



Croxden Parish Council Minutes

Minutes of a **Parish Council** meeting held on Wednesday 13th May 2020, held via Zoom (<https://zoom.us/join>) due to the Coronavirus. The meeting followed the Annual Meeting commencing at 7.17pm.

Zoom Meeting ID – 884 6213 7482 – residents who have no access to internet please call 0131 460 1196 or 0203 051 2874 and enter meeting ID.

Legislation for holding Zoom Meeting - On 2nd April, 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 and allow Parish Councils to hold meetings via an online platform. <http://www.legislation.gov.uk/uksi/2020/392/part/2/made>. As a result of this regulation, Councillors voted by email to hold both the Croxden Annual Council meeting and the Croxden Parish Meeting scheduled for 13th May 2020 starting at 7pm to take place online.

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

- 20.05.001 APOLOGIES AND APPROVAL OF ABSENCES – None.
- 20.05.002 TO RECEIVE DECLARATIONS OF INTERESTS AND TO CONSIDER REQUESTS FOR DISPENSATIONS. None,
- 20.05.003 TO RESOLVE THAT THE MINUTES OF PARISH MEETING HELD ON 11th March 2020 ARE A CORRECT RECORD - RESOLVED
- 20.05.004 TO RECEIVE AN UPDATE ABOUT PROGRESS OF RESOLUTIONS FROM PREVIOUS MEETING

WORKING GROUP – A50 – Project B -UPDATE

article in Echo newspaper states no funds allocated for project. sent to councillors 19.03.2020. Received email from Project B Team – confirming the team will no longer exist and contact will be Martin Potts. Councillors RESOLVED to include Mr Potts into all further correspondence about A50 Project B.

WORKING GROUP – SPEED REDUCTION ON COUNTRY ROADS – UPDATE

Helen Fisher, is SCC Cabinet Member for Highways and Transport.
Kate Griffiths MP – letter 30.03.20 – in response to our request for Hollington Road speed reduction- She advised she could not intervene until SCC have responded. Forwarded to Councillors 01.04.20. Councillors RESOLVED to write to Helen Fisher about speed reduction and CC Checkley Parish Council.

Coronavirus – Council put posters onto noticeboards and Council website giving all updated



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information and liaised with the Residents Facebook page with updates.

Coronavirus Bill passed through Lords on 25.03.2020 –

<http://www.legislation.gov.uk/ukpga/2020/7/section/78>

Tarmac Grant – WW1 Bench.

Updated Tarmac that waste basket will be replaced with silent solidier due to wildlife concerns of having a waste bin and awaiting an update from Tarmac. Silent solidier quote received from Ian Davies Fabrication - £450 + VAT. Sent to Councillors for a vote by email 26.03.2020. Tarmac have confirmed that our grant will still go ahead, just need the written quote for the silent solidier. Sent on 06.04.2020

The Parish Contribution of £111.13 was agreed and cheque raised.

Clerk to arrange with Mr Michael Gent for a site visit to determine exact location of bench.

Kate Griffiths MP – invitation to attend an on line meeting – 1st May 2020 at 7pm.

Cllr Bean attended and requested an update on A50 Project B – Mrs Griffiths updated meeting that she was supportive of a scheme to remove the McDonalds Roundabout and would liaise with Ministers and SCC.

Councillors RESOLVED that a letter be sent to Mrs Griffiths asking for an update and suggesting a competition be launched to design a scheme that is cost effective. Letter will be cc'ed to Mr Potts A50 Project B and Cllr Atkins SCC.

Other matters raised at the meeting were A38 Flooding, Planning comments not being considered by ESBC, speed limits on rural lanes.

WEBSITE –

Coronavirus updates section of website created by webmaster.

Suggest that Councillors telephone numbers be on the website – DISCUSS.

Facilities Section on website created by webmaster:

Councillors RESOLVED to add the following business, as are within the parish and/or 1 mile of parish boundary.

Meachen and Bevan, Electrician Services, Beamhurst

Fourways Country Store, Fole Lane

Beamhurst Museum, Beamhurst

St Giles (CofE) Church Croxden

The Abbey Room meeting room, at St Giles Church Croxden

The Tavern Inn at Denstone

Denstone Farm Shop and Café

The Raddle in at Hollington

The Olive Tree Cafe at Stramshall

Jason Bloor – Agricultural Supplies

Londis Supermarket – Alton



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The Bulls Head, Alton
The Talbot – Alton
Blacksmith Arms – Alton
John Heath Meats – Cheadle

The Webmaster suggested having a contact on the Council who could update the site, in case he was not available – Clerk to receive training

RETIREMENT OF COUNCILLOR

The Returning Officer at ESBC was informed of vacancy on Parish Council – 21.04.2020 due to the retirement of Mrs Marion Kent. Mrs Kent was requested to close her Parish Council email address. 27.04.2020

A Vacancy Poster was put on noticeboards and website 23.04.2020.

Returning Officer informed Parish Council of the following: If by 14 May, 2020 a request for an election to fill said vacancy is made in writing to the Returning Officer at the address below by TEN electors for the said Parish, an election will be held to fill the said vacancy, otherwise the vacancy will be filled by co-option. If an election is called, it will take place not later than 6 May 2021. Andy O'Brien, Returning Officer, ESBC, PO BOX 8045, Burton upon Trent, DE14 9JG.

The Chair repeated his statement from the Annual Meeting that Mrs Kent had provided the Council with many years of dedicated service and the Councillors RESOLVED to offer Mrs Kent the Freedom of the Parish, when the lockdown period has finished. The Council will send flowers, as a thank you, in the interim.

Clerk will inform Councillors after 14.05.2020 with regards to election or co-option of new Councillor.

WELCOME SIGN FOR CROXDEN -

A resident suggested for Croxden Village signs to be installed on Keelings Lane/Hollington Road and Greatgate entrance to Croxden Village. Clerk will investigate if SCC Highways will install.

SPEED LIMIT OF 20 mph for Croxden

A resident suggested for a new speed limit in Croxden village of 20mph, as no pavements. Clerk to investigate with SCC if this is possible.

Parish Council meeting venue – discuss

Parish Council Meeting Room:

Clerk investigated holding the 6 meetings of the parish council at Wonderdale Centre, Greatgate.

Councillors discussed and RESOLVED to review in New Year.



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Clerk investigated English Heritage Building, by Croxden Abbey to hold Meetings:
Clerk provided an update from English Heritage and will start the process of gaining permissions and then funding for refurbishing the building for community use. Councillors advised this could take 2-3 years.

Councillor Hall will now open the Abbey Room, St Giles Church, Croxden, before each Parish Council meeting and ensure heating/lighting is on and Councillors to use side entrance from now on.

20.05.005 CLERK REPORT

Laptop purchased on 12.03.2020 from HP – need to research Microsoft package.

Stiles - WH Durose completed repairs/replacement of 5 stiles in the Parish, landowner permissions granted for all works to take place. 26.03.2020. Cllr Hall took photos of works for Rights of Way Team

Pumping Station field Greatgate - Clerk contacted the owner of the field next to Gategate Pumping Station and they will resolve the full ditch, so that water can run freely away from the road. 26.03.2020

Annual Policies - Updated the policies for annual meeting.

AGAR – Annual Audit completed – liaised with Internal Auditor

Flowers for District Nurses - Clerk, at request of Chair, contacted Cllr Phil Routledge from Staffs Moorlands Council, to request a donation of flowers to the District Nurses in Cheadle. Cllr Routledge provided the 22 District Nurses with Easter Eggs from Morrisons. 13.04.2020

Defibrillator – Clerk confirmed the expiry date on the defib pads is 28/6/2020. Cad ID No 4318 – request for invoice sent to site.issues@aeddodate.org.uk on 20.04.2020- Monthly check carried out 19.04.2020

Thank you letter – Mr Bavaresco for his unending efforts in the litter picking within Croxden. 27.04.2020.

Parish Event Budget – proposed donating some of the £150 allocated to parish events to Wonderdale Centre to support the meals for the vulnerable they are providing. 30.04.2020. Councillors RESOLVED to donate £50.

Highways Log updated and put on website and sent to Councillors.

Footpath 31 – a resident reported that footpath 31 by Nothill Farm, Creighton, Stramshall ST14 5AT, goes through a building now, would like signage to say how to continue on footpath – 11.05.2020. Clerk reported: Thank you for reporting a rights of way issue. Your report has been sent to the Rights of Way Management System and will be processed within the next few days. Your web reference number is: 200561851 Type: Obstruction/Buildings Details: No signage and barn has been built over the path. Reference Code: 10636 Grid Reference: SK07813764 Parish: Croxden CP. Councillors RESOLVED for Clerk to contact Rights of Way and if only pin posts needed, to ask WH Durose to collect and install.

Footpath Booklet – Councillors discussed creating a simple booklet with the key footpaths in the parish, those that form a loop walk in the parish – Cllr Hall will draft the booklet.

Wildflower Boarder – Greatgate Village Green – site visit will take place next week for



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location confirmation.

20.05.006 PUBLIC PARTICIPATION – via online platform - None

20.05.007 TO CONSIDER PLANNING APPLICATIONS AND RECEIVE PLANNING DECISIONS:

NEW.

P/2020/00284 - Tollgate Farm Hollington Road Rocester Staffordshire ST14 5HY- Erection of an agricultural storage building – No comment made.

DECISIONS.

P/2020/00072- Upgrading of overhead conductor and replacement poles, Land at Rocester Road, Croxden, Staffordshire – No objections from ESBC

20.05.008 TO RECEIVE ORAL REPORT FROM BOROUGH/COUNTY COUNCILLOR – None.

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

All payments were authorised.

NAT WEST Account Closure Letter – created and sent to Chair & Vice Chair to close accounts and transfer monies to Lloyds Bank. 12.03.2020. Clerk received account closure statements on 16.04.2020.

ESBC Precept - advised of new bank details by email 19.03.2020

AGAR – Audit.

SPCA – Audit -A delay has been granted by Government, but Clerk advises to continue as normal and submit the exemption certificate and Council Contact details to Mazars before 29th June. Public examination 3rd June to 14th July 2020.

Clerk completed paperwork for AGAR and reconciled the bank on 18.04.2020 – see Annual Meeting for details. Internal Auditor signed off Accounts 24.04.2020. Sent copies to all Councillors on 30.04.2020

Lloyds Bank signatures – Clerk and Councillors completed a Lloyds Bank mandate to ensure that all current Councillors are able to sign cheques. Bank Mandate and Parish Council Financial Regs were changed to enable payments to be made by 2 signatures. Mrs Marion Kent and Mrs Hilary Hawksworth signatures were removed. 24.04.2020

Brightpay set up for 20/21 on new laptop 30.03.2020

GDPR/Data Protection Act 2018 - Data protection fee renewal is due 13/05/2020- DD set up with NATWEST, Clerk paid by card and sent new DD form with Lloyds details - order Ref 00582a55045a

Came and Co Insurance for Croxden Parish Council is due for renewal on 1st June 2020 REFERENCE 22668738 and is currently insured with Pen.

Clerk requested quote to remove outside events.

Quote below received: Councillors RESOLVED to accept the 3yr long term agreement option.



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Annual Policy with Pen	£291.20	£50.00	£341.20
3 Year Long Term Agreement Option with Pen	£291.20	£50.00	£341.20

VAT Refund – Clerk submitted a refund request for £181.37

Zoom Meeting – Audit confirmed that £5 expenses for Councillors who telephone into meeting can be paid, via General Power.

Ref/Cheque number	Item	Amount
01/SO	Mrs VRE Gibson – Salary April	£125.41
02/008	Tarmac Ltd – donation towards grant for WW1 Bench and Silent Solider	Cancelled Cheque
03/009	GDPR Data Protection Fee Mrs VRE Gibson	£40
04/SO	Mrs VRE Gibson – Salary – May	£125.41
Cheque 010		Cheque spoiled
05/011	Tarmac Ltd – donation towards Grant for WW1 Bench and Silent Solider	£111.13
06/012	AED donate – Defib pads renewal- expiry date is 28.06.2020	£39
07/013	Alastair Jepson – Internal Audit Fee	£25
08/014	Mrs VRE Gibson – Zoom subscription	£14.39
09/015	David Sargeant – website host	£500
10/016	WH Durose Replace 5 stiles within Parish	£840 (in 140 VAT)
11/017	Came and Co – Annual Insurance – renewal 1 st June	£341.20
12/-18	SJL Landscapes – cut 1 of season – Greatgate Village Green	£33.60 (in VAT 5.60)

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12a/019	Wonderdale Care – donation for Coronavirus support	£50
14	Mr Brandrick Zoom Meeting expenses	£5
RECEIVED		
01	VAT Refund	£181.37
02	NAT West Interest	£0.08
03	NAT West transfer	£1,599.45
04	ESBC – Precept	£2,257
Lloyds Bank Account	Date of statement	Balances
Account Ref: 268	01.04.2020	£2,849.18
	01.05.2020	£6,681.59 (Natwest transferred)
NATWEST		
Account Ref: 975	Closing balance – account closed 16.04.2020	£1,599.45
Account Ref: 985	Account closed - Funds transferred to account 975	

20.05.0010 CORRESPONDENCE

Coronavirus – updates received from SPCA and NALC and put onto website and forwarded to Croxden Facebook co-ordinator. - them to www.staffordshire.gov.uk/coronavirus
Vulnerable Residents - Please visit www.gov.uk/coronavirus-extremely-vulnerable to register for the support that you need. This includes help with food, shopping deliveries and additional care you might need.

Testing of key workers and their households in Staffordshire and Stoke-on-Trent remains operational and those eligible can book their tests at covid19workforce@northstaffs.nhs.uk
Western Power funding for coronavirus - <https://www.westernpower.co.uk/customers-and-community/in-this-together-community-matters-fund>

Staffordshire Day 1st May 2020– Robbie Williams Angels – sung by NHS staff.
<https://www.enjoystaffordshire.com/whats-on/staffordshire-day/staffordshire-day-angels>
Staffordshire County Council news can be found on
<https://www.staffordshire.gov.uk/Newsroom/Staffordshire-Newsroom.aspx>

Kate Griffiths MP – invitation to a Zoom Conference 1st May at 7pm.

Western Power – contact if power cut - Phone: 105 or 0800 6783 105 Twitter: @wpduk
Schools – Free School Meal Entitlement - New applications can still be made for eligible children. <https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools>

Staffordshire’s Day – 1st May -community spirit will take centre stage for this year’s Staffordshire Day, which is still set to go ahead on Friday 1st May despite the global



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Coronavirus pandemic. The event will be online-only.

https://www.enjoystaffordshire.com/whats-on/staffordshire-day/staffordshire-day-angels?utm_medium=govdelivery&utm_source=email

Staffordshire County Council Funding for volunteer groups who are helping with the Coronavirus - <https://www.staffordshire.gov.uk/Coronavirus/I-can-help/COVID-19-Support-Fund/COVID-19-support-fund.aspx>

PM Letter to the Nation – letter from the Prime Minister – onto website.

<https://www.gov.uk/government/publications/pm-letter-to-nation-on-coronavirus>

Post Office Help Scheme - A new initiative introduced by the Post Office is being rolled out to banks. Anyone who cannot leave home may be able to ask a trusted friend or volunteer to withdraw cash at any Post Office using a single-use voucher.

<https://www.bbc.co.uk/news/business-52229698> <https://www.postoffice.co.uk/post-office-payout> - put on website.

Local Electricity Bill - The above Bill will be re-introduced in Parliament, backed by a cross-party group of 50 MPs, and is due to be debated in the House of Commons on 28th April. If made law, the Bill would empower local communities to sell locally generated clean energy <https://powerforpeople.org.uk/wp-content/uploads/2019/03/Local-Electricity-Bill.pdf> See the Local Councils and national organisations supporting the Bill here:

<https://powerforpeople.org.uk/the-local-electricity-bill/support/#coalition>

Independent Inquiry into the Decline of Rural Bus Services - A reminder that the County All Party Parliamentary Group (County APPG) and the County Councils Network (CCN) are undertaking an independent inquiry into the decline of rural bus services in county.

Staffordshire County council – Library Service Update- Existing library members who need to sign up for online services can download the BorrowBox app or visit its website at www.borrowbox.com and use their membership number and PIN to access services.

Landscape maintenance of Parish Council assets – SCC advised that landscaping could continue. SJL Landscapes have been advised by BALI that landscaping can continue.

Recycling Centre - The county council today made the decision to reopen 13 of the 14 our 14 Household Waste and Recycling Centres (HWRC) on 14th May 2020

Road Closure - NOTICE is for Hollington Lane, Stramshall ending on Hollington Road, Croxden. 2nd June 2020.

Resident –an email with two idea for the parish Council to consider: Entrance Signs to Croxden Village and 20 mph speed limit for Croxden Village.

Local Government Reviews – ESBC -This review has been paused while we consider how to carry out effective consultations. <https://www.lgbce.org.uk/all-reviews/west->



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[midlands/staffordshire/east-staffordshire](#)

Footpath 31 – resident reported signage needed– reported to Rights of Way Team – see Clerks Report

20.05.0011 COUNCILLORS REPORTS (information only)

Spond Farm – at previous meeting water coming off field and eroding the road, is this still happening. Councillors advised that it is due to water table being full in wet weather and water naturally finds an escape. Clerk to write to owners to ask if Gate Holes can be kept clean after harvest to help with the drains becoming blocked.

Layby near Spond Farm needs chatter to ensure that it is maintained, as used often as a pull in by residents.

Chatter for other layby's – Clerk been updated by SCC that funds for a lorry are needed before delivery can take place.

Councillors requested the Zoom account be kept open until after the September meeting. Parish Magazine items to include: Mrs Marion Kent retirement, New Stiles on footpaths, website and Facebook page for updates on Coronavirus. New Councillor vacancy, WW1 Bench to be installed in June.

DATE OF NEXT MEETING:

The Next Parish Council meeting will be held on 8th July 2020 at 7pm. ON ZOOM - The meeting was formally closed at 20.59

Signed.....