

ANSLOW PARISH COUNCIL

Minutes of the Meeting of Anslow Parish Council (APC) on 23rd September 2020 held remotely starting at 6.30pm

<u>Parish Council Attendance</u>	<u>Members of the Public & Organisations</u>
Cllr Frank Thompstone (Chair)	Cllr Philip White, Staffordshire County Council (SCC) (part)
Cllr Russell Jeans	Cllr Simon Gaskin, East Staffs Borough Council (part)
Cllr Paul Joyce	Cllr Garry Newbould, East Staffs Borough Council (part)
Judy Tjon Soei Len (Clerk)	

The Chair opened the meeting and welcomed all council members.

2020/9/1 Public Question Time

No public members were in attendance.

2020/9/2 Apologies for Absence

Apologies received from APC Cllrs David Page, Laura Hall and Anne Greer

2020/9/3 Declarations of Interest

No Declarations of Interest received.

The Chair agreed to Cllr White's request for any SCC related matters to be discussed at the start of the meeting due to him having to leave for another engagement. The Feasibility Study for Road Safety meeting was discussed. See agenda item 2020/9/8c below.

2020/9/4 i) Minutes of the Parish Council Meeting held on 8th July 2020

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

ii) Minutes of the Extraordinary Meeting of Parish Council held on 20th August 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.

2020/9/5 Clerk's Report & Correspondence Received

1. FINANCE

- a) 2020/21 Budget was updated and circulated for information to Councillors.
- b) Joint Fund Consideration Covid-19 – A Food Bank funding donation of £100 has been sent c/o Horninglow and Eton parish council.

2. 2019/20 DEVELOPMENT PLAN – Traffic Calming Project

- a) Evaluation Report re SID purchase, requested by Staffs Safer Roads Partnership – 31.10.20 deadline.
- b) SID unit - 2 additional lockable mounting kits (omitted from original order) and fixing brackets for Mosley road safety posters have been installed on empty SID posts. Training Meeting to evaluate data and reports was held on 15th Sept. Update covered in Agenda item 8.

3. 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.	Job Raised
24.5.20	4199574	Leaning tree near cattery, Main Road, Anslow	Job Raised
24.5.20	4199575	Damaged road sign on Bell House Lane	Referred to ESBC
20.8.20	4209340	Damaged pavement outside Holy Trinity Church	Job 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	200452026	ROW 30 access off Hanbury Road (opp Bell House Lane). Stile was taped off to prevent access. Reported 24.4.19 and 29.4.20	Unresolved
2.10.19	PROW405447	ROW 30 at Stockley Farm, stile over-grown and access obstructed with electric fence	Unresolved Updated 6.4.20
20.4.20	200474322	ROW 6 cropped up against hedge again. As crop grows, access via the hedgeline footpat will be restricted.	Unresolved Updated 17.6.20
29.4.20	200452026	ROW 30 access off Hanbury Rd (opp Bell House Lane). Stile damaged/taped off to prevent access. Logged 24.4.19 & 29.4.20	Unresolved
5.6.2020	200631113	ROW 30 Substantial fence blocking the footpath immediately next to the stile. Reported online again.	Unresolved
5.6.2020	200647762	ROW 30 An electric fence has been erected 20 yards into adjacent field beyond the stile with no access/protection for walkers.	Unresolved
17.6.20	200452026	ROW 30 access blocked with fence. Obstruction reported direct to SCC ROW Dept - landowner would be contacted again 17.6.20.	Unresolved

c) Stile repairs to be undertaken by Anslow Volunteers. Awaiting information from ROW team.

Resolved at meeting: Enquiry to be made to SCC for Free of Charge stile packs. Clerk to action.

Proposed Cllr Thompstone and seconded Cllr Joyce.

d) Drainage Priorities report was completed for Anslow and sent to SCC.

e) SCC Highways Feasibility study meeting held on 18th September. See agenda item 2020/9/8 c.

4. **EAST STAFFORDSHIRE BOROUGH COUNCIL**

a) Fly-tipping reported: Hanbury Road layby, Gas Station on Nankirk Lane, Bushton Lane and Lount Lane x 2.

b) Suspected drugs-related activity reported to ESBC and Staffs Police around Nankirk Lane.

c) Ward Changes Consultation – APC decision was submitted and copy sent to parishioners and displayed on notice boards and website.

d) ESBC confirmed that Parish Council Forum is to be reinstated towards the end of 2020.

5. **ALLOTMENTS** See Agenda item 10.

a) The connection of a water supply has been requested on site. Allotment holders will bring information to November meeting for discussion.

b) 2 tenants have requested to move onto smaller plots.

c) Complaints received regarding overgrown plots.

6. **VILLAGE MAINTENANCE**

a) Damaged planter on Hopley Road – Replacement is being sourced prior to Autumn planting.

b) Replacement Planters for The Green/Bushton Lane have been purchased ready for Autumn planting

c) Footpath Notices: 6 x 5' double sided display boards with CPI volunteer poster and Reminder Notice to dog owners to clear up their dog waste responsibly, are ready to be installed on footpaths.

d) Weed spraying of pavements on Main Road and Hopley Road - SCC contractors did not attend. Clerk instructed alternative contractor.

e) Beech Hedge overgrown obstructing pavement on Bushton Lane and Main Road. Letter sent to house address requesting maintenance work to be carried out. Matter resolved.

f) CPI advert placed in Church Magazine requesting volunteers for footpath maintenance resulted in another party being recruited.

g) Specialised hand tool has been purchased for Footpath (CPI) volunteers who have been working on overgrown footpaths throughout September.

7. PARISH ITEMS

- a) Defibrillator – Dual defibrillator pads for children and adults have been purchased and installed.
- b) Anslow's Book of Condolence is awaiting collection by Holy Trinity Church.
- c) Hanbury Cross-roads – Report recommendations from the 2019 fatal traffic incident was requested by Hanbury parish council (HPC) at 1st May meeting with Kate Griffiths. APC liaising with HPC and Cllr White once report has been concluded.
- d) Digitalised Tithe Maps of Anslow and surrounding parishes now available.

8. OTHER

- a) Outwoods Parish Council have erected 3 "CCTV signs" on Longhedge Lane
- b) Clerk attended Creating Accessible Documents Zoom Training Course.
- c) Extraordinary meeting was held on 21st August to discuss proposal to remove and re-site village bench
- d) Link to Anslow Village Hall information has been uplifted onto APC website.
- e) The CPRE/SPCA Planning Training course on 26th September was cancelled
- f) Authorised Scheme of Delegation to Clerk has been drafted awaiting approval as part of the Standing Orders.
- g) Website Accessibility Requirements and Actions are on-going for APC website.
- h) Resignation received from Cllr Sullivan from the parish council.

9. PCSO/CRIME REPORTS

- a) Drug related items found on footpath near Nankirk Lane.
- b) School Parking complaints raised with PC Parden.

10. CORRESPONDENCE RECEIVED

- i) SCC Diversion of Vehicular Traffic Notice on Bushton Lane, 13th August. No action required.
- ii) Draft Parking Standards & Brewery Building Conversion Supplementary Planning Docs – Consultation
- iii) Parishioner Letter requesting SCC review of proposed HGV routes and 7.5 tonne weight limit restriction.
Proposal and resolution: Clerk to reply confirming SCC meeting details held on 18th September.
Proposed Cllr Jeans and seconded Councillor Joyce.
- iv) Her Majesty's Lord Lieutenant of Staffordshire, Mr Ian Dudson CBE KStJ. No action required.
- v) Letter from Kate Griffiths, MP re Broadband update in Anslow – see agenda item 2020/9/11
- vi) Village Hall Trustees' Annual Report 2019/20 – No action required.

ESBC Cllrs Simon Gaskin and Garry Raybould joined the meeting.

2020/9/6 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) **National Salary pay scales for Clerk** from April 2020 Clerk requested this item be reviewed by Cllr Page and deferred until next meeting.
 - d) **Auditor's fee donated back to APC. Resolved:** £50 fee to be donated to Mosley Academy.
Proposed Cllr Thompstone and seconded Cllr Joyce.
 - e) **Pride of Mosley Award: Resolved:** £50 remaining donation to be sent to Mosley Academy, for the purchase of books. Proposed Cllr Joyce and seconded Cllr Thompstone
 - f) **John Taylor Academy:** Donation deferred to 2021 as Presentation Event was cancelled.
 - g) **Holy Trinity Church: Resolved:** £100 donation for the renovation of the Memorial plaque.
 - h) **Little Forest: Resolved:** Clerk to action the donation of £100.
 - i) **Anslow & District Gardening Club:** Resolved: £50 donation agreed for purchase of seeds.
 - j) **VE Day Donation:** Resolved: £200 donation is to be put on hold due to Covid.
- Resolved:** All above donations agreed and proposed by Cllr Joyce and seconded Cllr Jeans.

2020/9/7 Planning Report

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

- a) **Draft Parking Standards Consultation** – It was agreed that no further action was needed other than to monitor and implement the changes into planning discussions as required.

- b) **Review of Planning committee meeting** on 25th August re Upper Outwoods’ proposed Development. Cllr Joyce attended on behalf of APC and he read a statement of APC’s concerns which included increased volume of traffic, HGV traffic travelling through the village during construction periods and Hopley Road traffic issues. No indication of support came from the Committee to progress these concerns.
- c) **Weight Limit Proposal**- see item 2020/9/8/c
- d) **Reform of the planning System & Planning for the Future**: After discussion, no action required.

2020/9/8 Development Plan 2018/19 – Traffic Calming Project

- a) **Report on analysis of recent SID data**: Key points: Hopley Road (30mph zone): top speed recorded was 62mph, 48% of drivers broke the speed limit. Main Road (40mph zone) top speed recorded was 94mph, 28% of drivers broke the speed limit.
- b) **Parking Complaints and increased Volume of traffic on Bushton Lane** – see c) below
- c) **Feasibility study for road safety issues in Anslow Meeting 18.9.2020**
Cllrs Thompstone and Joyce attended the meeting with SCC’s Lisa Hall (LH) and Sarah Alves (SA).
 - i) Request for signage at The Acorn junction prohibiting construction HGVs using Hopley Road and travelling through the village onto Outwoods. Safety concerns for children walking to Mosley School from The Acorn and Beamhill Road.
 - ii) Concerns about increased speeding and volume of traffic on Hopley and Main Roads particularly near to Mosley School. Speed indication device (SID) data to be forwarded to SA.
 - iii) Parking complaints on Bushton Lane during school drop off and pick up times.
 - iv) The 30mph sign to be re-sited after the last property along Bushton Lane and double yellow lines considered for extension along Bushton Lane.
 - v) “Caution Horses” sign to be installed on Bushton Lane. LH confirmed this would be raised with Cllr Atkins LCP (Local Concerns Priorities) for his consideration at next meeting
 - vi) The provision of a 7.5T weight restriction on Bushton Lane was discussed, but SCC confirmed it would be difficult to enforce.

It was concluded that APC would receive SCC’s report by the end of the year. APC will circulate it to parishioners to facilitate an agreed plan. SCC confirmed £5k has been allocated from Section 106 monies from Upper Outwoods’ Development for the “design stage” of this study.

Cllr White gave his apologies and left the meeting.

2020/9/09 Parish Council Vacancy

The Resignation has been accepted from Cllr Paul Sullivan and the Notice of Vacancy has been published. The Returning Officer will notify the Clerk after 15th October of further details.

2020/9/10 Allotments Update

- i) **Water Supply**: Request from allotment holders to connect a water supply to the site. Details of the proposal and costings from the allotment holders were not available for the meeting. Deferred till November meeting.
- ii) Clerk to review overgrown plots and contact members on the waiting list due to plots being surrendered.

2020/9/11 Broadband Availability – Superfast Staffordshire Programme

Cllr Jeans gave a summary of Kate Griffiths, MP’s response to APC’s enquiry into provision of Superfast Broadband to remaining outstanding areas in the parish. Network is connected to 97% of premises across the UK, but no funding for remaining 3% at this time. East Staffs achieved 97% but 1,700 premises currently not connected including Hopley Road. Discussions included use of satellite connection with Kimoja Broadband, Rural Community Fibre Partnership and “BT Overhead Fibre to Home”. APC willing to lend assistance to resolve the issue. Cllr Jeans to monitor progress.

2020/9/12 Review of Standing Orders Document

The review of the main document was deferred until November meeting. The Authorised Scheme of Delegation (ASD) addendum had been circulated prior to the meeting for review. The Clerk reviewed the document and no questions were raised. **Resolved:** The ASD document was proposed to be accepted by Cllr Jeans and seconded by Cllr Joyce.

2020/9/13 Village Bench on Bushton Lane – Update

Staffordshire County Council Highways Department have offered to meet the parish council and/or the property owner on site to discuss any further requirement to move the bench. **Resolved:** SCC's email to be forwarded to the resident, confirming that the land is adopted highway and reiterate APC's willingness to assist with the re-siting of the bench (if required) but this would be at the expense of the resident. Proposed by Cllr Thompstone and seconded by Cllr Joyce.

2020/9/14 Website Accessibility

The Clerk reminded APC of the legal requirement for compliance by 23.9.2020, but stated that upon inspection by an external website consultant, the recommended changes to the site, required professional support. As a small parish council this requirement may be a "disproportionate burden". **Resolved:** IT costs for reviewing compliance requirements, is be reported at next meeting and Clerk to upload APC's current Website Accessibility Statement onto website.

2020/9/15 Leyfield Mews

A small area of land on the corner of Leyfield Farm Mews and Outwoods Lane has become overgrown and requires maintenance. **Resolved:** Original developer of the site to be contacted to investigate. Proposed by Cllr Thompstone and seconded by Cllr Jeans.

2020/9/16 Councillors Reports

Cllr Gaskin's report:

- One of the function rooms at Burton Town Hall is being set up as a Covid-19 Testing Centre for walk-in appointments for the next 3 months.
- Enforcement officers are being trained as Marshalls to ensure Government Covid guidelines are being followed in town centres and shopping precincts.
- Work on Station Street is nearing completion as part of the Town Regeneration Project which includes work on the High Street.

2020/9/21 Close of Meeting

The Chair advised that the next meeting will be on Wednesday 4th November at 6.30pm With that the Chair thanked everyone for attending and closed the meeting at 8.50 pm

(Frank Thompstone, Chair)

Date

ANSLOW PARISH COUNCIL

FINANCE REPORT 23rd September 2020

Prepared by: Judy Tjon Soei Len, Clerk to Anslow Parish Council Date: 22.9.2020

Opening Cash Book Position	£10366.82
Total Income 2020/21	£ 5489.98
Total Expenditure 2020/21 (including VAT)	£ 4846.36

Current Cash Book Position **£11010.44**

TSB Bank Statements

<u>Club, Charity & Trust Account (Current)</u> A/c No 50483760 £7625.97	<u>Business Instant Access (Savings)</u> A/c No 50484160 £2765.91	<u>Business Instant Access (Community Fund)</u> A/c No 50484568 £618.56	<u>£11010.44</u>
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Total Unpresented Cheques up to 23.9.2020 £ 00.00

Unpresented Income up to 23.9.2020 £ 00.00

Banking Position as at 23.9.2020 **£11010.44***

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

Notes:

* Excludes Proposed Payments as per 23rd September 2020 agenda totalling **£596.25**

2019/20 VAT Total to be reclaimed in 2020 **£771.07**

2020/21 VAT Total to be reclaimed in 2021 **£134.49**

CPI Grant £800 from 2016/17 - Remaining Balance £5.83

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

Anslow Garden Club Donation £25

Planning Report for Parish Council Meeting – 23/09/20

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	Awaited
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: 29/08/20			
P/2020/00493	Poplars Farm Cross Country, Wild Wood Lodge, Bushton Lane. Formation of a menage	No objection	Approved
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	Awaited
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:			
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	
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	
P/2020/00922	Application for a certificate of lawfulness for the continued occupation without complying with agricultural occupancy dated October 1990	Not yet reviewed	