

**ANSLOW PARISH COUNCIL**  
**Minutes of the Meeting of Anslow Parish Council**  
**on 12<sup>th</sup> July 2017**  
**at 6.30pm in Anslow Village Hall, Main Road, Anslow**

**Parish Council Attendance**

Cllr Frank Thompstone (Chair)  
Cllr David Page  
Cllr John Tomlinson  
Cllr Tom Frankland  
Cllr Laura Hall  
Cllr Anne Greer  
Mrs Judy Tjon Soei Len, Clerk

**Members of the Public & Organisations**

Cllr Simon Gaskin, ESBC  
Cllr Duncan Goodfellow ESBC  
Mr Terry West

**2017/7/1 Public Question Time (relating to Agenda item 13)**

Mr Terry West outlined his concerns and those of other Hopley Road residents, regarding speeding along Hopley Road. Various possible solutions were put forward by Mr West including road humps and chicanes and mannequin-type models to be positioned on grass verges of affected highways as visual deterrents. The absence of 30mph road signs along the highway was also highlighted. Mr West stated that previous surveys carried out by Speed Enforcement Team were not a true reflection of the problem, as they had been carried out at low-peak times during the half term holiday. To correctly assess the volume and speed of traffic, a survey covering Thursday to Tuesday is required to catch peak flows and speed of traffic. **Resolved:** Clerk to contact Highways Department and SCC Philip White to ask for their advice on how to proceed.

**2017/7/2 Apologies for Absence**

Apologies received from Cllr Philip White (SCC), Parish Cllr Paul Joyce and PCSO Julia Wells

**2017/7/3 Members to Declare an Interest**

The Chair stated that he had an interest in Planning Application No P/2017/00631. The Planning Committee Chairman (Cllr Tom Frankland) confirmed that the application would not be discussed as part of this meeting. No other declarations received.

**2017/7/4 Minutes of Anslow Parish Council meeting held on 10<sup>th</sup> May 2017**

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

**2017/7/5 Clerk's Report & Correspondence Received**

**1. Village Maintenance:**

Letter of thanks was delivered to all volunteers who water the flower displays throughout the parish.

Replacement Planter: Contractor confirmed he does not want a replacement for the one stolen from Val Lydon Memorial Garden.

**2. Donations:** £25 awarded to John Taylor High School for Presentation Evening

**3. Allotments:**

i) Repair to main gate still outstanding.

ii) No update from SCC re flooding. Email sent to Cllr Philip White. Clerk spoken to Trevor Mellor who is trying to obtain specialist jetter equipment.

iii) Allotments Management for Local Councils Training Course on 11 July – Clerk attended

**4. PCSO/Crime reports:** 2 local burglaries in Tutbury, nothing in the parish.

**5. SCC Highways Team:** NHT worked in parish w/c 2 July and strimmed Hanbury Road layby and path from memorial garden to allotments. ESBC cleared drains with suction device and tanker

**6. Little Forest Project** – Hardstanding and new gate installed. Working party from de Ferrers will start on 13th and 14th July. Chain and keyed padlock installed on the gate. Restriction needed to prevent it from opening into the road

## 2017/7/5 Clerk's Report & Correspondence Received Cont'd

7. **ID badges** for parish councillors – Clerk awaiting response from ESBC.
8. The Pensions Regulator – Declaration of Compliance form, (to confirm how the parish council have met their legal duties) will be completed by Cllrs Thompstone, Page and the Clerk by deadline date of 31.8.17.
9. **Village Hall Committee** have stated that venue charges will be sent to the Clerk annually, rather than bi-monthly, in future.
10. **Burton Amateur Swimming Club** hosted its School Gala at which Mosley Academy participated on Fri 16<sup>th</sup> June. The Clerk attended on behalf of the parish council. Certificate of thanks awarded to APC from BASC
11. **Defibrillator** – Training Course was delivered by Matt Heward from West Midlands Ambulance Service on 28<sup>th</sup> June attended by 15 members of the public. Very well received. The Bell Public House are interested in running a 2<sup>nd</sup> course, to be administered by the Manager. Clerk awaits reply from Matt Heward (WMAS) to confirm if an electricity supply to the unit is required, as currently no supply is connected. School Defibrillator Training Event will run by WMAS on 16<sup>th</sup> October – Clerk to forward details, when received, to Mosley and John Taylor High School.
12. **Holy Trinity War Memorial** – Update from Cllr Thompstone under Cllrs Reports.
13. **SCC Highways Reports:**
  - i) Whitebeam Tree on the Green: Reported 20.1.17. Still outstanding.
  - ii) Job Ref **4064556** – Blocked drain on corner of road opposite The Bell outside Mosley Academy. Status: Fault categorised by inspector. Awaiting works to fix the fault.
  - iii) Job Ref **4066584** - Blocked drain corner of road opposite The Bell outside Mosley Academy. (2<sup>nd</sup> report logged see 11.12.16 after blockage caused by snowfall). Status: Ongoing Email 19.1.17 not high risk 60 days + to do repair. Fault categorised by inspector. Awaiting works to fix the fault.
  - iv) Job Ref **4074398** Blocked drain outside allotments which flooded part of the site and highway on Hopley bends. Status: Fault categorised by inspector. Awaiting works to fix the fault. Clerk rang and left VMS for Trevor Mellor at SCC. Waiting for specialist jetting equipment to be arranged by SCC Cllr Philip White.
  - v) Job Ref **4079906** Pothole on Bell House Lane reported in connection with complaint by parishioner **COMPLETED 29.6.17**

### Correspondence Received by the Clerk

Be Safe On-line report from Matthew Ellis, Police and Crime commissioner for Staffordshire Seafarers UK  
John Taylor letter of thanks for Presentation Evening Donation  
Pension Regulator – reminder for Declaration Deadline date of 31<sup>st</sup> August 2017.

## **2017/7/6 Finance**

- i) Statement of Accounts: Statement of Accounts was circulated and is attached with these Minutes.
- ii) Mileage Expenses: Clerk outlined that the mileage expense rate set by other councils and confirmed by Staffordshire Parish Councils Association was 45 p per mile. APC currently has a rate of 40 p per mile. Although the sum of 45 p per mile is not mandatory, it was resolved to use the 45p per mile rate in future. Proposed by Cllr Thompstone and seconded by Cllr Greer.
- iii) Telebanking will be on the next agenda.
- iv) Clerk confirmed that a new Standing Order requires actioning at TSB bank for payment of her salary, effective from 6 August 2017 which includes basic salary and 5% pension allowance. Document confirming these details was circulated. All in agreement with the details. **Resolved:** Clerk to set up Standing Order with TSB.

## 2017/7/7 Accounts for Payment and Receipts

Payment for Annual IT Maintenance Plan to be put on hold after discussion regarding on-going problems with Clerk's laptop processor and associated Outlook problems.

**Resolved:** Clerk to obtain a second opinion for an IT solution to resolve technical issues.

Payee	Amount	Details
Judy Tjon Soei Len, Clerk	£241.67	Clerk's Salary 6 June 2017 paid by standing order
Judy Tjon Soei Len, Clerk	£241.67	Clerk's Salary 6 July 2017 paid by cheque
Judy Tjon Soei Len, Clerk	£111.12	Clerk's Expenses
Judy Tjon Soei Len, Clerk	£96.75	Clerk's Extra Duty Payment for website Project
Judy Tjon Soei Len, Clerk	£48.33	Clerk's Pension allowance April to July 2017 inclusive
Tom Frankland	£100.54	Safety Equipment for CPI work and associated travel expenses
<b>Payments already made:-</b>		
Wilson Parish Gardens	£369	Restocking of village planters & Garden maintenance
Eyden Signs	£54	Amendments to 3 yellow AGM road display signs
John Taylor High School	£25	Presentation Evening Donation
Yorkshire Bank	£35	Bank Charges
<b>Receipts - None</b>		

**2017/7/8. Planning Report** - Cllr Frankland gave a brief update of recent applications. Report attached. Next Planning Meeting has been changed to Friday 21<sup>st</sup> July.

### 2017/7/9 Development Plan 2016/17

**a) Anslow Parish Council Website:** Productive meeting with web designer Bimal Jangra, the Clerk and Cllr Hall on 11<sup>th</sup> July. A Web map produced by Clerk identified 7 main Homepage tabs with documents contained within each. Next Website Meeting will be at the end of August which will also include maintenance website training for Clerk and Cllrs Hall and Joyce. Website to be reviewed with objective to propose to full council on 13<sup>th</sup> September. Cyber security to be implemented. Aim is to go "live" by end of September. Clerk to save all website documents as pdf files and email to BJ to uplift onto site as Phase 1. Phase 2 will include making website compatible to mobile devices.

**b) Community Paths Initiative:** Cllr Frankland has carried out extensive work on the footpaths with a small group of local volunteers and cleared the worst areas at Leyfields and Whitestone Lane. Safety trousers have been purchased to wear when using (in particular) the brushcutter. 8 sessions completed covering 70 hours of work. 22 miles of footpaths need maintenance in the parish. The Chair gave sincere thanks to Cllr Frankland and the CPI volunteers for this continuing work. Cllr Frankland suggested that if possible, parishioners should inform APC of any reports they send through regarding footpaths to SCC so that CPI team are aware.

### 2017/7/10. Development Plan 2017/18

As no project initiatives were proposed by the parishioners at the Annual Parish Meeting in May and due to several lengthy projects being undertaken last year, it was considered that the website project and CPI work should be continued this year and nothing further considered at this time. **Resolved:** No new projects to be undertaken. However, renewing the planters on Hopley Road and reviewing traffic calming measures on Hopley Road would be undertaken separately.

### 2017/7/11 Review of Code of Conduct Document 2017

The document had been circulated prior to the meeting for review. No Amendments were requested. **Resolved:** Accept this document as revised for 2017. All present Councillors signed the master copy document. Cllr Joyce to sign and completed document to be uplifted on to APC website.

### 2017/7/12 Review of Draft Minutes for Anslow's Annual Parish Meeting on 24<sup>th</sup> May

These were reviewed and no changes requested. **Resolved:** Clerk to circulate/email the draft Minutes. Formal approval of these Minutes will take place at the 2018 Annual Parish Meeting.

2017/7/13 Traffic Calming Measures – covered under Pubic Question Time above, in Item 1

### 2017/7/14 Village Maintenance

#### i) Mowing Schedule

Cllr Frankland outlined problem areas within parish that have not been mown this year but are on the Highways' mowing route-map. Confusion as to which council (ESBC/SCC) has responsibility for which areas. Allotment verges were also highlighted as an unsightly area which needs mowing/clearing.

**Resolved:** Clerk to contact ESBC Open Spaces Team to obtain the mowing schedule they are currently using to mow the parish. Clerk to invite Councillors to survey the parish and record areas currently mown by SCC and ESBC and other areas which require maintenance.

Weeds on curbed edges along main parish roads require spraying again. **Resolved:** Clerk to contact SCC Highways to action.

#### ii) Replacement Planters on Hopley Road

Cllr Thompstone opened discussions on the type of planter required and it was concluded that a non-metal planter, raised up off the ground was required, that would not be easily damaged by strimmers used by SCC Highways Department. Stencilling APC on planters was not felt necessary. **Resolved:** Cllr Thompstone to research prices for replacement Hopley Road planters and Cllr Page to check condition of the 3 Memorial Garden Planters and report to clerk if replacements are needed.

### 2017/7/15 Allotments

i) Jetting equipment to address potential further flooding of the site is still awaited from SCC Highways. Cllr White has been asked to support this jet cleaning of under-road pipework to clear the blockage. Clerk has spoken to Trevor Mellor at SCC to chase up. Outlet of ditch runs into a 4" pipe, therefore need to ensure ditch is adequately cleared out to avoid further blockages. **Resolved:** Clerk to continue to chase up SCC. Cllr Hall to check ditch as part of monthly allotment inspection.

ii) Annual Maintenance Plan – Clerk to contact Maintenance contractor as soon as possible to clear the grass verges around the site and cut the hedge. Annual maintenance will include cutting of hedge and grass verges twice a year. **Resolved:** £70 costs agreed for this work. Proposed by Cllr Thompstone and seconded by Cllr Tomlinson.

iv) Repair to main gate is still outstanding. **Resolved:** Clerk to contact party again to chase up the repair.

### 2017/7/16 Councillors' Report: Cllrs Gaskin ESBC, Cllr Duncan Goodfellow

Cllr Thompstone waiting for Reverend Whitehead to confirm recommendations from survey for restoration of memorial plaque at Holy Trinity Church. Update at next Meeting.

Cllr Goodfellow informed meeting of the following items:-

- i) Phase 2 of Red House Farm Development has been refused by Court of Appeal. There is a 5 year land supply and the development will not have any further right of appeal.
- ii) Fly-tipping issues still occurring. ESBC are monitoring numbers and the costs of clearance being incurred. 3 new bin lorries are being purchased by ESBC to accommodate extra capacity required due to extra housing developments. This may result in current collection days being changed.
- iii) Burton Town Centre is the focus of a Regeneration Programme which may include greener spaces, new street furniture etc. The consultation will also include possible pedestrianisation of certain areas.

### 2017/7/17 Close of Meeting

The Chair advised that the next meeting of Anslow Parish Council will be 13<sup>th</sup> September. With that the Chairman thanked everyone for attending and closed the meeting at 8.45 pm

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(Frank Thompstone, Chairman)

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Date

ANSLOW PARISH COUNCIL  
**FINANCE REPORT Completed 10.7.17**

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 (30.6.17)**

TSB Current A/c	=	£ 6231.69
TSB Savings A/c	=	£ 3355.95
TSB Community A/c	=	£ 902.00
(minus unrepresented cheques)	=	£ 79.00
(plus unrepresented Income)	=	£ 0.00
<b>Total Bank Funds</b>	<b>=</b>	<b>£10,410.64</b>

**Unrepresented Cheques (Up to 30.6.17)**

John Taylor Donation	=	£25.00
Eyden Signs	=	£54.00
<b>Total Unrepresented Cheques</b>	<b>=</b>	<b>£79.00</b>

**Unrepresented Income (up to 30.6.17)**

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

<b>Total Bank Funds as at 12.7.17</b>	<b>=</b>	<b>£10,410.64</b>
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Total Bank Funds include £900 NALC Website grant and £443.25 CPI grant balance (£800 awarded in total)