



Croxden Parish Council Meeting Minutes
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Minutes of a meeting held on Wednesday 8th November 2023, 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 the clerk.

23.11.001 APOLOGIES AND APPROVAL OF ABSENCES – Cllr Sankey (ESBC), Cllr Brandrick - Approved

23.11.002 TO RECEIVE DECLARATIONS OF INTERESTS AND TO CONSIDER REQUESTS FOR DISPENSATIONS. NONE

23.11.003 TO RESOLVE THAT THE MINUTES OF THE MEETING HELD ON 13th September 2023 ARE A CORRECT RECORD. RESOLVED

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

WEBSITE – update

SCC confirmed 25.09.2023 purchase of the domain name www.croxdenparishcouncil.co.uk
David Sargeant, current webmaster, will work with the Clerk to ensure all items are transferred to the new site by approx. mid December/ early January.

SPCA Motion – update on SCPC AGM

AGM of SPCA – 30.10.2023.

Clerk unable to attend due to storm. Requested update from Robert Pettigrew, none received by meeting.

DAFFODIL BULBS – update

Wild Daffodils ordered 18.09.2023 and delivered on 26.10.2023

Councillors and Clerk will plant on Greatgate Village Green, between the trees on Saturday 25th November at 10.30am.

Fence posts will also be maintained on the day.

BEAMHURST TRAFFIC CALMING – update

Cllr Atkins and Richard Rayson received the Beamhurst Traffic Report – Appendix A of September Meeting. 25.09.2023

Cllr Atkins replied to a resident advising street lighting in the area would need to be funded by the Parish Council and no SCC funds for a traffic survey.

Clerk replied advising that Beamhurst residential properties have increased and requested if SCC could reclassify the area as a village, as per the Appendix A guidelines.

Council RESOLVED to write to Cllr Atkins and Mr Rayson SCC to request a response.

Chairman still investigating classification process.

ASSET UPKEEP – NOTICEBOARDS REFURBISHMENT and DEFIBRILLATOR LABELS– UDDATE



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WH Durose refurbished all three noticeboards with Osmo varnish and included plywood replacement and roofing felt on the back of Greatgate board to protect against elements. – 06.10.2023

Clerk updated the Defibrillator labels on Beamhurst and Croxden Defib boxes. The labels were donated by Ashmores Ice Cream for the benefit of the local community.

Councillor discussed lock on Croxden Noticeboard and RESOLVED for WH Durose to replace it.

HOLLINGTON ROAD – SPEED LIMIT REDUCTION – UPDATE

Cllr Bean sent a letter to Cllr Williams, highlighting the accident on 16.10.2023 and again requesting that the speed limit be reduced from 60mph to 40mph.

Clerk Note: This request was first made to SCC in 2019, with an accompanying petition signed by neighbouring councils and residents and support from JCB and has been on-going since then.

Clerk to sent a copy of the letter to all neighbouring Councils, Rocester PC, Denstone PC, Checkley PC, Alton PC – 20.10.2023

Cllr Williams responded on 30.10.2023: “As the issue you raise is local to your area, it would be best dealt with by your local County Councillor who I have copied into this email. They will be able to assist you with your enquiry.”

Councillors discussed Cllr Williams (SCC) reply and RESOLVED to write to Cllr Atkins and ask for an accident record on Hollington Lane, using a Freedom of Information Request.

Councillors discussed the length of time this item has been on the Agenda and RESOLVED to make a Freedom of Information request to SCC for the process that was carried out to change the speed limit from 60mph to 30mph at the JCB Golf Club entrance.

Clerk to action both resolutions.

23.11.005 TO CONSIDER AND APPROVE THE CREATION OF A RESIDENT EMAIL ADDRESS DATABASE TO FACILITATE DISTRIBUTION OF PARISH COUNCIL NEWSLETTER

ICO provided guidance regarding the database and data protection.

Councillors RESOLVED to create a database of residents email addresses, using guidance from ICO.

Councillors RESOLVED for Clerk to create a leaflet for residents, requesting email addresses for a newsletter database and outlining data protection protocol.

Councillors RESOLVED for the Clerk to post leaflet to all residents in Mid January 2024.

23.11.006 TO CONSIDER AND APPROVE APPOINTMENT OF INTERNAL AUDITOR

Councillors considered two quotes for internal audit services and RESOLVED to appoint Toplis Associates Ltd due to existing local knowledge and experience. Clerk to action resolution.



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- 23.11.007 TO CONSIDER AND APPROVE THE BUDGET FOR 2024-2025
Councillors reviewed Budget and RESOLVED to accept figures for 2024-2025
- 23.11.008 TO CONSIDER AND APPROVE THE PRECEPT FOR 2024-2025
Croxden Parish Council RESOLVED to request £8,500 from East Staffordshire Borough Council as a precept for 2024-2025
- 23.11.009 PUBLIC PARTICIPATION - NONE
- 23.11.0010 TO CONSIDER PLANNING APPLICATIONS AND RECEIVE PLANNING DECISIONS:

PLANNING NOTICES:

Denstone Neighbourhood Plan - Regulation 16 Consultation - Denstone Neighbourhood Plan, supporting documentation and Response Forms, are available on the East Staffordshire Borough Council website at <https://www.eaststaffsbc.gov.uk/denstone-neighbourhood-plan>
A copy of the made Denstone Neighbourhood Plan (February 2017) can be viewed at <https://www.eaststaffsbc.gov.uk/media/29178/download?inline>
The consultation period has been extended and will now close on 5pm on Monday 18 December 2023. Comments can be emailed to neighbourhoodplanning@eaststaffsbc.gov.uk
Councillors discussed the plan and RESOLVED to make the following comments:
Croxden Parish Council would like to congratulate Denstone PC on their detailed Neighbourhood plan and the hard work to create the plan. Croxden Parish Council are sure that it puts Denstone PC in good stead for the direction of the parish that you are hoping to achieve. Clerk to send comments.

Staffordshire Moorlands District Council - The Developer Contributions Supplementary Planning Document (SPD) was adopted by Staffordshire Moorlands District Council on the 18th October 2023. The SPD, adoption statement and other supporting documents can be viewed on the Council's website:
<https://www.staffsmoorlands.gov.uk/article/1166/Supplementary-planning-documents-and-design-guidance> - NOTED

DECISIONS

P/2023/00534 - Abbey View Farm, Keelings Lane, Croxden, Staffordshire, ST14 5JF - Change of use of annexe to holiday let – PERMITS
P/2023/00955 - Holly Bank Alton Lane Greatgate Staffordshire ST10 4HF - Works to a Protected Tree - Fell one Sweet Chestnut tree. TPO 453 (T1). - REFUSES

- 23.11.0011 TO RECEIVE ORAL REPORT FROM BOROUGH/COUNTY COUNCILLOR - NONE
- 23.11.0012** FINANCE – TO CONSIDER & AUTHORISE PAYMENTS OF LIST BELOW AND RECEIVE FINANCE UPDATES;



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All payments from September made on 14.09.2023.

VAT Reclaim will be submitted on 09.11.2023 for £153.74

Ref/Cheque	Item	Amount
31/so	Council Administration – Sept	£224.73
31a/so	Council Administration – Oct	£224.73
32/206	Green Plan-IT - Confidential waste – refund Clerk	£13
33/207	DSE work glasses – Expenses Policy 7.4 - refund for Clerk	£59
34/208	Boston Bulbs – refund Clerk	£43.49 (inc £7.25 VAT)
35/209	WH Durose – refurbishment of 3 noticeboards, plus materials	£422.40 (inc £70.40 VAT)
36/210	SJL Landscapes – grass cutting	£58.68 (inc £9.78 VAT)
37/211	RBL Poppy Appeal – Poppy Wreath donation	£60
38/212	Clerk expenses – including homeworking allowance Sept and Oct plus postage stamps	£20
INVOICE RECEIVED AFTER AGENDA ISSUED		
39/213	Google Annual Storage – refund Clerk	£15.99
RECEIVED		
ESBC – Precept (2 nd Payment)	22.09.2023	£3,207
Bank Statements		
Lloyds Main	10.10.2023	£3,934.54
Lloyds Deposit (Statement every 3 months)	09.08.2023	£1,005.14

BANK RECONCILIATION – 06.11.2023

Bank accounts		date
Lloyds Current account	3,934.54	10.10.2023
Lloyds Deposit	1,005.14	09.08.2023
	4,939.68	
Add: unrepresented income	153.74	
Less: unrepresented cheques	1,636.02	
	3,457.40	



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Receipts and payments						
a. Opening balance 1st April 2023						2,010.09
b. Total receipts						6,730.75
c. Total payments						5,283.44
d. Surplus/(Deficit) in the year (b-c)						1,447.31
e. Closing balance (a+d)						3,457.40

23.11.0013 CORRESPONDENCE

ESBC, Ward Enhancement Programme (WEP), is an 18 month capital grant programme worth £1,500,000 that is targeted towards improving local prosperity in areas across the East Staffordshire Borough. Application form can be found on the website

<https://www.eaststaffsbc.gov.uk/regeneration/ward-enhancement-programme>

Electrical Safety First –Funding <https://www.electricalsafetyfirst.org.uk/what-we-do/working-in-partnership/electrical-safety-fund/>

ESBC Polling Station Review 2023 – consultation and polling station list on website.

Parish Council comments - St Giles is an important polling station for the rural community of Croxden Parish residents and it would appear to be the most appropriate location for polling to take place in Croxden. emailed to elections@eaststaffsbc.gov.uk 09.10.2023

Fix my Street - <https://www.fixmystreet.com/> - The Parish Council received an update afer an anonymous report to Fix My Street. “Several residents living in the village of Beamhurst, which is parallel to the A50 road between Uttoxeter and Stoke-on-Trent, have complained to Croxden Parish Council about longstanding traffic noise on the A50 due to poor surfacing. Residents want this section of the A50 to be resurfaced in order to reduce noise pollution in the village.”

Flooding – Staffordshire County Council provided information on how to report flooding - <https://check-for-flooding.service.gov.uk/> Main Rivers (e.g. River Trent): Environment Agency via their FloodLine 0345 988 1188. Sewer (foul or surface water) and burst main: Water companies: Severn Trent Water , United Utilities or South Staffs Water (water mains only)

Denstone Neighbourhood Plan - Regulation 16 Consultation- Further information, including the submitted Denstone Neighbourhood Plan, supporting documentation and Response Forms.

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East Staffordshire Borough Council grants for community and voluntary organisations



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<https://www.eaststaffsbc.gov.uk/cost-living-support> where you can find more information and download application forms.

Road side grid blockage reported x 3 (water collecting on roads) – Greatgate, Corner of Fole Lane, Opposite Truckle House. Council RESOLVED for Lengthsman to inspect and clear.

23.11.0014 CLERK REPORT

Bus Stop – Beamhurst - Clerk passed residents details to Vice Chair of Uttoxeter Rural PC in regards to the Bus Stop cleaning at Beamhurst and left a message on residents voice mail.

25.09.2023

Footpath 29 details sent to Rights of Way Team, they have updated their repair map to advise a new stile installed. The Stile has been added as new furniture record on our system, which includes a picture of the new stile.

20mph is plenty – sent email in support of the campaign – 18.09.2023

Nature Reserves – provided Croxden PC projects for the environment.

Alton Lane – Bend signs – SCC have now installed the signage – 29.09.2023

Alton Towers – Thank you letter to Deborah Harris for funding the bend signs on Alton Lane – 02.10.2023

Defibs – postcode labels ordered from Ashmore Ice Cream (JCA Graphics) – 02.10.2023

Defibs - The Circuit, National Defibrillator website updated – 02.10.2023

Data Protection Guidance from ICO requested in order to create an email database for newsletter.

Accident – Hollington Road, 16.10.2023 – photo passed to Cllr Atkins, SCC

Noticeboard lock – Croxden Abbey – broken.

NALC pay rise – Clerk still not received update from NALC or SPCA on 2023-2024 pay rates, once received details will be forwarded to Councillors.

Battery Recycling Box – St Giles Church – Clerk emptied box, prior to the meeting and a large number of batteries will be taken to Tesco recycling centre, Uttoxeter. Thank you to the residents who are using this service.

23.11.0015 COUNCILLORS REPORTS (information only)

None

23.11.0016 STAFFING MATTERS - PUBLIC EXCLUDED (Public Bodies(Admissions to meetings)Act 1960)

TO CONSIDER AND APPROVE INCREASE TIME FOR COUNCIL ADMINISTRATION.

Councillors RESOLVED to increase monthly Standing Order starting date 30.11.2023. (Minute Ref: 23.09.008)

DATE OF NEXT MEETING: The Next Parish Council meeting to be held on Wednesday 10th January 2024 at 7pm. The meeting was formally closed at 8.10pm.

Signed.....