

ANSLOW PARISH COUNCIL
Minutes of the Meeting of Anslow Parish Council (APC)
on 11th March 2020
at 6.30pm at Anslow Village Hall, Main Road, Anslow

<u>Parish Council Attendance</u>	<u>Members of the Public & Organisations</u>
Cllr Frank Thompstone (Chair)	PCSO Lee Parden and PCSO Kieran Gardner (part)
Cllr David Page (Vice Chair)	
Cllr Anne Greer	
Cllr Paul Joyce	Cllr Simon Gaskin, East Staffs Borough Council (part)
Cllr Laura Hall (part)	Cllr Garry Newbould, East Staffs Borough Council (part)
Cllr Russell Jeans	
Judy Tjon Soei Len (Clerk)	

PLANNING COMMITTEE MEETING WAS HELD PRIOR TO PARISH COUNCIL MEETING

Application Nos P/2020/00133 and P/2020/00100 were discussed, agreed and noted.

2020/3/1 Public Question Time

No members of the public were in attendance.

2020/3/2 Apologies for Absence

Apologies received from APCllr Paul Sullivan and SC Cllr Philip White

2020/3/3 Declarations of Interest

No declarations received.

2020/3/4 Minutes of the Meeting of Anslow Parish Council held on 27th January 2020

An amendment was raised and agreed as follows: "Cllr Gaskin reported several forthcoming planning applications including **the site off Forest Road**". Taking this amendment into account, the Minutes were agreed by all present, proposed by Cllr Page and seconded by Cllr Greer and signed as a true and accurate record by the Chair.

2020/3/5 Clerk's Report & Correspondence Received

1. **FINANCE**

a) Internal Auditor has been approached with a view to being appointed. See agenda Item 6 c)

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

a) **Mosley Academy - Road Safety Poster** competition. Winning poster to be agreed at meeting and displayed in the village.

b) **Rangemore Parish Council Traffic Calming** – Email received from Tatenhill & Rangemore clerk. Covered under Item 8

c) SID unit installed on Hopley Road and additional posts have been installed on Main Road.

3. **STAFFORDSHIRE COUNTY COUNCIL**

a) **Report a Fault (Highways) Update**

DATE	Job Ref	DETAILS	ACTION
23.1.20	4186238	Cadent Gas Works boundary hedge overgrown	Completed
8.3.20	4188140	Pothole on Hopley Bends, Main Road	Outstanding

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

DATE	Job Ref	DETAILS	ACTION
8.2.19		Footpath 14. Slippery descent access to bridge. Surface drainage problem.	Outstanding
24.4.19	503015	ROW 30 access off Hanbury Road (opp Bell House Lane). Stile was taped off to prevent access.	Resolved on System but work o/s.
2.10.19	PROW405447	Stockley Farm stile overgrown	To be confirmed

c) Staffordshire County Council Archive Office has been given the 1895 Vestry and Record Book of Anslow Parish Council minutes for archiving and safekeeping.

d) Cllr Page requested at the meeting that 2 potholes on Hopley Road should be reported. Cllr Greer reported previously repaired potholes on Anslow Road Hanbury had opened up again.

Resolved: Clerk to action.

4. **EAST STAFFORDSHIRE BOROUGH COUNCIL**

Consultation for Ward Boundaries for East Staffordshire - APC responded 7.2.2020

5. **ALLOTMENTS**

a) The leaflet drop advertising available plots 4 & 5 was successful with 2 parties expressing an interest, but site visits have been delayed due to excessive rainfall.

b) Allotment ditch has been cleared by contractor

c) Plot 4 has been rotivated to remove weeds, ready for occupation

d) Gate Notices are being prepared with unique location identifier code "**Demands Bonds Dispensed**" from "What 3 Words" app. This can be used by emergency services to easily locate the site. **Resolved at meeting:** agreed wording and £21 cost for the 3 signs to be made.

Proposed Cllr Greer and seconded Cllr Thompstone. Clerk to action.

e) 12 rents received to date

f) Litter left on grass verge. **Resolved at meeting:** Clerk to contact litter pickers to action.

6. **VILLAGE MAINTENANCE**

a) **Hedge cutting outside Cadent Gas Company site** on Hanbury Road has been completed but debris left blocking parts of the grass verge. **Resolved at meeting:** Clerk to contact SCC Highways.

b) **Community Paths Initiative:** 2nd working party/training session was on 1st February (Footpath 19) with Lawrence Oates. Adjacent landowners to ROW No. 19 were contacted about forthcoming work. 29th Feb date cancelled due to heavy rainfall. Next date to be arranged. New 1st Aid kit and 2 warning safety signs have been purchased.

c) Replacement "**no dog fouling**" notice for **Hopley Road** – Covered under agenda item 9.

d) **Yellow Cupressus** tree has been cut down and the bench removed from the Memorial Garden for repair and re-varnishing.

e) Ditch outlet along Hanbury Road has been cleared out, but adjacent green footpath has been damaged, causing obstruction to mowing contractors and pedestrians. Clerk has raised this with SCC department and awaits a reply.

7. **PARISH ITEMS**

- a) **Defibrillator** – training for new Defib Guardian has been completed
- b) Enquiry for a defibrillator at Mosley Academy. Discussion took place. **Resolved:** Clerk to contact supplier of the unit to discuss option of paediatric pads at the Bell and to forward funding options to Headteacher. It was further discussed and **resolved** that a Defib training course was not required. Proposed Cllr FT and seconded Cllr Page.

8. **OTHER**

- a) **Councillor Training Course** – Cllr Jeans attended on 26th February.
- b) **Website domain name and web-hosting charges** has been renewed through 1-2-3 Reg.
- c) **CPRE SPCA Planning Training Event** - 28th March – Cllr Sullivan attending.

9. **PCSO/CRIME REPORTS**

February Report from PCSO Adam Evans circulated to Councillors and Parishioners prior to meeting.

10. **CORRESPONDENCE RECEIVED**

- a) Holy Trinity church - War Memorial Renovation Costs - See Agenda item 14.
- b) Staffordshire Fire & Rescue Service Safety Plan 2020-2024 Consultation – No response required
- c) Grass Cutting and Weed Control – Helen Fisher, Cabinet Member for Highways & Transport – **Resolved:** Clerk to confirm that the green footpath to the Church should be cut 6 times a year.

PC Parden and PCSO Kieran Gardner joined the meeting. General parish items concerning school parking and traffic issues were discussed.

PC Parden and PCSO Gardner left the meeting and Cllrs Simon Gaskin and Garry Raybould, ESBC joined the meeting.

2020/3/6 FINANCE

- a) **Finance Report** for 11th March was circulated and discussed. Copy Attached. No points raised.
- b) Payments below were submitted and approved.
- c) **Internal Auditor 2019/20** – Mr John Southwell was appointed. Clerk to facilitate internal audit. £50 has been budgeted for the audit.
- d) Review of Financial Regulations. The document has been circulated prior to the meeting to the Cllrs. Details were discussed and amendments as per attached copy agreed. Cllr Page requested circulation of the council’s Came & Co. insurance document, prior to the next meeting. Proposed Cllr Page and Seconded Cllr Joyce.

Payee	Amount	Details
Judy Tjon Soei Len, Clerk	£86.95	Clerk’s Expenses
Staffordshire Parish Councils Assoc.	£20	Delegate charge for New Councillor Training Course - Cllr Jeans
Anslow Village Hall.	£132	Annual cost of hiring the venue for council meetings
S Gregson Groundwork & Landscaping*	£108	Ditch clearance and digging over of allotment plot
Transfers – None		
Payments already made		
Judy Tjon Soei Len, Clerk	£318.50	Clerk’s Salary 8 February 2020
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Thompstone Commercial Property	£21.60	Hire of Meeting room 27.1.2020

Receipts		
Anslow Allotment Plot 2	£36	Annual Rent & Insurance
Anslow Allotment Plot 14	£46	Annual Rent & Insurance
TSB	£0.08	Interest: Community A/c February 2020
TSB	£0.36	Interest: Savings A/c February 2020

2020/3/7 Planning Report

Cllr Joyce read through his planning report. No questions raised. Report to be uplifted onto website and notice boards. Clerk to action.

2020/3/8 Development Plan 2018/19 – Traffic Calming Project

- a) **Traffic Calming Project** Update. Cllr Thompstone outlined the progress to date including the installation of the SID unit and 3 posts. The battery has already been replaced due to insufficient initial charge.
Discussion took place about Rangemore pc’s traffic calming measures. Clerk was asked to keep details on file. Cllr Gaskin was asked how APC can obtain information about availability of Section 106 monies. Cllr Gaskin to respond before next meeting.
Clerk was asked to liaise with Uttoxeter rural parish council to confirm how best to collate and use the data from the SID unit.
- b) Judging of Mosley Academy Road Safety Poster competition. All Cllrs present viewed and discussed the excellent entries and the 2 winners were agreed. **Resolved:** Clerk to inform Headteacher of winners and send artwork to Morelock to produce the signs. In recognition of the wonderful effort of the Mosley pupils, all the entries are to be displayed at the Annual Parish Meeting. Other locations for display by the clerk will include the bus shelter, website and notice boards.

2020/3/9 Community Paths Initiative

- a) Dog Fouling Notices. A blue plastic notice was circulated at the meeting with wording that reinforced the importance of cleaning up after your dog. Cllr Thompstone offered to obtain copies of this sign to be displayed at field entrances. For other areas, ESBC A4 posters were agreed to be laminated by the clerk.
- b) Volunteer “recruitment” notice. **Resolved:** a poster inviting interested parties to join the Community Paths Initiative team to clear the footpaths was agreed. 5 boards needed in total were requested for siting at entrance to Footpath 19 on Nankirk Lane, and Nos 16 & 17 on Outwoods Lane and other sites as appropriate in the parish. Clerk to produce the laminated ESBC notices together with the volunteer notice on one A4 board with a stake. Proposed by Cllr Thompstone and seconded by Cllr Joyce.

2020/3/10 Annual Parish Meeting 13th May 2020

Agenda to include update on SID and strap line for road signs “Connect with your local Parish Council”. Dog fouling problem to be highlighted. Cllrs Page and Joyce offered to purchase refreshments. Invitations to be sent to regular contributors to deliver their annual reports and include spokesperson for the footpaths’ clearance volunteers.

2020/3/11 Asset Register

The revised document was reviewed and agreed. Proposed by Cllr Page and seconded by Cllr Joyce

2020/3/12 Damaged Planter on Hopley Road

Cllr Thompstone confirmed that an alternative, similar planter had been researched and was awaiting a price. To be confirmed at next meeting.

The damaged grass verge next to the Hopley Road notice board was discussed. **Resolved:** SCC to be contacted for the ground to be re-instated. Cllr Gaskin was asked to liaise with Planning Department regarding damage.

2020/3/13 Memorial Gardens Renovation

Project Proposal: Increase the current seating area so that the boundary is in line with the adjacent flower meadow boundary, remove the existing gravel and replace with new gravel and liner, remove old shrubs and prune existing small spruce. Purchase a small quantity of new shrubs to be used with the existing decorative stones to make a small feature. 2 quotes were received as follows:-

Quote A - £500

Quote B - £375

Full discussion took place and Quote B was unanimously agreed. The addition of a raised flower bed in the garden was discussed and a quote for £170 was proposed and agreed. **Resolved:** Clerk to oversee the project. Proposed by Cllr Joyce and seconded by Cllr Greer.

2020/3/14 Holy Trinity Church – Funding request for Repair to War Memorial

Clerk advised meeting that this item would be covered under The War Memorials (Local Authorities' Powers) Act 1923 section 1, however insufficient detail was available to discuss further. Clerk to request further information for next meeting from Holy Trinity Church. Cllr Hall left the meeting at this point.

2020/3/15 Councillors' Reports:

Cllr Gaskin advised that the Burton Consolidated Trust's catchment area now included Anslow and recommended parishioners to apply for funding.

2020/3/16 Close of Meeting

The Chair advised that the next meeting will be on Wednesday 6th May 2020 at 6.30pm. With that the Chair thanked everyone for attending and closed the meeting at 9.30 pm.

(Frank Thompstone, Chair)

Date

ANSLOW PARISH COUNCIL
FINANCE REPORT 11th MARCH 2020

Prepared by: Judy Tjon Soei Len, Clerk to Anslow Parish Council Date: 5.3.2020

Opening Cash Book Position	£ 9460.39
Total Income 2019/20	£12063.49
Total Expenditure 2019/20 (including VAT)	£10493.02

Current Cash Book Position **£11030.86**

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	
£8315.78	£2764.00	£618.11	<u>£11697.89</u>

Unpresented Cheques up to 5.3.2020 **£ 667.03**

£667.03 Morelock Installations Ltd

Unpresented Income up to 5.3.2020 **£ 0.00**

Banking Position as at 5.3.2020 **£11030.86**

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

Notes:

* Excludes Proposed Payments as per 11th March 2020 agenda totalling **£238.95**

2019/20 VAT Running Total to be reclaimed in 2020 **£753.07**

CPI Grant £800 from 2016/17 - Remaining Balance **£53.54**

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

Anslow Garden Club Donation **£25**

Planning Report for Parish Council Meeting – 27/3/2020

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	Objection against 12.6.19 See 1.11.18 comments.	Refused 14/02/19 Appeal lodged – 22/05/19 Refused on appeal 22/11/19
Planning Meeting : 06/11/19			
P/2019/01233	Piltons Farm, Longhedge Lane, DE13 0AN. Erection of a dairy building.	No objection	Approved 20/12/19
P/2019/01178	Jet Petrol Station, Newborough Road, DE13 9PD. Change of use of ground floor residential to retail space.	No objection	Awaited
P/2019/01300	Layne House, Bell House Lane, DE13 9PA. Non material amendments of planning permission to single storey side and rear extensions	No objection	Approved 11/11/19
Planning Meeting : 27/01/20			
P/2020/0052	Rose Cottage 69, Hopley Road, Anslow DE13 9PZ. Erection of a replacement boundary fence		