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Minutes of an ANNUAL Council meeting held on Wednesday 17th May 2023, at the Abbey Room, St Giles Church, Croxden ST14 5JG. The meeting commenced at 7pm.

Present: Cllr Bean, Cllr Brandrick, Cllr Hall, Cllr Hemingway, Cllr James and the clerk.

APM 23.05.001 ELECTION OF CHAIRMAN and SIGN DECLARATION OF ACCEPTANCE OF OFFICE – (The Local Elections (Declaration of Acceptance of Office) Order 2012)
Cllr Bean RESOLVED by unanimous vote to become Chairman. Cllr Bean signed acceptance of Office.

APM 23.05.002 ESBC NOTICE OF UNCONTESTED ELECTION IN PARISH - May 2023
ESBC confirmed the Croxden Parish Council was an uncontested election, notices on the website. - NOTED

APM 23.05.003 PARISH COUNCILLORS - DECLARATION OF ACCEPTANCE OF OFFICE.
The (Local Elections (Declaration of Acceptance of Office) Order 2012)
All Councillors signed the acceptance of office and RESOLVED

APM 23.05.004 APOLOGIES
Cllr Sankey and Cllr Beech (Borough)

APM 23.05.005 EAST STAFFORDSHIRE BOROUGH COUNCIL – PARISH COUNCILLORS DECLARATION OF INTERESTS AND TO CONSIDER REQUESTS FOR DISPENSATIONS – (The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012)
All Councillors provided the Clerk with the forms and they will go to ESBC and onto Council website.

APM 23.05.006 TO CONSIDER AND APPROVE THE MINUTES OF PARISH MEETING HELD ON 8th March 2023 ARE A CORRECT RECORD - RESOLVED

APM 23.05.007 TO CONSIDER AND APPROVE THE MINUTES OF ANNUAL COMMUNITY MEETING HELD ON 15TH APRIL 2023 ARE A CORRECT RECORD - RESOLVED

APM 23.05.008 TO CONSIDER AND APPROVE THE PARISH COUNCIL POLICIES FOR 2023-2024
Councillors reviewed the policies and RESOLVED to adopt. All Policies will go on the website.
General Power of Competence (Localism Act 2011, ss1-8, Local Government Act 1972 s137) – **Council noted that General Power of Competence applies to Croxden Parish Council as all criteria met.**

APM 23.05.009 ELECTION OF OFFICERS TO COMMUNITY ROLES:



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Role	Councillor
Vice Chairman	Cllr Hall
Defibrillator Checks – Beamhurst and Croxden	Cllr Hall and Cllr Hemingway.
Community Liaison/Engagement X 2	Cllr Hemingway, Cllr James and Cllr Brandrick
Complaints Committee x 3	Cllr Bean, Hall, Hemingway.
Footpaths	Cllr Bean and Cllr Hall.
Highways	Cllr James
Internal Audit Trail	Cllr Bean
Noticeboards – Greatgate, Croxden, Beamhurst x 2	Cllr Hemingway and Cllr James
Planning	Cllr Bean
Website	Cllr Hemingway

APM 23.05.0010 TO CONSIDER AND APPROVE THE FINANCIAL REPORT AND AUDIT (AGAR) FOR 2022-2023 AND CONFIRM PUBLIC RIGHTS DATES
 Annual Governance and Accountability Return (AGAR) – RESOLVED a correct accounting record and Chairman and Clerk signed.
 Clerk confirmed that AGAR forms, Bank Reconciliation/Variance explanation table and Confirmation re: Rights of Public to view accounts will be on website and exception certificate will be sent to Mazars. Public Rights dates will be on the website. Dates are as follows: 5th June – 14th July 2023

APM 23.05.0011 CONFIRMATION OF DATES FOR PARISH MEETINGS FOR 2023/2024
 Bi-monthly – 2nd Wednesday of Month.
 12th July 2023, 13th September 2023, 8th November 2023, 10th January 2024, 13th March 2024, 8th May 2024 - RESOLVED

APM 23.05.0012 PUBLIC PARTICIPATION - NONE

APM 23.05.0013 FINANCE – TO CONSIDER AND AUTHORISE PAYMENTS OF THE LIST BELOW AND RECEIVE FINANCIAL UPDATES
 Annual Insurance (Zurich) invoice received for 1st June 2023 -31st May 2024– £330.97
 Bradleys Ltd – provided first wage slip of the Annual Contract.
 Council Administration payments – RESOLVE to continue to pay by monthly Standing Order (Financial Regs 6.8)
 ICO Data Protection payments – RESOLVE to continue to pay by annual Direct Debit (Financial Regs 6.8)
 The Precept – explained – document produced for website



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Ref	Details	Amount
01/SO	Council Administration – 30 th April	£220.65
02/DD	Information Commission – ICO – Data Protection- Ref ZA361125	£35
3/181	St Giles Church, Water Butt Kit Grant (Ref: 23.03.0011)	£50
4/182	Council Annual Insurance – Zurich Ref: YLL-2720869893	£330.97
5/183	Staffordshire Parish Council Association (SPCA)– Annual Subscription	£102.89
6/184	NALC Local Councils Award Scheme – Accreditation Fee	£60 – (inc £10 VAT)
07/185	Community Walk Leaflets printing – refund Clerk	£18.50
08/186	Staffordshire Parish Council Association (SPCA) – Good Councillor Guides x 5	£29.13 (inc £0.94p VAT)
09/187	D. Sargeant – Website Hosting 2023-2024	£710
10/188	Clerk Expenses – April/May	£14
11/189	WH Durose – Footpath 36 stile installation	£324 (inc £54 VAT)
12/190	WH Durose – Footpath 41 stile installation and finger post	£300 (inc £55 VAT)
13/191	Mr A Jepson – Internal Audit	£30
Invoice Received after Agenda issued		
14/192	SJL Landscapes Ltd – grass cutting	£58.68 (inc £9.78 VAT)
Received by Council		
1	ESBC Precept 1 st payment	£3,207



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2	Lloyds interest	£1.67
Bank Statements		
Lloyds – current account	28.04.2023	£4,033.96
Lloyds – Deposit account	09.05.2023	£1,003.08

APM 23.05.0014 CONSIDER AND APPROVE REPAIRS TO CROXDEN 36 FOOTPATH
Cllr Hemingway advised Council that stile collapsed. It appeared to be a health and safety issue, so replacement stile was installed by WH Durose, using the Lengthsman Budget. The Council was informed, after the stile was repaired, by the Rights of Way Team that this area is a bridleway of 292m, so a bridle gate needs to be installed either to replace stile or alongside stile. Right of Way team apologised for the information error. Clerk will ensure that bridle way data is checked on the ORS in future. The landowner was approached about installation of a bridleway gate and refused permission due to the need to remove a mature tree.
The Parish Council noted that this bridle way links to Uttoxeter Rural Footpath 55. Councillor discussed the request from URPC to share cost of installing stile at Croxden 36/Uttoxeter Rural 55 junction and RESOLVED that stile is within URPC Parish and cannot offer help with cost.

APM 23.05.0015 CONSIDER AND APPROVE QUOTES TO REPLACE PARISH COUNCIL PRINTER AND INK CONTRACT-
Clerk sent Councillors two HP instant ink options - £59.98 ex VAT and delivery
Councillors considered the budget for replacement printer and ink costs and RESOLVED to purchase printer with instant ink. Budget £80 for printer and £155 for stationary (mostly ink)
Clerk to order one of the below printers. RESOLVED
<https://www.hp.com/gb-en/shop/product.aspx?id=223N4B&opt=687&sel=PRN>
<https://www.hp.com/gb-en/shop/product.aspx?id=223N5B&opt=687&sel=PRN>

APM 23.05.0016 TO RECEIVE UPDATES ON PREVIOUS RESOLUTIONS:

KING CHARLES III CORONATION – COMMUNITY EVENT - 7th May 2023

The event went well, and the community event team thanked the parish council for their financial contribution to the event and for providing the two scarecrows.

NOTED

Broadband – Croxden hamlet – update

Chairman updated the meeting, with the following: As you will be aware the Parish Council have been campaigning for better broadband in the parish for a few years now. We are therefore pleased to note that Openreach have now confirmed that full fibre (speeds up to 1G) broadband is now available to properties in Croxden. Lots of providers use Openreach (including Talk-Talk, Sky, BT, EE and many more) so



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residents can choose a supplier to provide the Broadband service. The Council will continue to push for universal coverage in the whole parish.

Councillors discussed Beamhurst and Greatgate and RESOLVED to write to the DCMS Representative for an update. Lord Benyon responded to the Parish Council request for support with Broadband coverage. Council noted the response (see correspondence).

Kate Kniverton MP helped the Council and a Thank You letter will be sent by Clerk - RESOLVED

Local Council Awards – update

Final submission for the award sent to NALC 20.03.2023.

Council awarded Foundation level on 24.03.2023

Press release to Echo and details on the website.

NALC provided the following to SPCA for the 17.04.2023 Bulletin

Congratulations to Croxden Parish Council who have successfully achieved LCAS Foundation status. Keith Stevens, NALC Chairman, writes: "Receiving the Foundation Award is an excellent achievement showing that your Parish Council achieves good practices in governance, community engagement and council improvement.

Furthermore, this award shows that your council has gone above and beyond the legal obligations; you lead your community and continuously seek opportunities to improve and develop even further." Well done to the Council and their Clerk for their hard work.

NALC Accreditation invoice received 28.04.2023.

NOTED

Beamhurst – Speed Indicator Signs (SID)

Following on from SCC confirmation that a SID would not be possible due to the speed limit of 50mph in Beamhurst. Cllr Bean wrote to Cllr Atkins at SCC (27.03.2023) the following: Currently the position in respect of speed limits is inconsistent along the length of the road from Uttoxeter to Tean. The section in question in Beamhurst has seen significant business and domestic development since 2021 and is the only section remaining at 50mph. We don't believe that adding additional white lines will make any significant difference to the speed or volume of traffic using the road and we believe it is significantly less cost effective than simply aligning the speed limits to the rest of the route (ie 40mph as per the Fole to lower Tean section).

The Parish Council would be happy to engage residents and local businesses directly on behalf of SCC to gather their views on the proposed scheme, (Scheme proposed: to use edge of carriageway markings in advance of and through the vehicle access points), if this would be of use to SCC and we could feedback the residents views back to SCC before any proposed work is carried out. The Parish Council is aware of a number of Beamhurst residents who would be happy to provide feedback.

The Council had not received a reply from Cllr Atkins by the meeting date and Clerk to follow up.

COMMUNITY WALK – Review event (15.04.2023) and confirm next Community Walk.



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Community Walk took place on 15th April 2023.

Risk Assessment completed by Cllr Hall – 27.03.2027.

Review of walk: Councillors confirmed the event was a success, as combined a walk history talk and refreshments, all of which were well received.

What went well: Councillors feel it was well attended, new residents came along and the choice of things to do was a success.

Things to improve for next one: Councillors were of the view that the next event can be promoted via word of mouth and Facebook in both Croxden and Hollington.

Next walk date – Tuesday 11th July 2023 starting at Wood Farm, Greatgate. Time for Walk is 6.30pm – 7.30pm and will be led by Cllr Brandrick.

It will be publicised on Facebook, Word of Mouth, Noticeboards and Website.

APM 23.05.0017 ANNUAL COMMUNITY MEETING – UPDATE ON RESOLUTIONS

Dog poo bin – Croxden – clerk contacted ESBC to request procedure – 17.04.2023

Nabb Lane, Croxden – An issue with Sat Nav guiding cars, despite signage. Cllr Hall and Cllr James to take to Alton Towers Community Liaison Meeting.

Councillors discussed the issue, and the Clerk will ask SCC for a Traffic Regulations Order with a view to restricting traffic along Nabb Lane to residents only during peak times.

APM 23.05.0018 TO CONSIDER AND APPROVE WEBSITE ANNUAL CONTRACT

Councillors RESOLVED to award a contract to D. Sargeant for 2023-2024 at a cost of £710. Councillors discussed SPCA guidance on websites and RESOLVED to investigate guidance and write to webmaster with guidance details with a view to procuring this service next year (procurement in line with best practice).

APM 23.05.0019 TO RECEIVE CONFIRMATION OF NEW ESBC COUNCILLORS FOR STRAMSHALL AND WEAVER WARD AND RECEIVE BOROUGH AND COUNTY COUNCIL REPORTS

ESBC confirmed the Councillors duly Elected for Stramshall and Weaver ward are:

Cllr Laura Elizabeth Beech and Cllr Steve Sankey - for full details see

<https://www.eaststaffsbc.gov.uk/elections/2023-borough-council-results/stramshall-and-weaver> . Cllr Atkins SCC report received by Council

Cllr Colin Whittaker, the previous Borough Councillor, did not run in our Ward and Councillors RESOLVED to write to Cllr Whittaker to thank him for his years of service and support to the Parish.

APM 23.05.0020 TO CONSIDER AND COMMENT ON PLANNING APPLICATIONS –
NEW

P/2023/00034 - Land adj. Beamhurst Hall Farm Uttoxeter Road Beamhurst Uttoxeter Staffordshire - Prior Approval for the conversion of two agricultural buildings to form 2 smaller dwellings and 2 larger dwellings (REVISED SCHEME): Comment from initial application resubmitted: The Council understands the buildings proposed to be



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converted are modern steel framed barns, a case history suggests that these were not within the scope for permitted development and similar recent applications have been rejected on that basis. The Council has no particular objects apart from to highlight the above. Further comments submitted after March meeting: In addition to our previous comments, the Council would also like to raise concerns raised to us, by a resident, over the added development on an already busy road which could lead to further development and challenges to the sewerage and land drainage."

P/2023/00455 - The Old Vicarage Rocester Road Croxden Staffordshire ST14 5JQ - Erection of a covered external BBQ area with open swimming pool and alterations and increased height to an existing boundary wall – comments added 05.05.2023 We would wish highways to ensure that visibility is maintained when the wall is increased in size and consider whether the 30mph speed limit should be extended beyond this point from its current position which is closer to Hollington.

P/2023/00534 - Abbey View Farm Keelings Lane Croxden Staffordshire ST14 5JF - Change of use of annexe to holiday let. – Comments to be added:

We note that the application plans indicate two holiday units, One of these may be the existing residential property, but it would be useful to clarify this point. If there are two units, the indicated addition of 1 parking space seems insufficient to support the need. Finally we would also note that there seems to be a lack of notification to neighbours of these planning applications including site display in at least one place on or near the land to which the application relates

DECISIONS

P/2022/01442 - The Old Vicarage Rocester Road (Butterley Bank) Croxden Staffordshire ST14 5JQ - Erection of single and two storey side and rear extension with balconies – PERMITS

P/2022/01461 - Barn adjacent to Croxden Farm ST14 5JD - Conversion and alterations to agricultural building to form dwelling and alterations to vehicular access - PERMITS

APM 23.05.0021 CLERK UPDATE

Scarecrows for King Charles III Coronation – Croxden PC provided 2 scarecrows for the Parish Event on 7th May 2023.

Broadband – followed up email to Lord Benyon Minister at the Department for Environment, Food and Rural Affairs re: our letter requesting support for parish residents with broadband, original letter sent 3rd February 2023. Reply received 05.04.2023.

Good Councillor Guide ordered from SPCA x 5, plus one copy of Financial Guidance Guide – 14.04.2023

Footpath 41 – WH Durose installed the historic request for a replacement stile, finger post and directional post installed on 20.04.2023 – Minute reference: 23.01.005

Greatgate village sign – this has been repaired – 25.04.2023

Archives – Clerk sent minutes for 2019 -2022 to SCC Archive Office, via email



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Potholes – Alton Lane, Croxden – a list of potholes has been provide to SCC and a request for a site visit to establish how the repairs can be carried out requested. 15.05.2023. SCC confirmed following a site visit that funds are available and currently nine potholes will be repaired as soon as possible.

APM 23.05.0022 CORRESPONDENCE

Litter Bin – JCB Roundabout – resident requested a bin on JCB roundabout, forwarded to Uttoxeter Rural Parish Council – 20.03.2023

Litter Bin – Greatgate ST10 4EH – resident reported bin had been removed, clerk emailed ESBC 20.03.2023 and ESBC confirmed the bin was damaged and replaced on 24.03.2023.

Greatgate Ford – mud on road – resident reported mud, Cllr James created a SCC report IT log – 20.03.2023

Adoption of the East Staffordshire Borough Council Housing Choice 2023 - Supplementary Planning Document (SPD) – document on website 20.03.2023

Staffordshire Electoral Review - Staffordshire Boundary proposals – Cllr Atkins Cabinet report – 20.03.2023

Staffordshire County Council - Approach to Managing Flood Risk – report received 13.03.2023

Warlow Bank, ST10 4HF – road signage for the corner and road dip was request by resident – reported again, PC made request in 2019 (Ref: 4150723) and were advised by SCC of the following: This is an update to your enquiry dated 01/03/2019 in relation to ALTON LANE. A highways inspector has now visited the site and added the following notes to the report: Our records do not show that the accident history at this location is significant to put in signage. The location would be difficult to put them in and the signage would be highly likely to be damaged during hedge cutting operations. The bend also does not appear to have enough severity to warrant the introduction of signage.

SCC confirmed the following on 15.05.2023:

We are currently working on a scheme with Alton Tower in respect of signage etc and where SatNavs are directing vehicles, we have raised your concerns with them and they agreed to fund signage for Sandy Lane. The engineer working on the current scheme has suggested providing a sign near the farm access with an incline warning sign. Councillors discussed the proposal and RESOLVED to request the following:

A sign showing bends for over a mile needed both by Wood Farm and at the other end of Alton Lane. Clerk to make request to SCC.

SCC Community Fund - <https://www.staffordshire.gov.uk/Your-council-and-democracy/Members/County-Councillors-Fund/County-Councillors-Fund.aspx> - open for applications until October 2023.

Broadband – Lord Benyon, Minister for Biosecurity, Marine and Rural Affairs, responded to the Parish Council request for support with rural broadband for the Parish on 05.04.2023 – “We recognise the importance of rural communities having



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access to fast, reliable broadband, and it is good news that premises in your parish are currently in the scope of suppliers 'commercial plans. As you are aware, the identity of suppliers who have declared commercial build plans is commercially sensitive information and BDUK is unable to disclose it.

I am aware that BDUK's Local Delivery Lead for Staffordshire, has previously met your parish council and he would be happy to arrange another meeting to discuss the latest status of your community in relation to commercial build plans and Project Gigabit procurements. "

Broadband – two residents sent thank you emails to the Council for their efforts to bring broadband to Croxden Hamlet.

Mobile Phone signal – resident requested Council enquire about mobile phone signal in Croxden hamlet with providers.

Councillors to discuss the request and Cllr Bean provided the following information to residents':

Specifically on Mobile there is a project underway called Shared Rural Network. Details are <https://srn.org.uk/> This should improve things over time. The following website does let you check the different providers – it may help people switch to one that is more useful to them. <https://checker.ofcom.org.uk/en-gb/mobile-coverage>

RESOLVED for Clerk to send the above information to the resident.

Staffordshire County Council 2022 Community Fund – resident requested Council support for an application for insurance for a professional trishaw service, and some clothing etc for volunteers. Councillors RESOLVED for Clerk to investigate Parish Council Policy and respond to resident that Council cannot support.

Staffordshire County Council – New Chief Executive - Patrick (Pat) Flaherty has been appointed the new Chief Executive of Staffordshire County Council. John Henderson will step down and be replaced by Pat Flaherty in the summer 2023.

Alton Towers - Kate McBirnie, Head of Guest Excellence is being replaced by Deborah Harris, who will organise the next Parish Council Community Meeting at Oakamoor Village Hall, after the Election period is completed.

Community Engagement - NALC announces a new partnership with GoCollaborate, GoCollaborate is an innovative digital platform that is transforming how communities work together. Councillors reviewed the website and RESOLVED that Croxden would not benefit from this service.

SPCA – announcement vacancy for a new Chief Executive – 21.04.2023

Road Closure – Hollington Lane, Stramshall – 25th April – 2nd May for emergency water works.

Footpaths – Update - ESBC volunteers - ESBC council is always looking for individuals, groups and organisations who want to help protect and maintain the rights of way network. For further information about the volunteering opportunities available, volunteering helps to ensure you are part of your community and helps to combat isolation , please visit:

<https://www.staffordshire.gov.uk/community/Volunteer/Rural-Access.aspx>

Dementia Awareness week Poster - help and support is available through



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Alzheimers.org.uk 0333 150 3456 and for fire safety advice or visit please call Staffordshire Fire & Rescue on 0800 0241 999 Monday to Friday 8am to 5pm. – information on website

Draft Staffordshire Moorlands Developer Contributions Supplementary Planning Document (SPD) - Public consultation 11th May to 9th June 2023 – to make

comments view documents on Online Portal: [https://staffsmoorlands-](https://staffsmoorlands-consult.objective.co.uk/kse/)

[consult.objective.co.uk/kse/](https://staffsmoorlands-consult.objective.co.uk/kse/) Website:

<https://www.staffsmoorlands.gov.uk/article/1166/Supplementary-planning-documents-and-design-guidance>

Alton Towers – requested allocation map from Council. Croxden Parish Council confirmed that residents that live within the 3km boundary can apply for tickets. Councillors RESOLVED for Clerk to request that residents affected are within a 3 mile radius and to ask for allocation map to be reconsidered by Alton Towers.

Croxden 36/URPC 55 – stile. Uttoxeter Rural Parish Council requested Croxden split cost of stile installation. See Agenda item APM 23.05.0014 above.

Denstone Parish Council - Neighbourhood Plan provided to Council – 16.05.2023

APM 23.05.0023 COUNCILLORS REPORTS (INFORMATION ONLY)

Cllr James – **Litter Picking on Hollington Road.** Unknown residents are collection litter and leaving it for ESBC to collect. The Council would like to thank the residents responsible for their efforts.

Hollington Road – Speed Limit Reduction – Councillors requested Clerk to write to Cllr David Williams at SCC to ask for an update to the request for speed limit reduction.

No Mow May – Council adopted this policy a couple of years ago and Clerk will ask contractor if they can leave a triangle of long grass between the trees on Greatgate Village Green next year, with a view to wild flowers being included in next years budget.

Alton Lane, Greatgate – Road subsidence by Bradley Lane turning is now critical, Cllr James to report to SCC again.

DATE OF NEXT MEETING:

The Next ANNUAL Parish Council meeting will be held on 8th May **2024** at 7pm.

The next Parish Council meeting will be held on **12th July 2023** at St Giles Church, Croxden.

The meeting was formally closed at 21.00

Signed.....