

ANSLOW PARISH COUNCIL
Minutes of the Meeting of Anslow Parish Council (APC)
on 8th July 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 (part)
Cllr David Page (Vice Chair)	
Cllr Anne Greer	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)	1 Member of the public

The Chair opened the meeting and welcomed all council members and public member who was in attendance.

2020/7/1 Public Question Time

Enquiry made as to the progress of traffic calming scheme on Hopley Road. Response fully covered under item 2020/7/8a.

2020/7/2 Apologies for Absence

Apologies received from APC Cllrs Paul Sullivan and Paul Joyce

2020/7/3 Declarations of Interest

Declaration of Interest received from Cllr Thompstone for agenda item 10

2020/7/4 Minutes of the Annual Meeting of the Parish Council held on 6th May 2020

Amendments were raised and agreed as follows:

2020/AMAPC/8 Amendments made as follows in bold "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". Taking these amendments into account, the Minutes were agreed by all present, proposed by Cllr Hall and seconded by Cllr Greer and signed as a true and accurate record by the Chair.

2020/7/5 Clerk's Report & Correspondence Received

1. **FINANCE**

- a) APC's Annual Governance and Accountability Return 2019/20 sent and receipted by Mazars and Public inspection period has been actioned and concluded.
- b) Annual insurance premium paid to Came & Co after comparison quote received from Zurich Insurance.
- c) Pensions Regulator Re-Declaration of Compliance completed.
- d) Asset Management Register updated with revised Replacement Value figures
- e) Data Protection renewal fee of £40 will be collected by direct debit on 29/7/20 by the Information Commissioner's Office

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

- a) **Mosley Academy - Road Safety Poster** competition. Photos of winning entries sent to Headteacher for inclusion in the School newsletter.
- b) Evaluation Report request from Staffs Safer Roads Partnership – 31.10.20 submission deadline
- c) SID unit update covered in Agenda item 2020/7/8a.

3. STAFFORDSHIRE COUNTY COUNCIL

a) Report a Fault (Highways) Update

DATE	Job Ref	DETAILS	ACTION
8.3.20	4188140	Pothole on Hopley Bends	Resolved
23.3.20	4195070	Dangerous Road Surface, Bell House Lane	Resolved
7.4.20	4196723	Damaged sign-post at T-junction Hanbury & Hopley Road	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
8.6.20	4199574	Fingerpost at junction of Hopley and Main Road damaged, lying on grass verge. Reported on-line and via Trevor Mellor	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 overgrown 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, there will be no access down the field via the hedgeline footpath.	Unresolved Updated 17.6.20
29.4.20	200452026	ROW 30 access off Hanbury Road (opp Bell House Lane). Stile damaged and taped off to prevent access. Reported 24.4.19 and 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 to negotiate it.	Unresolved
17.6.20	200452026	ROW 30 access blocked with fence. Obstruction reported direct to SCC ROW Dept who confirmed landowner would be contacted again 17.6.20.	Unresolved

4. EAST STAFFORDSHIRE BOROUGH COUNCIL,

a) Fly-tipping on Nankirks Lane and Longhedge Lane was reported.

b) Bell House Lane - damaged road sign at T-junction with Hanbury Road. Reported to Open Spaces Team at ESBC.

5. ALLOTMENTS

a) 3 parties added to waiting list.

b) Enquiry made for a water supply to be installed on the site. Agenda item 11.

c) Shield Insurance have transferred allotment insurance to a new broker – Chris Knott Insurance.

6. VILLAGE MAINTENANCE

a) **Renovation of Memorial Garden** has been completed including new raised bed and repainted bench, replacement memorial plaque and new shrubs.

b) **Spring planting** in all planters has been completed.

c) **Damaged planter** on Hopley Road has been repaired and replanted as replacement could not be sourced due to C-19 restrictions. A stock order enquiry has been made for 6 Replacement planters on The Green and awaiting response, delay due to C-19.

d) **Watering rotas** for the village planters have been set up around the village with residents.

- e) **Double sided signs** being produced for installation on Footpaths requesting **Volunteers** for Rights of Way team and poster reminding dog owners to clear up their **dog waste** responsibly.
- f) Quote requested for **weed spraying** of pavements on Main Road and Hopley Road
- g) **Beech Hedge overgrown** obstructing footpaths near Bushton Lane – courtesy letter to be actioned.

7. PARISH ITEMS

- a) **Defibrillator** – Dual defibrillator pads covered under Agenda Item 2020/7/12.
- b) Anslow's **Condolence Book** received. To be stored at Holy Trinity Church.
- c) Pride of Mosley Award 2020 - £75 to be donated this year
- d) Email sent to Kate Griffiths, MP requesting update on Broadband Provision in Anslow rural. **Update at Meeting:** Reply from KGMP received and circulated to Cllrs. **Resolved: Cllr Jeans to review content and produce summary and circulate to Cllrs. Proposed by Cllr Jeans and seconded by Cllr Thompstone.**
- e) **War Memorial Renovation** at Holy Trinity – further information awaited from HT.
- f) 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 awaiting response.
- g) 1845 Tithe Maps for Anslow have now been completed by Staffordshire Heritage and Archives in collaboration with the Friends of Staffordshire and Stoke Archives and are available on www.staffspatrack.org.uk.

8. OTHER

Cllr Sullivan attended Zoom training with SPCA on 27th May.

9. PCSO/CRIME REPORTS

No Report received at time of meeting.

10. CORRESPONDENCE RECEIVED

Staffs Safer Roads Partnership Evaluation report request. **Resolved:** will action after collection of first data from SID has been obtained

John Taylor High School, **Award Presentation Evening** cancelled

SPCA Training Invites: Zoom Training and Benefits of Digital Mapping for Local Councils

Councillor George Allen - **Letter of Invitation** to meet APC. **Resolved:** Beneficial to have a face to face meeting. Invite Cllr Allen to Sept/November meeting

Minutes from **Zoom Meeting on 1st May with Kate Griffiths, MP**

Email of complaint regarding blocked footpath – Reported to Rights of Way Officer.

Email of complaint regarding blocked pavement – Householder contacted and resolved

Complaints received regarding **local business** emissions – Agenda item 10.

Parishioner's Letter to ESBC re Hopley Road Traffic Issues

ESBC Parish Council Forum – Agenda item 16

Anslow Village Hall – Use of APC Website to advertise basic information – Agenda item 18.

Pensions Regulator Letter of Re-declaration of compliance.

Marie Curie – Appeal Letter for funding. **Resolved:** No donation at this time.

Midlands Rural Housing - Housing Needs Survey of Anslow & Outwoods

SPCA - **Revised Code of Conduct** Proposals

2020/7/6 FINANCE

- a) **Finance Report** – this was circulated prior to the meeting. No items raised. Copy attached.
- b) **Payments for approval & Income** Received - this was circulated prior to the meeting. No items raised.
- c) Funding of **Book of Condolence for Anslow**. Cost of £39 was less than originally expected. **Resolved:** APC to fund total cost without need for funding from Holy Trinity. Proposed by Cllr Page and seconded by Cllr Jeans.

- e) **Review of Working from Home allowance.** SPCA notified all parish councils that this allowance had increased from £4 to £6 per week. **Resolved:** Clerk's allowance to be increased to £6 per week and backdated to 1st April 2020. Proposed by Cllr Thompstone and seconded by Cllr Page.
- f) **Funding of Renovation costs of the Val Lydon Memorial Garden.** Renovation project report was circulated prior to the meeting. **Resolved:** Total project cost of £760 would be paid from the £25 Garden Club donation, £618 balance of funds from the Community Fund and the remainder from the budgeted Contingency figure. Proposed by Cllr Page and seconded by Cllr Hall.
- g) **Closure of TSB account No 50484568.** Further to item 6f) being agreed, it was **resolved** to close this account. Proposed by Cllr Page and seconded by Cllr Hall.
- h) **Joint Fund Consideration Covid-19 – Food Bank Funding Donation** was proposed by Horninglow & Eton parish council to generate £3,500 from 35 Staffordshire parish councils. **Resolved:** APC would donate £100. Proposed by Cllr Page and seconded by Cllr Thompstone.
- i) **Zoom annual subscription –** in response to advice from SPCA to hold virtual meetings until further notice, it was proposed to upgrade basic Zoom package to the Pro version at a cost of £120 per annum. Proposed by Cllr Page and seconded by Cllr Jeans.

2020/7/7 Planning Report

- a) The Chair read through the current planning report. No questions raised. Report to be uplifted onto website and notice boards. Clerk to action.
- b) Midlands Rural Housing – Housing needs Survey of Anslow and Outwoods. Discussion took place. **Resolved:** Housing requirements for the parish are covered by our Neighbourhood Plan and the Local Plan. Clerk to reply to MRH that this is not required at the present time. Clerk to circulate to parishioners on mailing list that the survey is not linked directly to APC or ESBC. Proposed by Cllr Greer and seconded by Cllr Hall.

2020/7/8 Development Plan 2018/19 – Traffic Calming Project

- a) Traffic Calming Project Update. Cllr Thompstone gave update that a replacement unit had been installed on Hopley Road on the afternoon of the meeting. Data to be collected by Clerk. New fixing brackets are still outstanding from Morelock for school road safety posters onto SID posts on Main Road. Wait for commitment from Morelock to supply 2 sets of brackets prior to paying outstanding Morelock invoice. Proposed by Cllr Page and seconded by Cllr Thompstone.
- b) SCC Highways – Diversion Routes and Signage for Anslow
Discussion relating to recent diversion through the village by HGV, took place resulting in complaints by residents. **Resolved:** Letter to be sent to SCC Highways and Kate Griffiths MP, requesting a) signage at 3 locations:- The Acorn, Beamhill Road (at Tutbury Road roundabout) and at Hanbury Crossroads diverting HGVs away from centre of the village, b) APC to be notified when diversion routes are planned by SCC. Proposed by Cllr Hall and seconded by Cllr Jeans.

2020/7/9 Review of Standing Orders Document

Draft document with proposed changes was circulated prior to the meeting for review. Cllr Page raised several queries. **Resolved:** Queries to be resolved and second draft to be circulated at September meeting. Proposed by Cllr Hall and seconded by Cllr Page.

2020/7/10 Local Business Complaint

Cllr Thompstone withdrew from the meeting and Cllr Hall chaired this agenda item. Council were informed of complaints received about unpleasant smells affecting residents which appeared to be coming from the poultry unit, situated at the rear of Anslow Business Park. **Resolved:** Those individuals who had contacted APC would be advised that this is an Environmental issue and is the responsibility of East Staffordshire Borough Council to investigate. Individuals and APC should both contact ESBC in this matter.

2020/7/10 Local Business Complaint (Cont'd)

ESBC Cllrs Gaskin and Raybould offered to investigate these complaints with the appropriate department at ESBC. Proposed Cllr Greer and seconded Cllr Jeans.
Cllr Thompstone re-joined the meeting and Cllr Gaskin gave his apologies and left the meeting.

2020/7/11 Allotments Update - Provision of a water supply

Enquiry received from allotment holders for a water supply with the offer to bring costings and details to September meeting. **Resolved:** Enquiry should be investigated and the offer to research the matter by allotment holders be accepted. Clarity needed on how the water charges would be collected across the site. To be on September agenda.

Proposed Cllr Thompstone and seconded by Cllr Hall.

2020/7/12 Dual Pads for Defibrillator at The Bell

Resolved: Dual child and adult pads costing £32.95 + Vat to be purchased to replace existing pads.
Proposed Cllr Thompstone and seconded by Cllr Page. Clerk to action.

2020/7/13 Pride of Mosley Award 2020

Resolved: A pupil has been proposed by the School. Clerk and Cllr Hall to purchase £25 Waterstones voucher and prepare certificate for presentation to the school. £50 donation (as budgeted) to be given to the school for the purpose of purchasing books. Proposed Cllr Hall and seconded Cllr Jeans.

2020/7/14 Website Accessibility Requirements

Information had been circulated prior to the meeting. **Resolved:** In response to the Public Sector Bodies (Websites and Mobile Applications) Accessibility Regs 2018 requirement for parish councils, to make reasonable adjustments to websites to make them more accessible to users with disabilities, it was agreed to prepare an action plan and an accessibility statement. Clerk to contact web designer and keep record of extra hours worked. The £156.29 balance from remaining website grant can be used for costs including payment to website consultant and the clerk for additional hours worked on this project. Cllr Jeans offered his help to support this item. Proposed by Cllr Thompstone and seconded by Cllr Hall.

2020/7/15 Community Paths Initiative (CPI) Update

Rights of Way Volunteer Working Group – A revised Covid-19 compliant Risk assessment is required before group can resume work. Clerk to action and contact volunteers with proposed dates. Volunteer “recruitment” posters for new members to join existing team are to be displayed on main footpaths. Free of charge “recruitment” notice to be in July issue of Church magazine.
Proposed Cllr Thompstone and seconded Cllr Hall.
Cllr Garry Raybould gave his apologies and left the meeting at this point.

2020/7/16 Invitation to attend Parish Council Forum from ESBC

Item to be discussed at September meeting.

2020/7/17 Local Govt Boundary Review – Consultation Closing date 7 Sept

Discussion referred to APC resolution in January to be linked with Outwoods or Tutbury. New proposal links Anslow, Tutbury and Rolleston with 3 ESBC seats. **Resolved:** Clerk to respond reiterating APC January resolution above. AP Councillors were also requested to respond personally. Clerk to circulate a template letter to parishioners informing them of the proposed changes. Proposed by Cllr Hall seconded by Cllr Page.

2020/7/18 Village Hall Committee – Use of parish council website

Resolved: Clerk to confirm link on website to Anslow village hall contact document. Proposed Cllr Thompstone and seconded Cllr Hall. (Cllr White’s internet connection dropped at this point).

2020/7/19 Delegated Powers for Clerk and Chair in Emergency Situations

Resolved: Clerk to review proposed wording and bring to next meeting.

2020/7/20 Councillors’ Reports:

No reports submitted.

2020/7/21 Close of Meeting

The Chair advised that the next meeting will be on Wednesday 23rd September at 6.30pm
With that the Chair thanked everyone for attending and closed the meeting at 8.20 pm

(Frank Thompstone, Chair)

Date

ANSLOW PARISH COUNCIL

FINANCE REPORT 8th July 2020

Prepared by: Judy Tjon Soei Len, Clerk to Anslow Parish Council Date: 2.7.2020

Opening Cash Book Position	£10366.82
Total Income 2020/21	£ 5439.33
Total Expenditure 2020/21 (including VAT)	£ 2898.29
<u>Current Cash Book Position</u>	<u>£12907.86</u>

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	
£9574.04	£2765.39	£618.43	<u>£12957.86</u>

Total Unpresented Cheques up to 2.7.2020 £ 50.00

Unpresented Income up to 2.7.2020 £ 0.00

Banking Position as at 2.7.2020 **£12907.86***

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

Notes:

* Excludes Proposed Payments as per 8th July 2020 agenda totalling **£51.04**

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

2020/21 VAT Total to be reclaimed in 20201 £7.59

*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***

Initial of Chair7

Planning Report for Parish Council Meeting – 08/07/20

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
Planning Meeting 27/01/20			
P/2020/00052	Rose Cottage 69, Hopley Road Anslow. Erection of a replacement boundary fence	No objection	Approved
Planning Meeting 11/03/20			
P/2020/00133	Church Farm, Hanbury Road, Anslow. Erection of a timber barn	No objection	Approved
Planning Meeting 22/04/20			
P/2020/000281	Lyndale, Bell house Lane, Anslow. Erection of a single storey side and rear extension.	No objection	Approved
P/2020/00282	Marysfield, Main Road, Anslow. Revisions to previously approved scheme.	No objection	Approved
P/2020/00311	The Oaktree, 116A Hopley Road, Anslow. Erection of a front porch.	No objection	Approved
P/2020/00336	Bell House Farm, Bell House Lane, Anslow. Formation of a new driveway.	Objection	Approved
Planning Meeting 20/05/20			
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
P/2020/00385	3 Hopley Road, Anslow. Installation of bow windows to front and pitched roof to rear.	No objection	Approved