgh Students have completed their Litter picking service but another parishioner has offered to take on the majority of their Henhurst Hill/ Hopley Road/New Inn route. The Councillors expressed their thanks for this offer.

## 2017/9/10 Subsidised Bus Review Consultation

Research document produced by Cllr Frankland was circulated to those present and discussion took place about the proposed review which affects services in the parish. There was no detailed data available of usage for the Needwood Forest Mobility Link (NFML) service from Anslow. Cllr White confirmed cost to SCC of £26.52 return trip for one parishioner to travel by the Needwood Forest bus from Hanbury to Burton is the same price as a private taxi. Concern raised that vulnerable and elderly residents needed the service for healthcare, work and pleasure purposes. **Resolved:** Option 1 was agreed which provides Anslow with a wider service but loses the NFML service. All in agreement. Clerk to reply to Councillor Mark Deaville, SCC, Cabinet Member for Transport and Highways by 18.9.17.

## 2017/9/11 Village Maintenance Update

### i) Replacement Planters on Hopley Road

Cllr Thompstone brought to the meeting 2 types of planter for consideration which were of a robust, non-metal material. **Resolved:** Cost of 7 large grey planters (£79.99 each) was approved and Clerk to obtain cost for siting planters on raised platforms to prevent damage by contractors' strimming.

**ii) Notice Boards** on Hopley Road and outside the Village Hall are peeling. Clerk had obtained £80 quote from original contractor to maintain them. **Resolved** After discussion it was agreed to put this on hold and leave the natural oak to weather naturally. Clerk to advise contractor.

## 2017/9/11 Village Maintenance Update Continued

### iii) General Staffordshire County Council (SCC) Items for Discussion with Richard Rayson

- RR stated that the ditch that runs along the bottom perimeter of the allotments is the responsibility of the Parish Council to keep clear not SCC..
- Chair commented that traffic lights on Main Road were left up unnecessarily, over a weekend after roadworks had finished. RR explained that Network Management Team at SCC were responsible. He would investigate as there are set penalties for companies who fail to remove lights promptly.
- Hopley Road Grass verge. Cllr Frankland requested SCC mowing team to include the area of grass verge on Hopley Road that was cleared in the Spring by SPP (near Chapel Lane). Areas of brash and substantial stumps were left by the contractors, but the area and visibility for road users was generally improved. After initial conversation by Cllr Frankland with the Mowing Team, this area was strimmed, but has not been cut since. Possibility for NHT to be used, but RR explained that post Oct 2017, NHT crews will be directed onto Ice Busters' duties.
- Weed Treatment on Curbed edges. RR said this should be done 3 times a year but work is compromised by the strength of weed killer that contractors are allowed to use. Chair stated that there was no evidence of any weed control having been done this year. **Resolved:** RR to investigate. (Members of the public left the meeting at this point).
- Ill-fitting Manhole cover on Main Road (opposite Laurel Cottage). This had been repaired but not successfully and further repair is needed as it rattles with every passing vehicle. RR to investigate as it may belong to Severn Trent Water Authority.
- Missing Curb Stone on Hopley Road, opposite entrance to Chapel Lane. Cllr Frankland raised the fault as vehicles repeatedly hit the damaged kerb as they travel past which is dangerous. RR to investigate.

### 2017/9/12 Allotments

- i) Jetting of culvert under the road adjacent to the allotments has been completed by SCC.
- ii) Annual Maintenance Plan – Contractor has cleared the grass verges around the site and cut the hedge and cleared out the ditch which has exposed the entrance to the concrete pipe to the culvert. See Item 2017/9/11. The pipe is 50% blocked with silt and soil. **Resolved:** Entry pipe to be cleared by contractor arranged by the Chair at a cost of £50. All in agreement.
- iii) 2 plots were identified as being untidy and overgrown. **Resolved:** Clerk to contact plot owners to resolve.

### 2017/9/13 2018 Parish Council and Planning Committee Meeting Dates

Dates circulated and agreed for 2018.

### 2017/9/14 Councillors' Report: Cllrs Gaskin ESBC, Cllr Duncan Goodfellow

Nothing further to report.

### 2017/9/15 Close of Meeting

The Chair advised that the next meeting of Anslow Parish Council will be 8<sup>th</sup> November. With that the Chairman thanked everyone for attending and closed the meeting at 9.30 pm

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(Frank Thompstone, Chairman)

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Date

ANSLOW PARISH COUNCIL  
**FINANCE REPORT Completed 7.9.17**

Opening Cash Book Position	=	£8533.21
Total income	=	£3474.50
Total Expenditure	=	£1597.07
<b>Current Cash Book Position</b>	<b>=</b>	<b>£10,410.64</b>

**Bank Statements (7.9.17)**

TSB Current A/c	=	£ 6231.69
TSB Savings A/c	=	£ 3355.95
TSB Community A/c	=	£ 902.00
(minus unrepresented cheques)	=	£ 0.00
(plus unrepresented Income)	=	£ 0.00
<b>Total Bank Funds</b>	<b>=</b>	<b>£10,410.64</b>

**Unrepresented Cheques (Up to 7.9.17)**

<b>Total Unrepresented Cheques</b>	<b>=</b>	<b>£0</b>
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**Unrepresented Income (up to 7.9.17)**

<b>Total Unrepresented Income</b>	<b>=</b>	<b>£0.00</b>
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**BANKING POSITION**

<b>Total Bank Funds as at 7.9.17</b>	<b>=</b>	<b>£10,410.64</b>
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