



Croxden Parish Council Meeting Minutes
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MEETING PARISH minutes of a meeting held on Wednesday 5th May 2021, via Zoom (<https://zoom.us/join>) on line platform due to the Coronavirus. The meeting commenced at 7.30pm.

Zoom Meeting ID – 867 6327 5945 – residents who have no access to internet please call 0131 460 1196 or 0203 051 2874 and enter meeting ID.

Legislation for holding Zoom Meetings, was passed on 2nd April 2020 and continues to 7th May 2021, <http://www.legislation.gov.uk/ukxi/2020/392/part/2/>

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

Prince Philip, Duke of Edinburgh - Chairman requested a minute's silence and expressed sadness at The Duke's death.

21.05.001 APOLOGIES AND APPROVAL OF ABSENCES - Cllr Brandrick

21.05.002 TO RECEIVE DECLARATIONS OF INTERESTS AND TO CONSIDER REQUESTS FOR DISPENSATIONS. None

21.05.003 TO APPROVE THE MINUTES OF THE MEETING HELD ON 10TH MARCH 2021.
RESOLVED but with correction to item: 21.03.004 – Community Planting - '6-8 houses facing Beamhurst Road' is incorrect, the correct figures is - 28 dwellings found on A522 within the Parish Boundary.

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

Whipping Post -

application form for consent to do repair work not completed as no repairs were found to be required to safeguard the whipping post from damage. David Bate, the Conservation Officer for East Staffordshire Borough Council was contacted to confirm statement about safeguard of whipping post. Statement from Rob Lamburn – specialist in metal - The whipping post in my opinion is very secure with its fittings. How they are fitted is they drill a hole into the stone around 12 inches deep, they then filled the hole with melted lead and pushed the fittings (roughly 10inches themselves) into the melted lead, when the lead cools it expands and hardens to a very strong fixing.

Padlock will remain in place – Clerk will have the key in parish council filing cabinet.

Spring Bulb Planting – Community Event - Beamhurst

Cllr Hemingway provided a map of the houses within the Parish in Beamhurst and suggested a letter be sent to all dwellings. Clerk drafted a letter for residents 29.03.2021 -final letter sent to 28 dwellings, including 3 businesses 08.04.2021



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Resident adamgrew77@gmail.com contacted Council via website enquiry to ask for bulbs – clerk replied 29.03.2021 and forwarded to Councillors and sent letter by email 08.04.2021 Received 13 replies and the answers were collated and sent to Councillors – 29.04.2021

VOTE NEEDED

Bulb Quotes – available September

Walkers - Mixed Daffodils - we are able to offer sacks of 20kg (approx 300 bulbs) for £39 + delivery or 5 sacks for £160 - <https://bulbs.co.uk/product/mixed-daffodils>

Boston – Mixed Daffodils – 20kg sack - £31 plus deliver – mixed daffodils -

<https://www.bostonbulbswholesale.co.uk/prod/mixed-daffodils-narcissi-bulbs/185>

I have looked a crocus bulbs and we could get 2000 for £120, see link below

<https://www.bostonbulbswholesale.co.uk/prod/dorothy-specie-crocus-bulbs/240>

DO COUNCILLORS WANT CLERK TO APPROACH TAYLOR MADE TO ASK IF THEY WILL MAKE THE BULB PURCHASE VIA THEIR TRADE ACCOUNT?

Budget is £200 for both bulbs and highways license.

1,000 crocus and 3 sacks of daffodils.

RESOLVED

Clerk to email all responders who emailed – mention that will be in touch.

Clerk to ask SCC for signage when planting takes place. Clerk to approach Taylor Made re purchase of trade bulbs.

Local Government Boundary Commission – Final recommendations – 30.03.2021

The Commission has recommended that Croxden Parish Council is within Stramshall and Weaver Ward with 2 East Staffordshire Borough Councillors attached to the Ward.

<https://consultation.lgbce.org.uk/node/18788>

All documents saved in LGBC folder and on website.

DO WE WANT TO WRITE ABOUT THE NAME OF THE WARD?

RESOLVED to write disappointed that our comments about the name were not reflected in the decision.

21.05.005 Defibrillator – Beamhurst

Resident requested a defibrillator for Beamhurst - Tim Bevan <tim@mbtld.co.uk>

Cllr Hemingway advised that Meachen and Bevan would supply the wall on their building and electricity for the machine.

Mr Bevan advised - I would happily have the unit on our building and provide free electricity supply (would even fit it if required, we have all the qualifications, insurance as needed) I would also be willing to contribute to the cost of the unit/ training if required of £1000 if this helps out. My mobile is 07966317051

NEED TO VOTE FOR CLERK TO LOOK FOR FUNDING.

AED donate - FDA Approved Defibrillator with 8 Year Warranty - Temperature-controlled, vandal-proof external storage cabinet - £1, 399 + VAT



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London Hearts - SP1 IPAD Defibrillator & External Locked Cabinet £1325.00 +VAT
SPCA confirmed that we can accept the £1000 donation and add from Council funds the £399 +VAT using the General Power of Competence power.

RESOLVED to accept a donation of £699.50 and the Council will fund the other £699.50.

RESOLVED to accept offer of installation from Meachen and Bevan.

21.05.006 Open Garden – St Giles Church – 10th & 11th July 2021

St Giles has booked in the open gardens for croxden for the 10th 11th July this year, if any of the councillors would like to organise poppy stone painting at church on one the days or both then that would be great and a good opportunity for them to chat to their parishioners. we could provide a gazebo, table and chairs.

replied advising would need to be covered by their insurance, Councillors to **VOTE ON ATTENDING**

RESOLVED for Council to attend and all Councillors and Clerk will staff a table and organise the paint and paint brushes.

Cllr Hall to provide more stones. 2hrs per day guided by Hilary.

21.05.007 LITTER – DISCUSS PARISH COUNCIL POWERS

Provision of bins – Litter Act 1983, ss 5,6 – RESOLVED to ask ESBC for a by Beamhurst Noticeboard.

Globe Foundation – provided training for resident litter groups

ESBC – Community Enforcement Team - <https://www.eaststaffsbc.gov.uk/parks-and-open-spaces/grass-cuttings-and-maintenance/litter-and-bin-monday> - enquire if they carry out works in Beamhurst. RESOLVED to write to ESBC to ask if Beamhurst could be added to the litter picking router.

21.05.008 Remote Meetings Survey – call for evidence from Minister of State, Luke Hall MP.

Councillors RESOLVED to submit comments individually as Councillors of the Parish Council and the Clerk will submit comments as Clerk.

Cllr James sent following comments

There are both advantages and disadvantages to conducting remote and face to face Council meetings:

Advantages of Face to Face Meetings:

Face to face meetings help to 'break the ice'. They allow parishioners to meet (put a face to the name) their parish Councillors and talk to them face to face. Parishioners can be made to feel more welcome in face to face meetings, and communication can be more relaxed, particularly if the 'ice has been broken' by informal chatting over cups of teas before the



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meeting starts. I have noticed that there's little informal chatting before meetings start over Zoom, and conversation can be rather stilted and self-conscious.

Face to face meetings help to build good relationships between parishioners and their Councillors, and encourage better community engagement.

Face to face meetings help councillors get to know each other, and facilitate more of working as part of a team. As in point 1, face to face meetings help to break the ice, and allows for more relaxed communication between councillors. As noted above, there's little informal chatting before meetings start over Zoom, and I feel that conversation during meetings can be rather stilted and self-conscious.

Disadvantages to Face to Face Meetings

In rural and more remote areas, meetings might have to be cancelled during extreme weather (snow, fog, storms), when councillors and parishioners might have difficulty attending face to face meetings safely.

Advantages to Remote Meetings:

Physically disabled and poorly parishioners, who cannot physically attend face to face meetings, can participate via Zoom.

People who suffer with certain forms of anxiety might find it easier to participate in remote meetings.

In remote areas, less time will need to be given to participating in council meetings for those parishioners, councillors, and clerks who live a distance away, as no travelling time will be involved.

For those parishioners with second homes in the parish, and for parishioners and councillors who might be working away from home on the day of meetings and, therefore, unable to attend in person, they can still participate in meetings via Zoom.

Paper costs are reduced as all the information can be relayed on computer.

Disadvantages to Remote Meetings:

Some parishioners, particularly older people, might not have access to computers, which will preclude them from participating in Zoom meetings.

Some parishioners, again perhaps older people in particular, will be less confident in the use of information technology, and might feel unable or put off from participating in Zoom meetings.



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In order to support parishioner participation in parish council meetings, and encourage more people to take up the role of councillor, it is my view that flexibility is required regarding how meetings should be held. It's my view that parish demographics, together with councillors/clerk circumstances, should inform decisions regarding how meetings are held. What is appropriate for one council might well not be for another, and council meeting format should therefore be decided by individual councils. However, I am also of the opinion that councils should only be empowered to make their own decisions regarding meeting format if they can ensure:

(1) a willingness to be flexible and open to adapting to new and changing developments within their parish

(2) take on board any views expressed by parishioners regarding the matter.

<https://www.gov.uk/government/consultations/local-authority-remote-meetings-call-for-evidence>

21.05.009 PUBLIC PARTICIPATION - NONE

21.05.0010 TO CONSIDER PLANNING APPLICATIONS AND RECEIVE PLANNING DECISIONS:

NEW

P/2021/00392 - Croxden Abbey Croxden Uttoxeter Staffordshire ST14 5JG - Application for a Certificate of Lawfulness for the continued use of land as domestic curtilage – comments added, We have looked at the application, but we cannot see the sworn statement on the file. We also wondered if this was the correct process to be following bearing in mind that Croxden Abbey is a scheduled monument.

P/2021/00539 - Field Head Farm Combridge Lane Combridge Staffordshire ST14 5JA - Screening Opinion – this is for information only. Clerk to send this application to English Heritage for their information. Cllr Bean to enquire about S106 funds. HER's on the application – Cllr James will contact Historic Environment Records to find out the HER on the site.

P/2021/00545 - Barn adjacent to Croxden Farm ST14 5FB - Conversion and alterations to agricultural building to form holiday let and formation of vehicular access – Comments to be added – Croxden Parish Council would like to make the following comments: Whilst the plans seem sympathetic to the original structure, there is no indication of drainage/sewerage plans, which is a concern, as a flooding problem currently is an issue in the area where the driveway will join the main road, which needs to be resolved. No Heritage Statement has been completed and as this application is within the precinct of Croxden Abbey, a scheduled ancient monument and adjacent to a Grade 2 listed barn, we request this be completed. The existing wooden building is in a poor state, therefore this application should be treated as a new build.



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DECISIONS

P/2019/00940 - Croxden Abbey Croxden Lane Croxden ST14 5JF - Erection of gates, re-surfacing of existing driveway and hard standing areas and extension to parking area – PERMITS

P/2019/00942 - Croxden Abbey Croxden Lane Croxden ST14 5JF - Listed Building Consent for internal and external works to include the installation of gates, new entrance to garden room, wall lights, replacement main door and removal of internal porch – GRANTS

P/2021/00114 - Holly Bank Alton Lane Greatgate ST10 4HF - Application for a Certificate of Lawfulness for the continued use of land as domestic garden – Lawful

P/2021/00120 - Newhouse Farm Nabb Lane Alton ST10 4AY - Demolition of 4 existing farm buildings to facilitate the erection of an agricultural storage building for machinery and hay - PERMITS

21.05.0011 TO RECEIVE ORAL REPORT FROM BOROUGH/COUNTY COUNCILLOR - None

21.05.0012 FINANCE – TO CONSIDER & AUTHORISE PAYMENTS OF LIST BELOW

P60 issued to Clerk – 18.03.2021

Brightpay Final Submission 2020-2021 to HMRC completed 18.03.2021

Brightpay 2021-2022 - set up – 25.03.2021

Came and Co – Insurance – renewal 1st June 2021- Clerk forwarded paperwork to Councillors 22.03.2021 – advised that asset register figure is incorrect and need to put £300 for Office equipment. – New policy received 03.05.2021

AGAR - Mazars – provided paperwork for Annual Audit – Croxden Parish Council is exempt from Audit as gross income and expenditure is under £25,000 - Internal Auditor – Mr A Jepson – received paperwork on 15.04.2021 – completed Internal Audit 30.04.2021

GDPR/Data Protection Act 2018 - Data protection Reference: ZA361125 renewal fee direct debit payment on or before 13/05/2021

Ref/Cheque	Item	Amount
01/SO	Council Administration - 1st April 2021	£146.90
02/SO	Council Administration – 1 st May 2021	£146.90
Received after Agenda issued		
03/064	Came and Co Parish Council insurance – 01.06.2021 – 31.05.2022	£567.78



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04/065	Mr A Jepson – Internal Audit Fee	£30
05/066	Society of Local Council Clerks – Clerk training – project management	£36
06/067	Clerk Expenses – includes postage for Bulb Planting mailing	£29.80
07/DD	ICO – Data Protection renewal (13.05.2021) – Reference ZA 361125	£35
08/068	D.Sargeant – website hosting 2021-2022	£650
Bank Balance		
	Lloyds – Statement 01.04.2021	£3,231.29

21.05.0013 CORRESPONDENCE

Parish Council meetings – Zoom/Face to Face – SPCA bulletin 17.03.2021:

NALC is continuing to work with a range of stakeholders to lobby the government for a continuation of the ability to meet remotely after 6th May, and last week, we were a signatory to a further joint letter with the LGA and others to ministers. We are also supporting a claim to the High Court led by Lawyers in Local Government seeking a declaratory judgment that existing law allows for a meeting to take place remotely. The relevant provisions for the local council sector are those of Schedule 12 to the Local Government Act 1972, and I will provide a further update as soon as we can. NALC's advice remains that councils should now be preparing for the real possibility of a return to face-to-face meetings. [https://www.lawyersinlocalgovernment.org.uk/news_articles/llg-adso-serve-pre-action-letter-on-secretary-of-](https://www.lawyersinlocalgovernment.org.uk/news_articles/llg-adso-serve-pre-action-letter-on-secretary-of-state?utm_source=MEMBERS&utm_campaign=83c1620406-EMAIL_CAMPAIGN_2018_06_08_03_15_COPY_01&utm_medium=email&utm_term=0_206970988f-83c1620406-323671269&mc_cid=83c1620406&mc_eid=268ef73eff)

[state?utm_source=MEMBERS&utm_campaign=83c1620406-EMAIL_CAMPAIGN_2018_06_08_03_15_COPY_01&utm_medium=email&utm_term=0_206970988f-83c1620406-323671269&mc_cid=83c1620406&mc_eid=268ef73eff](https://www.lawyersinlocalgovernment.org.uk/news_articles/llg-adso-serve-pre-action-letter-on-secretary-of-state?utm_source=MEMBERS&utm_campaign=83c1620406-EMAIL_CAMPAIGN_2018_06_08_03_15_COPY_01&utm_medium=email&utm_term=0_206970988f-83c1620406-323671269&mc_cid=83c1620406&mc_eid=268ef73eff)

Western Power Distribution (WPD) enquiries@westernpowerworkshops.co.uk - published its second draft Business Plan and an accompanying consultation. - our Business Plan and respond to our consultation by 25th April – forwarded to Councillors 25.03.2021

Ordinance Survey - The Public Sector Plan on the OS Data Hub has been built around the needs of PSGA members and as your organisation is a member of the PSGA - osdatahubenquiries.os.uk – info sent to Councillors 25.03.2021

Kate Griffiths MP unable to attend Annual Meeting, but would like to attend another time – Councillors to advise Clerk on alternative dates for invitation. 01.04.2021

Trent and Dove Awards – Guy Collins was nominated by the Council, but was not successful, however the Councillors wanted Mr Collins to be aware of the esteem he is held by the Councillors for all the work he carries out for the residents. Email sent 01.04.2021

Great British Spring Clean - 28th May to 13th June 2021, #LitterHeroes - Keep Britain Tidy



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has developed a handy pack of assets and resources to help you engage your community in the campaign. Supporters are encouraged to make a simple pledge <https://www.keepbritaintidy.org/get-involved/support-our-campaigns/great-british-spring-clean> and let Keep Britain Tidy know how many minutes they'll clean-up for during the campaign. Pledges can be made as an individual or a group, ensuring they follow the latest Covid-19 guidance about group gatherings outdoors. Keep Britain Tidy has also launched a charity webshop, <https://shop.keepbritaintidy.org/collections/litter-picking-equipment-individual-items> where you can purchase high-quality litter picking equipment packaged in recyclable materials.

Covid Testing - The County Council's Covid Test & Collect Service opened up to include all Staffordshire residents last week. Following this and other successful trials, the government has announced the extended testing programme will be rolled out across the whole country. lateral flow kits, which can provide results in around 30 minutes, will be available for free at testing sites, pharmacies and through the post. Full details of all the testing options and how to book can be found at www.staffordshire.gov.uk/testing

Alton Towers - Local Resident Applications for tickets for the 2021 season! To apply please email ATWelcome@merlinentertainments.biz with your Name, Address and contact details and please attach a photo/PDF of your most recent Council Tax bill for proof of residency in the local area.

Remote Meetings – Call for Evidence – clerk completed questionnaire - Your response ID is ANON-N2UZ-43YS-2 – Asked all Councillors to complete too - 08.04.2021 (SPCA Bulletin 08.04.2021)

Notice of Elections and Polling Stations for County Councillor and Police Commissioner – May 2021 – put onto website and noticeboards.

Walks within Parish – resident enquired about walking maps within parish and Hollington – clerk replied and provide our website link and Checkley Parish Council website 08.04.2021

Fole Lane – Road Closure - on 11 May 2021 made an Order the effect of which will be to prohibit any vehicle from proceeding in that length of Fole Lane in Fole from outside 4 Folebank Barns for a distance of approximately 70 metres in a north easterly direction unless the vehicle is being used in connection with the works. For more information, visit: <https://one.network/?tm=121324831>.

Organised Events Guidance for Councils - The Department for Digital, Culture, Media and Sport (DCMS) has published advice for councils in England on organised events being held during the coronavirus outbreak. The guidance is designed to assist councils in ensuring that events are able to go ahead safely, in accordance with what is permitted at each step of the roadmap out of lockdown. The guidance is available at: <https://www.gov.uk/government/publications/coronavirus-covid-19-organised-events-guidance-for-local-authorities> (SPCA 15.04.2021 Bulletin)

Lets Beat Loneliness Together – Staffordshire County Council poster onto website - 22.04.2021 (SPCA bulletin 22.04.2021)

SPCA Training Newsletter – details of courses in next month – 22.04.2021

Remote Meetings unlawful after 6th May 2021– SPCA bulletin – 28th April 2021 - The



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application to the High Court made by ADSO, LLG and Hertfordshire County Council in relation to virtual meeting provision for local authorities has today been dismissed. The High Court's dismissal of the application confirms that beyond 6th May 2021 'remote' meetings of Parish and Town Councils will no longer be lawful. NALC response – "Given the government's apparent support for allowing remote meetings, including their evidence to the Court Hearing, I am appealing to ministers to pull out all the stops over the coming days and weeks to introduce the necessary primary legislation. The Scottish and Welsh Governments have already passed legislation to allow for remote meetings and I urge the Government to follow their lead." <https://www.nalc.gov.uk/news/entry/1734-nalc-responds-to-high-court-judgement-on-remote-meetings>

Rural Broadband Consultation - DCMS has recently launched a consultation into rural broadband to which NALC will be responding. The details are included in the attached policy consultation briefing. NALC has asked for responses by no later than 17:00hrs on 25th May. Please email chris.borg@nalc.gov.uk – Cllr Hall will write this.

Laptop – Donate IT – Staffordshire County Council campaign for laptops to be donated - Find out more - ask about the scheme at your local library or visit the web page www.staffordshire.gov.uk/DonateIT. Croxden Parish Council have donated their old laptop.

21.05.0014 CLERK REPORT

Website Administrator advised of acceptance of contract 2021-2022 – by clerk on 11.03.2021

Accounts Spreadsheet – Clerk updated to include a Budget and Variance line, to keep track of spend throughout the year.

Risk Assessment Training – attended 15.03.2021 – issued with Display Screen assessment template for annual use. Advised to carry out an annual asset risk assessment – Village Green, Defib, Noticeboards, Bench/Silent Solider, Stone Trough. NEED TO SET UP A SITE VISIT WITH CHAIR/VICE CHAIR TO CARRY THIS OUT. 10th July – clerk to bring the forms

National Speed Limit Reduction – SPCA Motion – guidance from Derbyshire Local Council Association received and forwarded to Councillors – 22.03.2021
wait for JCB response before approaching SPCA again.

Gold Standard Award – Clerk obtained guidance from SPCA regarding the standard- NEED TO DECIDE ON THE TIMELINE. NALC has a free course - Local Council Award Scheme – preparing an award-winning application - 12 May 2021 — 12:00 - 13:00 – clerk contacted SPCA to ask how to register (SPCA bulletin 01.04.2021) – clerk to report to July Meeting

Highways Log – updated to include another reporting of Ford on Combridge Lane, Faded Speed Signs in Beamhurst and re-reported Keelings Lane pot holes 01.04.2021 and 29.04.2021. Sent log to Councillors and asked them to review 29.04.2021

Covid Hero Awards – Trent and Dove – 26th March 2021 – 7.30pm - Parish Council nominated Guy Collins for the outstanding works he did to coordinate support during the lockdown for residents. Trent and Dove advised he was not one of the 16 - however they sent him a letter and a Covid Hero badge in the post.



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Kate Griffiths MP invited to Annual Meeting – not able to attend

Helen Allen – English Heritage invited to Annual Meeting - not able to attend

Council Policies – all updated and sent to Councillors

Project Management Course – Clerk Training – SLCC event – 1st, 8th, 15th June – total cost - £108 – suggested that URPC, Croxden and Clerk pay a 1/3 each = £36 – sent to Chair and Vice Chair 29.04.2021 – Chair agreed in budget and annual appraisal.

JCB –Speed Limit reduction - clerk contacted Ivor Baigent | Security Director | JCB Ltd World Headquarters about our letter regarding speed limit reduction on Hollington Road, Croxden/Hollington – 29.04.2021 – Mr Baigent advised that a response is being finalised 04.05.2021

Zoom license – Clerk will cancel license and request a refund after 05.05.2021 meeting.

Standing Orders suspended and voted to extend meeting by ½ hour.

21.05.0015 COUNCILLORS REPORTS (information only)

Loneliness in Community – ideas on how to help – Cllr James and Cllr Hemingway will research the facilities available in the area and bring back information to the July meeting. Agenda item in July.

Parish Walking Maps – update on progress – wording still being worked on, Cllr Bean will produce an example

Village Signs – Clerk to continue to chase SCC – clerk to bring quotes to July.

Greatgate Village Green post painting – new date required – 13th June 2021 at 10am – Marianne is buying creosote.

DATE OF NEXT MEETING:

The Next Parish Council meeting will be held on 14th July 2021 at 7pm at St Giles Church, Croxden, unless Government Guidelines on Covid change. The meeting was formally closed at 21.16

Signed.....