



Croxden Parish Council Meeting Minutes  
www.croxdenparishcouncil.org.uk

Minutes of a meeting held on Wednesday 8<sup>th</sup> July 2020, held online, Zoom – Meeting ID 892 5966 4731. The meeting commenced at 7pm.

Telephone number to access meeting is 0131 460 1196

Legislation for holding Zoom Meeting - On 2nd April 2020, the government published The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020. These regulations come into force on 4th April 2020 and allow Parish Councils to hold meetings via an online platform.

<http://www.legislation.gov.uk/uksi/2020/392/part/2/made>

**Present:** Cllr Paul Bean, Cllr John Hall, Cllr Jackie Hemingway, Cllr Marianne James, and the clerk.

20.07.001 APOLOGIES AND APPROVAL OF ABSENCES – Cllr Nick Brandrick, Cllr Whittaker (Borough)

20.07.002 TO RECEIVE DECLARATIONS OF INTERESTS AND TO CONSIDER REQUESTS FOR DISPENSATIONS.

Cllr Bean - declared an interest in the Community Fibre Partnership -Broadband – Dispensation GRANTED, as has knowledge that will be helpful to the Council with a decision.

20.07.003 TO RESOLVE THAT THE MINUTES OF PARISH MEETING HELD ON 13<sup>th</sup> May 2020 ARE A CORRECT RECORD. RESOLVED

20.07.004 TO RECEIVE AN UPDATE ABOUT PROGRESS OF RESOLUTIONS FROM PREVIOUS MEETING

**Co-opting of Councillor** – The Local Elections (Parishes and Communities) (England and Wales) Rules 2006. Local Government Act 1972

Marianne James was co-opted onto the Parish Council. She declared in writing that she meets the criteria for eligibility set out in s.79 of the 1972 Act and is not disqualified under s.80 of the 1972 Act.

All paperwork completed – Register of Interest form will be sent to ESBC.

**Data Retention Policy** – Data Retention Appendix A –RESOLVED

**Data Privacy Notice** – RESOLVED

**WW1 Bench and Silent Solider** – Update

Tarmac/Entrust grant forms completed, and Parish Council contribution paid.

Thank you letter to Barbara for paying deposit into bank, as clerk shielding.

WW1 Bench ordered and Silent Solider Ordered.

WH Durose to create the base within St Giles Church car park – Mr Michael Gent and Rev



Croxden Parish Council Meeting Minutes  
[www.croxdenparishcouncil.org.uk](http://www.croxdenparishcouncil.org.uk)

Jones attended a site visit with clerk to ensure correct position.

Councillors RESOLVED to make payments of all project invoices between meetings.

**Lloyds Bank** – Clerk to open a second account for EARMARKED FUNDS – RESOLVED

**Lloyds Bank** – Clerk to set up internet banking – RESOLVED

**Whipping Post** – Greatgate – council to consider the upkeep of this village asset, i.e.: the grass is kept down. RESOLVED to ask SJL Landscapes to include in ground maintenance contract.

**The Local Government Boundary Commission for England (LGBCE) has opened a consultation on its suggestions for new ward boundaries for East Staffordshire Borough Council.** – consultation documents received – deadline for comments 7<sup>th</sup> September 2020

<https://www.lgbce.org.uk/all-reviews/west-midlands/staffordshire/east-staffordshire>

Council RESOLVED to submitted comments. Cllr Hall and Cllr James to prepare comments for consideration by Councillors. Councillors to liaise with Cllr Whittaker.

**Website Accessibility** – update on progress from Cllr Hemingway

Cllr Hemingway provided a comprehensive report to Council.

Website mostly compliant but issues with punctuation.

The HTML aspect will be discussed with Webmaster.

Statement of compliance will be created for website. Clerk to liaise with SLCC for sample statement.

an update will be provided at next meeting in order that 23<sup>rd</sup> September deadline is met.

RESOLVED to review website compliance at each Annual Parish Council meeting.

The Chair thanked Cllr Hemingway for her considerable efforts to produce the report.

**Community Fibre Partnership approach – Broadband capacity for Croxden** – discuss.

A resident requested that the Parish Council review the Staffordshire County Council provision, as areas of parish are within the 5% that will not be linked to superfast broadband within this stage of the project.

Councillors were updated about the schemes:

**Staffordshire County Council**

<https://www.superfaststaffordshire.co.uk/where-and-when/where-and-when/#.XvSIDPZFyM8>

**Community Fibre Partnership**

<https://www.openreach.com/fibre-broadband/community-fibre-partnerships/how-to-apply-for-a-cfp>

**DCMS Gigabit Broadband Voucher Scheme**

Long line issues: <http://bit.ly/2nRlno0>

Community Fibre Partnership: <http://bit.ly/2y6X7W2> <http://bit.ly/2ES1eLF>



Croxden Parish Council Meeting Minutes  
[www.croxdenparishcouncil.org.uk](http://www.croxdenparishcouncil.org.uk)

DCMS Gigabit broadband Voucher Scheme: <http://bit.ly/2Dmfnuh>

Paul Chatwin Staffordshire County Council BDUK team, provided details above for review. Councillors **RESOLVED** that Cllr Hall will write to Kate Griffiths MP and Paul Chatwin to express dismay at being removed from the scheme, when the original maps for connectivity included the parish and to request that the parish be reprioritised or at worst be a priority in any future project (e.g. the Outside In Programme currently in consultation with DCMS).

20.07.005 CLERK REPORT

**AGAR** Annual Audit – paperwork onto website, with public rights notice.

**AGAR** – Exemption certificate – sent to Mazars on 13.05.2020

**Policies** – Ratified ones onto website.

**Payments** – all made 18.05.2020

**Came and Co** – insurance documents onto website

**Wildflowers** – site visit for the 4ft radius bed on Greatgate Village Green 25.05.2020 – due to extreme weather conditions, this project will be postponed until Autumn/next Spring.

**Kate Griffiths** – Questions to the House - A50 – sent to Councillors 01.06.2020

<https://members.parliament.uk/member/4773/writtenquestions#expand-1182311>

<https://members.parliament.uk/member/4773/contact>

**English Heritage** – contacted about how to proceed with building restoration

**Website Accessibility** – NALC guidelines sent to webmaster with a request our site conforms to the guidelines 11.06.2020.

webmaster advised that in November 2019, a Councillor was going to look at our site – Clerk created a document highlighting the project that needs to be carried out by Cllr John Hall.

Clerk suggested Cllr Hemingway review the website and report back to Council.

**Risk Assessment** provided by SPCA – re-opening of Council buildings/meetings – sent to Councillors 11.06.2020.

**Speed Reduction working group** – Letter to Helen Fisher, Cabinet member for Highways about speed limit reduction sent 22.06.2020- no reply as yet. Cc'ed Checkley PC, Cllr Atkins, Richard Rayson.

**20mph Speed Limit – Croxden** – clerk made a request to SCC for a change to the speed limit – SCC replied – This request has been entered onto Cllr Philip Atkins's DHP and will be discussed at his next meeting. Councillors **RESOLVED** to write to English Heritage for support.

**Village Signage – Croxden** – Clerk made a request to SCC – received the following response – This request has been entered onto Cllr Philip Atkins's DHP and will be discussed at his next meeting. Councillors **RESOLVED** for clerk to research designs and prices for signs and once design agreed to seek funding.

**Parish Forum** – clerk sent the following suggestions for the forum to Sara Botham at ESBC: Meetings need to be held permanently on line.

Agenda items need to be tailored to ensure information is relevant to the whole area, not specific local issues.

Funding that is available updates need to be provided and Councils share their experience of



Croxden Parish Council Meeting Minutes  
www.croxdenparishcouncil.org.uk

funding streams.

Publish a reporting line, so that ideas/comments are taken to ESBC Cabinet and reported back, so that not lost.

**Facilities in Parish– website** – The list from May Meeting was sent to webmaster and now facilities area is updated.

**Footpath 1**– Cllr Hall advised that the stile by gate on footpath 1 had not been replaced. Clerk confirmed stile in field had been replaced, the stile by gate could be replaced, with landowners permission re attachment to gate. WH Durose quoted £220-£240 + VAT.

RESOLVED to accept quotation and carry out works.

After works completed, Cllr Hall will create a booklet with details of the routes that are now accessible.

**Defamation Legal topic** provided to Chair for Council records. 02.07.2020

**Defibrillator Pads** have been changed by AEDonate -. New expiry date for Croxden is 28/09/2022. Business Risk Table updated. Clerk requested copies of Defib checks from Cllr Hall.

20.07.006 PUBLIC PARTICIPATION –NONE

20.07.007 TO CONSIDER PLANNING APPLICATIONS AND RECEIVE PLANNING DECISIONS:

**NEW**

P/2020/00404- Penny Meadow Barn Uttoxeter Road Beamhurst Uttoxeter ST14 5EA- Change of use of land from agriculture to private equestrian use, construction of a 25 x 45 metre manege surface with perimeter timber post and rail fencing. – No comment added 01.06.2020

P/2020/00542 – Town End Farm Uttoxeter Road Beamhurst Uttoxeter ST14 5EA – Erection of a detached agricultural livestock building – The Parish Council would like to comment the following: could planners please ensure that adequate Slurry storage/pollution is within the plans as this farm is close to the River Tean. Comment added 22.06.2020

**DECISIONS**

P/2020/00284 – Tollgate Farm Hollington Road Rocester Staffordshire ST14 5HY- Erection of an agricultural storage building – PERMITS

20.07.008 TO RECEIVE ORAL REPORT FROM BOROUGH/COUNTY COUNCILLOR – Cllr Whittaker

20.07.009 FINANCE – TO CONSIDER & AUTHORISE PAYMENTS OF LIST BELOW:

RESOLVED to pay all payments.

Update:

Came and Co provided insurance documents, these are on website.

AGAR Exemption form onto website

AGAR paperwork sent to Mazars.

Clerk will submit a VAT claim during August 2020, after bench and solider invoice paid.

Clerk would like councillors to consider setting up a SO to Clerk for the monthly zoom fee.



Croxden Parish Council Meeting Minutes  
[www.croxdenparishcouncil.org.uk](http://www.croxdenparishcouncil.org.uk)

Clerk would like to attend Clerk training delivered by SPCA – suggest Croxden pay half fee - £25. RESOLVED to make payment when invoice received.

New Councillor training – cheque to be signed when invoice received.

Council RESOLVED to sign cheques between meetings, so invoices received are paid within 30 days of receipt, as per Financial Regs.

Alastair Jepson – internal auditor - advised his Fee has been passed on as a donation to Wateraid.

Internal Audit trail– all paperwork provided to Councillors, Cllr Bean to carry out during August.

Ref/Cheque number	Item	Amount
15/SO	Mrs VRE Gibson – Clerk wages – June	£125.41
16/021	Mrs VRE Gibson- Zoom invoice refund may/june	£14.39
17/SO	Mrs VRE Gibson – Clerk wages - July	£125.41
18/022	SJL Landscapes Ltd – Greatgate grass cutting	£33.60 (£5.60 VAT)
19/023	Mrs VRE Gibson – refund for retiring chair flowers	£35
20/024	Mrs VRE Gibson – Zoom invoice refund – June/July	£14.39
21/025	Mrs VRE Gibson – expenses – envelopes/stamps	£23.74
Received after Agenda issued		
22/026	Mrs VRE Gibson – Ccleaner invoice	£9.95
23/027	SJL Landscapes – June grass cutting	£33.60 (£5.60 VAT)
Bank Balance	Statement date	£
Lloyds	01.07.2020	4,456.45

20.07.0010 CORRESPONDENCE

**Kate Griffiths MP** – provided contact information as a poster and the minutes of 1<sup>st</sup> May Zoom Meeting – poster onto website. 01.06.2020

**Horninglow and Eton Parish Council** met on Friday, 15th May 2020, and resolved that contact would be made with all parish councils in East Staffordshire for joint support during Covid 19 pandemic. Forwarded to Councillors 22.05.2020 – Councillors RESOLVED to keep support local, clerk to reply.

**Parish Council Forum – ESBC** would like to restart these forums to ensure questions or



Croxden Parish Council Meeting Minutes  
[www.croxdenparishcouncil.org.uk](http://www.croxdenparishcouncil.org.uk)

concerns that are raised are acknowledged. Forwarded to Councillors 01.06.2020, replies by July to Sara Botham [Sara.Botham@eaststaffsbc.gov.uk](mailto:Sara.Botham@eaststaffsbc.gov.uk)

**Coronavirus** – Track and Trace – put onto website - <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

**Benefits of Digital Mapping for Local Councils**- SPCA course on offer 25.06.2020– forwarded 04.06.2020.

**Cllr G Allen, ESBC** – letter of introduction and offer of a meeting - Broadly my portfolio covers planning policy and enforcement and executive functions of planning control, business support and LEPs, economic development, Town Centre regeneration, brown field strategy and the use of S106 for brownfield development. I would prefer to keep the discussion at a strategic level, and I will not be able to comment on specific issues. Forwarded to Councillors 11.06.2020 – Councillors RESOLVED for clerk to reply. Thank you for your letter and interest in our Parish Council, we currently are supported by Cllr Whittaker (Borough) and we will continue to liaise with Cllr Whittaker as a primary channel of contact with ESBC. The Parish Council would like to wish you good luck with your role at ESBC.

**Test and Trace** - <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/> put onto website.

**Marie Currie** - the Marie Curie Community Fundraiser for South Staffs requested funding. Councillors RESOLVED to decline request, as per previous resolution.

**Community Broadband** – this item discussed above

**OS Mapping Survey** – clerk completed survey -

**Road Closures** – notices received for the following:

6th July for 2- 5 days – Hollington Road, from junction with Combridge Lane to entrance of Woodhouse Farm. <https://one.network/downloads/tm/4202930-hollington-road-rocester-117635121-3238164.pdf>

8th July for 1-5 days – Rocester Road (Butterley Bank) the junctions with Keelings Land and Stramshall Lane. <https://one.network/downloads/tm/4202938-rocester-road-croxden-117635394-3238176.pdf>

13th July for 3-5 days – for the length of Keelings Lane and Croxden Lane in Hollington. <https://one.network/downloads/tm/4202943-keelings-lane-croxden-lane-117636073-3238190.pdf>

**The Local Government Boundary Commission for England (LGBCE)** – email received giving full details of the consultation and deadline of 7<sup>th</sup> September for comments. - <https://www.lgbce.org.uk/all-reviews/west-midlands/staffordshire/east-staffordshire>

**Stiles** – in need of repair – a resident of Stramshall provided photos of stiles in need of repair. Councillors RESOLVED to review funds for works in next Budget. Clerk to reply to resident.

**Stiles** – in need of widening – a resident requested that a right of way be widened to enable disabled access – Councillors RESOLVED to review funds for works in next Budget. Clerk to reply to resident. Cllr Hall and Clerk to carry out site visit.



Croxden Parish Council Meeting Minutes  
[www.croxdenparishcouncil.org.uk](http://www.croxdenparishcouncil.org.uk)

20.07.0011 COUNCILLORS REPORTS (information only)

**Facilities area** – new facility to be added. Staffordshire Traditional Meats Butcher, Stramshall. Councillors will add facilities to September Agenda to discuss the area to be covered by our website.

CLlr James booked onto SPCA new councillors training Wednesday 2nd September 2020 at 6.30pm via Zoom- £25 fee

CLlr Bean will be booked onto SPCA Chairman training course when next course dates released.

Councillor acknowledged that both stone bridges had been repaired on Hollington Road and they look exceptionally good.

Bridle Path – the bridle path discussed previous (Croxden to Stramshall) has been cleared and is now clear for walking. Thank you to whoever carried out the works.

DATE OF NEXT MEETING:

The Next Parish Council meeting will be held on 9<sup>th</sup> September 2020 at 7pm. The venue/Zoom will be decided following any Government Guidelines on Coronavirus.

The meeting was formally closed at 20.36

Signed by Chair.....