



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

Minutes of a meeting held on Wednesday 14<sup>th</sup> July 2021, at the Abbey Room, St Giles Church, Croxden ST14 5JG. The meeting commenced at 7pm.

Present: Cllr Bean, Cllr Hall, Cllr Hemingway, Cllr James and Mrs Gibson (the clerk).

Chair reminded all present - In line with Government COVID guideline please note everyone attending must wear a mask (unless exempt), use hand sanitiser, sit in designated 2m distance areas, and follow the one-way system to enter and exit the venue. **The Rule of Six** applies to Parish Council meetings, Residents are encouraged to send in any questions for the Public Participation item on the agenda to the Clerk. (SPCA bulletin 14.05.2021)

21.07.001 APOLOGIES AND APPROVAL OF ABSENCES – Cllr N Brandrick, Cllr Whittaker – approved.

Chairman addressed the meeting and welcomed Cllr James to the first face to face meeting. Councillors stated, “it is nice to have you as part of the Council”.

21.07.002 TO RECEIVE DECLARATIONS OF INTERESTS AND TO CONSIDER REQUESTS FOR DISPENSATIONS. – NONE -

Clerk confirmed ESBC has received all Register of Interest Forms on 19.05.2021

21.07.003 TO RESOLVE THAT THE MINUTES OF PARISH MEETING HELD ON 5<sup>th</sup> May 2021 ARE A CORRECT RECORD. RESOLVED

21.07.004 TO RESOLVE THAT THE MINUTES OF THE ANNUAL MEETING HELD ON 5<sup>th</sup> May 2021 ARE A CORRECT RECORD. RESOLVED

21.07.005 PUBLIC PARTICIPATION - NONE

21.07.006 COUNCIL ADMINISTRATION – PUBLIC EXCLUDED (Public Bodies (Admissions to meetings) Act 1960) DISCUSS AND APPROVE CLERK HOURS  
RESOLVED to increase hours by 4 per month.

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

**WW1 Bench and Silent Soldier – official opening - UPDATE**

The official opening of the bench took place on 10<sup>th</sup> July 2021 at 2pm

The Councillors invited all donors to an official opening and were delighted that Rupert Hill and Robert Hunt (Uttoxeter Knights), Dave Burrage (Cheadle Lions) could attend, in order that they could be thanked in person. Press Release and thank you email sent 12.07.2021. Echo published story on 14.07.2021. Tarmac updated their website.

Council purchased Open Garden Tickets and Tea/Cake Tickets from St Giles Church, Croxden for donors to enjoy. RESOLVED to donate £30 to St Giles for refreshments and Garden Tickets.



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

**Defibrillator installation– Beamhurst - UPDATE**

Council accepted donation from Meachen and Beaven, £699.50.

Council ordered and arranged installation of Defibrillator.

Total cost: £1678.80 (£279.80 VAT)

Echo newspaper given details of address for new Defib: Meachen and Bevan, The Old Inn, Beamhurst (A522), Uttoxeter, Staffordshire, ST14 5EA (Next to Beamhurst Museum) – which will be included in the Defib Location list on page 2 from 07.07.2021

Came and Co insurance informed 21.06.2021 – confirmed that second defib insured under current policy - page 5 of the insurance schedule 24.06.2021

Asset Register updated 21.06.2021 and will be signed by Chair and Clerk

Cllr Hemingway will carry out weekly/Monthly checks

**Councillors advised date for Training session** 12th July @ 2.30-3.30pm and to register.

<https://www.aeddonate.org.uk/events/online-learning-live-demonstration/>

Councillors will meet with Meachen and Bevan for a photograph and to thank them in person for their donation to make this project a success. Further training dates will be researched by Clerk.

**Spring Bulb Planting Project** – update on progress and set date for planting.

A resident offered a donation of £100 towards the project. Councillors RESOLVED to accept and use to purchase Crocus and Daffodils.

All residents who responded to consultation were update on the project by email

Councillors RESOLVED to have a site visit, in early September, with residents to create and confirm the planting plan.

Clerk to gain a proforma invoice from bulb company, order will increase due to donation: approx. 1,500 Crocus, 1, 2000 Daffodils with a delivery date mid-September, in order planting can take place soon after delivery.

Taylor-made approached but no response in time for meeting.

**Litter Collection– A522 Beamhurst – update from East Staffordshire Borough Council (ESBC)**

The Parish Council made enquiries with East Staffordshire Borough Council (ESBC) to ask if Beamhurst (A522) could be included onto the litter picking rota by their teams.

**ESBC advised the following (27.05.2021):** “Many thanks to the residents that carry out their own litter pick, it is greatly appreciated by ESBC. I have spoken to the crew that service the area in Beamhurst and determined that they litter pick that road once a month on the stretches where they are able to safely. However, I have asked that they monitor the road more often and litter pick accordingly”. This information was posted on the website in the News Area. Councillors asked for a Thank You to be minuted for ESBC efforts with the request.

**Litter Bin in Beamhurst** – update on installation.

East Staffordshire Borough Council (ESBC) have agreed to install a litter bin in Beamhurst,



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

located by the Parish Council noticeboard and Royal Mail post box (A522)– no date for installation given, as ESBC awaiting new bin stock to arrive.

**LONELINESS IN COMMUNITY** – consider research findings, discuss and approve

Cllr Jones and Cllr Hemingway updated meeting with regards to the Nextdoor.co.uk neighbour app and will continue to research. Denstone Parish Council have a Sub Committee working on Loneliness solutions and Cllr Jones and Hemingway will approach to see if they can work with Denstone PC.

NALC document on Loneliness discussed and guidance points will be considered due to sensitivity of subject.

Several local initiatives for socialising were discussed and Councillors RESOLVED to create a list for residents and include on Parish Council website. Details to be provided to Clerk.

Councillors agreed that the Parish Council could become a signposting hub and to continue to collect information that would be useful to residents. Parish Magazine to be notified.

**DATA PRIVACY NOTICE— REVIEW AND ADOPT**

Councillors reviewed the Notice and RESOLVED to adopt.

**CROXDEN VILLAGE ENTRY SIGN**– consider update and approve location and budget

Staffordshire County Council confirmed the most suitable location for a sign would be on the right-hand side approx. 15 metres from the junction with Hollington Road.

Cllr Atkins has confirmed a contribution to the cost of the project. Installation will take place in due course.

**SPEED LIMIT REDUCTION – HOLLINGTON ROAD, CROXDEN – discuss and approve action required.**

JCB provide a letter of support to Croxden Parish Council by writing to Cllr White and Cllr Atkins (SCC) with regards to Parish Council request for the Speed Limit to be reduced from 60mph to 30mph, in order that Speed Watch Teams can operate on the road – 07.06.2021 Councillors RESOLVED for a letter to be drafted to Staffordshire County Council, outlining the support from JCB and requesting further consideration to reduce the speed limit.

21.07.008 **BEAMHURST – SPEEDING TRAFFIC A522** – discuss residents request and approve action needed

Councillors discussed several requests from residents to investigate the speeding traffic along A522. Councillors confirmed a notice for the website, advising residents to report any speeding issues to Staffordshire County Council (SCC) and Staffordshire Safer Roads Partnership. Councillors advised by residents that Cllr Atkins has requested a speed/traffic count for the road and Clerk will request data from the traffic count from SCC, which will be discussed at a future meeting. Councillors requested a minute to Thank the residents for their proactive approach to the situation.



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

**21.07.009 THE QUEEN'S PLATINUM JUBILEE BEACONS – 2ND JUNE 2022 – DISCUSS AND APPROVE PLANS**

SPCA Bulletin 24.06.2021 - In a similar way to what was undertaken for The Queen's Diamond Jubilee Beacons in 2011/2012, all Town and Parish Councils throughout the country are being encouraged to take part in the lighting of Beacons on the 2<sup>nd</sup> June 2022. Councillors RESOLVED to take part and for Clerk to investigate holding a Big Lunch style event on the same day, which could incorporate the Annual Parish Community Meeting. Clerk to liaise with St Giles Church and Cllr Brandrick regarding event and SPCA regarding legal position of having Annual Parish Meeting on 2<sup>nd</sup> June rather than between 1<sup>st</sup> March and 1<sup>st</sup> June.

**21.07.0010 TO CONSIDER PLANNING APPLICATIONS AND RECEIVE PLANNING DECISIONS:**

**UPDATE on PREVIOUS APPLICATIONS:**

P/2021/00539 – Field Head Farm, Combridge Lane, Combridge, ST14 5JA – Screen Opinion for Solar Farm.

The map detailing the site of the proposed solar panels is on page 9 of application -

<https://www.eaststaffsbc.gov.uk/sites/default/files/docs/planning/screeningopinions/FieldHeadFarmCombridgeLaneCombridgeScreening%20Opinion.pdf>

Historic Environment Records Officer, Staffordshire County Council provided a map showing the location and extent of all sites, monuments and historic buildings recorded within the area. Stoke-on-Trent archaeology Society provided information regarding adjacent site:

<https://www.stokearchaeologysociety.org.uk/html/tgfm.htm>

**NEW**

P/2021/00662 – Woodhouse Farm Nabb Lane Rocester Staffordshire ST14 5JB – Conversion of outbuilding to form a holiday let, erection of a front canopy and installation of rooflights – No comment.

P/2021/00757 - 2 Brookside Cottage Alton Lane Greatgate ST10 4HF - Erection of a two storey side extension and part single and two storey rear extension - No comment to be added.

P/2021/00878 - Barn next to Gravelly Bank Farm Hollington Lane Hollington Staffordshire ST10 4HJ - Prior Approval - **Class Q** for the conversion of agricultural barn to form a dwelling. Comment to be added- The existing building is a substantial stone barn so seems to fall comfortably within the criteria for prior approval.

**DECISIONS**

P/2020/00754 – Thorneyfields Nabb Lane Croxden ST14 5JB- Erection of an agricultural storage building – PERMITS

P2021/00539 - Field Head Farm Combridge Lane Combridge Staffordshire ST14 5JA – Screening Opinion – In respect of Schedule 2 development, an assessment will only be required if the development is likely to have significant effects on the environment by virtue of factors such as its nature, size or location. Town and Country Planning (Environmental



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

Impact Assessment) Regulations 2017 require regard to be had to Schedule 3 of the Regulations. When considering whether an Assessment should be required. *ESBC confirmed a formal screening opinion to be adopted and that an Environmental Assessment will not be required.*

**21.07.0011 TO RECEIVE ORAL REPORT FROM BOROUGH/COUNTY COUNCILLOR –NONE**

**21.07.0012 FINANCE – TO CONSIDER & AUTHORISE PAYMENTS OF LIST BELOW AND RATIFY NEW ASSET REGISTER.**

Asset Register – Clerk updated with new asset – Defibrillator at Beamhurst – Came and Co informed regarding insurance 21.06.2021. New Asset total £9,908 – Council RATIFIED new Asset List, Chair and Clerk signed.

AGAR Exemption Form sent to Mazars 05.05.2021

AGAR 2020-2021 put onto Website and Notice of Public Right of Inspection on Website 07.05.2021

Public inspection of Accounts is 10<sup>th</sup> May – 21<sup>st</sup> June 2021

ICO Certificate received 13.05.2021 and put onto website.

All May payments sent 17.05.2021

Came & Co provided the Council 2021-2022 insurance documents (1<sup>st</sup> June – 31<sup>st</sup> May) – onto website 20.05.2021

Cheques 09/069 & 10/070 signed in between meetings.

VAT Refund submitted for £376.60 – 20.05.2021

Lloyds Financial Compensation Scheme letter received and sent to Councillors 03.06.2021

P11D – HRMC Tax update - confirmed remote working allowance is £6 a week. Croxden pay £5 per month to Clerk for home working allowance.

Ccleaner – renewed on 6<sup>th</sup> June 2021 and then received an email giving a different license number – contacted Ccleaner help desk 07.06.2021

Zoom license cancelled – confirmation email received 01.07.2021 – forwarded to Chair and Vice Chair – Clerk to enquire about refund.

Ref/Cheque	Item	Amount
<b>Sign in between meetings</b>		
09/069	AEDdonate – Beamhurst Defibrillator	£1678.80 (in £279.80 VAT)
10/070	SJL Landscapes Ltd	£56.40 (in £ 9.40 VAT)
<b>For consideration at meeting</b>		
11/SO	Council Administration – June	£146.90
11a/SO	Council Administration – July	£146.90
12/071	Ccleaner renewal– Reference: 275946201 computer software (Refund Clerk) (6 <sup>th</sup> June)	£24.95
13/072	St Giles Church, refund for Open Garden tickets and	£30



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

	Tea/Cake Tickets – WW1 Bench official opening	
<b>Invoice received after Agenda issued</b>		
14/073	Clerks' expenses – includes A4 paper	£14.25
15/074	SJL Landscapes Ltd – Greatgate grass cutting	£56.40 (in £9.40 VAT)
<b>Council Deposits</b>		
30.04.2021	Precept – half yearly (includes £14 ESBC Grant)	£2,731.91
10.05.2021	Meachen and Bevan – Defibrillator donation	£699.50
04.06.2021	VAT refund	£376.60
<b>Bank Balance</b>	Statement dated: 01.07.2021	£3,433.82

21.07.0013 **CORRESPONDENCE**

**The Uttoxeter Learning Trust** is delighted to share with you the consultation on the new Free School at Bramshall Meadows which is planned to open September 2022. You can find out more about Bramshall Meadows First School, the consultation (ending 23 June 2021), and a live event on 9 June (6 – 7.15 pm) at the website

<https://www.bramshallmeadows.org.uk> You can also follow Uttoxeter Learning Trust on twitter @UttoxeterTrust - S Clark (CEO ULT) [ceo@uttlit.com](mailto:ceo@uttlit.com)

**Face to Face Meetings** – guidance from NALC (SPCA bulletin 13.05.2021)

**Police Commissioner** – Election Results onto website 17.05.2021

**Staffordshire County Council** – Election Results onto website 17.05.2021

**Face to Face Meetings** – Guidance on Rule of Six – SPCA bulletin – 14.05.2021

**Oldfields Hall Middle School** - Proposed expansion–<https://oldfields.org.uk/> plans received and forwarded to Councillors 24.05.2021 - – consultation comments by 14<sup>th</sup> June 2021

**Community Payback scheme** - Councils and community organisations can nominate a Community Payback project to Her Majesty's Prison and Probation Service. If you are interested, please contact [CP\\_@justice.gov.uk](mailto:CP_@justice.gov.uk) - SPCA Bulletin 26.05.2021

**SPCA – Contact with them** - We would be grateful if clerks could ensure that all councillors are made aware that any requests for information from SPCA / NALC must be made via either the clerk or the chairman of a member council. SPCA Bulletin 26.05.2021

**New Rural Affairs Minister - Lord Benyon**, the former MP for Newbury who was ennobled in January, has been appointed as the new minister for rural affairs and biosecurity at Defra. SPCA Bulletin 26.05.2021

**Live & Local** – Indoor and Outdoor performances for rural communities – forwarded details to Councillors for them to investigate. 03.06.2021

**Parish Magazine** – added to website 03.06.2021

**Support for groups helping people self-isolate** - People can find out more, check eligibility and make an application at [www.staffordshire.gov.uk/dobfund](http://www.staffordshire.gov.uk/dobfund)

**Remote Broadband** - call for evidence on how to connect the Very Hardest to Reach



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

Premises in the country - [https://dcms.eu.qualtrics.com/jfe/form/SV\\_bEMHlvftH6oiYjc](https://dcms.eu.qualtrics.com/jfe/form/SV_bEMHlvftH6oiYjc) - forwarded to Councillors and pdf onto website and saved in Meeting folder – 07.06.2021

**Road Closure** – Rocester Roundabout – works will take place at night – 14<sup>th</sup> June for 5 days – on website – 07.06.2021

**RSN Rural Funding Digest & Government Consultations** - Rural Services Network, Tavistock, Devon PL19 0BZ <https://www.rsnonline.org.uk/rural-funding-digest-june-2021>  
<https://www.rsnonline.org.uk/current-government-consultations-june-2021>

**Emergency Alerts** - The government is launching a new Emergency Alerts system this summer, which will warn people on their mobile phone or tablet if there's a danger to life nearby, such as severe flooding, fires, public health emergencies or a terror attack and will include advice about how to stay safe. Councils are encouraged to raise awareness of the initiative through their communication channels ahead of the national launch. For further details see: [www.gov.uk/alerts](http://www.gov.uk/alerts) - on website 10.06.2021

**Tree planting ceremony by St Giles Church** - July 18<sup>th</sup> at 5.00pm together with the burial of a time capsule. To mark a national day of thanksgiving for coming out of the pandemic – all welcome – forwarded to Councillors 17.06.2021

**Road Closure - A518 and B5013 Road**– closed 27<sup>th</sup> June 2021 from Uttoxeter to Weston. – forwarded to Councillors 17.06.2021

**Road Closure** - length of Lane From Uttoxeter Road To Mill Lane in Fole from its junction with A522 Uttoxeter Road for a distance of approximately 100 metres in a south westerly direction 12<sup>th</sup> July 2021 for one day – on website 17.06.2021

**Road Closure** - the length of Bradley Lane in Threapwood from a point outside property known as Ashlea Farm to a point outside property known as Orch Lea 13<sup>th</sup> – 16<sup>th</sup> July 2021, diversion through Parish of Croxden– on website 17.06.2021

**Holiday Activities and Food** - activities during the summer holidays, for children who are eligible for free school meals. Staffordshire County Council are launching a campaign this week to encourage parents/carers to check whether their child is eligible for a free place and sign up for the scheme from Monday 5<sup>th</sup> July. [www.staffordshire.gov.uk/HolidayActivities](http://www.staffordshire.gov.uk/HolidayActivities)

**Roadside Verges** – resident enquired about cutting of grass – Clerk advised that SCC are responsible, and they are cut on a rota set by SCC. 24.06.2021

**JCB Open Evening invitation** at the JCB Golf & Country Club on Thursday, 8<sup>th</sup> of July (from 18.30hrs) for parish councillors from Croxden, Denstone and Rocester to highlight details of the one-day golf event with spectators at the Golf Course, namely the Rose Ladies Series (taking place on 5<sup>th</sup> August).

**Mike Deegan Consulting** – letter of introduction regarding help with funding application and training– <https://www.mikedeeganconsulting.co.uk/>

**Uttoxeter Masterplan Further Stakeholder Consultation Workshops** - URBED are working with East Staffordshire Borough Council to provide the opportunity for more in-depth public engagement. URBED are an independent consultancy who specialise in community engagement and urban design and are experienced at facilitating consultation in market towns across the UK.

**Western Power Distribution (WPD)** has submitted its official draft Business Plan to Ofgem.



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

forwarded to Councillors 05.07.2021

**Code of Conduct and the Role of the Monitoring Officer**– SPCA bulletin 08.07.2021.

**Affordable rural housing** – making it more affordable – NALC training details sent to Councillors 08.07.2021

**Community Fund SCC 2021** is now live until the end of October, and applicants can see the detail and apply at [www.staffordshire.gov.uk/2021CommunityFund](http://www.staffordshire.gov.uk/2021CommunityFund)

**Covid testing** – several bulletin from Cllr Atkins, providing detailed information about testing within Staffordshire, all details on website.

21.07.0014 **CLERK REPORT**

**Council policies – 2021-2022** – on website 08.05.2021

**Council Standard Award** – update from Clerk- Training course attended 12.05.2021 NALC - advise Council on process. <https://www.nalc.gov.uk/our-work/local-council-award-scheme>

**Taylormade Landscape** – clerk approached about purchasing bulbs via their Trade Account – 13.05.2021

**St Giles Church, Guidance for Face to Face** – sent a copy to Church Wardens for capacity of church confirmation – 13.05.2021

**St Giles Church, Dates for Face-to-Face Meetings** – Clerk sent all dates for 2021-2022 to Church Wardens in order that the meetings can be booked into the diary. 13.05.2021

**Bulb Planting Project – 2021** – clerk sent reply to all residents who responded by email – advised that planting plan would be discussed in September meeting. 17.05.2021

**Rural Broadband Consultation** – <https://www.gov.uk/government/consultations/improving-broadband-for-very-hard-to-reach-premises> - the following link was sent to NALC 20.05.2021.

**Code of Conduct forms** – Clerk received signed forms.

**Beamhurst** – Litter picking rota and Litter bin by Noticeboard – clerk sent a request to ESBC 24.05.201

**OS Data Hub - Ordnance Survey data through APIs and other products** – <https://www.ordnancesurvey.co.uk/business-government/public-sector-geospatial-agreement> - any enquiries contact osdatahubenquiries.os.uk. Clerk created account, provided all Councillors with log in details, Clerk advised Councillors of free service and if downloads that cost are needed, then full council permission required before action taken 27.05.2021

**P2021/00539** - Field Head Farm Combridge Lane Combridge Staffordshire ST14 5JA - Chair to make enquiries about S106 funds for this project.

**Ccleaner** – renewed license – had reminder for further payment, Ccleaner resolved 10.06.2021

**Open Gardens** – Croxden Village – 10<sup>th</sup> & 11<sup>th</sup> July 2021 – poster on website and noticeboards. Councillors and Clerk to attend to run a stone painting stall.

**Greatgate Village Green posts** – Councillors and Clerk undertook the creosoting of the wooden posts on the Village Green 13.06.2021.

**Local Government Boundary Commission** – Clerk emailed LGBCE [reviews@lgbce.org.uk](mailto:reviews@lgbce.org.uk) to





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

express disappointment that the name of the new ward will be Stramshall and Weaver and that the comments of the Parish Council were not reflected in the decision of the name. Clerk advised comments are closed and the next step is for the recommendations to be laid in front of parliament and, if passed, be implemented in time for the next elections. Clerk forwarded response to Kate Griffiths MP, [kate.griffiths.mp@parliament.uk](mailto:kate.griffiths.mp@parliament.uk) asking for Ward name to be reconsidered 12.07.2021

**Boundary Commission for England** - [www.bcereviews.org.uk](http://www.bcereviews.org.uk) 17.06.2021 – SPCA Bulletin provided a link for further comments, Clerk submitted email comments via the LGBCE website, but incorrect commission for these comments – Reference number is BCE-58846 24.06.2021

**Good Councillor Guide** – SPCA bulletin 24.06.2021 – advised to remove from website  
**Poster** – What is a Parish Council – created for WW1 Bench opening event 05.07.2021

21.07.0015 **COUNCILLORS REPORTS (information only)**

Councillors agreed to have Draft minutes on Website and only Signed minutes within Noticeboard.

Councillors confirmed that Creosote for Greatgate Village Green posts was donated by two councillors.

Croxden Defib outer case needs postcode adding to it.

Footpath Map project continues.

Potholes on Keelings Lane to be reported to Highways.

Councillors resolved to write a thank you letter to JCB for the hospitality at the Golf Course Event.

Clerk to obtain a quote for a Croxden Parish banner to be used at future events.

Croxden PC have donated a tree to Marchington Parish Council for their tree planting project.

DATE OF NEXT MEETING:

The Next Parish Council meeting will be held on 8<sup>th</sup> September 2021 at 7pm. The meeting was formally closed at 20.25

Signed.....