

DRAFT ANSLOW PARISH COUNCIL

DRAFT Minutes of the Meeting of Anslow Parish Council (APC) on 15th July 2021 held at Hanbury Memorial Hall at 6.30pm

<u>Parish Council Attendance</u>	<u>Members of the Public & Organisations</u>
Cllr Russell Jeans (Chair)	East Staffs Borough (ESBC) Councillor Simon Gaskin (part)
Cllr David Page (Vice Chair)	
Cllr Frank Thompstone	4 members of the public (part)
Cllr Anne Greer	
Cllr Laura Hall	
Cllr Paul Joyce	
Judy Tjon Soei Len (Clerk)	

2021/07/1 The Chair opened the meeting and welcomed everyone to the meeting.

2021/07/2 Public Question Time

4 members of the public were in attendance. Information was comprehensively relayed to the meeting of residents' grave concerns regarding the volume and speed of traffic along Main Road Anslow (in particular, dangerous speeding vehicles at the corner near to Hill Top Farm) and along Hanbury Road near to Riddings Farm. Requests were made for two-way roadside mirrors at both locations. Explanations were given by the Clerk that APC's understanding was that SCC would not support mirrors installed on public highways due to safety reasons. However, SCC Cllr Philip White (who had sent apologies) had been contacted prior to the meeting and he stressed his wish to discuss this in more detail and invited the parishioners to contact him direct to discuss possible alternatives.

2021/07/3 Apologies for Absence

Apologies received from Cllr Chris Price (APC) and Staffordshire County (SCC) Councillor Philip White

2021/07/4 Declarations of Interest

No Declarations of Interest received.

2021/07/5 Minutes of the Parish Council Meeting held on 5th May 2021

The Minutes were discussed and Cllr Jeans asked for 2 amendments: 1. Item 2021/AMAPC/05/11 a) Report on SID Analysis data: to include the wording "*(note: SID takes a number of readings per vehicle)*". 2. On the attached SID report, the wording "Frequency" to be changed to "Readings". Taking these changes into account, 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.

2021/07/6 Clerk's Report & Correspondence Received

1. **FINANCE**

As per agenda

2. **STAFFORDSHIRE COUNTY COUNCIL HIGHWAYS - Traffic Calming Project**

Awaiting Revised Drawings for traffic calming proposals as part of the SCC Feasibility Study following Zoom meeting held on 12th May with APC Cllrs, Clerk and SCC Highways.

3. STAFFORDSHIRE COUNTY COUNCIL

a) Report a Fault (Highways) Update

DATE	Job Ref	DETAILS	ACTION
7.4.2020	4196723	Replacement signpost at T-junction Hanbury & Hopley Road	Apr 21 resent email
27/10/20	4216389	Running Pothole opposite planters on Hopley Road	29.10.20 works instructions raised
29.1.21	4226641	Flooding outside Anslow House, Hanbury Road	9.2.21 Works order raised
26.2.21	4231879	Pothole near allotment junction on Hopley Road	13.4.21 Works order raised
26.4.21	4239304	2 potholes outside Village Hall, Main Road	Awaiting inspection

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

(24.4.19) 29.4.20	10471 (PROW5030 15)	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) Road Closure notice emailed to parishioners affecting parts of Anslow parish wef 12th July.

d) Directional fingerpost still to be reinstated at Hopley Road/Main Road junction. Clerk has requested update from SCC.

e) Stile repairs – Volunteers carrying out repairs to stile on Footpath 19 – on-going.

f) Quote for installation of safe, level hardstanding areas around 3 Speed Indication Posts (SID) received – see Agenda item 12a.

4. EAST STAFFORDSHIRE BOROUGH COUNCIL.

a) Declaration of Result for the Police, Fire and Crime Commissioner Election was displayed on the Parish notice boards and website.

b) Councillors' Register of Interest Forms have been returned to ESBC and updated on APC website.

5. ALLOTMENTS

a) Risk Assessment was carried out by Clerk and Cllr Jeans on 12th July. Broken gates to Plot 1 and 5b was noted. Plots 1, 5a, 5b, 5c and 6 were overgrown and uncultivated. Allotment Terms and conditions to be checked for clarification on boundary fencing and gate responsibilities. **Resolved at meeting:** Letter to be sent to all allotment holders highlighting Point 20 of the Terms and Conditions regarding responsibility of the allotment holder for the maintenance of internal fencing and gates to each allotment. Proposed by Cllr Page and seconded by Cllr Hall.

b) Request for Allotment Visit by pupils from Mosley Academy by parent and Allotment Holder has been deferred to future date.

6. VILLAGE MAINTENANCE

a) Clerk has requested hedge to be cut back around the Hanbury Road road-sign near allotments.

b) Hedge and Ivy have been cut back from around the letterbox (opposite Bushton Lane).

- c) 4 new planters have been installed around the Green to deter anti-social and dangerous parking on the roadside grass verges.
- d) Details of the proposed new location (B) of village bench from The Old Mission Room onto The Green have been forwarded onto the resident who requested its relocation. SCC to be contacted for their approval of new location and to confirm any associated costs with the resident. **Resolved at meeting:** Relocated bench needs to be FIXED to the ground and APC should be forwarded details of any replacement bench before it is purchased. Enquiry to be made with resident if bench is to be donated to APC for future maintenance. Proposed by Cllr Jeans and seconded by Cllr Thompstone.
- e) Email sent to SCC Highways enquiring if maintenance and repair of the black and white fingerpost on the Green is their responsibility.
- f) Ownership and maintenance of overgrown plot on corner of Leyfield Mews and Outwoods Lane remains unresolved – see agenda item.
- g) Polite “Clear Up After Your Dog” notices and Rights of Way volunteer posters have been erected near targeted footpaths in conjunction with landowners by Cllr Thompstone.
- h) Damaged planter on Hopley Road – replacement cannot be located. Options to be discussed at a future meeting.

7. PARISH ITEMS

- a) Pride of Mosley Award 2021 – request for successful applicant’s details made to Mosley Academy.
- b) 4 new planters on the Green and existing Memorial Bench (installed near Bushton Lane junction in May 2011) to be added to APC Asset Register and insurance policy. **Resolved at meeting:** Cllr Thompstone to contact family members of the Memorial bench to confirm if SCC Letter of Authority is correct and to clarify situation before Asset Register and insurance policy are updated. Proposed by Cllr Thompstone and seconded by Cllr Jeans.
- c) Risk assessments to be carried out on all street furniture by Clerk and Cllr Hall w/c 12 July.

8. OTHER

- a) SID battery was replaced 10th June and 12th July and unit is to remain on Hopley Road.

9. PCSO/CRIME REPORTS

Clerk reported an incident highlighted by a parishioner on 22nd June of quad bike and red Audi vehicle driving dangerously on and around the layby near the allotments on Hanbury Road causing debris and gravel to be left on the road. Report sent online to SCC Highways to remove surface debris.

10. CORRESPONDENCE RECEIVED

- i) Correspondence from parishioner detailing concerns regarding HGV traffic connected to the Outwoods Housing Development, travelling through Anslow. **Resolved:** Clerk to advise resident of on-going discussions with SCC about traffic calming measures.
- ii) Request for Wild-Flower Meadow information from Newborough Parish Council – actioned by clerk.
- iii) Information sent to APC for Live and Local performances for rural communities – clerk to circulate.
- iv) Parishioner requested advice relating to installation of a 2-way mirror on Hanbury Road (covered under Public Question Time)
- v) Parishioner email received, reporting increased traffic levels and speed on Main Road and request for safety mirror. (covered under Public Question Time).
- vi) Correspondence “Making a Difference for Staffordshire parish and Town Councils”. No further action.
- vii) Letter of thanks from East Staffordshire Family Support Service for £50 donation. No further action.
- viii) Anslow Village Hall – Trustees’ Annual Report 2020/21. No further action.

East Staffs Borough Cllr Simon Gaskin joined the meeting.

2021/07/7 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.

2021/07/8 Replacement Laptop for Clerk

Discussion included the option to purchase a new laptop to replace existing 7 year old laptop before it failed, to avoid possible loss of work and disruption to clerk. All agreed that a new laptop should be purchased up to a maximum of £500. Chair to investigate. Proposed by Cllr Jeans seconded by Cllr Joyce.

2021/07/09 Anslow Village Fete Sponsorship Request

Request made by Holy Trinity Church for sponsorship of Village Fete on 11th September to raise funds for the Church and the War Memorial. **Resolved:** Clerk to confirm a donation of £100 for repairs and maintenance of the war memorial. (War Memorials (Local Authorities' Powers) Act 1923). Proposed by Cllr Thompstone and seconded by Cllr Jeans.

2021/07/10 Planning Report

Cllr Joyce read through the report including the 4 applications reviewed earlier that evening (report attached). Report to be uplifted onto website and notice boards by Clerk

2021/07/11 Highways

a) **Revised Drawings for Traffic Calming Proposals as part of SCC Feasibility Study.** These were expected in June from SCC but are still awaited. Clerk to make contact again.

b) **Traffic Issues arising from HGV traffic from Outwoods Development**

Cllr Gaskin was asked to make enquiries at ESBC Planning, if the Traffic Management agreement relating to the Reserved Matters for Outwoods Development could be changed to address the numerous complaints from concerned parishioners about HGVs using Hopley Road and travelling through the village.

c) **Maintenance of Leyfields Mews overgrown corner plot**

After discussion, it was agreed that no further options were open to APC to assist with this matter.

Resolved: Clerk to write to resident confirming situation. Proposed Cllr Page and seconded Cllr Jeans

d) **Mowing of Green Footpath on Hanbury Road**

Clerk explained that the green footpath had not been regularly mown by SCC contractors as the area is designated as "rural" and is only cut twice a year. Discussions included i) the acknowledgment of the curb running along the highway, which designates the area as a "green footpath" and ii) the increase in traffic from local businesses further reinforces the need for a safe pedestrian footpath. **Resolved:** Clerk to write to SCC Highways requesting the suggestion of a tarmacked footpath from the village to the Church as part of the Feasibility Study to be considered if regular mowing maintenance cannot be offered. Cllr White also to be contacted. Proposed by Cllr Thompstone and seconded by Cllr Hall.

2021/07/12 SID (Speed Indication Device)

a) **Review and use of the SID unit including transfer of unit between the 3 sites**

The Chair expressed concern regarding individuals' safety when accessing the unit to move the SID unit between the 3 sites or to change the battery. He confirmed risks associated with the uneven ground around the base of the posts. The SCC quote for installing 8m square hardstanding around 3 posts ranged from £2625 to £3325 for each of the locations. **Resolved:** The Councillors requested the clerk to obtain a second quote from another contractor who is NRSWA qualified (New Roads and Streetworks Accredited) with the Hopley Road location to be treated as a priority. Proposed by Cllr Jeans and seconded by Cllr Page.

b) **Analysis of recent data** - No report available for this meeting

2021/07/13 Review of APC Risk Register

Document to be reviewed again at September meeting and for Risk Management to be reviewed regularly.

2021/07/14 Discuss deferred Annual Parish Meeting 2021

Proposed: It was agreed to discuss this further once the SCC Feasibility Study information has been received and invite SCC to attend the Parish Meeting. Clerk to write to SCC again requesting the report. Proposed by Cllr Jeans and seconded by Cllr Joyce.

2021/07/15 Pride of Mosley Award 2021

Clerk advised the meeting that 2 Year 1 pupils had been nominated by the Headteacher at Mosley Academy to receive the award for their fundraising activities during the Covid lockdown period. **Resolved:** 2 x £15 Waterstones vouchers to be purchased to award to the 2 pupils next term once details are finalised. Proposed by Cllr Hall and seconded by Cllr Joyce.

2020/07/16 Parish Council Website – IT support and proposed costs

Clerk outlined requirement for ad hoc IT support/training for website admin, which is offered by PCWebsite at £45 per hour (+ vat).

Resolved: The above hourly rate for IT support was agreed. Clerk to inform Chair of details and cost prior to proceeding. Proposed by Cllr Jeans and seconded by Cllr Joyce.

2020/07/17 Councillors Reports

a) Cllr Gaskin sympathised with Anslow regarding the traffic problems arising from the Outwoods’ development and noted that debris was being brought onto the roads from the site despite wheel washing being in operation for all vehicles. Burton Town Centre improvement project was on-going with further public consultation taking place to move the library to the Market Hall.

b) Cllr Jeans gave a note of thanks to Cllr Thompstone who stepped down as Chair in May for the past 7 years of selfless service as chair and for his on-going service as a councillor to Anslow Parish Council. All in agreement.

The Clerk left the room.

Cllr Jeans lead the discussion regarding the recent resignation of the Clerk after 7 years of service to the parish council. In addition to the acknowledgement of Clerk's hard work and total commitment to the role, it was noted and agreed by all, that their selfless disposition and ambassadorial qualities had added significantly to the 'brand' and very favourable reputation of APC amongst its stakeholders. **Resolved:** to recruit a candidate with similar attributes. A Recruitment Sub-committee to be established consisting of Cllr Jeans, Cllr Page and Cllr Joyce to expedite the process. Proposed by Cllr Jeans and seconded by Cllr Thompstone.

The Clerk returned to the room.

c) Cllr Greer explained that the pothole outside The Bell on Main Road had been reported to SCC who had stated that the area directly in front of the public house was not in their ownership. **Resolved:** The clerk to report the pot-hole to SCC and Cllr Philip White as it is our understanding that this is SCC property.

2021/07/18 Close of Meeting

With that the Chair thanked everyone for attending and closed the meeting at 9 pm

Russell Jeans, Chair

Date

ANSLOW PARISH COUNCIL

FINANCE REPORT

15th July 2021

Prepared by: Judy Tjon Soei Len, Clerk to Anslow Parish Council Date: 14.7.2021

Opening Cash Book Position	£12107.45
Total Income/Receipts 2021/22	£ 4950.98
Total Expenditure/Payments 2021/22 (including VAT)	£ 2496.20
<u>Current Cash Book Position</u>	<u>£14562.23</u>

TSB Bank Statements

<u>Club, Charity &</u>	<u>Business Instant Access</u>
<u>Trust Account (Current)</u>	<u>(Savings)</u>
A/c No 50483760	A/c No 50484160
£11795.13	£2767.10

Total Bank Funds **£14562.23**

Total Unpresented cheques up to 14.7.21	£ 0.00
Payments awaiting authorisation at 15 th July meeting	£ 1237.23
Unpresented Income up to 14.7.21	£ 0.00

Banking Position as at 15.7.21 **£13325.00**

(Total Bank Funds minus Total Unpresented chqs/Payments awaiting authorisation plus Unpresented Income/cash)

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

2021/22 Vat Total to date to be reclaimed in 2022 = **£0.00**

Website Grant **£1350** (£900 + £450) from 2017/18 - Remaining Balance = **£0.00**

Planning Report for Parish Council Meeting – 14/07/21

Planning Meeting Date		APC Decision/Comments	ESBC Decision
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	Approved
P2021/00217	Church Farm, Hanbury Road, Anslow Gate. Erection of two storey side extension	No objection	Awaited/Revised
Planning Meeting 02/06/21			
P/2021/00577	Gate Farm, Hanbury Road, Anslow, Change of use of garage and construction of decking area for café	Comments/No objection	Awaited
P/2021/00633	Crest View, Main Road, Anslow, Demolition of Cattery and construction of 3 bed holiday let (pod)	No objection	Awaited
P/2021/00468	157 Hopley Road, Anslow, Demolition of existing garage and erection of detached garage with annexe above.	Comments/No objection	Awaited
Planning Meeting 21/06/21			
P/2021/00397	Mayfield Farm, Hanbury Road, Anslow, Remodelling of existing dwelling including converting attached garage etc	No objections	Awaited