

Minutes of the Barlaston Parish Council Meeting Held on Tuesday 3 July 2018

Present:

Cllr G Jones (Chairman)
Cllr P Fisher
Cllr I MacMillan
Cllr E Philpott
Cllr S Tudor

Cllr S Hall
Cllr V O'Dunne
Cllr C Hurst
Cllr D Westwood

In attendance: Mrs K St Leger (Clerk)

Public Forum

Representatives were made regarding the proposed development for an additional house at rear of 75 Longton Road. It was noted planning approval had been granted by Stafford Borough Council.

Agenda

- 321 Apologies** Cllr's Norman and Moran sent their apologies, it was resolved to accept these.
- 322 Declarations of Interest** Cllr's Fisher and Hall declared an interest in item 336 - Planning Application Reference 18/28728/FUL at Highfields Farm, the Green, Barlaston.
- 323 Written applications for dispensations under the Localism Act 2011** There were no written applications for dispensation
- 324 Minutes of full Council meeting of 5 June 2018** It was resolved to accept these as a true record.
- 325 Matters arising from the meeting of 5 June 2018 and not otherwise on the agenda**
- 326 Key themes 2018**

574 Draft Neighbourhood Plan update

A meeting was held with Cllr Fisher, the Clerk, Stafford Borough Council (SBC) and Urban Vision on 22 June 2018 to clarify the position of the Neighbourhood Plan.

SBC asked for further changes to be made to the Plan which were not in the original submission, it was noted these would not be undertaken but could be submitted for consideration at Regulation 16 stage.

Urban Vision will submit an invoice to Barlaston Parish Council (BPC) for the equivalent of 1 day to cover the recent meetings and works undertaken, it was resolved to accept this charge.

As BPC had identified building plots within the submission, it was recommended the Clerk submit a further grant submission to Groundwork UK to promote Regulation 16. Clerk to action.

It was also noted now the NP had been submitted any CILL / Section 106 funding from building works received by BPC should be used to undertake works within the Village. This may be a methodology to upgrade the road infrastructure on Ivyhouse Drive.

Campaigns 2018

9 Speed Watch campaign update

The Speed Watch Group is maintaining initial momentum. The core group of volunteers sustaining 2 x 1 hour sessions per week across varied locations. They have moved from weekends to during the week as there are busier volumes of traffic to monitor.

See Latest summary – 11 sessions undertaken up to 20 June. Three more sessions have followed.

Name of Scheme	Date	Start Time	Time on Site (Hrs)	Above Threshold	1st Letter	2nd Letter	3rd Offence	40+	50+	Vehicle Count
Old Road	04/05/2018	15:45	01:00	11	7	0	0	3	0	155
Tittensor Road	05/05/2018	10:40	01:00	14	10	1	0	1	0	229
Tittensor Road	12/05/2018	10:00	01:00	3	2	0	0	0	0	127
Meaford Road	26/05/2018	10:03	00:33	7	6	0	0	1	0	63
Station Road	30/05/2018	08:32	01:00	4	3	1	0	1	0	207
Meaford Road	04/06/2018	08:05	01:00	16	13	0	0	9	0	188
Station Road	06/06/2018	16:05	01:00	9	9	0	0	1	0	351
Longton Road	11/06/2018	08:00	01:00	1	1	0	0	0	0	21
Wedgwood Drive	14/06/2018	08:00	01:00	42	38	0	0	16	1	226
Wedgwood Drive	19/06/2018	08:00	01:00	27	21	5	0	13	0	252
Old Road	20/06/2018	16:25	01:00	4	4	0	0	1	0	204
Totals:			10:33	138	114	7	0	46	1	2023

Wedgwood Drive has proved to be the most dramatic in terms of speeding vehicles reported. There were also 5 who were reported on both occasions, 5 days apart. A Police visit is likely next time.

However, on Monday 1 July in Meaford Road between 8am & 9am a new record was created - more than 60 vehicles were recorded at 35mph or above - averaging 38 mph, 16 at 40+, the highest 46 mph. There were a surprisingly high number of offenders speeding up as they exit the village rather than not slowing down as they enter it. Overall, 350 vehicles drove by during the hour.

Disappointingly, we had first example of nasty verbal abuse from some passing drivers alongside the Village Green last week. This will be monitored and shared with the Police appropriately.

Articles have been published in Parish Magazine and on the Parish Council and Community Facebook groups.

A review Meeting with the Police Speed Watch Co-Ordinator is scheduled for the 18th July. It was recommended 30MPH signs to be added to the speed gates on Meaford Road. Clerk to progress the permanent signs.

The Parish Council would like to thank the volunteers.

133 Data Protection Legislation New Policy It was resolved to accept the following forms:

- GDPR forms for Cllr's to complete declaring what information is to be published. These are to be submitted to the Clerk at the next PC meeting.
- A GDPR statement has been adopted from the ICO template, Clerk to upload to the website.
- GDPR guidance to be added to the Members' pack. Clerk to action.

485 Dog Foul Campaign update Item to be carried forward to next meeting.

182 MUGA update A date was scheduled for the welder to undertake the works, however following a risk assessment it was postponed due to dry conditions and the high risk of fire.

191 Health Centre update – We are still trying to find out what is going on. A meeting is required with the Brinsley Avenue Practice Manager, Clerk to make the necessary arrangements.

It was noted Cumberland House made a mess of communications, Brinsley Avenue thought they had an agreed approach with them, but the notice posted only gave a single perspective.

Brinsley Avenue are currently undertaking renovation works at the Barlaston site, they are confident they will be in a position to open on 6 August. The Trentham Surgery will be retained. Residents calling in for forms had been informed due to a high demand these had run out, further forms were being produced. Residents who signed the Cumberland House form expressing an interest to stay at Barlaston will still need to formally apply to Brinsley Avenue.

- 192 Volunteer Driving Scheme update** Item to be carried forward to next meeting.
- 193 Cricket Club Lease update** The Clerk is scheduled to have a meeting with a resident with a legal background to see if the legal costs to the Cricket Club could be reduced. Progress to be reported at the next meeting.
- 195 To receive update on WWI Commemorations including:**

- 1. War Memorial repairs** We are still awaiting the final works to be undertaken.
- 3. Commemoration event** Clerk to arrange a meeting with the Vicar to discuss progress.

An offer had been made to the Parish Council to display war memorabilia as part of the commemorations, however it was felt the commemorations should be a celebration. Clerk to respond accordingly.

256 Grounds maintenance contract

- (a)** A meeting was undertaken with Perennial Landscapes – They advised the problem started with long grass at the beginning of the season, their solution is to look at whether the grass needs an additional 1 or 2 cuts at the end of the year before the grass becomes dormant and review again early next year before the grass gets too long. Also, rather than conforming to the strict schedule, when it rains they will move the schedule around to cut at a better time. It was resolved to accept these recommendations.

It was noted Perennial Landscapes are looking to invest in more appropriate equipment next year. It was also noted some areas on the agreement plans had not been cut, or areas were cut less, the Clerk raised these issues and Perennial Landscapes will address the sites.

- (b)** The cost of removing old plants in 13 planters, refilling them, plus 1 large planter around the tree by Old School House and large round planter on Wedgwood Estate by the shop; to replenish the compost, plant food and feeding plants through the summer; cutting the grass around the planters; labour; watering and feeding throughout the summer. Total £500. It was resolved to accept this payment.
- (c)** Church yard – Croppers have been asked to trim the longer grass. Positive feedback has been received following the remedial works. There were a few reports of items were being removed off graves, the Church advised although some of these did not conform to the agreed standards, they have not removed these.

- 270 Updates on rights of way / footpath adoptions.** Plans are underway to produce a comprehensive report ready for the September meeting. **The Clerk has requested Cllr's to forward details as and when the paths have been surveyed to aid in the collation of information and works required to be scheduled.**

Stafford & Rural Homes (SRH) have been asked to submit the paths they are responsible for. Report back at the September meeting. It was noted some footpaths at Barlaston Park had been absorbed by gardens. Clerk to distribute an example for use as a template.

287 Update from County Council member for the area

- 1. (Item 243) Flooding at Brookhouse Drive** It was noted a digger had been working on site, yellowish water with a putrid smell was evident, since then the water has receded. This also coincides with the hot weather evaporating some of the surface water. It is hoped this has resolved the issue. Situation to be monitored.
- 2. (Item 9) Speed Gate Installation Meaford Road** These are now complete. The cost of the Welcome to Barlaston boards were £50. Asset register has been updated. It was resolved to remove this item from the agenda.

3. SRH plans re Parking Barlaston Park

The Clerk met with SRH to discuss the Planning Application for Barlaston Park and the associated concerns raised

- a) Residents reported they had received notice of the Planning Application but no information regarding the demolition and reallocation of garages. SRH confirmed no letters will be issued until the Planning Application had been approved and the time frame for the works to commence had been scheduled, this is to minimise disruption to residents.
- b) Cllr's raised concerns regarding the timing of the traffic surveys included within the Planning Application and when these were undertaken, as they did not reflect the actual usage on Ivyhouse Drive. SRH submitted the information requested by SCC. Once the Planning Application has been approved a detailed implementation plan including type of traffic / deliveries / times of works will be submitted. Works will not commence until this has been approved. Regarding the concerns of works vehicles accessing Ivyhouse Drive on at Saturday morning, these will be restricted to 2nd fix vehicles only and not construction traffic.
- c) The quotation submitted by SRH for chevron parking was an estimate. The Clerk has agreed for SRH to incorporate these costings within the tender process to gain the best value for money quotation. It was noted that the Barlaston Neighbourhood Plan included building allocation, this may entitle us to the CIL / Section 106 monies which could possibly pay for the works.
- d) Residents have asked if the shop could contain a Post Office, SRH have no objections for this, however it is up to the Shop to apply as they will need to meet certain criteria. Clerk to liaise with the shop manager to discuss.
- e) SRH asked if the Parish Council would like to be involved in the tender process, they could not influence who was chosen but could ask relevant questions. It was agreed Cllrs Hall and Westwood would be involved as they represent Barlaston Park and they could also build up a repour with the builders, it was resolved to accept this recommendation.
- f) A request was made for SRH to supply the footpath data at Barlaston Park.

6. **(Item 216) Library Consultation** Cllr Jones had information to pass to Cllr Moran. Cllr Moran and the Clerk are scheduled to attend a meeting with the Clerk of Gnosall prior to the September meeting.

289 Neighbourhood Watch Scheme Barlaston Park There is no enthusiasm for this initiative on the Park. It was resolved to remove this item from the agenda.

295 Review Standing Orders, Financial Regulations and Risk Assessment

It was noted there was no provision for the issue of the Chairman's allowance within the Council's Financial Regulations, it was resolved to include these following the guidelines under Section 15 item (5) of the Local Government Act 1972 to a figure of £250 per annum to cover expenses of his office. Standing Orders and the Council's Risk Assessment documents needed to reflect the approval of the General Data Protection policies. It was resolved to accept this figure, Clerk to amend accordingly and submit for approval at the next PC meeting.

GDPR form has been amended under the risk assessment. It is best practice to have a Data Protection Officer, the Parish Council are the Data Controller.

300 Heron Update

The Clerk forwarded a copy of the Ward data map. It was suggested Cllr information was included informing residents which ward each Cllr covered and how they could be contacted. It was resolved to accept this recommendation including a synopsis of each Cllr including a photograph.

The committee needs to meet before September for the October print run. Cllr O'Dunne to arrange directly with Cllrs.

308 Environmental Officer vacancy update

Stafford Borough Street Scene are currently emptying the bins along the canal at a cost of £4.50 per bin x 3. Due to the amount of litter they are going to empty the bin adjacent to the Plume of Feathers twice a week. Total cost per week £18.00. It was resolved to accept this figure and monitor the situation.

We were looking at involving the Lengthsman role in if we failed to attract an Environmental Officer. A few quotations are awaited to see if we can work on the assets within the village as these have not been maintained for some time. We need a schedule of works as employing someone on regular hours may be difficult to manage. Clerk to look for additional quotations and liaise with other Councils to see if roles could be shared.

- 309 Cllr Parry's Highway Initiative Fund** a response is awaited.
- 320 Trees overhanging Ivyhouse Drive.** A resident has reported a maintenance issue with tree branches interfering with telephone lines, the Clerk noted this has been logged with Staffordshire County Council, call reference number which refers 4129434.
- 327 Milestone along the canal** A report was received that the milestone situated along the canal has been tampered with. The Canal & River Trust have been notified and undertaken a temporary fix, they are looking for volunteers to dig it out and re-set it. Clerk will issue availability dates when volunteers are required.
- 328 Memorial stone damage** It was reported a memorial plaque in the Diamond Jubilee Garden which was erected adjacent to a sweet chestnut tree has been damaged. Rather than reinstating the plaque on a board, a request has been received to install a stone which would be more visible to the grounds maintenance company. It was resolved to accept this request and remove the item from the agenda. Clerk to make arrangements.
- 329 Lions Club, Prostate Screening Test grant application** A request to assist with the screening day to be held on 25 September 2018 in Stone has been received. It was resolved to grant the sum of £60 towards the cost of funding a nurse and remove the item from the agenda.
- 330 CILCA training programme for the Clerk.** A three-day training course in Staffordshire is scheduled for later in the year @ £360.00 followed by the CILCA exam @ £250. Total with travel expenses and time allocation will be in the region of £1,000 which is allocated in the budget. It was resolved to accept these figures.
- 331 Report from Barlaston Park** The Shop owner was selling drug paraphernalia, he was approached and has now removed these.
- 332 Report from Wedgwood** No report was submitted.
- 333 Items raised from the Public Forum** No items to be carried forward.
- 334 Borough Council member report** Items were covered within the agenda.
- 335 County Council member report** No report was submitted.
- 336 Planning Committee Recommendations**
- Planning Application Reference 18/28728/FUL at Highfields Farm, the Green, Barlaston. The proposal is described at Replacement Dwelling/House. The application was supported by the Council, the house being moved ensures future garden grabs cannot be facilitated.
- Planning Application Reference 18/2819/HOU – Proposed new sun / garden room, The Hay Barn Annex Hall Farm, Queen Marys Drive – This has now been withdrawn.

337 To note financial matters:

Bank reconciliation

Bank	Unity Bank	Lloyds Treasurers A/C	Lloyds Business A/C
Statement	No. 027 – 20/06/18	No. 38 – 04/06/18	No.5 – 04/06/18
Opening Balance	£392.00	£11,321.30	£57,602.58
Total Paid in	£0.00	£6,249.60	£2.64
Total Paid out	£0.00	£2,885.24	£0.00
Balance	£392.00	£14,685.66	£57,605.22

Cash flow and budget comparison

A report was submitted

Schedule of income / payments

We are in receipt of £1,172.69 from HMRC for the reclamation of VAT

Our registration with The Information Commission is due to expire on 17 July 2018. They have offered the standard renewal @ £40 per annum, if we set up a direct debit renewal this is reduced to £35 per annum. It was resolved to accept this recommendation.

Description	Amount	VAT	Cheque No
Barlaston Methodist Church, Hall Hire	50.00	0.00	002396
Perennial Landscaping – May Inv 1057	570.00	114.00	002397
J Poultney – Refurbish/replenish 13 planters Inv 130	500.00	0.00	002398
Playing Fields Association Annual Renewal	15.00	0.00	002399
The Print Shop 2 x Welcome to Barlaston Signs Inv 1693	50.00	0.00	002400
K St Leger Expenses / Salary	1068.12	0.00	002401
HMRC PAYE / NI	254.67	0.00	002402

338 Weekly play equipment report No issues recorded.

339 Risk Assessment Actions – updated to include GDPR

340 Correspondence and circulars Distributed as received.

341 Questions from Councillors for inclusion on next month's agenda

A resident reported an issue on Old Road, Barlaston. SCC have dropped the kerb by the property, although there are various grids and gullies next to the property, as soon as it rains water flows up the drive and against the house. SCC have failed to act on the complaints and asked if the Parish Council can assist. This has been logged again, reference 4129439

Residents have been cutting the hedge up from the level crossing as they are concerned about poor visibility. A salt bin has been uncovered which was hidden under foliage. The Clerk noted it was the responsibility of Highways to undertake any works as the road will need to be closed. Residents undertaking work themselves would not be insured and could put them at risk. Clerk will raise the issue again with Highways.

It was noted the street light at the entrance to canal side was covered in ivy and light was dulled as a result. Clerk to raise with Highways.

Date of Next Meetings

Note there is no Parish Council meeting in August

Parish Meeting 4 September 2018 Ruth Dickson Meeting Room, Barlaston Village Hall