

ANSLOW PARISH COUNCIL MASTER COPY

Minutes of the Annual Meeting of Anslow Parish Council (APC) on 5th May 2021 held remotely at 6.30pm

<u>Parish Council Attendance</u>	<u>Members of the Public & Organisations</u>
Cllr Russell Jeans, Chair elected	
Cllr David Page, Vice Chair elected (part)	East Staffs Borough (ESBC) Councillor Simon Gaskin (part)
Cllr Frank Thompstone	East Staffs Borough (ESBC) Councillor Garry Raybould (part)
Cllr Anne Greer	
Cllr Paul Joyce, Chair Planning Committee elected	
Cllr Laura Hall	
Cllr Chris Price (part)	
Judy Tjon Soei Len (Clerk)	

Cllr Thompstone, Chair, welcomed everyone to the meeting. Due to IT issues, the meeting started later than scheduled at 6.50pm remotely on Zoom.

2021/AMAPC/05/1 Public Question Time

No public in attendance.

2021/AMAPC/05/2 Election of Chair and Vice Chair for Anslow Parish Council

i) Nominations for Chair of Anslow Parish Council were requested and Cllr Jeans was proposed by Cllr Thompstone. No other nominations received. Cllr Page seconded the nomination. Unanimous vote received. **Resolved:** Cllr Jeans was duly elected as Chair.

ii) Nominations for Vice Chair were requested by the Chair and Cllr Page was nominated. No other nominations were received. Cllr Jeans proposed Cllr Page and Cllr Thompstone seconded. Unanimous vote received. **Resolved:** Cllr Page was duly elected as Vice-Chair.

2021/AMAPC/05/3 Election of Chair of Anslow Parish Council Planning Committee.

The Chair invited nominations and Cllr Joyce was nominated. No other nominations were received. Cllr Jeans proposed and seconded by Cllr Greer. Unanimous vote received. **Resolved:** Cllr Joyce was duly elected as Chair of the Planning Committee.

2021/AMAPC/05/4 Declarations of Acceptance of Office forms were all duly signed for the above 3 Offices and shown on screen.

2021/AMAPC/05/5 Apologies for Absence

Apologies received from Staffordshire County Cllr Philip White.

2021/AMAPC/05/6 Declarations of Interest

No Declarations of Interest received.

2021/AMAPC/05/7 Minutes of the Parish Council Meeting held on 31st March 2021

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/AMAPC/05/8 Clerk's Report & Correspondence Received

1. FINANCE

Internal audit 2020/2021 completed and signed off with no recommendations.

2. 2020/21 DEVELOPMENT PLAN – Traffic Calming Project - see Agenda item 11

Feasibility Study Meeting arranged for 12th May with APCllrs and SCC personnel to discuss report.

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
4231174 19.10.20	4215654	Uneven/broken tarmacked area on Hanbury Road, near HT Church.	29.3.21 Completed
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
10.2.21	4229117	Tree in grass verge obstructing visibility from adjacent property. *No justification for removal of tree	24.3.21 Closed *
15.2.21	4229799	Leyfield Mews Overgrown corner plot. Reported to APC via DP Aug'20. *A highways officer has now considered your enquiry "We have contacted the landowner and will continue to monitor during routine safety inspections"	26.4.21 Closed *
23.2.21	4231174	By the gate at Holy Trinity church on Hanbury Road.	23.2.21 Completed
26.2.21	4226935	Pothole outside Sunset House, Main Road near Leyfields.	13.4.21 Completed
26.2.21	4231877	Pothole outside The Acorn Pub on Henhurst Hill.	24.3.21 Completed
26.2.21	4231879	Pothole near allotment junction on Hopley Road	13.4.21 Works order raised
26.2.21	4231882	Pothole near to Gas station on left hand side travelling along Hanbury Road. *Email rec'vd "unable to identify any defects ..."	13.4.21 Closed
26.2.21	4231884	Pothole opposite Bell House Lane	Completed
26.2.21	4231885	Potholes numerous, along Bell House Lane, near to Tilke Engineering and White Lodge. *check the area	22.3.21 Closed *
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. Gap that now remains is narrow and requires a new stile.	Outstanding

c) Directional fingerpost still to be reinstated at Hopley Road/Main Road junction. Clerk has actioned.

d) Stile repairs – no SCC update since last meeting. Clerk to contact Volunteers to discuss repair to stile on Footpath 19.

e) Quote for installation of safe, level hardstanding areas around 3 Speed Indication Posts (SID) awaited from SCC

4. **EAST STAFFORDSHIRE BOROUGH COUNCIL.**

Register of Interest Forms circulated for completion and return to Clerk by 10th May.

5. **ALLOTMENTS**

Risk Assessment to be carried out by Clerk and Cllr Jeans.

6. **VILLAGE MAINTENANCE**

- a) Clerk has requested the hedge and Ivy to be cut back from around the letterbox (opposite Bushton Lane).
- b) Repair of Finger Post on The Green – See item 2021/AMAPC/05/13
- c) 4 new planters have been purchased for the Green to deter anti-social and dangerous parking on the roadside grass verges. Awaiting confirmation from SCC regarding locations, before installation.
- d) Relocation of the village bench from outside The Old Mission Room to a nearby position is to be discussed in item 12. To include assurance of uninhibited/safe visibility when exiting nearby property driveways.
- e) Ownership and maintenance of overgrown plot on corner of Leyfield Mews and Outwoods Lane - see Councillors' Reports for update
- f) Roadside hedge from Nankirk Lane junction to Holy Trinity still waiting to be cut. Clerk to follow-up.
- g) Polite "Clear Up After Your Dog" notices and Rights of Way volunteer posters to be erected near targeted footpaths in conjunction with landowners
- h) Damaged planter on Hopley Road – replacement cannot be located. Options to be discussed.

7. **PARISH ITEMS**

- a) Risk assessments to be carried out on all street furniture by Clerk and Cllr Hall.
- b) Risk assessment and Covid regulations being researched by Clerk for Annual Parish Meeting on 26th May at the village hall.

8. **OTHER**

- a) Due to Covid regulations, an on-line Book of Condolence was opened for the public to pay their respects after the death of HRH Prince Philip.
- b) Parishioner complaints received about temporary traffic lights left after work had been completed near Leyfields causing unnecessary congestion. South Staffs Water were contacted resulting in their removal.
- c) Work has been completed by Parishcouncilwebsites on APC website to make it Accessibility compliant.
- d) Code of Conduct document forwarded to Councillors for review - Item 15.
- e) SID battery replaced 23rd April and unit remained on Main Road
- f) Updated Asset Register sent to Came & Co to confirm if amendments will affect annual premium.

9. **PCSO/CRIME REPORTS**

None Received.

10. **CORRESPONDENCE RECEIVED**

East Staffordshire Family Support Service – Donation Requested

2021/AMAPC/05/10 FINANCE

- a) **Finance Report** – this was circulated prior to the meeting. No items raised. Copy attached.

b) Internal Audit 2020/21 and donation of Audit Fee Cont'd

The Clerk confirmed that the Parish Council Accounts had been independently audited and returned by John Southwell (JS) and he had signed the AGAR Annual Internal Audit Report which was duly noted. No points had been raised by JS, but he requested that the £50 audit fee offered to him, be redistributed as directed by APC. Local charities were discussed. **Resolved:** subject to details being confirmed by Cllr Raybould or Cllr Gaskin, East Staffordshire Family Support Service will receive the donation. Proposed by Cllr Thompstone and seconded by Cllr Page.

c) To approve the Certificate of Exemption and Annual Governance Statement, Section 1 of the External Annual Return for 2020/21. The Clerk and Chair read out supporting information for each of the statements. **Resolved:** to accept and approve the Certificate of Exemption and the Annual Governance statement. Proposed by Cllr Page and seconded by Cllr Thompstone.

d) To approve the Accounting Statements, Section 2 of the External Annual Return for 2020/21 The Chair read out the statements. **Resolved:** to accept and approve the Accounting Statements. Proposed by Cllr Page and seconded by Cllr Thompstone.

e) To Review the Balance Sheet 2020/21 The clerk read through the document which had been circulated prior to the meeting. No comments raised.

f) Payments for approval & Income Received – report circulated prior to the meeting. No items raised. Proposed by Cllr Jeans and seconded by Cllr Page.

2021/AMAPC/05/10 Planning Report

Cllr Joyce read through the report which is to be uplifted onto website and notice boards by Clerk.

2021/AMAPC/05/11 Development Plan 2020/21 Update

- a) **Report on SID Analysis data:** Note: SID takes a number of readings per vehicle.
Cllr Jeans' report was circulated prior to the meeting. He highlighted key points from 27th March to 3rd May. Maximum speed on Main Road had been 93mph and 94mph on Hopley Road. He drew attention to the seriously dangerous violation of speeds recorded below 93mph:-
- 3 readings of 90mph+
 - 23 readings of 80-89mph
 - 56 readings of 70-79mph
 - 308 readings of 60-69mph
- b) Staffs County Council's Traffic Calming Feasibility Study for Anslow
Meeting arranged for 12th May with SCC to get clarity of their report and the £100,000 budget and to discuss the speeding violations in a) above. Suggestion made for a speed camera to be installed on Hopley Road and for the camera at the top of Henhurst Hill to be reactivated.
Cllr Price joined the meeting

2021/AMAPC/05/12 Re-siting of the Village Bench on the Green

Site location map showing 2 possible locations for the bench was circulated by Cllr Thompstone prior to the meeting. Location and driveway visibility for nearby residents was discussed and Option B (on the Green, near to the current location) was unanimously agreed. **Resolved:** Clerk to send proposed location to SCC for their approval. Proposed by Cllr Jeans and seconded by Cllr Price

2021/AMAPC/05/13 Renovation of the White Finger Post on the Green

First request for quote to repair rot in the black and white fingerpost on the Green has been unsuccessful. Clerk has made contact with a second party and quote is awaited.

2021/AMAPC/05/14 Annual Parish Meeting 26th May 2021

Clerk explained that remote/virtual meetings are not permitted after 6th May and there is no extension for councils to hold Annual Parish Meetings after the 1st June deadline. The Councillors considered what needed actioning to reduce Covid risk to councillors, staff and public if holding a face-to-face meeting and debated the following points:-

- Village hall max capacity is 24 people seated inside. APC would be responsible for Covid compliance (provision of hand sanitizer, social distancing, wearing of face masks, seating placed 2-metres apart, no paper copies of agenda etc and separate entrance and exit points to the building).
- Implications if attendee numbers exceeded 24 - advance booking system? or refuse entry?
- Local organisational Annual Reports to be submitted in writing, not in person.
- Consider holding the meeting outdoors

Taking all points into consideration, all Councillors had grave concerns about holding a face-to-face Annual Parish Meeting indoors which could compromise Covid security. After full discussion, it was **Resolved** not to hold the meeting on 26th May unless it was absolutely necessary and convene a meeting later in the year. Clerk to confirm if it can be held later in the year subject to Covid restrictions. The above was proposed by Cllr Hall and seconded by Cllr Greer.

2021/AMAPC/05/15 Review of Code of Conduct

The revised document had been circulated prior to the meeting. No points raised.

Resolved: The document is to be approved. Proposed by Cllr Jeans and seconded by Cllr Page

2021/AMAPC/05/16 Councillors' Reports

County Councillor Philip White's report was read out in his absence.

East Staffs Borough Councillor Gaskin advised that fly-tipping was on the increase again but extra bin collections had been implemented to keep areas tidy.

Cllr Page gave summary of APC involvement in attempts to establish ownership of overgrown area on the corner of Leyfield Mews with SCC. An erroneous letter from SCC had been sent to Cllr Page's address requesting maintenance to the area. **Resolved:** Clerk to write to SCC requesting another site inspection. Proposed by Cllr Jeans and seconded by Cllr Joyce.

2021/AMAPC/05/17 Close of Meeting

With that the Chair thanked everyone for attending and closed the meeting at 9pm. The next parish council meeting is on 14th July.

(Russell Jeans, Chair

Date

ANSLOW PARISH COUNCIL

FINANCE REPORT

5th May 2021

Prepared by: Judy Tjon Soei Len, Clerk to Anslow Parish Council Date: 30.4.2021

Opening Cash Book Position	£12107.45
Total Income 2021/22	£ 4950.62
Total Expenditure 2021/22 (including VAT)	£ 542.51
<u>Current Cash Book Position</u>	<u>£16515.56</u>

TSB Bank Statements

<u>Club, Charity & Trust Account (Current)</u> A/c No 50483760 £13748.82	<u>Business Instant Access (Savin A/c No 50484160</u> £2766.74
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Total Bank Funds	£16515.56
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Total Unpresented cheques up to 30.4.2021	£ 0.00
Payments awaiting authorisation at 5 th May meeting	£ 261.68*
Unpresented Income up to 30.4.2021	£ 00.00
<u>Banking Position as at 30.4.2021</u>	<u>£16253.88</u>

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

Notes:

*£261.68 Clerk's Expenses

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 = **£126.29**

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	Awaited
P2021/00217	Church Farm, Hanbury Road, Anslow Gate. Erection of two storey side extension	No objection	Awaited

Planning Report for Parish Council Meeting – 05/05/21

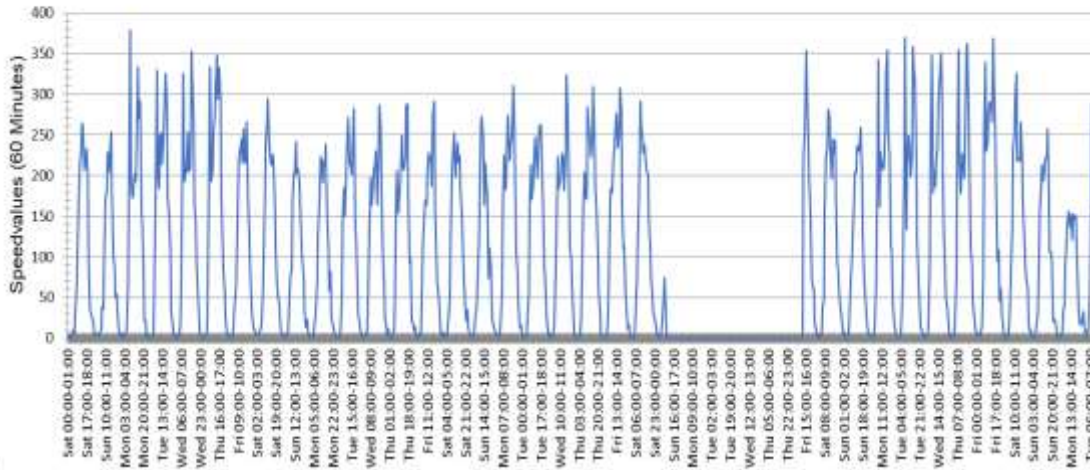
SID REPORT (Departing Village) FOR MAIN ROAD 27.3.21 TO 04.05.21

	Main Road 28.7.20 to 8.9.20	Hopley Road 8.9.20 to 2.11.20	Main Road 05.11.20 to 18.1.20	Hopley Road 19.1.21 to 26.3.21	Main Road 27.3.21 to 04.5.21
SPEED Limit	40	30	40	30	40
ADT	658	675	496	511	583
No vehicles	25014	37102	37020	33723	22398
V(d)	35	31	35	29	35
% violation	28%	55%	21%	41%	27%
Max speed	85	94	95	63	93
V85%	43	38	42	34	43

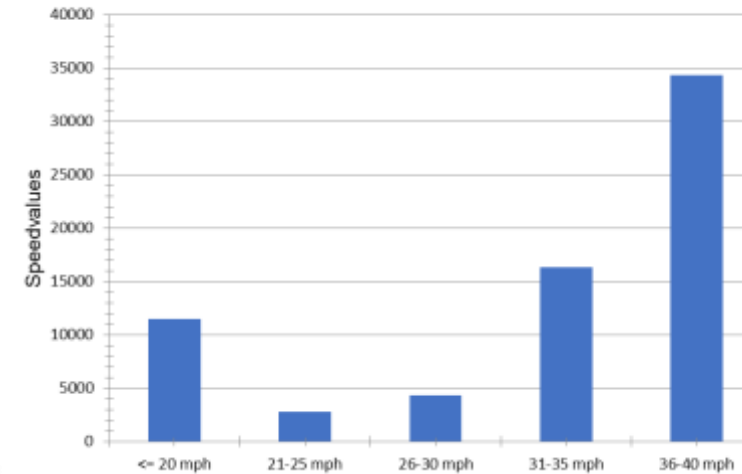
Readings

Extreme Speeds	90 +	3
70-79	80-89	21
60-69	70-79	56
	60-69	308

Sequence Number of speedvalues



Speed distribution



Evaluation time	27 March 2021,00:00 - 04 May 2021,10:00					
Speed limit	40 mph	Values	Vehicles	Vd[mph]	Vmax[mph]	V85 [mph]
Speed violations	26.92 %	94635	22398	35	93	43
ADT	583					
AYT	212795					
Evaluation direction	Arriving					
Author:	RJ					
Comment:	MAIN RD FACING AWAY 27.3-04.5					
Location:						
Arriving vehicles from:						
Departing vehicles to:						