## ANSLOW PARISH COUNCIL Minutes of the Meeting of Anslow Parish Council (APC) on 31st March 2021 held remotely at 6.30pm

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| **Parish Council Attendance** | **Members of the Public & Organisations** |
| Cllr Frank Thompstone (Chair) | Staffordshire County (SCC) Councillor Philip White (part) |
| Cllr David Page (part) | East Staffs Borough (ESBC) Councillor Simon Gaskin (part) |
| Cllr Russell Jeans |  |
| Cllr Anne Greer |  |
| Cllr Laura Hall |  |
| Cllr Chris Price |  |
| Judy Tjon Soei Len (Clerk) |  |

The Chair opened the meeting and welcomed everyone to the meeting.

**2021/03/1 Public Question Time**

No matters raised.

**2021/03/2 Apologies for Absence**   
Apologies received from Cllr Paul Joyce.

**2021/03/3 Declarations of Interest**

No Declarations of Interest received.

**2021/03/4 Minutes of the Parish Council Meeting held on 20th January 2021**

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

**2021/03/5 Clerk’s Report & Correspondence Received**

1. **FINANCE**a) Community Fund account was closed on 23.1.2021. Balance transferred to Current account.
2. **2020/21 DEVELOPMENT PLAN – Traffic Calming Project** (see Item 9)
3. **STAFFORDSHIRE COUNTY COUNCIL**a) Report a Fault (Highways) Update

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| --- | --- | --- | --- |
| **DATE** | **Job Ref** | **DETAILS** | **ACTION** |
| 24.5.2020 | 4199574 | Leaning tree near cattery, Main Road, Anslow | **Completed 1.6.20** |
| 19.10.20 | **4215651** | Overgrown tree encroaching onto road | **Completed 11.3.21** |
| 19.10.20 | **4215654** | Uneven road/broken tarmac on Hanbury Road, past Holy Trinity Church. \*Not able to identify any defects posing a safety risk that require remedial works at present | 19.10.20 \* |
| 27/10/20 | **4216389** | Running Pothole opposite planters on Hopley Road  \* non-urgent works instructions raised | 27.10.20 \* |
| 29.1.2021 | 4226641 | Flooding outside Anslow House, Hanbury Road | 9.2.21 Works’ order raised |
| 10.2.21 | **4229117** | Tree in grass verge obstructing visibility from adjacent property \*No justification for removal of tree | 24.3.21 Comments\* |
| 15.2.21 | **4229799** | Leyfield Mews Overgrown corner plot needing maintenance. | 15.2.21 Awaiting inspection |
| 23.2.21 | **4231174** | Pothole outside Holy Trinity gates on Hanbury Road. \*Works have taken place in response to your report and no further tasks are planned at this time | 23.2.21 Comments\* |
| 26.2.21 | **4226935** | Pothole outside Sunset House, Main Road near Leyfields. | 30.1.21 Awaiting inspection |
| 26.2.21 | **4231877** | Pothole outside The Acorn Pub on Henhurst Hill \*Inspector unable to identify any defects. Clerk to resubmit | 24.3 Comments\* |
| 26.2.21 | **4231879** | Pothole near allotment junction on Hopley Road | 26.2.21 Awaiting inspection |
| 26.2.21 | **4231882** | Pothole near to Gas station on left hand side travelling towards Anslow on Hanbury Road. | 26.2.21 Awaiting inspection |
| 26.2.21 | **4231884** | Pothole opposite Bell House Lane | **Completed 26.2.21** |

Potholes outside the Village hall and Holy Trinity Church were raised by Cllrs Price and Cllr Greer. Clerk to report.

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

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| (24.4.19)  29.4.20 | 10471  (PROW503015) | ROW 30 access immediately off Hanbury Road (opp Bell House Lane). Obstructed access to field due to stile being dangerous to use. It has been taped off to prevent use. Reported AGAIN 29.4.2020 | Outstanding |
| 29.1.21 | Web Ref 210186488  Ref: 13216 | ROW 17 Stile to the bridleway/footpath at the end of Outwoods Lane, is broken/rotted. It has been completely removed and placed against the fence alongside the field Gap that now remains is narrow and requires a new stile. | Outstanding |

c) Audit of stile repairs in the parish is on-going and repairs to be considered by Anslow Volunteers with assistance from SCC ROW team where possible. Information awaited on availability/costs of stile repair kits from SCC ROW team. All materials supplied by SCC to be logged against each stile on SCC system. SCC will assist APC in liaising with landowners for the repairs. All repair work and footpath clearance work, done by APC volunteers is to be reported on SCC on-line reporting system.  ROW will inspect the site once the work has been completed.

**Resolved:** A £100 budget was agreed to purchase materials if repair to footpath 19 remains outstanding. Clerk asked to check insurance cover for volunteers. Proposed Cllr Thompstone and seconded Cllr Price.

d) Cost of installing safe, level hardstanding areas around the 3 Speed Indication Post (SID) awaited from SCC  
e) Election notices received for the Police, Fire and Crime Commissioner and County Council Elections to be held on Thursday 6 May 2021.

1. **EAST STAFFORDSHIRE BOROUGH COUNCIL**Fly-tipping reported in layby near Hanbury Road, Hopley Road T-junction, Chapel Lane and Bushton Lane.
2. **ALLOTMENTS**   
   a) All rents (16) have been received  
   b) Allotment ditch cleared
3. **VILLAGE MAINTENANCE**  
   a) Land/property owners contacted requesting roadside/pavement hedges to be cut. The majority have been actioned.  
   b) Damaged planter on Hopley Road – replacement is still being sourced.   
   c) Ownership and maintenance of overgrown plot on corner of Leyfleld Mews and Outwoods Lane – see Councillors’ Reports for update.   
   d) Polite “Clear Up After Your Dog” notices and Rights of Way volunteer posters to be erected near targeted footpaths in conjunction with landowners.
4. **PARISH ITEMS**a) Little Acorns Forest School have taken on the lease of wooded area on Longhedge Lane formerly known as Little Forest.

b) Rolleston United Foundation grants notice received for circulation.

1. **OTHER**a) Website Accessibility Requirements and Costings. Clerk has requested information again. Awaiting information from Parishcouncilwebsites   
   b) Cllr Price attended SPCA’s Councillor Fundamentals Course on 10.3.2021   
   c) SID battery replaced 18.2.21 and 26.3.21
2. **PCSO/CRIME REPORTS**a) Anti-social behaviour on Longhedge Lane at Little Forest site involving cannabis use. Reported to Policing Unit who have issued a community resolution order to offender.  
   b) Responsible Dog Ownership poster received for circulation to parishioners.
3. **CORRESPONDENCE RECEIVED**a) Email received advertising the local “Nextdoor” App  
   b) Census posters from ESBC promoting Census Day on 21 March 2021  
   c) Rolleston Civic Trust re Flower Meadow   
   d) Flooding on Hanbury Road near Holy Trinity Church  
   e) Letter from Lord Lieutenant of Staffordshire requesting nominations for “unsung heroes”  
   f) “20’s plenty for Staffordshire”campaign   
   No action was requested for the above correspondence.

**2021/03/6 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. Both above items proposed by Cllr Jeans and seconded by Cllr Hall.

**2021/03/7 Planning Report**

Cllr Thompstone read through Cllr Joyce’s report including the 2 applications reviewed earlier that evening (report attached). Report to be uplifted onto website and notice boards by Clerk.

**2021/03/8 Development Plan 2020/21 Update**

1. **Report on SID Analysis data**:

Cllr Jeans’ report was circulated prior to the meeting. He highlighted key points from the 10-week data. Hopley Road violations reduced to 40% (from 55% during the September/October siting) with an average speed of 29mph compared to 31 mph previously.  Continued disproportion of violations on Hopley Road versus Main Road where violations were 21% in the November - mid January siting.

**2021/03/09 SCC Feasibility Study Report – Traffic Calming in Anslow Parish**   
(Cllr Page joined the meeting). The SCC report was welcomed by APC and circulated prior to the meeting, but conclusion reached that it required further explanation from SCC. Cllr White made a request to press forward with the findings of this study and confirmed £100,000 funding for this initiative had been secured from the Highways Capital Programme.

Queries raised included: i) no reference to any planned work at The Acorn junction ii) clarity on exact location of speed cushions iii) Weight Limit signage at The Acorn required, to prevent HGV traffic through village. (Cllr Gaskin joined the meeting). Cllr Gaskin endorsed use of speed bumps and gateways rather than SID units for reducing traffic speed through the parish. Cllr Gaskin to ask ESBC Planning Dept about a “No Construction Traffic” sign at The Acorn junction specifically referring to current and future traffic from Outwoods Development on Beamhill Road. Consensus agreed that the Speed Camera at top of Henhurst Hill should be reactivated to reduce traffic speed. If any physical alterations to the highway is involved, a consultation with parishioners will need to be actioned, including discussion at Anslow Annual Parish Meeting. **Resolved:** Meeting requested between SCC Highways officers, APC Councillors, Cllr White and ESBC Cllr Gaskin. Clerk to request 2 available dates for zoom meeting. (Cllr Gaskin left the meeting).

**2021/03/10 Review of Standing Orders Document 2021**The document had been circulated prior to the meeting. No further changes were requested. **Resolved:** To adopt the revised version. Proposed Cllr Page and Seconded by Cllr Greer.

**2021/03/11 Review of Asset Register 2021**

The document had been circulated prior to the meeting. **Resolved:** To adopt the revised version. Proposed Cllr Jeans and Seconded by Cllr Price.

**2021/03/12 Risk Assessment for items on Risk Register including Allotments**

Discussion took place confirming the need for annual risk assessments to be carried out on assets listed on Asset Register. **Resolved:** Allotment Risk Assessment to be carried out by the Clerk and Cllr Jeans

Other Parish Items as listed on Asset Register to be carried out by the Clerk and Cllr Hall

Footpath tools – Volunteer Supervisor to be approached

The above resolutions were proposed by Cllr Hall and seconded Cllr Page

**2021/03/13 Damage to Village Green grassed verges**

Discussion concluded that 4 additional planters should be placed on the Green to deter anti-social and dangerous parking which is also damaging the grass. **Resolved**: Proposal for 4 additional planters to match existing items on the Green to. Clerk to purchase and arrange installation with a budget of £252. Proposed by Cllr Page and seconded by Cllr Price.

**2021/03/14 July 2021 APC Meeting Date**

**Resolved:** 14th July was agreed. Government guidance has been received stating that parish

councils should **c**onduct face to face meetings from 7th May. It was discussed and agreed that 12th

May meeting could be re-scheduled to Wednesday 5th May via Zoom. Proposed by Cllr Price and

seconded by Cllr Greer. The Annual Parish Meeting will remain on 26th May in line subject to

appropriate Covid guidelines.

**2021/03/15 Councillors Reports**

Cllr Gaskin confirmed that the final recommendations for the Borough Council Boundaries had been concluded, which will result in him leaving Anslow and joining Outwoods and Horninglow. Anslow parish will remain in Dove Ward with Tutbury and also with Rolleston. Current ward members are Anslow, Tutbury and Outwoods.   
Cllr Gaskin had received and addressed complaints regarding excessive mud on Forest and Beamhill Roads from local construction traffic.

Cllr Thompstone confirmed that he had spoken with the previous owner of the overgrown Leyfield Mews corner plot, who confirmed they no longer had any responsibility for it. **Resolved:** Clerk to write to SCC to establish ownership and confirmation of who is going to take on the responsibility of future maintenance of the site. Proposed by Cllr Page and seconded by Cllr Thompstone.

Cllr Thompstone advised the meeting that he had attended a Zoom Mapping Course which was specifically for parish councils. Although informative, it was felt that APC would not progress this further.

Cllr Thompstone advised the meeting that the condition of the black and white fingerpost in the centre of The Green requires repair to some of the joints, but is otherwise in a good state of repair.

**Resolved:** Fingers to be shortened to remove rotten wood and re-attached to post. Re-painting it would be considered as a separate project in the future. Clerk to action. Proposed by Cllr Jeans and seconded Cllr Thompstone.

**2021/03/16 Close of Meeting**With that the Chair thanked everyone for attending and closed the meeting at 8.35 pm

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 **(Frank Thompstone, Chair Date**

**ANSLOW PARISH COUNCIL**

**FINANCE REPORT 31st March 2021**

*Prepared by: Judy Tjon Soei Len, Clerk to Anslow Parish Council Date: 24.3.2021*

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| Opening Cash Book Position | **£10366.82** |  |  |
| Total Income 2020/21 | **£11395.73** |  |  |
| Total Expenditure 2020/21 (including VAT) | **£ 9655.10** |  |  |
| **Current Cash Book Position** | **£12107.45** |  |  |

**TSB Bank Statements**

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| --- | --- | --- | --- | --- | --- | --- |
| Club, Charity &  Trust Account (Current)  A/c No 50483760 | Business Instant Access (Savings)  A/c No 50484160 | |  | |  | |
| **£9290.83** | | **£2766.62** |  | |  | |

**Total Bank Funds £12057.45**

**Cancelled Cheque 00009 £ 50.00**

**= £12107.45**

**Total Unpresented cheques up to 31.3.2021 £ 0.00**

**Payments awaiting authorisation at 31st March meeting £ 135.22\***

**Unpresented Income up to 31.3.2021 £ 00.00**

**Banking Position as at 31.3.2021 £11972.23***(Total Bank Funds minus Total Unpresented chqs/Payments awaiting authorisation plus Unpresented Income/cash)*

***Notes****:*

\* £135.22 Clerk’s Expenses

**2020/21 Vat Total** to date, to be reclaimed in 2021 = **£166.49**

***Website Grant £1350*** *(£900 + £450) from 2017/18 - Remaining Balance* ***= £126.29***

**Planning Report for Parish Council Meeting – 31/03/21**

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| Planning Meeting Date | | | |
|  |  | **APC Decision/Comments** | **ESBC Decision** |
| Planning Meeting 30/11/20 | | | |
| P/2020/01228 | 106, Hopley Road, Anslow. Proposed erection of garage, widening of access and dropped kerb | No objection | Approved 16/02/21 |
| Planning Meeting 06/01/21 | |  |  |
| P/2020/01376 | Hawthorn House, Main Road, Anslow. Erection of single storey rear extension | No objection | Approved 02/02/21 |
| Planning Meeting 31/03/21 | |  |  |
| P/2021/00343 | Orchard House, Main Road, Anslow. Erection of single storey side/rear extension, formation of chimney and erection of 2 dormer windows | No objection |  |
| P2021/00217 | Church Farm, Hanbury Road, Anslow Gate. Erection of two storey side extension | No objection |  |

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|  | **SID REPORT (ARRIVING) FOR HOPLEY ROAD 19.1.21 TO 26.3.21** | | | | | | | |  |  |  |
|  |  | |  | | |  |  |  |  |  |  |
|  |  | | **Main Road** | | | **Hopley Road** | **Main Road** | **Hopley Road** |  |  |  |
|  |  | | **28.7.20 to 8.9.20** | | | **8.9.20 to 2.11.20** | **05.11.20 to 18.1.20** | **19.1.21 to 26.3.21** |  |  |  |
|  |  | |  | | |  |  |  |  |  |  |
|  | SPEED Limit | | **40** | | | **30** | **40** | **30** |  |  |  |
|  | ADT | | **658** | | | **675** | **496** | **511** |  |  |  |
|  | No vehicles | | **25014** | | | **37102** | **37020** | **33723** |  |  |  |
|  | V(d) | | **35** | | | **31** | **35** | **29** |  |  |  |
|  | % violation | | **28%** | | | **55%** | **21%** | **41%** |  |  |  |
|  | Max speed | | **85** | | | **94** | **95** | **63** |  |  |  |
|  | V85% | | **43** | | | **38** | **42** | **34** |  |  |  |
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