

ANSLOW PARISH COUNCIL
Minutes of the Meeting of Anslow Parish Council (APC)
on 27th January 2020
at 6.30pm at Unit 19, Anslow Business Park, Main Road, Anslow

<u>Parish Council Attendance</u>	<u>Members of the Public & Organisations</u>
Cllr Frank Thompstone (Chair)	1 members of the public (part)
Cllr David Page (Vice Chair)	
Cllr Anne Greer	Cllr Philip White (part), Staffordshire County Council
Cllr Paul Sullivan	Cllr Simon Gaskin, East Staffs Borough Council
Cllr Laura Hall	Cllr Garry Newbould (part), East Staffs Borough Council
Cllr Russell Jeans (part)	
Judy Tjon Soei Len (Clerk)	

PLANNING COMMITTEE MEETING WAS HELD PRIOR TO PARISH COUNCIL MEETING

Application No P/2020/0052 Location: Rose Cottage, 69 Hopley Road, Anslow.

Details: Erection of replacement boundary fence. No objections raised but comment made that colour of materials should remain the same as previous boundary fence.

It was proposed and agreed to move Agenda item 11 (Parish Council Vacancy) to Item 5 on the agenda.

2020/1/1 Public Question Time

The Chair invited questions but none were received.

2020/1/2 Apologies for Absence

Apologies received from Cllr Paul Joyce

2020/1/3 Declarations of Interest

No declarations received.

2020/1/4 Minutes of the Meeting of Anslow Parish Council held on 6th November 2019

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.

2020/1/5 Parish Council Vacancy Update

Mr Russell Jeans was invited by the Chair to explain his application and interest in the vacancy, after which he left the meeting room whilst his application was discussed. Proposed by the Chair and seconded by Cllr Page to co-opt Mr Jeans. A unanimous decision made. Mr Jeans re-joined the meeting and was welcomed to the parish council and duly signed the Acceptance of Office form.

2020/1/6 Clerk's Report & Correspondence Received

1. **FINANCE** 2020/21 Precept request sent to ESBC for £9,313.
2. **2019/20 DEVELOPMENT PLAN – Traffic Calming Project**
 - a) Advice requested from SCC for recommended signage on Hanbury Road. Mosley Academy competition for best SID poster - Clerk to action. Updates covered in agenda item 10.
 - b) Rangemore Parish Council Traffic Calming – Clerk still actioning
 - c) Design/artwork of bottom plate of SID unit has been forwarded to Morelock.

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 Reported to SCC Trevor Mellor Sept 2019, reported to SCC 23/1/20	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 caused by surface drainage problem requires SCC maintenance	Outstanding 10.9.19
24.4.19	503015	ROW 30 (opp Bell House Lane). Obstructed access to field due to broken stile	Resolved on System but clerk to check
2.10.19	PROW405447	Stockley Farm stile overgrown	Unresolved

4. **EAST STAFFORDSHIRE BOROUGH COUNCIL**

ESBC Elections Officer requested display of Notice to Poll for General Election.

5. **ALLOTMENTS** - Update covered under Item 12.

Cllr Thompstone installed new gate padlock and has cleared debris from ditch and inlet drainage pipe. Allotment verge has been strimmed and cleared. 2020 Renewal letters sent out. 2 vacant plots. 10 rents received, 2 payments outstanding. Interest shown on Plot 5 but is unable to proceed at present.

6. **VILLAGE MAINTENANCE**

- a) Maintenance of hedge boundary to Cadent Gas Company site, Hanbury Road/Nankirks Lane has been confirmed by SCC as their responsibility. Clerk raised on-line job report.
- b) £50 donation for seed, made to Anslow Garden Club for Flower Meadow, opposite Leyfields
- c) £100 donation made to Burton Conservation Volunteers in recognition of their training and support for Rights of Way (ROW) volunteers.
- d) Community Paths Initiative: 2nd working party/training session due on 1st February on Footpath 19 with Lawrence Oates. 6 Hi Vis vests have been purchased for CPI volunteers. Invitation to attend and participate has been emailed to parishioners.
- e) Letters sent requesting cutting of boundary hedges on Hanbury Road and Hopley Road.
- f) New DofE volunteer has started litter picking on Bushton & Harehedge Lane for 3 months. Risk assessment form and equipment issued by clerk.
- g) Memorial Garden maintenance review and site inspection took place 23rd Jan. (Agenda item 14).
- h) Replacement "no dog fouling" notice for Hopley Road – Covered under agenda item 13.

7. **PARISH ITEMS**

- a) **Defibrillator** – New Defib Guardian is now in place, and training will be arranged.
- b) **Parish Minute and Vestry Book** – Item 16 on agenda
- c) **11th November Remembrance Service** conducted by Rev Pip Short and was well attended by Mosley Academy, members of the public and the Parish Council.

8. **OTHER**

- a) Application received for Councillor Vacancy
- b) Welcome Card from APC sent to newly appointed Rev Phyllis Bainbridge at Holy Trinity
- c) School boundary fence damaged by car collision has been repaired and litter bin reinstated. Letter of thanks has been sent to the parishioner concerned from APC.

9. **PCSO/CRIME REPORTS**

January Report from PCSO Adam Evans already circulated.

10. **CORRESPONDENCE RECEIVED** – No action required

- a) **Consultation on Statement of Licensing Policy** (emailed to Cllrs 6.11.19)
- b) **Staffordshire Community and Voluntary Controlled School Admission Arrangements 2021/21** – Consultation
- c) **Best Kept Village Competition**

Points raised from Clerk’s Report

Part of the Green footpath from the village to the Church, near to Mayfield’s Farm, has been damaged after ditch clearance work resulting in the footpath being unwalkable. **Resolved:** Matter to be referred to Cllr White. Proposed by Cllr Thompstone and seconded by Cllr Page.

2020/1/7 Finance Report

- a) **Finance Report** for 27th January was circulated and discussed. Copy Attached. Clerk confirmed that as the new on-line payments process was now available, there was no longer a requirement for Cllr Sullivan to be another cheque signatory on the bank accounts.
- b) **Internal Auditor 2019/20** No replacement found. Cllr Jeans confirmed he would investigate and advise at next meeting.
- e) **Debit Card** – TSB have confirmed that a debit card is not available on our current accounts.
- f) **Accounts for Payment and Receipts** Payments below were submitted and approved.

Payee	Amount	Details
Judy Tjon Soei Len, Clerk	£82.59	Clerk’s Expenses
Tag Sports	£64.13	8 x Hi Vis vests for volunteer working parties
Transfers – None		
Payments already made		
Judy Tjon Soei Len, Clerk	£318.50	Clerk’s Salary 8 November 2019
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ME Tomlinson	£120.00	Allotment Hedge Cutting
Wilson Parish Gardens	£294.00	Village Maintenance and re-stocking of planters
Anslow Garden Club	£50	Donation - Seed for Wild-Flower Garden
Burton Conservation Volunteers	£100	Donation in recognition of support with CPI project
Shield Total Insurance	£118.88	Annual Insurance premium for allotments
Receipts		
Anslow Allotment Plot 1	£41.00	Annual Rent & Insurance
Anslow Allotment Plot 3	£31.00	Annual Rent & Insurance
Anslow Allotment Plot 6	£36.00	Annual Rent & Insurance
Anslow Allotment Plot 7	£36.00	Annual Rent & Insurance
Anslow Allotment Plot 8	£41.00	Annual Rent & Insurance
Anslow Allotment Plot 9	£31.00	Annual Rent & Insurance
Anslow Allotment Plot 10	£31.00	Annual Rent & Insurance
Anslow Allotment Plot 11	£36.00	Annual Rent & Insurance
Anslow Allotment Plot 12	£31.00	Annual Rent & Insurance
Anslow Allotment Plot 13	£36.00	Annual Rent & Insurance
TSB	£0.08	Interest: Community A/c November r2019
TSB	£0.36	Interest: Savings A/c November 2019
TSB	£0.08	Interest: Community A/c December 2019
TSB	£0.35	Interest: Savings A/c December 2019
TSB	£0.08	Interest: Community A/c January 2020
TSB	£0.36	Interest: Savings A/c January 2020

2020/1/8 2019/20 Budget Review

The Clerk circulated copies of the revised 2019/20 budget and proposed 2020/21 budget with amended figures as agreed at November's meeting. The Chair thanked Cllr Page and the clerk for their work on this item. The revised budget was formally agreed. Proposed by Cllr Sullivan and seconded by Cllr Jeans. Cllr Page requested the Cash Balance Sheet be produced at future meetings.

2020/1/9 Planning Report

Cllr Thompstone read through the planning report which had been prepared by Cllr Joyce. No questions raised. Report to be uplifted onto website and notice boards. Clerk to action.

2020/1/10 Pensions Regulator

Pensions Regulator sent notice outlining Pension obligations review by the Parish Council to their staff. Re-declaration deadline date is 1st Sept 2020. It was agreed that details should remain the same as for the original review in April 2017 and Clerk's 5% pension supplement will continue.

Resolved: clerk to respond to Pensions Regulator. Proposed by Cllr Thompstone and seconded by Cllr Page.

2020/1/11 Development Plan 2018/19 – Traffic Calming Project

- a) **Design of Road Safety Posters (2) for SID Installation Posts.** It was agreed that 1 poster would be designed by APC based on "Speed Kills" logo. The 2nd poster will be the winning entry from Mosley Academy's competition which will be judged at March meeting.
- b) Signage on Hanbury Road will be reviewed again with Cllr Philip White
- c) Rangemore Parish traffic calming measures - Clerk not had response from parish clerk but will continue.

2020/1/12 Allotments Update

- a) 10 rents received. 2 plots remain vacant. **Resolved:** Organise a leaflet drop to advertise vacant plots targeting Hopley Road and Pegg Court.
 - b) Discussed requirement for Location Notice to be displayed on 3 allotment gates to enable emergency services to locate the site. Cllr Sullivan advised use of "What 3 words" mobile app to locate the site.
- Resolved:** Clerk to investigate and prepare notices. Proposed Cllr Sullivan and seconded Cllr Page.

2020/1/13 Community Paths Initiative

- a) Clerk confirmed 2nd voluntary working party date on Saturday 1st February with Lawrence Oates from Burton Conservation Charity.
- b) Production of Dog Fouling Notices is still outstanding

2020/1/14 Memorial Gardens Renovation

Cllr Greer advised meeting of recent meeting with clerk and contractor and the proposed renovation work discussed. Seating area to be extended and new gravel/membrane laid down. Yellow conifer to be removed and large spruce to be trimmed away from pavement. 3 new planters required. A small planted area/rockery to be constructed reusing some existing materials. Bench will be taken under cover to be re-varnished and minor repairs made.

Resolved: written quote(s) for the above work to be obtained by clerk and presented at next meeting. Proposed by Cllr Page and seconded by Cllr Hall. Cllr White joined the meeting.

2020/1/15 Book of Condolence

Discussions took place. **Resolved:** Once compiled, the Book should be kept at Holy Trinity. Cost of providing the book to be shared between APC and Holy Trinity Church. Relevant only to Senior members of the household only. Clerk to purchase necessary stationery. Proposed by Cllr Sullivan and seconded by Cllr Hall.

2020/1/16 1895 Parish Minute and Vestry Book

Clerk advised meeting that Staffordshire County Council Archive Offices would store and archive this item. **Resolved:** Clerk to contact department and advise of details. Cllr White offered to deliver it. Proposed by Cllr Page and seconded by Cllr Jeans.

2020/1/17 Councillors' Reports:

Cllr Thompstone enquired if Cllr White could offer any support to i) contact SCC Highways Department to get Hanbury Road hedge cut near to Cadent Gas Site, as it is a grassed pathway and will obstruct the mowing and ii) to inspect the ditch outlet along Hanbury Road which has been cleared but adjacent green footpath is now damaged, causing obstruction to mowing and pedestrians and report to relevant SCC department. Cllr White agreed to progress.

Cllr Thompstone asked ESBC Cllrs for their comments regarding the proposed Ward Boundary changes as Tutbury parish had made an enquiry about APC's preferred option. Cllr Gaskin explained that currently Anslow is in Tutbury and Outwoods Ward and may benefit from staying linked with Outwoods due to high volume of proposed developments which will affect Anslow. Other links with neighbouring parishes were discussed. **Resolved:** APC Cllrs agreed that the parish of Anslow should either i) remain the same as currently, or link with Outwoods. Proposed by Cllr Sullivan and seconded by Cllr Page. Clerk to respond to ESBC.

Cllr Sullivan confirmed that he had met with the landlord of the Bell who were proposing live bands, catering and outdoor entertainment to celebrate VE Day on 8 May. He advised them of £200 donation from APC for this community event. Cllr Sullivan to update as matters progress.

Cllr White gave his report which recognised the sizeable proposed developments local to Anslow which will have direct impact of traffic through the village. Cllr White confirmed he would look into signage options on Hanbury Road to encourage improved driver behaviour. When asked about a weight restriction on Henhurst Hill, he confirmed that Dept of Transport have refused this.

Cllr Gaskin reported several forthcoming planning applications including **the site off Forest Road**. Automated Number Plate recognition camera to be installed at top of Outwoods Road access. Speed cameras will be installed on Burton Road Tutbury to help encourage safer driving near to the school.

Cllr Raybould outlined his concerns for current planning regulations and the need for air pollution monitors.

2020/1/18 Close of Meeting

The Chair advised that the next meeting will be on Wednesday 11th March 2020 at 6.30pm With that the Chair thanked everyone for attending and closed the meeting at 9.20 pm

(Frank Thompstone, Chair)

Date

Initial of Chair5

ANSLOW PARISH COUNCIL
FINANCE REPORT 27th JANUARY 2020

Prepared by: Judy Tjon Soei Len, Clerk to Anslow Parish Council Date: 24.1.2020

Opening Cash Book Position	£ 9460.39
Total Income 2019/20	£11981.05
Total Expenditure 2019/20 (including VAT)	£10006.20

Current Cash Book Position **£11435.24**

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	
£8784.60	£2763.64	£618.03	<u>£12166.27</u>

Unpresented Cheques up to 24.1.2020 £ 767.03

£667.03 Morelock Installations Ltd
£100 Burton Conservation Volunteers

Unpresented Income up to 24.1.2020
Allotment rent (cash) £ 36.00

Banking Position as at 24.1.2020 **£11435.24**

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

Notes:

* Excludes Proposed Payments as per 27TH January 2020 agenda totalling **£146.72**

2019/20 VAT Running Total to be reclaimed in 2020 **£738.78**
CPI Grant £800 from 2016/17 - Remaining Balance **£53.54 (HI VIS VESTS £64.13 & £100 DONATION)**
Website Grant £1350 (£900 + £450) from 2017/18 - Remaining Balance **£156.29**
Anslow Garden Club Donation **£25**

Planning Report for Parish Council Meeting – 27/1/2020

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		