

# Minutes of the Barlaston Parish Council Meeting Held on Tuesday 11 April 2017

## Present:

Cllr G Jones (Chairman)  
Cllr E Philpott  
Cllr T Dodd  
Cllr P Linehan  
Cllr P Fisher

Cllr J Barnett  
Cllr I MacMillan  
Cllr A Brown  
Cllr V O'Dunne  
Cllr I Moran

**In attendance:** Mrs K St Leger (Clerk)

## Public Open Forum

S Hocking, Stafford Borough Council was in attendance  
A number of the public were in attendance

Issues raised:

**Reduction in Skip Provision** – This was noted. There is a decline in community visits due to financial constraints. This is being taken up with the Borough Council.

**Highways** – Blocked drain at the bottom of Queen Mary's Drive, Wedgwood. Mr Carl Hartley to provide the Parish Clerk with the works reference number to enable the Parish Council to investigate.

**Health Centre** - The Parish Council (PC) had published information as it was received. The Practice is hoping to post a notice in the surgery this week. They were not in a position to update the PC at this meeting as they are still finalising details. They have been successful in recruiting community nurses; the nature of the service will be different i.e., not fully GP led but a mix of nursing and other professional medical staff. It is moving in a positive direction, although it will initially be an AM service. We have been given assurances by the Clinical Care Commission and the Practice that there will be a positive outcome.

**Planning Application 17/26042/FUL** – Retrospective planning application regarding Brook House Farm. Concerns were raised with regards to the boundary tree / hedge line between Nursery Gardens and Brook House Farm. It was agreed the application will be called in to address the concerns.

- 1 **Apologies.** Cllr Hall sent his apologies, these were accepted.
- 2 **Declarations of Interest.** There were no declarations of interest.
- 3 **Written applications for dispensations under the Localism Act 2011.** There were no written applications for dispensation.
- 4 **Minutes of full Council meeting of 7 March 2017.** It was resolved to approve these as a true record.
- 5 **Matters arising from the meeting of 7 March 2017 and not otherwise on the agenda.**
  - 374 **Planting on land on Station Road opposite Plume of Feathers**  
The S96 application is still outstanding.
  - 421 **Churchyard clearance**  
A grant application is still awaited from the Church.
  - 485 **Cricket Club:  
Dog bins**  
Saul Hocking from Stafford Borough Council Environmental Services presented a campaign proposal to tackle dog fouling across Barlaston, which has proved successful in other areas. It will be a six-month campaign and will require community engagement.  
  
A Chair and working party will be required to undertake the campaign, meeting on a monthly basis. The Councillors agreed to undertake the leaflet drop in conjunction with the Community Group. Clerk to liaise with Community Groups / S Hocking to commence with the programme.

- 554 To consider Safety concerns at the junction of Longton Road and Station Road**  
Staffordshire County Council (SCC) have initially reviewed the visibility issue at the junction and advise it would require the dedication of land from both parties on the West side of the Junction, further investigations will follow.
- 535 Voluntary Transport Scheme**  
Cllr Moran confirmed she was successful in obtaining a grant of £2,477.18. The scheme is due to be re-launched and is being used as a model to other Authorities.
- 574 Draft Neighbourhood Plan Document**  
The Plan has been updated to reflect the recommendations by Stafford Borough Council. Two maps are required to finish the document to enable it to be sent for Environmental Searches. One map which is an issue is the boundary line from the back of Leese's garage.  
  
A presentation of the Neighbourhood Plan will be undertaken at the Annual Parish Meeting on 25 April 2017.  
  
A quotation for two long banners has been received @ £90. Wording needs to be agreed.  
  
The Grant submission form has been submitted. Clerk to distribute financial summary of the grant submission.
- 598 Upper House Signage**  
The Upper House submitted new sign designs to be considered prior to applying for planning permission. These were deemed to be acceptable although concerns were raised about the metal swirls as they could be used for hanging items from. Clerk to feedback details to the Upper House.
- 618 Mowing and Minor Works contracts**  
Once SCC have agreed that all of the areas of grass identified are going to be cut (or which parts are going to be omitted), Shane Latham will inform operations that the measurements have changed, and that the extra areas need to be included for payment of 8 cuts per season as per the current policy.  
  
SCC have put this on hold until they can ascertain what areas fall outside the Wedgwood cutting regime, and therefore need adding to the areas that we have agreed for the rest. Shane Latham will then produce similar plans and measures for these areas if necessary.  
  
Perennial Landscapes have been approached with regards to the additional areas. A convenient date/time for a meeting has yet to be agreed. Wedgwood are still to advise the plans with regards to their grounds maintenance.  
  
Perennial Landscapes reported the first visit didn't go as smoothly as planned, their mower got stuck in the mud on the village green which ended up having to be towed out, whilst mowing at Flaxman Close their strimmer was stolen from the back of the van, so they were unable to strim anywhere. The tyre tracks left in the grass on Station Road will be dealt with on their next visit.  
  
Following multiple complaints about the standard of works undertaken, it was agreed offering additional grounds maintenance works would be postponed. The Clerk to liaise with Perennial Landscapes to discuss the standard of the current works.
- 625 To consider Pedestrian Crossing on Station Road**  
Stafford Highways (ref 4028791). SCC have viewed the video submitted and accepted the urgency to remove the part of the hedgerow obscuring visibility. The works instruction has gone into the system and they are going to try to get it pushed through ASAP, subject to available manpower resources. Clerk to monitor progress.
- 6 Rialtas Financial Management Software**  
A request was submitted to purchase either a single or a 5 user licence for Rialtas Suite Alpha Financial Management software. It was resolved to approve expenditure for a 5 user licence @ £680 (including training – mileage expenses @ £0.45), thereafter £160 per annum.
- 7 Pension Enrolment**  
The Parish Council need to start the declaration of compliance before 1 August 2017. Clerk to submit a summary of costs re the SCC scheme for consideration.

**8 CCG Report**

*The item was delayed to be considered under exclusion of the press and public under S2 and S3 of the Public Bodies (Admission to Meetings) Act 1960 because of the confidential nature of the items for discussion.*

**9 Speed Watch campaign**

The Community Group have asked if the Speed Watch Campaign can be resurrected. People were trained but nothing appeared to have happened.

It was resolved to:

- (a) Talk to Mr Charles Aitken to see where progress is on Speed Watch activity
- (b) Respond to Community Group confirming we are concerned about speed in the village and will look to work with them in trying to develop a Speed Watch campaign

**10 Signage required on Station Road adjacent to level crossing**

Following the incident where the barrier came down injuring a number of pedestrians, a request for a sign giving timings of the barrier being deployed was considered and rejected. It was noted as soon as the warning lights flash pedestrians should not attempt to cross. Full CCTV monitoring is in place at the crossing and will stop trains as soon as an incident occurs.

It was noted that following the repair of pot holes by the crossing, the lines were painted in a different position which means the space for pedestrians, especially those with pushchairs, and cyclists has narrowed considerably. A recommendation to approach Network Rail to reinstate the lines in their original position was approved.

**11 Welcome to Trentham signage**

Further complaints have been received with regards to the positioning of the sign. Stoke on Trent City Council have advised the sign was erected in the safest position due to restricted access / no footpaths.

*'The perception of residents can be somewhat misleading, for example this is actually on Old Road, not Barlaston Old Road, Trentham not Hanford. Therefore, the sign is within our boundary and welcomes someone to an upcoming area, not whilst they are already in it, otherwise this would be too late. In doing so, we placed the sign on the basis of previous boundary checks before the job was sent for build'.*

The Parish Council rejected the explanation and a request to be made to Stoke City Council to ensure the sign is situated in the correct location. Assistance from the Parish Councillors was offered to identify the boundary line. Clerk to action.

**12 Stone Rural replacement trig point plaque**

Stone Rural requested a 50% contribution towards the cost of the replacement plaque. Approval was granted to pay £85 on the understanding that any subsequent damage incurred, etching the stone with the relevant details must be considered. Clerk to action.

**13 Annual Council & Mayor Making Ceremony**

Item was noted.

**14 SCC's Community Paths Initiative – Bids for 2017/2018**

Following a meeting with the Joint Playing Fields Committee, it was deemed appropriate that the public footpath at the Cricket Club should be considered. Clerk to forward details to the Cricket Club.

**15 Planning works highlighted in Risk Assessment**

Schedule of works to be assessed for implementation. Clerk to feed back.

**16 Report following meeting with Cllr I Parry**

A meeting took place on 29 March between Cllr Parry, Cllr Jones and the Clerk.

SCC are reviewing cut backs in services due to pressure on budgets, they are anxious that certain functions they are involved in gets undertaken at Parish level by volunteers. There are other maintenance ideas that could be undertaken by locals who have an interest in the environment. A meeting was held which Barlaston wasn't represented at, they went through the principal in details and there was a positive response. A suggestion was that Barlaston should be included from the concept to implementation. It could be to our advantage to be involved in these projects so items are not imposed on us.

Highways issues were discussed and would pick up areas which were of concern.

**17 Report from Wedgwood**

No report was available.

**18 Barlaston Cricket Club / Joint Playing Fields Committee**

A copy of the draft minutes from the meeting on 8 April 2017.

There is an urgent requirement for the Cricket Club to have a 25-year lease in place to enable a grant application to be considered. It was agreed that the Cricket Club would work on the production of the lease and involve the Parish Council when required. At which point the PC will appoint a solicitor to review the document to confirm it meets our requirements.

In the meantime, a written request be made to the Parish Council requesting a letter of intent to support the renewal of the lease and that the Parish Council supports the work undertaken by the club with young people and will assist the Club in its applications for grants where feasible. It was resolved to approve the request.

**19 Report of the Borough Council member for the area**

SCC is in Purdah at the moment due to elections.

**20 Report of the County Council member for the area**

Cllr Parry was not at the meeting.

**21 Planning Committee Recommendations**

- 17/2602/HOU - Alterations and single storey extension to the side of a dwelling Holding 25C Barlaston Road Cocknage Stoke on Trent Staffordshire ST3 4AJ. There were no objections to this application.
- 17/26042/FUL | Application for the subdivision of the existing dwelling to form one additional 3-bed dwelling (retrospective) | Brook House Farm House 100 Old Road Barlaston Stoke on Trent ST12 9EN. Due to concerns over the hedge / tree boundary line with Nursery Gardens this item will be called in.

The following planning applications have been withdrawn: -

- 16/25445/FUL – Farm building for animal feed, straw and farm machinery, Hartwell Stud Farm Hartwell Lane, Hartwell
- 16/25377FUL – Replacement of redundant barns with new building to house tea rooms, Land at Holding 10 Barlaston Road, Blurton

**22 To consider financial matters:**

**Bank reconciliation**

**Cash flow and budget comparison were noted**

**Schedule of payments**

The figures were noted.

<b>Payments Schedule</b>	<b>01/04/2017</b>
Mrs. K. St. Leger, salary & expenses	£786.72
Mr. M. Moorewood, salary & expenses	£209.56
Mrs. K. Squires, salary shortfall	£33.71
Mrs. K. Squires, consultancy services	£235.38
Mr. J. Blount. N. Plan printing expenses	£69.18
HMRC	£299.28
Urban Vision, N. Plan consultancy	£3,300.00
Barlaston Village Hall, N. Plan meetings	£150.00
Barlaston Methodist Hall, room hire	£35.00
Nigel Ferguson, web site services	£350.00
Staffs. Parish Councils' Assoc. Sub	£443.00
Ladywell Services. Payroll service	£90.00

It was resolved to approve these payments.

There was a £200 and a £300 sum on the bank statement which needs clarification. Clerk to clarify.

It was noted that SCC had still not provided invoices to the PC for the lease of the Allotments. The Barlaston Allotments Association were also concerned the lease terminated expired in 2015 and had not been renewed. The Clerk to add item to next agenda to action.

It was noted that Mr J Blount was currently undertaking the financial year end accounts and audit on behalf of the PC. There was a proposal to acknowledge the difficult task he has undertaken; it was resolved to approve a gift to the value of £50 and the Chairman would write a letter of appreciation.

## **23 Reports from Representatives**

### **Barlaston Community Group**

- February Parish Council Minutes - Item 605 **Reports from Representatives – Barlaston Community Group**. An amendment to the minutes were requested:

*It was reported at the Community Group AGM the current bank balance was £3,766 and have offered the Village Hall a contribution of £1,500, leaving a balance of £2,266.*

Figures quoted were from the Village Show Committee and not the Community Group. It was resolved to accept these changes.

- It was noted the Barlaston Community Group were no longer a sub group of the Village Hall, therefore it will not be reported on in future minutes. It was resolved to remove this item from the agenda. It was noted that a good working relationship with the Community Group be maintained.
- A summary of activities taking place was circulated regarding the Community Steering Action Group. This was a group being led by Richard Upton from Stafford Borough Council. Community items are added to the list and where possible grand money is sought. This was where the funding for the Voluntary Transport Scheme came from. The Cricket Club needs to be added to the list to see if he can offer assistance.

### **Barlaston Village Hall Committee**

Minutes were circulated.

## **24 Weekly play equipment report**

Cllr. Dodd submitted the weekly inspection report and advised the litter bin was damaged and required replacement, it was confirmed it is a Street Scene bin. Clerk to action.

## **25 Risk Assessment Actions**

## **26 Correspondence and circulars**

SPCA Weekly briefing notes were circulated

## **27 Questions from Councillors**

It was noted that due to high winds, part of the hedge along Canal Side has broken off and is now overhanging towards the tow path. Clerk to liaise with Mr Joe Poultney to commission the repair.

Regarding the abandoned cars previously reported, Stafford & Rural Homes have pursued the owners of the cars which have been deal with, they haven't had a 100% success rate. Cars have been abandoned by Ivy House Drive, it is believed the owner has now left, Cllr Dodd to provide the relevant registration numbers.

## **Date of Next Meeting(s)**

Annual Parish Meeting will be held at 7pm at the Methodist Church on 25<sup>th</sup> April 2017.

The Parish Council Meeting will be held at 7:30pm at the Ruth Dickson Meeting Room, Barlaston Village Hall on 2<sup>nd</sup> May 2017.