

**ANSLOW PARISH COUNCIL**  
**Minutes of the Meeting of Anslow Parish Council (APC)**  
**on 6<sup>th</sup> November 2019**  
**at 6.30pm in Anslow Village Hall, Main Road, Anslow**

| <u>Parish Council Attendance</u> | <u>Members of the Public &amp; Organisations</u> |
|----------------------------------|--|
| Cllr Frank Thompstone (Chair)    | 6 members of the public (part)                   |
| Cllr David Page (Vice Chair)     |  |
| Cllr Anne Greer                  | PC Lee Parden (part)                             |
| Cllr Paul Joyce                  |  |
| Cllr Paul Sullivan               |  |
| Cllr Laura Hall                  |  |
| Judy Tjon Soei Len (Clerk)       |  |

**2019/11/1 Public Question Time**

The Chair invited questions. An update was requested on the Traffic Calming Project in the village. The Chair summarised the Speed Indication Device (SID) project to the public members and confirmed that data collected can be analysed and forwarded to the police to action in relation to speeding offences.

Other Concerns raised included:-

- Vehicles travelling too fast on the wrong side of the road on the bend near to Crestview Cattery and in the centre of the village, near to the school
- Question raised over request for traffic mirror to be erected near to bend on Main Road near to Crestview cattery
- Increase in number of larger vehicles travelling through the centre of the village
- Parishioners' concerns when attempting to exit their driveway into path of on-coming speeding vehicles

The Burton Mail article "MP's call to ban lorries using busy road in town" referring to the recent closure of Henhurst Hill was circulated and discussed. The Chair stated that all the above points including the BM article would be reviewed again with Staffs County Cllr Philip White at the next meeting.

PC Lee Parden listened to incidents of irresponsible parking in the centre of the village and abandoned cars left by owners at 3.20p and 8.40am - school traffic. (PC Parden left the meeting).

**2019/11/2 Apologies for Absence**

Apologies received from County Councillor Philip White and East Staffordshire Borough Councillors Simon Gaskin and Garry Raybould.

**2019/11/3 Declarations of Interest**

No declarations received.

**2019/11/4 Minutes of the Meeting of Anslow Parish Council held on 11<sup>th</sup> Sept 2019**

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

## 2019/11/5 Clerk's Report & Correspondence Received

### 1. FINANCE

- a) Letter of thanks received from Holy Trinity for £100 APC donation
- b) internet Banking - On-line trial payment has been successfully actioned

### 2. 2019/20 DEVELOPMENT PLAN – Traffic Calming Project

Advice requested from SCC for recommended signage on Hanbury Road. Standard Risk assessment template form requested from Morelock for removal and re-siting of SID on posts. Advice sought from SCC for design criteria for SID bottom plate and Mosley Academy Poster competition. Further updates covered in agenda item 9.

### 3. STAFFORDSHIRE COUNTY COUNCIL

#### a) Report a Fault (Highways) Update

| DATE    | Job Ref | DETAILS  | ACTION                              |
|---------|---------|--|-------------------------------------|
| 20.3.18 | 4114645 | Central road markings need repainting from Village hall to Hopley Road junction. | Completed 18 <sup>th</sup> Oct 2019 |
| 25.1.19 | 4147098 | White road markings need repainting on Hopley Road                               | Completed 18 <sup>th</sup> Oct 2019 |

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

| DATE    | Job Ref    | DETAILS  | ACTION                                |
|---------|------------|--|---------------------------------------|
| 8.2.19  |            | Footpath 14 has been reported to Rights of Way team directly and via on-line reporting system. Slippery descent access to bridge due to surface drainage problem, requires maintenance which is out of scope for CPI volunteers. | Outstanding 10.9.19                   |
| 24.4.19 | 503015     | ROW 30 access immediately off Hanbury Road (opp Bell House Lane). Obstructed access to field due to stile being dangerous to use. Stile was taped off to prevent access.   | Resolved on System but clerk to check |
| 1.10.19 | PROW141128 | ROW 6&7 cropped against hedge no access across footpath. Gorse Covert/Nankirk Lane footpath  | Resolved.                             |
| 2.10.19 | PROW405447 | Stockley Farm stile overgrown  | Unresolved                            |

c) Supply of Rights of Way "Way Markers" received from Gordon Batey Public ROW officer.

### 4. EAST STAFFORDSHIRE BOROUGH COUNCIL

Replacement durable metal dog fouling notice for Hopley Road – ESBC Cllr Raybould offered to research and confirm price. Details awaited. **Resolved at meeting:** Clerk to obtain alternative source and cost.

### 5. ALLOTMENTS - Update covered under Item 11. Clerk has inspected all plots and purchased a new gate padlock.

## 2019/11/5 Clerk's Report & Correspondence Received (Cont'd)

### 6. VILLAGE MAINTENANCE

- a) Maintenance of hedge boundary to Cadent Gas Company site on Hanbury Road/Nankirks Lane – Responsibility of hedge maintenance queried by CSG. Clerk contacted SCC who are checking with land registry.
- b) Hopley Road - roadside hedge has been cut.
- c) Letters requesting cutting of boundary hedges have been sent to properties on Hopley Road, Hanbury Road and Main Road.
- d) Notice requesting volunteer supervisor to clear Footpaths was advertised in East Midlands Ramblers' Newsletter.
- e) Request made to contractor to clear notice board outside village hall of ivy.

### 7. PARISH ITEMS

- a) **Defibrillator** - replacement Defib Guardian has been agreed. Training Course to be discussed.
- b) **Parish Minute** and Vestry Book has been collected by the Clerk.
- c) **Remembrance Service** notice has been erected at the Remembrance Garden and Rev Pip Short will conduct the service on 11<sup>th</sup> November. Children from the school parliament at Mosley Academy have been invited. Invitation notices to attend have been displayed at Mosley, Little Monsters, The Bell, the Village website, via email circulation list, APC website and notice boards. Cllr Page will represent the parish council.
- d) **VE Day 75** - 8<sup>th</sup> May 2020 will be a Bank Holiday to commemorate 75<sup>th</sup> anniversary celebration of VE Day. A donation for the event will be considered at November meeting for locally run events.

### 8. OTHER

- a) **Engagement Notice** prepared by Clerk has been finalised and sent out to parishioners
- b) Correspondence received from Holy Trinity Church offering to work with APC to prepare a joint **Book of Condolence**

### 9. PCSO/CRIME REPORTS

- a) PCSO was in attendance on 16<sup>th</sup> September outside Mosley academy, after reports of dangerous parking. Further patrols in the village will be carried out to monitor the situation.
- b) Road Traffic accident outside Mosley Academy on 21<sup>st</sup> October damaging school fencing.

### CORRESPONDENCE RECEIVED

- a) Flooding at Property on Main Road, Anslow. Reply actioned
- b) HGV diversion away from Henhurst Hill article in Burton Mail
- c) Parishioner's concerns – Road Traffic Issues on Main Road
- d) Appointment of Rev Phyllis Bainbridge as Rector for Anslow, Tutbury and Rolleston. Licensing Service is on Saturday 14<sup>th</sup> December at 2.30pm at Tutbury Church

## 2019/11/6 Finance Report

- a) **Finance Report** for 6<sup>th</sup> November was circulated and discussed. Copy Attached.
- b) **Clerk's Annual Salary Review** The Clerk left the meeting whilst discussions took place.  
**Resolved:** 2% provisional increase in basic hourly rate was agreed in line with SPCA's recommendations. Agreed to review again if necessary once NALC's salary recommendations have been published in December. Proposed Cllr Thompstone and seconded Cllr Page.
- c) **Internal Auditor 2019/20** Discussion over necessity to appoint an Internal auditor concluded that APC and the clerk, felt more confident with the appointment of an auditor, as it reinforced transparency of the accounts and financial procedures. **Resolved:** Clerk to update at next meeting.

## 2019/11/6 Finance Report (Cont'd)

**d) Flower Meadow Donation** - Request received from Anslow Garden Club for donation to purchase flower seed for 2020. **Resolved:** In line with 2019/20 budget a sum of £50 was agreed. Clerk to arrange payment. Proposed Cllr Hall and seconded Cllr Sullivan.

**e) Debit Card** - Clerk requested APC to consider acquiring a debit card to assist with on-line transactions in preference to Clerk using personal credit card for payments. **Resolved:** Clerk to research a Pre-paid Debit Card and discuss a transaction limit with TSB and review at next meeting. Proposed Cllr Page and seconded Cllr Hall.

**f) Accounts for Payment and Receipts** Payments below were submitted and approved.

| Payee                        | Amount  | Details                                |
|------------------------------|---------|--|
| Judy Tjon Soei Len, Clerk    | £142.81 | Clerk's Expenses                       |
| Staples UK Ltd               | £295.73 | Stationery order                       |
| <b>Transfers – None</b>      |         |  |
| <b>Payments already made</b> |         |  |
| Judy Tjon Soei Len, Clerk    | £318.50 | Clerk's Salary 8 October 2019          |
| Judy Tjon Soei Len           | £1      | Trial on-line payment                  |
| <b>Receipts</b>              |         |  |
| Trial on-line payment        | £1      | Repayment of trial on-line payment     |
| TSB                          | 0.08    | Interest: Community A/c September 2019 |
| TSB                          | 0.36    | Interest: Savings A/c September 2019   |
| TSB                          | 0.08    | Interest: Community A/c October 2019   |
| TSB                          | 0.35    | Interest: Savings A/c October 2019     |

## 2019/11/7 2019/20 Budget Review

The Clerk circulated copies of the 2019/20 budget and proposed 2020/21 budget figures.

### a) Setting of 2020/21 Budget

All budget items were discussed and agreed as per attached amended budget spreadsheet. It was agreed that if further traffic calming initiatives were agreed, this could be financed from existing funds without increasing the 2020/21 precept.

**Donations:** a) Proposed VE Day Event at The Bell. **Resolved:** £200 donation to be made to the Bell, from the Community Fund. Discussions to be on-going via Cllr Sullivan. b) £100 Donation to The Burton Conservation Volunteers. c) Mosley Academy and John Taylor annual donations to be increased to £75 each.

**Resolved:** The 2020/21 budget was accepted with the amendments as discussed with a request for it to be reviewed at the January meeting. Proposed Cllr Thompstone and seconded by Cllr Sullivan.

### b) Setting of 2020/21 Precept figure

After full discussion it was **resolved** that the 2020/21 Precept should be the same as 2019/20 - £9313. Proposed by Cllr Thompstone and seconded by Cllr Joyce. Clerk to action with ESBC.

## 2019/11/8 Planning Report

Cllr Joyce read through the planning report. No questions raised. Report to be uplifted onto website and notice boards. Clerk to action. Thanks were given to Cllr Joyce again for his work and his commitment to the planning committee meetings.

## 2019/11/9 Development Plan 2018/19 – Traffic Calming Project

- a) **Design of Road Traffic Notices (2) for SID Installation Posts.** SCC email has been received with advice on the design of the notices which will be forwarded to Mosley Academy for a competition amongst pupils, to design the best artwork. This should be simplistic but impactful. It was agreed that APC could be responsible for the second design.
- b) **Design of bottom plate of SID unit** – Clerk to forward agreed wording to Morelock Signs Ltd - “Anslow Parish Council”, “supported by Staffordshire Safer Roads Partnership and Staffordshire County Council” with their logos.
- c) The SID’s initial location will be on Main Road capturing traffic data coming into the village.
- d) Signage on Hanbury Road was discussed but will be reviewed again with Cllr Philip White
- e) Rangemore Parish have recently installed traffic calming measures near to village school. Project to be investigated including costings and funding. Clerk to action.

The above items were all proposed by Cllr Page and seconded by Cllr Thompstone.

## 2019/11/10 Parish Council Vacancy Update

Further interest has been shown and will be updated at next meeting

## 2019/11/11 Allotments Update

Clerk advised meeting that one plot remains untenanted and would be kept clear over the winter. The overgrown plot previously reported, has been partly cleared by the tenant. Allotment hedge has been cut back. New gate padlock has been purchased and will be installed with the same code. It was discussed and unanimously agreed that there would be no rent increase for 2020. Proposed by Cllr Page and seconded by Cllr Hall. **Resolved:** Clerk to action.

## 2019/11/12 Community Paths Initiative

Clerk confirmed a working party date on Monday 9<sup>th</sup> December for volunteers to meet with Lawrence Oates from Burton Conservation Charity who will offer general advice on clearing footpaths and safe use of equipment. **Resolved:** Clerk to circulate details to encourage volunteer participation.

## 2019/11/13 Memorial and Remembrance Gardens Maintenance

- a) Cost of repainting the Remembrance Garden benches and stripping down and revarnishing the Memorial Bench is £180. **Resolved:** The £180 cost was agreed and clerk to action. Proposed by Cllr Hall and seconded by Cllr Page.
- b) The replanting and renovation of the Val Lydon Memorial Garden and purchase of new larger planters for Memorial garden and The Green was discussed. **Resolved:** the Clerk is to liaise with contractor to discuss options and costs and bring to January meeting. Proposed by Cllr Hall and seconded by Cllr Sullivan.

## 2019/11/14

2020 Parish Council Meeting Dates. These were agreed as follows:-

Monday 27<sup>th</sup> January (revised date)

Wednesday 11<sup>th</sup> March

**ANNUAL MEETING OF THE PARISH COUNCIL** – Wednesday 6<sup>th</sup> May

**ANNUAL PARISH MEETING** – Wednesday 13<sup>th</sup> May

Wednesday 8<sup>th</sup> July

Wednesday 23<sup>rd</sup> September

Wednesday 4<sup>th</sup> November

**Resolved:** Clerk to confirm availability of village hall/Anslow Business Park and book venue.

## 2019/11/15 Defibrillator Training Course

It was discussed and agreed to contact West Midlands/East Midlands Ambulance Service/St John’s Ambulance Service to obtain information about offering a basic first aid and Defib training course to support the 2nd defibrillator recently installed in the village. Clerk to action.

**2019/11/16 Book of Condolence**

Due to insufficient time, it was agreed to defer this item to the January meeting.

**2019/11/17 Councillors' Reports:**

Cllr Page confirmed that he would oversee the Remembrance service on behalf of the parish council on 11<sup>th</sup> November. Cllr Sullivan offered to take the 2<sup>nd</sup> parish council wreath to Holy Trinity's service on Sunday 10<sup>th</sup>.

**2019/11/18 Close of Meeting**

The Chair advised that the next meeting will be on Monday 27<sup>th</sup> January 2020 at 6.30pm  
With that the Chair thanked everyone for attending and closed the meeting at 9.30 pm

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(Frank Thompstone, Chair)

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Date

DRAFT

ANSLOW PARISH COUNCIL

FINANCE REPORT 6<sup>th</sup> NOVEMBER 2019

*Prepared by: Judy Tjon Soei Len, Clerk to Anslow Parish Council  
Date: 25.10.2019*

|   |                         |
|---|-------------------------|
| Opening Cash Book Position                | £ 9460.39               |
| Total Income 2019/20                      | £11629.74               |
| Total Expenditure 2019/20 (including VAT) | £ 7929.28               |
| <b><u>Current Cash Book Position</u></b>  | <b><u>£13160.85</u></b> |

**TSB Bank Statements**

| <u>Club, Charity &amp;<br/>Trust Account (Current)</u> | <u>Business Instant Access<br/>(Savings)</u> | <u>Business Instant Access<br/>(Community Fund)</u> |                         |
|--|--|---|-------------------------|
| A/c No 50483760  | A/c No 50484160                              | A/c No 50484568                                     |                         |
| £10,477.52   | £2762.57                                     | £617.79   | <b><u>£13857.88</u></b> |

|   |                         |
|---|-------------------------|
| <b>Unpresented Cheques up to 25.10.19</b>     | <b>£</b>                |
| <b>697.03</b>                                 |                         |
| £30 Florist Gate                              |                         |
| £667.03 Morelock Installations Ltd            |                         |
| <b>Unpresented Income up to 25.10.19</b>      | <b>£ 0.00</b>           |
| <b><u>Banking Position as at 25.10.19</u></b> | <b><u>£13160.85</u></b> |

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*(Total Bank Funds minus Total Unpresented Cheques)*

**Notes:**

\* Excludes Proposed Payments as per 6<sup>th</sup> November 2019 agenda totalling **£558.54**

2019/20 VAT Running Total to be reclaimed in 2020 **£669.49**

CPI Grant £800 from 2016/178 - Remaining Balance **£217.67**

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

Anslow Garden Club Donation **£25**

## Planning Report for Parish Council Meeting – 06/11/2019

| 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/2018/01389                    | 114 Hopley Road, Anslow, Burton-on-Trent, DE13 9QA Change of use of existing garage/games room building to form detached dwelling | <b>Objection against 12.6.19<br/>See 1.11.18 comments.</b> | <b>Refused<br/>14/02/19<br/>Appeal<br/>lodged –<br/>22/05/19</b> |
| Planning Meeting : 14/08/19     |   |  |  |
| P/2019/00767                    | Swallows Cottage, Riddings Farm Anslow DE13 9QT. Erection of two storey rear extension.   | No critical objection, comments raised. 15/08/19           | Approved   |
| P/2019/00929                    | Larkhill House, Bellhouse Lane, Anslow DE139PA. Application for certificate of lawfulness for the use as childrens care home.     | No objection 15/08/19                                      | Approved ?   |
| P/2019/00952                    | <b>Application for removal of condition for use of Yurt business to be discontinued.</b>  | No objection 06/09/19                                      | Approved   |
| Planning Meeting : 06/11/19     |   |  |  |
| P/2019/01233                    | <b>Piltons Farm, Longhedge Lane, DE13 0AN. Erection of a dairy building.</b>  |  |  |
| P/2019/01178                    | <b>Jet Petrol Station, Newborough Road, DE13 9PD</b>  |  |  |
| P/2019/01300                    | <b>Layne House, Bell House Lane, DE13 9PA</b>   |  |  |
|                                 |   |  |  |
|                                 |   |  |  |
|                                 |   |  |  |